



## 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 23 October 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 23 October 2018**  
**6.30pm**  
**63 Mt Barker Road Stirling**

### ORDER OF BUSINESS

*Council Vision*

*Nurturing our unique place and people*

*Council Mission*

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

**1. COMMENCEMENT**

**2. OPENING STATEMENT**

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

We understand that we do not inherit the land from our ancestors but borrow it from our children and in this context the decisions we make should be guided by the principle that nothing we do should decrease our children’s ability to live on this land.”

**3. APOLOGIES/LEAVE OF ABSENCE**

- 3.1. Apology  
Apologies were received from .....
- 3.2. Leave of Absence
- 3.3. Absent

**4. MINUTES OF PREVIOUS MEETINGS**

Council Meeting – 25 September 2018

*That the minutes of the ordinary meeting held on 25 September 2018 as supplied, be confirmed as an accurate record of the proceedings of that meeting.*

Special Council Meeting – 9 October 2018

*That the minutes of the special meeting held on 9 October 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  
Mr Joe Frank re Council decision making

8.3. Public Forum

**9. PRESENTATIONS (by exception)**

Nil

**10. QUESTIONS ON NOTICE**

Nil

**11. MOTIONS ON NOTICE**

11.1. Lobethal Primary School Safety Concerns

*That the CEO, in consultation with the Governing Council and the Principal of the Lobethal Primary School, provides a report to the February 2019 Council meeting, on opportunities to improve safety for students and parents on streets within the vicinity of the School.*

**12. OFFICER REPORTS – DECISION ITEMS**

12.1. Consideration of matter during Caretaker Period

1. *That the report be received and noted.*
2. *That having considered whether or not the matter should be considered pursuant to the Caretaker Policy, that the Council determines to consider Item 12.2 on the agenda, and make a decision on the matter.*

12.2. Naming the Arts & Heritage Hub

1. *That the report be received and noted.*
2. *That the Council's arts and heritage hub in the former Lobethal Woollen Mill be called Fabrik.*
3. *That further development of Fabrik incorporate the naming of specific elements of, or programs run at, the complex. This should include consideration of other suggested names made by the community as part of the current process, including Interwoven and Yarn Space.*

12.3. 2017 – 18 General Purpose Financial Statements

1. *That the report be received and noted.*
2. *To endorse the early adoption of Australian Accounting Standards AASB15 and AASB1058 for the 2017-18 financial year and pursuant to AASB1058 elect not to recognise Volunteer Services in its financial statements.*
3. *That, in accordance with Section 127 of the Local Government Act 1999 and the Local Government (Financial Management) Regulations 1999, Council adopts the General Purpose Financial Statements for the financial year ended 30 June 2018.*
4. *To authorise the Mayor and CEO to sign the General Purpose Financial Statements for the financial year ended 30 June 2018.*

12.4. Building Better Regions Fund

1. *That the report be received and noted.*
2. *That an application be made to the Building Better Regions Fund and/or other funds where applicable, for the establishment of the Arts & Heritage Hub at Lobethal with a Council contribution of up to \$1,306,000.*
3. *That the Chief Executive Officer, or delegate, be authorised to finalise the Council's funding submission(s).*
4. *That funding offers arising from the applications be referred back to the Council for consideration.*



- 12.5. Review of Advisory Groups
1. *That the report be received and noted.*
  2. *To recommend the Terms of Reference to the incoming Council for the following Advisory Groups:*
    - a. *Bushfire Advisory Group (with revisions to nomenclature and strategic plan references)*
    - b. *Biodiversity Advisory Group (with revisions to nomenclature and strategic plan references)*
    - c. *Cemetery Advisory Group (with revisions to nomenclature and strategic plan references)*
    - d. *Property Advisory Group (with revisions to nomenclature and strategic plan references, removal of the function related to formulating asset management plans and the addition of a function related to road reserve management)*
    - e. *Rural Land Management Advisory Group (with revisions to nomenclature and strategic plan references and addition of membership from a representative of the strawberry/berry industry)*
    - f. *Sustainability Advisory Group (with revisions to nomenclature and strategic plan references and the refinement of the role and functions to include resilient communities and resource recovery and the removal of conservation and biodiversity)*
  3. *To cease the following Advisory Groups:*
    - a. *Adelaide Hills Business & Tourism Centre Advisory Group*
    - b. *Australia Day Awards Panel*
    - c. *Social Planning Advisory Group*
    - d. *Sport & Recreation Advisory Group*
    - e. *Youth Advisory Committee*

- 12.6. Status Report – Council Resolutions Update  
*Refer to Agenda*

**13. OFFICER REPORTS – INFORMATION ITEMS**

- 13.1. Regional Public Health Plan Progress Report  
13.2. Risk Management Update

**14. MISCELLANEOUS ITEMS**  
Nil

**15. QUESTIONS WITHOUT NOTICE**

**16. MOTIONS WITHOUT NOTICE**

**17. REPORTS**

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

**18. REPORTS OF COMMITTEES**

- 18.1. Council Assessment Panel – 10 October 2018  
*That the minutes of the CAP meeting held on 10 October 2018 as supplied, be received and noted.*
- 18.2. Strategic Planning & Development Policy Committee  
*Nil*
- 18.3. Audit Committee - 8 October 2018  
*That the minutes of the Audit Committee meeting held on 8 October 2018 as supplied, be received and noted*
- 18.4. CEO Performance Review Panel  
*Nil*

**19. CONFIDENTIAL ITEMS**

*Nil*

**20. NEXT MEETING**

Tuesday 27 November, 6.30pm, 63 Mt Barker Road, Stirling

**21. CLOSE MEETING**

## Council Meeting/Workshop Venues 2018

DATE	TYPE	LOCATION	MINUTE TAKER
<b>NOVEMBER 2018</b>			
Mon 5 November	Audit	Stirling	TBA
Tues 20 November	Swearing In Ceremony & Training for new Council	Stirling	N/A
Sat 24 November	Professional Development	Stirling	N/A
Tues 27 November	Council meeting	Stirling	Pam Williams

### ***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.***

# 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 *(mandatory if you intend to declare a Material conflict of interest)*

**OR**

☐ I intend to **stay** in the meeting *(complete part 4) (only applicable if you intend to declare a Perceived (Actual conflict of interest))*

**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

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

1. A request to make a deputation should be made by submitting a Deputation Request Form, (available on Council's website and at Service and Community Centres) to the CEO seven clear days prior to the Council meeting for inclusion in the agenda.
2. Each deputation is to be no longer than ten (10) minutes in duration, excluding questions from Members.
3. Deputations will be limited to a maximum of two per meeting.
4. In determining whether a deputation is allowed the following considerations will be taken into account:
  - the subject matter of the proposed deputation;
  - whether it is within the powers of the Council;
  - relevance to the Council agenda nominated – and if not, relevance to the Council's powers or purpose;
  - the integrity of the request; and
  - the size and extent of the agenda for the particular meeting.

### 8.3 PUBLIC FORUM

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

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

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## **Item 4 Minutes of Council**

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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 25 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 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
Marc Salver	Director Development & Regulatory Services
David Waters	Director Community Capacity
Chris Janssan	Manager Open Space
Steven Watson	Governance & Risk Coordinator
Pam Williams	Minute Secretary

**1. COMMENCEMENT**

The 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”.



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**3. APOLOGIES/LEAVE OF ABSENCE**

**3.1 Apology**

Cr Kirrilee Boyd  
Cr Jan Loveday

**3.2 Leave of Absence**

Nil

**3.3 Absent**

Nil

**4. MINUTES OF PREVIOUS MEETINGS**

**4.1 Council Meeting – 28 August 2018**

Moved Cr Malcolm Herrmann  
S/- Cr Ian Bailey

**240/18**

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

<b>Carried Unanimously</b>
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**4.2 Special Council Meeting – 6 September 2018**

Moved Cr Nathan Daniell  
S/- Cr Lynton Vonow

**241/18**

That the minutes of the Special Council meeting held on 6 September 2018 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

<b>Carried Unanimously</b>
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**4.3 Special Council Meeting – 11 September 2018**

**Moved Cr Linda Green**

**S/- Cr Ron Nelson**

**242/18**

**That the minutes of the Special Council meeting held on 11 September 2018 as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

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

**5.1 Perceived Conflict of Interest, Cr Jan-Claire Wisdom, Item 12.3, Election for GAROC 2018-2020**

Under Section 75A of the *Local Government Act 1999* Cr Jan-Claire Wisdom disclosed a Perceived Conflict of Interest in Item 12.3, Election for GAROC 2018 – 2020, the nature of which is as follows:

- I am a candidate for a position on the Greater Adelaide Region Organisation of Councils (GAROC)

Cr Jan-Claire Wisdom intends to leave the Chamber when this matter is discussed.

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

Mayor Spragg reminded Council Members that Council is in Caretaker mode.

**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

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**8.2 Deputations**

William Hannaford and Lew Brickhill re Charleston Conservation Park.

**8.3 Public Forum**

Mr Joe Frank re decision making

**9. PRESENTATIONS**

- Dr Emily Moskwa, UniSA, re results of bushfire vs biodiversity conservation study
- Tim Groves, Department Environment & Water re Update on Fuel Reduction burns

Leave of the meeting was granted to bring item 13.1, Department for Environment & Water Fuel Reduction on Private lands Program Annual Update, forward on the agenda.

**13.1 Department for Environment & Water Fuel Reduction on Private lands Program Annual Update**

**Moved Cr John Kemp**  
**S/- Cr Ron Nelson**

**243/18**

**That Council resolves that the report be received and noted.**

<b>Carried Unanimously</b>
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7.44pm Cr Wisdom left the Chamber

**10. QUESTIONS ON NOTICE**

7.45pm Cr Wisdom returned to the Chamber

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**10.1 Milan Terrace Stirling 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?

**Officer's Response - Peter Bice, Director Infrastructure & Operations**

Discussions have occurred with DTI and no firm response has been received.

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 intends 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.

**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?

**Officer's Response - Peter Bice, Director Infrastructure & Operations**

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 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.

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**11. MOTIONS ON NOTICE**

Nil

**12. OFFICER REPORTS – DECISION ITEMS**

**12.1 Development Application Fee Refund Policy Review**

Moved Cr Ian Bailey  
S/- Cr Malcolm Herrmann

**244/18**

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.

<b>Carried Unanimously</b>
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**MATTER ARISING**

Moved Cr Ian Bailey  
S/- Cr Lynton Vonow

**245/18**

Council resolves to move items 12.2, Election of LGA President, and 12.3, Election for GAROC 2018 – 2020, to the end of the meeting to allow confidential discussions.

<b>Carried Unanimously</b>
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**12.2 Election of LGA President**

This item was considered at the end of the meeting.

**12.3 Election for GAROC 2018-2020**

This item was considered at the end of the meeting.

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**12.4 Delegation Review September 2018**

Moved Cr Linda Green  
S/- Cr Ian Bailey

**246/18**

**Council resolves:**

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

**2.1 Revocation**

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

- 2.1.1 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.**

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- *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: to the persons occupying the positions of Director Infrastructure and Operations, Peter Bice, Manager Civil Services, Ashley Curtis.

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: to the persons occupying the positions of Director Infrastructure and Operations, Peter Bice, Manager Civil Services, Ashley Curtis.

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 25 day of September 2018 to the person occupying the office of Chief Executive Officer of the Council subject to:

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- (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: to the persons occupying the positions of Director Infrastructure and Operations, Peter Bice, Manager Civil Services, Ashley Curtis.

<b>Carried Unanimously</b>
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**12.5 Status Report – Council Resolutions Update**

Moved Cr Lynton Vonow  
S/- Cr Nathan Daniell

**247/18**

**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
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



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<b>Date</b>	<b>Meeting</b>	<b>No</b>	<b>Heading</b>
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	Parliamentary Inquiry into the Heritage System regarding Places or Objects
11/09/2018	Special Council	228/18	2017-18 Preliminary End of Year Financial Results and Carry Forwards
11/09/2018	Special Council	236/18	East Waste Kerbside Recycling Contract

**Carried Unanimously**

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 25 SEPTEMBER 2018  
63 MT BARKER ROAD STIRLING**

**13. OFFICER REPORTS - INFORMATION ITEMS**

**13.1 Department for Environment & Water Fuel Reduction on Private lands Program Annual Update**

This item was discussed earlier in the agenda.

**13.2 Harms Avenue Birdwood**

Moved Cr Malcolm Herrmann  
S/- Cr Linda Green

**248/18**

1. That Council resolves that the report be received and noted.
2. That the CEO provides a further report to Council by the end of March 2019.

<b>Carried Unanimously</b>
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**13.3 Age Friendly Community Strategic Plan – Status Report**

Moved Cr John Kemp  
S/- Cr Linda Green

**249/18**

That Council resolves that the report be received and noted.

<b>Carried Unanimously</b>
----------------------------

**13.4 Corporate Plan 2017 – 2010 - Status Report**

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

**250/18**

That Council resolves that the report be received and noted.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 25 SEPTEMBER 2018  
63 MT BARKER ROAD STIRLING**

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**13.5 Local Government Election Update**

Moved Cr Nathan Daniell  
S/- Cr John Kemp

**251/18**

**That Council resolves that the report be received and noted.**

<b>Carried Unanimously</b>
----------------------------

**14. MISCELLANEOUS ITEMS**

Nil

**15. QUESTIONS WITHOUT NOTICE**

Cr Bailey re Bike Event at Yarrabee Road Greenhill

**16. MOTIONS WITHOUT NOTICE**

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

**16.1 Unmade Road Reserves, Charleston Conservation Park**

Moved Cr Malcolm Herrmann  
S/- Cr Linda Green

**252/18**

**That the CEO provides a report to Council by the end of February 2019 on future options for the unmade road reserves adjacent to the Charleston Conservation Park.**

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 25 SEPTEMBER 2018  
63 MT BARKER ROAD STIRLING**

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**17. REPORTS**

**17.1 Council Member Activities**

**Cr Malcolm Herrmann**

- 29 August, Play Space Consultation, Paracombe
- 3 September, Citizenship Ceremony, Stirling
- 10 September, Men's Shed, Kersbrook
- 12 September, Park Association, Birdwood
- 13 September, Residents Association, Kersbrook
- 17 September, RSL sub branch, Gumeracha
- 18 September, TV Lions Club, Gumeracha
- 24 September, Hills Justices Group AGM, Cudlee Creek
- 30 August, Val Hall's memorial seat unveiling, Gumeracha

**Cr Linda Green**

- 30 August, Val Hall's memorial seat unveiling, Gumeracha

**Cr Jan-Claire Wisdom**

- 28 July, Candidate Session for Women on Council, Charles Sturt Council
- 2 August, Woodside Friends of Library AGM, Woodside
- 7 August, SATIC & CTLM Tourism forum, Adelaide
- 8 August, MCFC AGM, Mylor
- 9 August, Meeting with Member for Kavel, Mt Barker
- 10 August, Special LGASA meeting re rates, Adelaide
- 17 August, SHLGA Board Meeting, Victor Harbor
- 3 September, LG elections candidate session, Stirling
- 3 September, Citizenship ceremony, Stirling
- 5 September, State Budget presentation lunch, Adelaide
- 5 September, MLGG meeting, Adelaide
- 7 September, SLSA China exhibition, Adelaide
- 12-13 September, LGA Board meeting, Pt Lincoln
- 17 September, Peace Run lap, Bridgewater Primary School
- 18 September, Peace Run 2018 final destination, Mt Lofty
- 30 August, Val Hall's memorial seat unveiling, Gumeracha

**Cr Ian Bailey**

- 30 August, Val Hall's memorial seat unveiling, Gumeracha

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 25 SEPTEMBER 2018  
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**Cr John Kemp**

- 19 September, Stirling Business Association AGM
- 19 September, Mt Lofty Branch National Trust SA AGM

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

**Cr Linda Green**

- 3 September, East Waste Board meeting
- 20 September, East Waste Board meeting

**17.3 CEO Report**

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

- Footpath and driveway renewal works, Stirling
- Kerbing and guttering
- Mt Torrens Heritage Reserve
- Public Libraries
- System Integration
- Take 5 for Safety Campaign
- Cr Val Hall's memorial seat in Gumeracha
- Installation of 5 defibrillators in Stirling, Gumeracha, Woodside, Norton Summit & Heathfield Depot

**18. REPORTS OF COMMITTEES**

**18.1 Council Assessment Panel – 12 September 2018**

**Moved Cr Nathan Daniell**

**S/- Cr Jan-Claire Wisdom**

**253/18**

**That the minutes of the Council Assessment Panel meeting of 12 September 2018 as distributed, be received and noted.**

<b>Carried Unanimously</b>
----------------------------

**18.2 Strategic Planning & Development Policy Committee**

Nil

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 25 SEPTEMBER 2018  
63 MT BARKER ROAD STIRLING**

**18.3 Audit Committee**

Nil

**18.4 CEO Performance Review Panel**

Nil

**19. CONFIDENTIAL ITEMS**

Item 12.2, Election of LGA President, was considered at this point in the meeting.

**19.1 Election for LGA President – Exclusion of the Public**

Moved Cr Linda Green

S/- Cr Jan-Claire Wisdom

**254/18**

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 Development & Regulatory Services, Marc Salver
- Director Corporate Services, Terry Crackett
- Director Community Capacity, David Waters
- Governance & Risk Coordinator, Steven Watson
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 12.2: (Election of LGA President) 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.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 25 SEPTEMBER 2018  
63 MT BARKER ROAD STIRLING**

**12.2 Election of LGA President**

Moved Cr John Kemp

S/- Cr Jan-Claire Wisdom

255/18

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 Mayor Erika Vickery and to lodge the completed ballot paper in accordance with the process set out in *Appendix 1*.

<b>Carried Unanimously</b>
----------------------------

Item 12.3, Election for GAROC 2018 - 2020, was considered at this point in the meeting.

9.14pm Cr Wisdom declared a Perceived Conflict of Interest in item 12.3, Election for GAROC 2018 – 2020, and left the Chamber.

**19.2 Election for GAROC 2018 – 2020 – Exclusion of the Public**

Moved Cr Malcolm Herrmann

S/- Cr Ian Bailey

256/18

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 Development & Regulatory Services, Marc Salver
- Director Corporate Services, Terry Crackett
- Director Community Capacity, David Waters
- Governance & Risk Coordinator, Steven Watson
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 12.2: (Election of LGA President) 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).

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

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9.26pm Cr Malcolm Herrmann left the Chamber and did not return.

**12.3 Election for GAROC 2018 – 2020**

**Moved Cr Linda Green**

**S/- Cr John Kemp**

**257/18**

**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:**

**Karen Redman  
Grant Piggot  
Jan-Claire Wisdom  
David O'Loughlin  
Christel Mex  
Gillian Aldridge  
Kevin Knight  
Neville Grigg**

**and to lodge the completed ballot paper in accordance with the process set out in  
*Appendix 1.***

<b>Carried Unanimously</b>
----------------------------

9.35pm Cr Wisdom returned to the Chamber.

**20. NEXT MEETING**

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 23 October 2018 from 6.30pm at 63 Mt Barker Road, Stirling.

**21. CLOSE MEETING**

The meeting closed at 9.35pm.



**ADELAIDE HILLS COUNCIL  
MINUTES OF SPECIAL COUNCIL MEETING  
TUESDAY 9 OCTOBER 2018  
36 NAIRNE ROAD WOODSIDE**

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In Attendance

**Presiding Member:** Mayor Bill Spragg

**Members:**

Councillor	Ward
Councillor Ron Nelson Councillor Jan-Claire Wisdom	Manoah
Councillor Ian Bailey	Marble Hill
Councillor Kirrilee Boyd Councillor John Kemp	Mt Lofty
Councillor Linda Green Councillor Malcolm Herrmann	Torrens Valley

In Attendance:

Peter Bice	Acting Chief Executive Officer
Terry Crackett	Director Corporate Services
John McArthur	Acting Director Infrastructure & Operations
Marc Salver	Director Development & Regulatory Services
David Waters	Director Community Capacity
Lachlan Miller	Executive Manager Governance and Performance
Melinda Rankin	Director Arts and Heritage Hub Director
Steven Watson	Governance & Risk Coordinator / Minute Taker

**1. COMMENCEMENT**

The special council meeting commenced at 6.31pm

**2. OPENING STATEMENT**

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

We understand that we do not inherit the land from our ancestors but borrow it from our children and in this context the decisions we make should be guided by the principle that nothing we do should decrease our children’s ability to live on this land”.

**ADELAIDE HILLS COUNCIL  
MINUTES OF SPECIAL COUNCIL MEETING  
TUESDAY 9 OCTOBER 2018  
36 NAIRNE ROAD WOODSIDE**

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**3. APOLOGIES/LEAVE OF ABSENCE**

**3.1 Apology**

Cr Jan Loveday  
Cr Nathan Daniell  
Cr Andrew Stratford  
Cr Lynton Vonow

**3.2 Leave of Absence**

Nil

**3.3 Absent**

Nil

**4. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL**

Nil

**5. BUSINESS OF THE MEETING**

**5.1 Voting for Local Government Finance Authority Board Members**

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

**258/18**

**Council resolves:**

1. That the report be received and noted
2. That Adelaide Hills Council nominates Karen Hockley and Annette Martin as Representative Members of the Board of Trustees of the Local Government Finance Association
3. That the Mayor and Acting CEO submit Council's vote in the postal ballot conducted by the CEO and Returning Officer of the LFGA.

<b>Carried Unanimously</b>
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**6. CLOSE SPECIAL COUNCIL MEETING**

The meeting closed at 6.35pm

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
23 October 2018  
AGENDA BUSINESS ITEM**

**Item:** 11.1 Motion on Notice

**Originating from:** Cr Malcolm Herrmann

**Subject:** Lobethal Primary School Safety Concerns

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**1. MOTION**

**I move that the CEO, in consultation with the Governing Council and the Principal of the Lobethal Primary School, provides a report to the February 2019 Council meeting, on opportunities to improve safety for students and parents on streets within the vicinity of the School.**

**2. BACKGROUND**

For some time, parents (and grandparents) have expressed concern for the safety of students using the streets in the vicinity of the Primary School.

While some maintenance works (e.g. bushes being pruned back on the footpaths) have been undertaken, a long term solution is required.

Enrolments have increased from 150 four years ago to a projected 190 for the commencement of 2019.

The additional students will place increased pressure on safe student and vehicle movements.

**3. OFFICER'S RESPONSE – David Collins, Manager Sustainable Assets**

Council officers will arrange to meet with the Principal of Lobethal Primary School to commence the discussion about concerns regarding the safe movement of vehicles and pedestrians in and around the site.

18-Oct-2018

Lobethal Primary School - School Road Lobethal

- AHC Map
- Suburbs
  - Townships
  - Roads
  - Rivers
  - Parks



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50 m

Scale = 1852.1999999999998

Pitney Bowes Software, Private Limited.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 October 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.1

**Originating Officer:** Andrew Aitken, Chief Executive Officer

**Responsible Director:** Andrew Aitken, Chief Executive Officer

**Subject:** Consideration of matter during Caretaker Period

**For:** Decision

---

**SUMMARY**

The purpose of this report is to enable the Council to determine whether or not to consider Item 12.2, later in this agenda, concerning the naming of the Arts and Heritage Hub at Lobethal.

The Administration considers it pertinent for the Council to specifically consider and make a decision on the appropriateness of the matter against the provisions of the *Caretaker Policy*.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. That having considered whether or not the matter should be considered pursuant to the Caretaker Policy, that the Council determines to consider Item 12.2 on the agenda, and make a decision on the matter.
- 

**1. GOVERNANCE**

➤ **Strategic Management Plan/Council Policy**

Goal 5	Organisational Sustainability
Strategy	Governance

Excerpt from the Strategic Plan: *The Council is committed to open, participative and transparent decision making and administrative processes. We diligently adhere to legislative requirements to ensure public accountability and exceed these requirements where possible.*

➤ **Legal Implications**

The *Local Government (Elections) Act 1999* requires each council to prepare and adopt a caretaker policy to govern the conduct of the Council and its staff during the election period for a general election. The policy guides the making of decisions and the conduct of certain activities during the election period. The particulars are discussed later in this report.

➤ **Risk Management Implications**

The consideration of whether or not to consider an item later in the agenda against the provisions Council's Taker Policy 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

➤ **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**

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 and Performance  
Governance and Risk Coordinator  
Director Community Capacity  
Arts and Heritage Hub Director

*Community:* Not applicable.

Note that engagement/consultation in respect to naming the Hub is detailed in the report on that matter.

## 2. BACKGROUND

At its meeting held on 27 February 2018, the Council resolved as follows:

### **Naming of Council-Owned Premises in Lobethal – AHBTC**

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

**49/18**

**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.**

Carried Unanimously
---------------------

A report later on the agenda is presented to fulfil that resolution. The report recommends that the Council make a decision on the matter within the caretaker period.

The Council's *Caretaker Policy* contains provisions which prohibit certain decisions being made during the caretaker period. The provisions of the Policy commenced on 18 September 2018 (close of nominations) and the end at the conclusion of the election.

The Policy covers:

- (a) Designated decisions as defined in the *Local Government (Elections) Act 1999* that are made by Council
- (b) Use of Council resources
- (c) Other significant decisions that are made by the Council.

The matter which is the subject of this report is not a designated decision as defined in the legislation. Rather, the matter is considered to be one which may fall into the "other significant decisions" category.

Section 7.7 of the Council's *Caretaker Policy* contains a non-legislated policy position which prohibits the making of "*any major policy or other decisions which will significantly affect the Council area or community or will inappropriately bind the incoming Council.*"

A 'major policy decision' is later defined to include any decision:

- To spend unbudgeted monies
- To conduct unplanned public consultation
- To endorse a new policy
- To dispose of Council land
- To approve community grants
- To progress any matter which has been identified as an election issue.

Any other issue that is considered a major policy decision by the Chief Executive Officer that is not a designated decision.

### 3. ANALYSIS

The determination as to whether any policy decision is major or any other decision is significant is to be made by the Chief Executive Officer, after consultation with the Mayor.

In the matter of naming the Arts and Heritage Hub, the Chief Executive Officer, after consultation with the Mayor, has determined that the matter *may* be identified as an election issue, thus it fits into the category of being a 'significant' decision. Yet, there exists circumstances which warrant the decision being made during the caretaker period. As such, the following analysis is provided pursuant to Section 7.9 of the Policy.

#### **Why the matter is considered 'significant'**

The matter is considered significant because it has the potential to become an election issue.

#### **Why the matter is considered urgent**

The Council has previously resolved to receive recommendations on the naming of the Arts and Heritage Hub by 31 October 2018. Considering the matter at this meeting is necessary to fulfil the requirements of that resolution.

#### **What are the financial and other consequences of postponing the matter until after the election, both on the current Council and the incoming Council?**

The incoming Council will not immediately have awareness of the background to the development of the Arts and Heritage Hub. It will take some time for the new Council to come up to speed with the situation, so as to be in a position to make an informed decision on the Hub's name. In the meantime, there will be a missed opportunity to begin promoting the facility, thus putting its establishment behind schedule and delaying the achievement of desired benefits.

#### **Whether deciding the matter will significantly limit the policy choices of the incoming Council**

The naming of the Hub is not considered to be a policy decision per se. While it would be unrealistic for an incoming Council to rename the Hub, the incoming Council will still have significant decisions to make about the ongoing development and future direction of the Hub as the Business Development Framework is implemented over the coming years. The name does not limit the Council in any way in this regard.

#### **Whether the matter requires the expenditure of unbudgeted funds**

Not applicable.

#### **Whether the matter is the completion of an activity already commenced and previously endorsed by Council**

As noted earlier in this report, the matter arises out of a specific resolution to have the matter brought back to Council by 31 October 2018. It makes sense that the current Council names the Hub as a culmination of the work which has taken place, predominantly in this term of Council, to finalise a masterplan for the former Lobethal Woollen Mill site and to establish an Arts and Heritage Hub.



**Whether the matter requires community engagement**

No further community engagement is required in respect to this matter. As noted earlier in this report, community members have been given the opportunity to suggest names for the facility and these have been taken into account in formulating options.

**Any relevant statutory obligations or timeframes**

Not applicable.

**Whether dealing with the matter in the election period is in the best interests of the Council area and community**

It is considered to be in the best interests of the community to deal with the matter now as it will enable the establishment of the Hub to move forward in line with community expectations. Should the Council not proceed with naming the Hub at this time, it will be necessary to bring the incoming Council up to speed with the background and process taken thus far, which will delay the opportunity to establish key marketing tools and processes.

It is ultimately a matter for the Council to determine whether or not to consider the matter, however, based on the above analysis, it is recommended that the Council does so.

**4. OPTIONS**

Council has the following options:

- I. Determine to proceed with consideration of the agenda item relating to the naming of the Arts and Heritage Hub (Recommended)
- II. Determine not to proceed with the consideration of the agenda item relating to the naming of the Arts and Heritage Hub (Not Recommended)

**5. APPENDIX**

Nil

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 October 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.2

**Originating Officer:** Melinda Rankin, Arts & Heritage Hub Director

**Responsible Director:** David Waters, Director Community Capacity

**Subject:** Naming the Arts & Heritage Hub

**For:** Decision

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**SUMMARY**

The purpose of this report is to seek a decision on the name for the Arts and Heritage Hub at the former Lobethal Woollen Mill.

The Mill, also formerly known as the Onkaparinga Woollen Mill, has most recently had the name of Adelaide Hills Business and Tourism Centre (AHBTC). With the divestment of much of the site and the development of a hub with an arts and heritage focus, a name that reflects this new purpose is required.

A process has been carried out which has involved the gathering of ideas from community members and stakeholder groups as well as input from branding professionals. The recommended name is Fabrik.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. That the Council's arts and heritage hub in the former Lobethal Woollen Mill be called Fabrik.
  3. That further development of Fabrik incorporate the naming of specific elements of, or programs run at, the complex. This should include consideration of other suggested names made by the community as part of the current process, including Interwoven and Yarn Space.
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

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

Naming the site is important in achieving the intent of this strategy as it will allow for better promotion and marketing to both visitors and potential creative practitioners.

### ➤ Legal Implications

Although the woollen mill operated under the name *Onkaparinga Woollen Mill* for many years, textile and homewares company William A McNeil & Co Pty Ltd currently own a number of active registered trademarks relating to the use of the word Onkaparinga, so use of this name in the new hub could be problematic. Likewise, other potential names need to be considered in light of existing trademarks.

Naming of a building facility or complex does not constitute the naming of a place for the purposes of the *Geographical Names Act 1991*, nor is the site considered a 'public place' for the purposes of the *Local Government Act 1999*. As such, the Council is not obliged to follow its *Public Place and Road Naming Policy*.

### ➤ Risk Management Implications

As the matter under consideration is essentially about the naming of the Arts & Heritage Hub, the following consolidated risk statement is considered principal for the purposes of this report:

*Current and past stakeholders of the Mill do not accept the selected name leading to damage to the Hub's reputation within the community.*

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

A process of seeking community input was undertaken to ensure the community had an opportunity to contribute their thoughts and ideas concerning a name for the Hub.

*The selected name is not widely accepted by the wider community leading to a low level of engagement with artists and visitors*

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

The engagement of a professional naming and branding company was undertaken to ensure industry expertise and advice informed the final suggestion.

➤ **Financial and Resource Implications**

There are no direct financial implications as a result of naming the Hub. The development and application of the Hub's branding, which will commence once the name is decided upon, is allowed for in the current financial year's budget and forward projections incorporated in the LTFP.

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

The Woollen Mill had a strong connection to the community of Lobethal for many generations and this connection continues, with previous employees still active in the community today. Various enterprises and activities that were developed within the site during the years since the Mill's closure, including a monthly market, continue on in the memory of the wider community. More recently, the Hills Art group (under the umbrella of the Lobethal Community Association) has been actively engaged in facilitating arts and heritage related public programs on the site. The Onkaparinga Woollen Mill Inc. has also run a number of public exhibitions.

➤ **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:* Council members were involved in a workshop on 9 October 2018.

*Advisory Groups:* The matter was subject to consideration by the AHBTC Advisory Group at their meeting on 5 October 2018.

*Administration:* Aside from the report author and responsible Director, other staff involved in the consideration of names include: Chief Executive Officer, Economic Development Officer, Community Cultural Development Officer, Manager Property Services, Director Corporate Services and Coordinator Communications and Events. A range of other staff also contributed to the process.

*Community:* Name suggestions were invited via Council's social media, newspaper advertisements and its Engagement HQ online platform. Lobethal residents and former Mill employees were targeted through the distribution of postcards in local businesses, through Council's positive ageing and community development programs and through the Lobethal Community Noticeboard Facebook page. The Onkaparinga Woollen Mill Museum Inc. was invited to promote the opportunity to suggest ideas among its members. Current arts and culture stakeholders were contacted via direct mail and engagement during public programs held at the Mill.

## **2. BACKGROUND**

There is a considerable amount of background material relating to the site and to the development of the Arts and Heritage Hub which, for the sake of brevity, is not repeated here. However, the most pertinent recent Council decisions regarding the Hub are described below.

At its meeting held on 27 February 2018, the Council considered a Business Development Framework for the establishment of the Hub and resolved as follows:

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

31/18

Council resolves:

1. That the report be received and noted.
2. That the Business Development Framework for the establishment of an Arts and Heritage Hub in the Old Woollen Mill at Lobethal, contained in Appendix 1, be noted.
3. That the Administration proceeds with the establishment of an Arts and Heritage Hub using the Business Development Framework as a guide.
4. That the development of a Hub Evaluation Framework, as envisaged in the Business Development Framework, 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.
5. That \$50,000 be allocated to the 2017-18 Operating Budget from the Chief Executive Officer's contingency provision to enable the initial actions to be taken.
6. 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.

Carried Unanimously
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Later in the same meeting the Council also resolved the following:

**Naming of Council-Owned Premises in Lobethal – AHBTC**

Moved Cr Malcolm Herrmann  
S/- Cr Linda Green

49/18

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.

Carried Unanimously
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This report is presented in fulfilment of the latter resolution.

### 3. ANALYSIS

Selecting a name for the Hub is the first step in developing the identity and brand for the site. The project has had strong input from community members during the time that Council has been exploring the possibility of a Hub in Lobethal, so involvement of the community in the selection of a name is important.

Choosing a name through popular vote is not necessarily a productive process, as a nonsensical suggestion can sometimes gain momentum and the organisation is left with a name that has been voted in but is not useful. As such, it was determined to undertake a process which would involve opportunities for input into the name, but also include professional analysis and consideration.

Naming cultural facilities is important because the name is often the first thing a person is told about the facility. It can either attract or repel a person from visiting or engaging with a site. To achieve the objective of the site, which is to boost tourism and create cultural vibrancy, the name needs to be contemporary, meaningful and marketable. It was considered important for the name to:

- have a meaningful connection to the site, its history and its future use
- work well within an everyday context (conversation, phone answering etc.)
- incorporate both the arts and heritage while communicating a contemporary, forward-looking attitude.

Over 37 suggestions were made (**Appendix 1**) and all of these were considered by Council staff and the Council's creative consultant against the aforementioned desirable criteria. From this, 17 concepts were developed. A copy of the consultant's briefing notes are contained in **Appendix 2**. These demonstrate the process followed in arriving at a shortlist. The following six names were ultimately determined for further investigation and development:

#### **Yarn Space**

Acknowledging that art has the power to communicate, to relate stories, and also a reference to re-telling history and heritage.

#### **Interwoven**

Textile reference, bringing multiple threads and stories together, variety and diversity with art styles and disciplines; interweaving heritage and new use of the space.

#### **Zuhause**

German heritage reference, the word for 'home' relating to being the home of arts.

#### **Fabrik**

German heritage reference, the word is 'factory', which is wonderfully close to the word 'fabric' in English, capturing both meanings.

#### **Weftspace**

Textile reference, interconnected, weaving together, many parts coming to form a whole.

### **Art and the Heart**

Lobethal is in a relatively central location within the Adelaide Hills Council area; establishing Lobethal as the prime destination for arts in the region.

Council Members were involved in a workshop on 9 October 2018 where these names were explored in further detail. This process identified three of the shortlisted names – Zuhause, Weftspace and Art at the Heart – as being less suitable than Yarn Space, Interwoven and Fabrik.

Based on feedback from that process and further development of the shortlist, the following comments are made in relation to each of the final three options:

#### **Fabrik**

Definition: (German) factory, mill, plant  
(English - *fabric*) cloth, typically produced by weaving or knitting textile fibres  
The walls and roof of a building, framework, underlying structure.

The German spelling is an acknowledgement of the German settlers to Lobethal and the German brothers who established the first mill on the site (Lobethal Tweed Factory). The German definition, which includes factory, mill or plant, also links well to the woollen mill function and site. The English use of the word (although spelt *fabric*) also relates to the product made at the woollen mill as well as having additional connotation, linking to fabric of society and the fabric of our lives (the threads that hold us together or the sense that the accumulation of the small and significant makes up a greater whole).

Everyday usage: A strong word, with just two syllables, it is easy to pronounce and include in a sentence although the spelling may need to be explained, especially in the early stages establishing brand identity.

Cultural uses: Fabric of society, fabric of our lives, fabric of existence, social fabric.

Other businesses called Fabrik:

Australia: Fabrik eco clothing online store (registered business name and trademark)  
Fabrik Hair – hairdressing salon in Brisbane  
Fabrik Empire – costume design company.

International: EcoFabrik – online clothing store, California  
Fabrik Gallery – contemporary art gallery, Hong Kong  
Fabrik – Creative performance and projects, France  
Fabrik Contemporary Art & Design – online contemporary arts magazine, Los Angeles.

Domain

Availability: fabrik.com.au – not available  
fabrik.com – not available  
fabric.net.au - available  
fabriklobethal.com.au – available  
fabrikartsandheritage.com.au – available

**Conclusion:**

Conceptually strong, with multiple possibilities. It links with the former use of the site as a textiles mill and the German settler heritage of Lobethal, while also being particularly relevant to the future use of the site as the home for textile art in South Australia. The word's brevity gives it a contemporary feel, which is necessary if the centre is to attract participation from arts funding bodies and contemporary textile artists nationally and beyond. The name will need an additional subtitle to differentiate from other businesses using the name Fabrik and to create a unique URL (domain).

**Interwoven**

**Definition:** To become woven together, blend closely, intertwine, entwine, interlace.

This option has a strong conceptual basis, expressing the intention to develop a place that creates connections, weaving together arts, heritage and the community, new with old, and bringing different aspects of the community together.

**Everyday use:** The four syllables make this option less practical as a name. It's not easy to imagine one of the locals suggesting a visitor "go down to Interwoven to see the exhibition."

**Other businesses called Interwoven:**

**Australia:** None

**International:** Interwoven – textile homewares online store (USA)  
Interweave – major textiles and craft publishing company and online craft supplies store (USA).

**Domain**

**Availability:** interwoven.com.au – not available  
interwoven.com – not available  
interweave.com – not available  
interweave.com.au – not available  
interwoven.net.au - available  
interwovenlobethal.com.au – available

**Conclusion:**

Strong conceptually, linking to the integrating and inclusive approach that the centre aims to work with. The name also strongly links to the former use of the site and the technique of weaving that was a key function of the woollen mill. The length of the name with its multiple syllables means that it is a less convincing option for everyday use. The name would, however, work well for a space within the centre or for the title of a public program.

**YarnSpace**

**Definition:** Yarn spun thread used for knitting, weaving or sewing  
a long or rambling story  
(colloquial, amongst Aboriginal communities) sharing stories.

Space a continuous area or space which is free or available  
the region beyond the earth's atmosphere.

This name acknowledges the former use of the site by connecting to the materials used in the weaving process, while the alternative use of *yarn* suggests the venue will be a place for



stories. It is a friendly name, with connotations of softness and colour. There is a danger that the name could be confused with a yarn shop and some feedback has been received that it would be better suited to a space within the venue, such as a café, where people gather specifically to talk. While it has conceptual connections to the site, it also contains connotations of crafty rather than contemporary art practice. With two galleries in Adelaide with similar names – Artspace and FeltSpace – there is a risk the name will be seen within the arts sector as derivative.

Everyday use: Two syllables means this is an easy word to say. No unusual spelling.

Other businesses called YarnSpace:

Australia: None  
Close to two other gallery names in SA – FELTspace, Artspace

International: None

Domain  
Availability: yarnspace.com.au – available  
yarnspace.com – available

No registered trademarks or businesses with this name in Australia.

Conclusion:

Stronger than *Interwoven* but not as snappy as *Fabrik*. While there is more availability of domain names and no competition with other business names the title has connotations of craft or hobby activities. While these activities will be welcomed as part of the centre's activities, the whole spectrum of textiles art practice, including cutting edge explorations, will be represented. YarnSpace would work well as a name for a specific building or room within the site, or a future café where people gather to talk.

The Administration considers Fabrik to be the option which best meets the desired naming criteria.

In practice, when used in visual media, the name will typically be accompanied by a subheading or tagline which further defines and locates the facility. It is proposed to use the words "Arts and Heritage" for this purpose. For the purposes of demonstrating how the name may be presented visually, a concept is presented in **Appendix 3**. It should be noted that this concept is indicative only, and a separate exercise will be undertaken to develop actual visual branding.

#### **4. OPTIONS**

Council has the following options:

- I. Adopt the name recommended in this report (Recommended)  
The suggested name has been arrived at after extensive communication and collaboration with the community and a professional branding company. It derives from a community suggestion of “Fabric.”
- II. Adopt a different name (Not Recommended)  
The Council has the ability to give the site any name, at its absolute discretion. However, members should give due consideration to the process undertaken to arrive at the recommended name, including the professional advice regarding marketability.
- III. Do not adopt a name (Not Recommended)  
This option is not recommended as it will be a lost opportunity to give the Hub a distinct identity and develop its branding for future programming.

#### **5. APPENDICES**

- (1) List of suggested names from stakeholder and public process
- (2) Lobethal Arts Hub briefing notes (from consultants Mango Chutney)
- (3) Draft logo ideas for Fabrik

---

## **Appendix 1**

*Arts & Heritage Hub – List of suggested names from  
stakeholder and public process*

---

## **THE MILL**

Art at the Mill  
Lobethal Mill Art Centre  
Lobethal Arts Mill  
Sawtooth Mill

## **WEAVING / FABRIC**

Weftspace  
Dobcross  
Spool Art & Heritage  
Spool & Heddle  
Spool & Spindle  
Spindle & Thread  
Inter-woven  
Fabric of Society  
Blanket Canvas  
Fabric  
Lanolin Lane  
Cloth or Clothe  
Tapestry 26  
Patch Works  
Weave Art Space  
Blend  
Weft & Sketch  
Kurianda Wefthaus (Kurianda=ceremony)

## **ONKAPARINGA**

Onkaparinga Arts & Heritage Centre  
Onkaparinga Art  
Gallery Onkaparinga  
Gallery O

## **GERMAN**

Wefthaus  
Artful Muhle

- **HEART**

Heartland  
Heart of the Hills  
Heart (Heritage, Exhibitions, Art,  
Residents, Textiles)  
Art at the Heart

- **MISCELLANEOUS**

The Folkal Point  
Artisan Expression  
Tweedvale  
The Little Gem  
The Eclectic Collective

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## **Appendix 2**

*Arts & Heritage Hub briefing notes – Mango Chutney*

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# LOBETHAL ARTS HUB

## BRIEFING NOTES

### **The arts and heritage hub at Lobethal**

The buildings at the heart of the former Onkaparinga Woollen Mill are being transformed into a vibrant and inclusive arts and heritage hub.

The hub will include a heritage experience relating to the woollen mill, exhibition spaces, artist studios, events, living quarters for an artist in residence and a retail outlet.

The name needs to represent the brand and story that we want to develop around the hub.

### **Timeframe**

**Community engagement:** September - October

**Collaboration with studio for concepts:** October 5-8

**Proposal of names to council:** October 9

**Report to CEO:** October 10

Then presented at the next council meeting.

### **Key themes**

Overall theme of textiles

May need to embrace a wider craft and makers theme

May need to be inclusive of all arts

Hills Art is a community group who have been activating the site over the last couple of years

Explore the history of German / Prussian settlers

Explore the heritage of the Woollen Mill

Explore the township of Lobethal

# BASE WORDS INSPIRATIONS

Inspiration, research and synonyms as starting points for naming concepts. This is a shortlist, a focus on positive words with potential, noting some that have either already been suggested or used elsewhere in other arts hubs.

## German and Settlers

Wunder  
Zuhause  
Fabrik  
Werkstatt  
Harte Arbeit  
Kreativ  
New lands

## Hub Related

Collective  
Company  
Society  
Band  
Common  
Nest  
Studio  
Interconnect  
Centre  
Gather  
Community  
Space

## Factory and Site

Foundry  
Brewery  
Plant  
Mill  
Workshop

## Onkaparinga and Water

River  
Flow  
Stream  
Network  
Elemental

## New Beginnings

Renew  
Revitalise  
Grow  
Build  
New Chapter  
Rediscover  
Fresh Start

## Fabric or Wool

Patchwork  
Yarn  
Flock  
Blend  
Tapestry  
Entwine  
Unravel  
Woven  
Weave  
Fibre  
Textiles  
Gather  
Cloth  
Thread  
Artisan  
Braid  
Knot  
Mesh  
Knit  
Plait  
Overlap

## Arts and Ideas

Culture  
Meaning  
Searching  
Creative  
Create  
Make  
Explore  
Daring  
Challenge  
Confront  
Tale  
Story

## Other words

Eclectic  
Light  
Bright  
Distill  
Pasture  
Ground

# CONCEPTS

This page presents the main names on their own, to consider and reflect on the word, it's meaning and sound in isolation. Please see the next page for options to add subheadings / taglines with each.

---

**Tapestry 26**

---

**Zuhause**

---

**The Little Gem**

---

**Patch Works**

---

**The Lobethal  
Culture Collective**

---

**The Eclectic Collective**

---

**Fabrik**

---

**Art–Work–Shop**

---

**Weft & Sketch**

---

**Yarn Art Works**

---

**Blend**

---

**Spindle & Thread**

---

**The Folkal Point**

---

**Interwoven  
& Unravel**

---

**Art at the Heart**

---

**Artisan Expression**

---

**Weave Art Space**

---



# CONCEPTS WITH NOTES

Please note that the subheadings selected are for drafting purposes, with consideration to provide additional detail and clarification to the main name – there is certainly flexibility in how each is paired!

---

## **Tapestry 26** *Your Hills Arts Space*

Relates to textiles, bringing threads together, diversity; 26 Refers to the buildings numbers but also to Chronicles 20:26, the source of the name 'Lobe Thal'.

---

## **Patch Works** *Hills Art and Culture Centre*

Textile reference, revitalising, finding new purpose for the buildings; Reference to staking out 'your patch', settling in the hills; Many parts making a greater whole.

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## **Fabrik** *Arts Culture Space*

German heritage reference, the word for 'Factory' which is wonderfully close to the word 'Fabric' in English, capturing both meanings.

---

## **Yarn Art Works** *Art and Culture Hub*

Acknowledging that art has the power to communicate, to relate stories, and also a reference to re-telling history and heritage.

---

## **The Folkal Point** *Your Hills Arts Community*

A play on words, the hub being a focal point; and embracing the village and community, a place for people.

---

## **Artisan Expression** *at the Lobethal Mill* *("Art is an expression")*

The heritage of craft, artisan; and art as expression.

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---

## **Zuhause** *Hills Arts Space*

German heritage reference, the word for 'Home' relating to being the home of arts for the whole hills community.

---

## **The Lobethal** **Culture Collective**

Exploring the use of 'Culture' to reflect both the art and heritage aspects.

---

## **Art–Work–Shop** *at the Lobethal Mill*

Modern typographic method to combine both 'Artwork' and 'Workshop', for both the new and historical use. Also: art work space and retail space.

---

## **Blend** *Art and Culture Studio*

Reference to 'wool blend', diverse uses of the space, the variety and mix of creative activities.

---

## **Interwoven** **& Unravel**

Possible exploration of both words – threads coming together, but in reverse, artists (in residence) behind the scenes, lectures: unravelling the real story.

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## **Weave Art Space** *at Lobethal*

Textile reference, bringing multiple threads and stories together.

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## **The Little Gem** *in Lobethal*

Rediscovering the woollen mills, unearthing the heritage, looking for the diamond in the rough; and embracing the diminutive village setting.

---

## **The Eclectic Collective** *Hills Art Space*

Diverse, wide ranging arts and uses of the space, open to new and emerging potential, not being limited to one theme.

---

## **Weft & Sketch** *Arts in Lobethal*

Combining heritage of the mill, with the future use for the arts.

---

## **Spindle & Thread** *Your Hills Arts Space*

Textile reference, spindle relating to the hub; both bringing the various threads of art and heritage together, but then also dispersal and application.

---

## **Art at the Heart** *Adelaide Hills Cultural Centre*

Lobethal is in a relatively central location within the Adelaide Hills Council; establishing the Lobethal as the prime destination for arts in the region.

---

# CONCEPTS WITH NOTES

Please note that the subheadings selected are for drafting purposes, with consideration to provide additional detail and clarification to the main name – there is certainly flexibility in how each is paired!

---

## Yarn Space

Acknowledging that art has the power to communicate, to relate stories, and also a reference to re-telling history and heritage.

*Yarn Space Lobethal Mill*  
*Yarn Space Arts & Heritage Lobethal*  
*Yarn Space at Lobethal*

---

## Zuhause

German heritage reference, the word for 'Home' relating to being the home of arts for the whole hills community.

*Zuhause Lobethal Mill*  
*Zuhause Arts & Heritage Lobethal*  
*Zuhause at Lobethal*

---

## Weft Space

Textile reference; interconnected, weaving together; many parts coming together to form a whole.

*Weft Space Lobethal Mill*  
*Weft Space Arts & Heritage Lobethal*  
*Weft Space at Lobethal*

---

## Interwoven

Textile reference, bringing multiple threads and stories together; variety and diversity with art styles and disciplines; interweaving heritage and new use of the space.

*Interwoven Lobethal Mill*  
*Interwoven Arts & Heritage Lobethal*  
*Interwoven at Lobethal*

---

## Fabrik

German heritage reference, the word for 'Factory' which is wonderfully close to the word 'Fabric' in English, capturing both meanings.

*Fabrik Lobethal Mill*  
*Fabrik Arts & Heritage Lobethal*  
*Fabrik at Lobethal*

---

## Art at the Heart

Lobethal is in a relatively central location within the Adelaide Hills Council; establishing Lobethal as the prime destination for arts in the region.

*Art at the Heart Lobethal Mill*  
*Art at the Heart Arts & Heritage Lobethal*  
*Art at the Heart at Lobethal*

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## Yarn Space

Acknowledging that art has the power to communicate, to relate stories, and also a reference to re-telling history and heritage.

*Yarn Space Lobethal Mill*

*Yarn Space Arts & Heritage Lobethal*

*Yarn Space at Lobethal*

---

## Zuhause

German heritage reference, the word for 'Home' relating to being the home of arts for the whole hills community.

*Zuhause Lobethal Mill*

*Zuhause Arts & Heritage Lobethal*

*Zuhause at Lobethal*

---

## Weft Space

Textile reference; interconnected, weaving together; many parts coming together to form a whole.

*Weft Space Lobethal Mill*

*Weft Space Arts & Heritage Lobethal*

*Weft Space at Lobethal*

---

## Interwoven

Textile reference, bringing multiple threads and stories together; variety and diversity with art styles and disciplines; interweaving heritage and new use of the space.

*Interwoven Lobethal Mill*

*Interwoven Arts & Heritage Lobethal*

*Interwoven at Lobethal*

---

## Fabrik

German heritage reference, the word for 'Factory' which is wonderfully close to the word 'Fabric' in English, capturing both meanings.

*Fabrik Lobethal Mill*

*Fabrik Arts & Heritage Lobethal*

*Fabrik at Lobethal*

---

## Art at the Heart

Lobethal is in a relatively central location within the Adelaide Hills Council; establishing Lobethal as the prime destination for arts in the region.

*Art at the Heart Lobethal Mill*

*Art at the Heart Arts & Heritage Lobethal*

*Art at the Heart at Lobethal*

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# TESTING USE OF SELECTED NAMES

"I'm having an exhibition at *The Little Gem in Lobethal* next week!"

"The artist will be in resident at *Zuhause: Hills Arts Space* for July 2020"

"Funding will be provided to *Spindle & Thread: Arts and Heritage Hub*"

"We are hosting a lecture series each week at *Fabrik* with a variety of artists"

"*Blend Art and Culture Studio* will be opening a new gallery this weekend"

"Meet me at *Tapestry 26*, every Saturday they host a great open day"

"*Art at the Heart* will be hosting a very special SALA exhibition this year"

# SUPPORTING PHRASES

## Development of core text:

Art and Heritage Hub

Art and Culture Hub

Art and Culture Studio

Arts Culture Space

Arts Culture Society

Art Culture Company

Art and Cultural Centre

Hills Art and Culture Centre

Hills Arts Centre

Hills Arts Space

The Hills Art Society

Adelaide Hills Arts

Hills Art Collective

## Taglines for place:

at the Lobethal Mill

at the Woollen Mill

at the Old Woollen Mill

at the Onkaparinga Mill

at Lobethal

in Lobethal

Your Hills Arts Community

Your Hills Arts Space

in the Hills

in the Adelaide Hills

Arts in Lobethal

Lobethal Arts Hub

Lobethal Art Collective

Lobethal Arts Centre

# SAMPLE COMPETITORS / EXISTING ARTS NAMES

Plant 4 Bowden

6 Manton

Well Made

Harts Mill

Published Art house

Queens Theatre

Floating Goose Studios

Strand Gallery

The Jam Factory

The Mill Adelaide

Barossa Arts

Aurora Fine Art Gallery

Gilles Street Markets

Gilles at the Grounds

Goolwa Wharf Markets

Stansbury Seaside Markets

Willunga Farmers Markets

Sevenhill Producers Markets

Barossa Farmers Market

Stirling Market

The Market Shed on Holland

Adelaide Film Festival

South Australian Living Artists

Art Gallery of South Australia

Adelaide Festival of Arts

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## **Appendix 3**

*Draft logo ideas for Fabrik*

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A grayscale photograph of a large industrial building interior. The ceiling is a complex, high-vaulted wooden truss system. In the foreground, a large, intricate textile machine, possibly a loom or spinning frame, is visible. The background shows a long, open space with a wall of windows and a concrete floor.

# Fabrik

Arts + Heritage



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 October 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.3

**Originating Officer:** Mike Carey, Manager Financial Services

**Responsible Director:** Terry Crackett, Director Corporate Services

**Subject:** 2017-18 General Purpose Financial Statements

**For:** Decision

---

**SUMMARY**

This report presents the Adelaide Hills Council's 2017-18 General Purpose Financial Statements (**Appendix 1**) to Council for adoption and subsequent inclusion in the 2017-18 Annual Report.

The Audit Committee considered the 2017-18 General Purpose Financial Statements at its meeting on 8 October 2018 where it resolved to advise Council that it had reviewed the General Purpose Financial Statements and was satisfied that they presented fairly the state of affairs of the Council.

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted.**
  - 2. To endorse the early adoption of Australian Accounting Standards AASB15 and AASB1058 for the 2017-18 financial year and pursuant to AASB1058 elect not to recognise Volunteer Services in its financial statements.**
  - 3. That, in accordance with Section 127 of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 1999*, Council adopts the General Purpose Financial Statements for the financial year ended 30 June 2018.**
  - 4. To authorise the Mayor and CEO to sign the General Purpose Financial Statements for the financial year ended 30 June 2018.**
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal 5: Organisational Sustainability  
Strategy: Governance

The Council is committed to open, participative and transparent decision making and administrative processes. We diligently adhere to legislative requirements to ensure public accountability and exceed those requirements where possible.

Cognisant that this matter is to be considered and, potentially resolved, during an 'election period' the provisions of the *Caretaker Policy* have been reviewed and it is not considered that resolving on this matter constitutes either a designated decision (prohibited by legislation) or a significant decision (prohibited by Policy).

### ➤ Legal Implications

Section 126 (4)(a) of the *Local Government Act 1999* required the Audit Committee to review the Financial Statements to ensure that they present fairly the state of affairs of the Council.

Section 127 of the *Local Government Act 1999* states that a council must prepare for each financial year financial statements and notes in accordance with standards prescribed by the regulations and that a copy of the audited statements be submitted by the council to the persons or bodies prescribed by the regulations on or before the day prescribed by the regulations.

### ➤ Risk Management Implications

Completing the year end general purpose financial statements in accordance with the timetable will assist in mitigating the risk of:

*Loss of reputation as a result of not meeting legislative timelines for the delivery of Council's Annual Report.*

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

Council's Annual Report is required to be completed by 30 November each year. The adoption of the General Purpose Financial Statements at this meeting will assist in meeting this timeline.

### ➤ Financial and Resource Implications

The General Purpose Financial Statements (Financial Statements) are considered to be the most significant output from Council's financial management and reporting processes, and are required for inclusion in the Annual Report.

Funding and resources required to prepare the Financial Statements is provided for as part of the annual budget process.

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

It is important to the Community to be aware and understand Council's financial result for the year in the context of its longer term financial sustainability. Council's audited Financial Statements are provided to the community within the Annual Report.

➤ **Environmental Implications**

Not applicable.

➤ **Engagement/Consultation with Committee, Regional Subsidiary, Advisory Group and Community**

*Council Committees:* Council's Financial Statements were considered by the Audit Committee at its meeting on 8 October 2018.

*Advisory Groups:* Not applicable

*Administration:* A 2017-18 Preliminary End of Year Financial Results and Carry Forwards report was presented to Council on 11 September 2018. As part of this report all budget holders reviewed the end of year financial position for their respective areas of responsibility to ensure variations were identified and explained and reviewed by the Executive Leadership Team.

*Community:* Not applicable

## 2. **BACKGROUND**

At its 28 February 2018 meeting, Council resolved to appoint Galpins Accountants, Advisers and Business Consultants (Galpins) for the provision of external audit services for a period of three (3) years commencing with the audit of the financial year ending 30 June 2018.

The Annual Financial Statements (or General Purpose Financial Report) in **Appendix 1** have been prepared in accordance with Australian equivalents to international Financial Reporting Standards (AIFRS) as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board and relevant South Australian local government legislation.

The Audit Committee considered the draft 2017-18 General Purpose Financial Statements at its meeting on 8 October 2018 where it resolved the following:

### 6.1. 2017-18 Draft General Purpose Financial Statements

Moved Peter Brass  
S/- Cr John Kemp

AC19/40

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend that Council endorse the early adoption of Australian Accounting Standards AASB15 and AASB1058 for the 2017-18 financial year and pursuant to AASB1058 elect not to recognise Volunteer Services in its financial statements for the 2017-18 financial year.
3. That in accordance with Section 126(4)(a) of the *Local Government (Financial Management) Regulations 1999*, the Audit Committee advises Council that it has reviewed:
  - a. the General Purpose Financial Statements of the Council for the financial year ended 30 June 2018 as contained in Appendix 1, and
  - b. the draft External Auditor Galpins' Audit Clearance Letter, and is satisfied that they present fairly the state of affairs of the Council.
4. Considers that the Adelaide Hills Council 2017-18 General Purpose Financial Statements, contained in Appendix 1, can be certified by the Chief Executive Officer and the Mayor.
5. That it notes the confirmation of Galpins Independence Declaration Statement as tabled and considers that the Auditor Independence Statement contained in Appendix 2 can be certified by the Chief Executive Officer and the Presiding Member of the Audit Committee in accordance with the requirements of Regulation 22(3) of the *Local Government (Financial Management) Regulations 2011*.

Carried

## 3. ANALYSIS

### Introduction

The following sections provide a summary in relation to key sections of the General Purpose Financial Statements.

### 3.1 Statement of Comprehensive Income

The Statement of Comprehensive Income shows an overall operating surplus of \$508k for 2017-18 compared with a surplus of \$450k for the previous year.

Statement of Comprehensive Income	2017-18 \$000s	2016-17 \$000s	Movement \$000s
Council	724	727	(3)
Equity Result from Subsidiaries	(216)	(277)	61
<b>Operating Surplus</b>	<b>508</b>	<b>450</b>	<b>58</b>

This modest underlying surplus shows a fundamental sustainability of core activities and aligns strongly with the Long Term Financial Plan.

As shown above, Council's operating result is very similar to the previous year, but was impacted on by two one-off items that largely offset each other, being:

- Receipt of a contribution from the State Government of \$1.1m to cover repair to public infrastructure and disaster operations from a storm event in the previous year
- Additional provisioning of remediation and post closure costs of \$1.2m relating to closed landfills within the Council area

These items are also discussed in more detail below.

Overall, Council's operating revenue increased by \$2.0m (4.7%) with expenditure also increasing by \$2.0m (4.6%). Key movements from 2016-17 include:

- General rates increase of \$1.0m, reflecting the general rates increase of 2.25% and rates growth of 0.7%. (Refer Note 2a in the Financial Statements).
- Operating Grants, Subsidies and Contributions increased by \$460k from the previous year with a number of offsets relating to timing of grants. These include:
  - Council receiving a contribution from State Government of \$1.1m in 2017-18 to meet the costs of repairs to essential public infrastructure as a result of a storm event within the Council area in September 2016.
  - Council also received a supplementary local roads grant of \$353k for 2017-18. This grant was reinstated by the Federal Government in 2017-18 after funding ceased in 2013-14.
  - a Financial Assistance Grant reduction as a result of Council receiving 2 quarters of the 2018-19 Financial Assistance Grant late in June from the Federal Government, resulting in four quarters being recorded in 2017-18 (\$1.6m) compared to six quarters received in 2016-17 (\$2.3m)
- Employee Costs largely increased in line with Enterprise Development Agreements.
- The Materials, Contracts & Other Expenses was significantly impacted on by the additional provisioning of remediation and post closure costs of \$1.2m relating to closed landfills within the Council area as well as a number of offsets between 2016-17 and 2017-18 financial years including:
  - Reduction in Capital WIP write-off of \$581k given that the 2016-17 financial year included expenditure budgeted under capital for storm damage but was considered operating in nature
  - An increase in parts, accessories & consumables of \$516k from 2016-17 as a result of additional material infrastructure costs in stormwater and sealed roads and plant and vehicle expenditure as a result of higher fuel and maintenance costs.
- Depreciation increased by \$454k from the previous year across a number of categories with the most significant increase occurring in the buildings category \$243k as a result of a revaluation at the beginning of the 2017-18 financial year.
- Council's net result from Equity Accounted Council Businesses was a loss of \$216k compared to a net loss of \$277k for the previous year. The loss largely relates to the Adelaide Hills Regional Waste Management Authority for the year as a result of legal costs in defending a claim in the Supreme Court.

### 3.2 Statement of Financial Position

Statement of Financial Position	2017-18 \$'000	2016-17 \$'000	Movement \$'000
Assets	376,320	315,821	60,979

Liabilities	27,692	23,775	(4,398)
Net Assets	<b>348,628</b>	<b>292,046</b>	<b>56,581</b>

The Statement of Financial Position shows the total assets and total liabilities held by Council. As at 30 June 2018, the overall net assets (total assets less total liabilities) held by Council was \$348.6m compared with \$292.0m for the previous year, representing an increase in equity of \$56.6m. The increase in equity is represented largely by an increase in asset valuation of \$55.5m together with the Net Surplus of \$1.0m.

Three assets classes were revalued in 2017-18 with a significant increase in building assets of \$25m (previously revalued using cost indices), Land of \$29m (last revalued in 2014), and a relatively minor increase in Community Wastewater Management System assets of less than \$1m.

Borrowings at 30 June 2018 of \$14.9m, including the short term drawdown facility of \$4.9m, are favourable to budget but an increase of \$1.2m from borrowings at 30 June 2017 of \$13.7m.

In terms of Infrastructure Property Plant & Equipment it is noted that:

- an amount of \$1.2m has been transferred to Non-current Assets held for Resale recognising the settlement in the 2018-19 financial year of land and buildings on the Southern side of the Adelaide Hills Business Tourism Centre site.
- whilst Council has entered into a Contract for the divestment of the Council's retirement village portfolio in 2018-19, there are a number of contractual requirements to work through before the sale is unconditional. As such, given that the definition of a non-current assets held for sale is highly restrictive, these assets have remained under land and buildings in the Statement of Financial Position.

### 3.3 Cash Flow Statement

Statement of Cash Flows	2017-18 \$'000	2016-17 \$'000	Movement \$'000
Net cash from Operating Activities	11,710	8,706	3,004
Net cash from Investing Activities	(13,363)	(8,553)	(4,810)
Cash Flows from Financing Activities	(122)	46	(168)
Net Increase/(Decrease) in Cash Held	(1,775)	199	(1,974)
Cash & Cash Equivalents	(4,409)	(2,634)	(1,775)

Council generated \$11.7m from its Operating Activities during the financial year compared to \$8.7m during 2016-17. Details of how this reconciles with the net surplus and changes in net assets are shown in Note 11 of the Financial Statements.

During the year, Council spent just over \$14.7m on the construction and purchase of renewal and new assets compared to \$10.0m in 2016-17.

Given that it was more cost effective to use Council's short term draw down rather than fixed term borrowings, the resultant Cash Flow Statement shows a decrease in cash & equivalents of \$1.8m, reflecting the net capital expenditure outflows over and above cash flows generated from operating activities.

### 3.4 Financial Key Performance Indicators

These Financial Indicators have been calculated in accordance with *Information Paper 9 – Local Government Financial Indicators* revised in May 2015 and included as ‘Note 15 Financial Indicators’ within the Financial Statements.

Financial Indicators	2017-18	2016-17
Operating Surplus	1%	1%
Adjusted Operating Surplus Ratio *	1%	(1%)
Net Financial Liabilities Ratio	55%	47%
Asset Sustainability Ratio	128%	75%

\*The Adjusted Operating Surplus Ratio removes the distortion of Federal Government advance payments in 2016-17 and 2017-18.

Overall, given the 2017-18 result, Council is well positioned to continue to be financially sustainable. Council will continue to review and monitor future financial results and its financial position in conjunction with its Long Term Financial Plan (LTFP).

#### 3.4.1 Operating Surplus Ratio

This ratio expresses the operating surplus as a percentage of total operating revenue.

As mentioned above, there are a couple of offsetting items that have had a financial impact on the ratio for 2017-18. However, the result is in Council’s target range of 0% - 10%.

#### 3.4.2 Adjusted Operating Surplus Ratio

This ratio removes the distortion of Federal Government advance grant payments of \$77k from Operating Surplus, and as the amount is not material, there is no change to the ratio of 1%. The \$77k represents the advance payment of two quarters of the 2018-19 Federal Assistance Grant of \$847k offset by \$771k, also representing two quarters of the 2017-18 Grant received in June 2017.

#### 3.4.3 Net Financial Liabilities Ratio

This ratio expresses the net financial liabilities as a percentage of total operating revenue with Council’s target range being between 0% to 100%.

Capital expenditure was increased in 2017-18, largely as a result of the reinstatement of a large amount of renewal capital expenditure deferred from 2016-17 to help Council fund the September 2016 storm event without significantly impacting Councils’ cash and borrowing position. As such the increase of \$4.7m in capital expenditure over the previous year has increased the Net Financial Liabilities ratio from 47% to 55% as at 30 June 2018. This ratio is still well within Council’s target range and in alignment with the LTFP.

#### 3.4.4 The Asset Sustainability Ratio

This is a ratio that represents the net cost of replacing assets compared to the level of depreciation. Council’s target range is between 90% and 110%.

As highlighted above, the 2017-18 ratio of 128% reflects the increase in renewal expenditure incurred in 2017-18 as a result of delaying the renewal expenditure from 2016-17. The asset sustainability ratio for 2016-17 was 75% and in effect Council’s target range has been met when taking the two financial years into consideration.

### **3.5 New Accounting Policies**

#### Early Adoption of AASB15 and AASB1058

AASB 1004 previously provided the appropriate accounting treatment to match grant income to expenditure.

In December 2016, the Australian Accounting Standards Board released a clarification interpretation explaining the Standard. Within the interpretation, the key phrase of ‘reciprocal’ vs ‘non-reciprocal’ has now been clarified as to whether both parties receive a reciprocal benefit from the grant funding provided.

Specifically, it clarified that grant funding for local government entities had to be recognised as income within the year received and not matched to align to the period of when expenditure was incurred. This clarification is at odds with how the Local Government sector has always treated these grants.

For Council to continue the preferred income and expenditure matching practice, requires Council to early adopt account standards AASB15 Revenue from Contracts with Customers and AASB1058 Income of Not-for-Profit Entities and include a disclosure in Note 1 of our Financial Statements stating Councils position of early adoption.

These two new AASBs’ replace AASB1004 spelling out the timing, recognition, treatment of revenue and income and mandatorily apply from 1 January 2019.

To early adopt these Accounting Standards also requires Council to address another part of AASB1058, being to consider Council’s position in recognising “Volunteer Services” in the financial statements.

Council’s position in relation to recognising Volunteer Services requires consideration of two elements, namely:

- Would the services have been purchased if they had not been donated; and
- Can the fair value of volunteer services be measured reliably?

Given Council’s small operating surplus, it would be reasonable to assume from a financial sustainability perspective that services undertaken by volunteers would not be purchased if they were not donated, and therefore those services undertaken would not be continued.

It is also noted that the fair value of volunteer services would be very difficult to measure reliably given the varied contributions from each volunteer and could serve to distort the comparability of the financial results over time. Council does not currently capture the time our volunteers spend throughout the various services and areas across the district.

The logical conclusion therefore is that although Council and our community highly value the work being undertaken by volunteers, accounting recognition for volunteers provides little in the way of value in the financial statements and would only serve to distort the financial statements and service provision decisions that arise from the financial statements.



### Summary

To continue the income and expenditure matching practice for grants Council would need to early adopt AASB15 and AASB1058 and include a disclosure in Note 1 of our Financial Statements stating that early adoption.

This will also require an accounting treatment decision on recognition of Volunteer Services in its financial statements.

It is considered that Adelaide Hills Council not recognise Volunteer Services in its financial statements given that:

- It is the view that from an affordability perspective that volunteer services would not be purchased by Council had they not been provided voluntarily; and
- the fair value of those services would be also difficult to measure.

### **3.6 Annual Audit Clearance Letter**

The role of the external auditor is to provide an audit opinion to Council with respect to the General Purpose Financial Statements. In addition, Council's Auditor Galpins is required to provide an opinion on the compliance of the Adelaide Hills Council with the requirements of Section 125 of the *Local Government Act 1999* in relation to the Internal Controls established by the Council.

To assist in the consideration of the General Purpose Financial Statements a draft Audit Clearance Letter was prepared by Galpins for the Audit Committee. This report stated that whilst some matters were still under consideration:

- *"we intend to issue an unmodified report for the internal controls opinion"* and
- *"At the date of this letter we are not aware of any matter that would require qualification in our audit reports on the financial report."*

At that time Galpins further indicated that they were yet to complete the following audit procedures:

- Completing audit procedures in relation to Infrastructure, Property, Plant & Equipment; and
- Completing the review of the draft financial report

Subsequent to the Audit Committee Meeting Council has received Galpin's final report on matters arising from the audit (Audit Clearance Letter) which indicates that Galpins anticipate issuing unqualified opinions in relation to the financial statements and internal controls. This letter has been included as **Appendix 2**.

### **3.7 Audit Committee Review**

As part of the Audit Committee's deliberation the following matters were raised and discussed:

- the Council's Principal Office address was to be updated to Stirling as referenced in Note 1 Summary of Significant Accounting Policies.
- Consideration of additional disclosure of Note 3 Materials, Contracts and Other - Sundry Expenses resulting in additional items detailing telephone costs, banking and merchant fees and licenses for ICT being separated from Sundry.
- In Note 14 the prior year's figures for employee remuneration contracts was to be removed as it has been confirmed that this disclosure provided in previous years is not required
- Note 22 Events after the Balance Sheet Date would be expanded to include reference to contracts entered into after year end for the sale of part of the Adelaide Hills Business Tourism Centre and Council's Retirement Village Portfolio.
- Correction of the Related Party Transaction disclosure for one Council Member who was on the Board of The Hut Community Centre Inc for the full year, being an entity that receives funding from Council. Note 23 Related Party Transactions was subsequently updated to reflect this arrangement.

### **3.8 Updated General Purpose Financial Statements**

Following completion of the review of the draft financial report by Galpins subsequent to the Audit Committee meeting, Administration agreed to a number of changes to the 2017-18 Draft General Purpose Financial Statements circulated as part of the agenda to that meeting. These changes were as follows:

- In the Statement of Financial Position, a number of line items were reclassified, namely:
  - Reclassification of Employee Entitlements from Trade & Other Payables to Provisions
  - Reclassification of Other Current Liabilities to Trade & Other Payables – Other
  - A reallocation between Prepayments and Trade & Other Payables
- In the Statement of Cash Flows, the Cash Flows from Operating Activities section was updated to reallocate Other Receipts to Grants, Subsidies and Contributions
- In Note 1 Summary of Significant Accounting Policies, Item 15 New Accounting Standards a table was added detailing the changes of early adopting AASB 1058, replacing wording previously included
- In Note 3, an adjustment to the materials, contracts and other expenses total to align to the Statement of Comprehensive Income amount
- In Note 7, the inclusion of a paragraph providing valuation details for Infrastructure Assets other than CWMS
- In Note 15 Financial Indicators – Asset Sustainability Ratio – an adjustment to the calculation to align to Information Paper 9 Financial Indicators to exclude proceeds on sale of replaced assets
- Minor adjustments were made due to rounding in Note 3, Materials Contract & Other Expenditure, Note 7 Infrastructure, Property Plant & Equipment, Note 14 (a) Commitments for Expenditure and Note 14 (b) Other Expenditure Commitments

**It is noted that none of these adjustments change Council's Operating Surplus of \$508k as presented to the Audit Committee at its meeting on 8 October 2018.**

**4. OPTIONS**

Council has the following options:

- I. To adopt the General Purpose Financial Statements as recommended by the Audit Committee; or
- II. To defer adoption of the General Purpose Financial Statements in order for further information to be provided.

**5. APPENDICES**

- (1) 2017-18 General Purpose Financial Statements
- (2) Galpins Final Audit Clearance Letter

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# **Appendix 1**

*2017-18 General Purpose Financial Statements*

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# Adelaide Hills Council

GENERAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2018

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*Nurturing our unique place and people*



General Purpose Financial Statements  
for the year ended 30 June 2018

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General Purpose Financial Statements  
for the year ended 30 June 2018

Certification of Financial Statements

**We have been authorised by the Council to certify the financial statements in their final form.**

**In our opinion:**

- the accompanying financial statements comply with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards,
- the financial statements present a true and fair view of the Council's financial position at 30 June 2018 and the results of its operations and cash flows for the financial year,
- internal controls implemented by the Council provide a reasonable assurance that the Council's financial records are complete, accurate and reliable and were effective throughout the financial year,
- the financial statements accurately reflect the Council's accounting and other records.

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Andrew Aitken  
**CHIEF EXECUTIVE OFFICER**

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Bill Spragg  
**MAYOR**

**Date:**                      **2018**

# Adelaide Hills Council

## Statement of Comprehensive Income

for the year ended 30 June 2018

\$ '000	Notes	2018	2017
<b>Income</b>			
Rates Revenues	2a	35,512	34,301
Statutory Charges	2b	1,069	1,022
User Charges	2c	1,479	1,337
Grants, Subsidies and Contributions	2g	5,508	5,048
Investment Income	2d	30	36
Reimbursements	2e	447	265
Other Income	2f	488	483
Net Gain - Equity Accounted Council Businesses	19	-	57
<b>Total Income</b>		<b>44,533</b>	<b>42,549</b>
<b>Expenses</b>			
Employee Costs	3a	14,956	14,505
Materials, Contracts & Other Expenses	3b	19,961	18,760
Depreciation, Amortisation & Impairment	3c	8,246	7,792
Finance Costs	3d	646	708
Net loss - Equity Accounted Council Businesses	19	216	334
<b>Total Expenses</b>		<b>44,025</b>	<b>42,099</b>
<b>Operating Surplus / (Deficit)</b>		<b>508</b>	<b>450</b>
Asset Disposal & Fair Value Adjustments	4	(2,401)	(1,325)
Amounts Received Specifically for New or Upgraded Assets	2g	867	672
Physical Resources Received Free of Charge	2h	2,068	118
<b>Net Surplus / (Deficit) <sup>1</sup></b>		<b>1,042</b>	<b>(85)</b>
<b>Other Comprehensive Income</b>			
<i>Amounts which will not be reclassified subsequently to operating result</i>			
Changes in Revaluation Surplus - I,PP&E	9a	55,488	8,631
Share of Other Comprehensive Income - Equity Accounted Council Businesses	19	20	(2)
Other Equity Adjustments - Equity Accounted Council Businesses		32	-
<b>Total Other Comprehensive Income</b>		<b>55,540</b>	<b>8,629</b>
<b>Total Comprehensive Income</b>		<b>56,582</b>	<b>8,544</b>

<sup>1</sup> Transferred to Statement of Changes in Equity



# Adelaide Hills Council

## Statement of Financial Position

as at 30 June 2018

\$ '000	Notes	2018	2017
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	5a	491	966
Trade & Other Receivables	5b	2,853	2,753
Inventories	5c	13	14
<b>Subtotal</b>		<b>3,357</b>	<b>3,733</b>
Non-Current Assets Held for Sale	20	1,260	-
<b>Total Current Assets</b>		<b>4,617</b>	<b>3,733</b>
<b>Non-Current Assets</b>			
Financial Assets	6a	50	71
Equity Accounted Investments in Council Businesses	6b	838	984
Infrastructure, Property, Plant & Equipment	7a	370,815	311,033
<b>Total Non-Current Assets</b>		<b>371,703</b>	<b>312,088</b>
<b>TOTAL ASSETS</b>		<b>376,320</b>	<b>315,821</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade & Other Payables	8a	8,645	7,285
Borrowings	8b	4,918	3,651
Provisions	8c	3,478	2,565
<b>Total Current Liabilities</b>		<b>17,041</b>	<b>13,501</b>
<b>Non-Current Liabilities</b>			
Borrowings	8b	10,000	10,000
Provisions	8c	651	274
<b>Total Non-Current Liabilities</b>		<b>10,651</b>	<b>10,274</b>
<b>TOTAL LIABILITIES</b>		<b>27,692</b>	<b>23,775</b>
<b>Net Assets</b>		<b>348,628</b>	<b>292,046</b>
<b>EQUITY</b>			
Accumulated Surplus		137,081	135,571
Asset Revaluation Reserves	9a	210,121	154,633
Other Reserves	9b	1,426	1,842
<b>Total Council Equity</b>		<b>348,628</b>	<b>292,046</b>

Statement of Changes in Equity  
for the year ended 30 June 2018

\$ '000	Notes	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
<b>2018</b>					
<b>Balance at the end of previous reporting period</b>		135,571	154,633	1,842	<b>292,046</b>
<b>a. Net Surplus / (Deficit) for Year</b>		1,042	-	-	<b>1,042</b>
<b>b. Other Comprehensive Income</b>					
- Gain (Loss) on Revaluation of I,PP&E	7a	-	55,488	-	<b>55,488</b>
- Share of OCI - Equity Accounted Council Businesses	19	20	-	-	<b>20</b>
- Other Equity Adjustments - Equity Accounted Council Businesses	19	32	-	-	<b>32</b>
<b>Other Comprehensive Income</b>		52	55,488	-	<b>55,540</b>
<b>Total Comprehensive Income</b>		<b>1,094</b>	<b>55,488</b>	<b>-</b>	<b>56,582</b>
<b>c. Transfers between Reserves</b>		416	-	(416)	<b>-</b>
<b>Balance at the end of period</b>		<b>137,081</b>	<b>210,121</b>	<b>1,426</b>	<b>348,628</b>
<b>2017</b>					
<b>Balance at the end of previous reporting period</b>		135,298	146,002	2,202	<b>283,502</b>
<b>a. Net Surplus / (Deficit) for Year</b>		(85)	-	-	<b>(85)</b>
<b>b. Other Comprehensive Income</b>					
- Gain (Loss) on Revaluation of I,PP&E	7a	-	8,631	-	<b>8,631</b>
- Share of OCI - Equity Accounted Council Businesses	19	(2)	-	-	<b>(2)</b>
<b>Other Comprehensive Income</b>		(2)	8,631	-	<b>8,629</b>
<b>Total Comprehensive Income</b>		<b>(87)</b>	<b>8,631</b>	<b>-</b>	<b>8,544</b>
<b>c. Transfers between Reserves</b>		360	-	(360)	<b>-</b>
<b>Balance at the end of period</b>		<b>135,571</b>	<b>154,633</b>	<b>1,842</b>	<b>292,046</b>

# Adelaide Hills Council

## Statement of Cash Flows

for the year ended 30 June 2018

\$ '000	Notes	2018	2017
<b>Cash Flows from Operating Activities</b>			
<b><u>Receipts</u></b>			
Rates Receipts		35,348	34,477
Statutory Charges		1,069	1,022
User Charges		1,479	1,337
Grants, Subsidies and Contributions (operating purpose)		6,322	4,856
Investment Receipts		30	36
Reimbursements		447	265
Other Receipts		246	545
<b><u>Payments</u></b>			
Payments to Employees		(15,199)	(14,389)
Payments for Materials, Contracts & Other Expenses		(17,386)	(18,662)
Finance Payments		(646)	(781)
<b>Net Cash provided by (or used in) Operating Activities</b>	11b	<b>11,710</b>	<b>8,706</b>
<b>Cash Flows from Investing Activities</b>			
<b><u>Receipts</u></b>			
Amounts Received Specifically for New/Upgraded Assets		867	672
Sale of Replaced Assets		489	754
Repayments of Loans by Community Groups		43	42
<b><u>Payments</u></b>			
Expenditure on Renewal/Replacement of Assets		(10,493)	(6,580)
Expenditure on New/Upgraded Assets		(4,251)	(3,423)
Capital Contributed to Equity Accounted Council Businesses		(18)	(18)
<b>Net Cash provided by (or used in) Investing Activities</b>		<b>(13,363)</b>	<b>(8,553)</b>
<b>Cash Flows from Financing Activities</b>			
<b><u>Receipts</u></b>			
Proceeds from Bonds & Deposits		1	3
Proceeds from Aged Care Facility Deposits		-	124
<b><u>Payments</u></b>			
Repayments of Borrowings		(33)	(81)
Repayment of Aged Care Facility Deposits		(90)	-
<b>Net Cash provided by (or used in) Financing Activities</b>		<b>(122)</b>	<b>46</b>
<b>Net Increase (Decrease) in Cash Held</b>		<b>(1,775)</b>	<b>199</b>
plus: <b>Cash &amp; Cash Equivalents at beginning of period</b>	11	<b>(2,634)</b>	<b>(2,833)</b>
<b>Cash &amp; Cash Equivalents at end of period</b>	11	<b>(4,409)</b>	<b>(2,634)</b>

## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

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## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

### Note 1. Summary of Significant Accounting Policies

The principal accounting policies adopted by Council in the preparation of these consolidated financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

#### 1 Basis of Preparation

##### 1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared on a going concern basis using the historical cost convention in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the *Local Government (Financial Management) Regulations 2011*.

##### 1.2 Historical Cost Convention

Except as stated below, these financial statements have been prepared in accordance with the historical cost convention.

##### 1.3 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates and requires management to exercise its judgement in applying Council's accounting policies.

The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of these Notes.

##### 1.4 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

#### 2 The Local Government Reporting Entity

Adelaide Hills Council is incorporated under the South Australian *Local Government Act 1999* and has its principal place of business at 63 Mt Barker Road, Stirling 5152. These financial statements

include the Council's direct operations and all entities through which Council controls resources to carry on its functions. In the process of reporting on the Council as a single unit, all transactions and balances between activity areas and controlled entities have been eliminated.

Other entities in which Council has an interest but does not control are reported in Note 19.

#### 3 Income Recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Council obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

Where grants, contributions and donations recognised as incomes during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the amounts subject to those undischarged conditions are disclosed in these notes. Also disclosed is the amount of grants, contributions and receivables recognised as incomes in a previous reporting period which were obtained in respect of the Council's operations for the current reporting period.

In recent years the payment of untied financial assistance grants has varied from the annual allocation as shown in the table below:

	Cash Payment Received	Annual Allocation	Difference
2015/16	\$696,644	\$1,512,372	- \$815,728
2016/17	\$2,265,645	\$1,494,710	+ \$770,935
2017/18	\$1,597,298	\$1,520,627	+\$76,671

Because these grants are untied, the Australian Accounting Standards require that payments be recognised upon receipt. Accordingly, the operating results of these periods have been distorted compared to those that would have been reported had the grants been paid in the year to which they were allocated.

The Operating Surplus Ratio disclosed in Note 15 has also been calculated after adjusting for the

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 1. Summary of Significant Accounting Policies (continued)

distortions resulting from the differences between the actual grants received and the grants entitlements allocated.

#### 4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the Local Government Act 1999. Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition. A detailed statement of the accounting policies applied to financial instruments forms part of Note 13.

#### 5 Inventories

Inventories held in respect of stores have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential. Inventories held in respect of business undertakings have been valued at the lower of cost and net realisable value.

##### 5.1 Real Estate Assets Developments

Real Estate Assets developments have been classified as Inventory in accordance with AASB 102 and are valued at the lower of cost or net realisable value. Cost includes the costs of acquisition, development, borrowing and other costs incurred on financing of that acquisition and up to the time of sale. Any amount by which cost exceeds the net realisable value has been recognised as an expense. Revenues arising from the sale of property are recognised in the operating statement when settlement is completed.

Properties not acquired for development, but which Council has decided to sell as surplus to requirements, are recognised at the carrying value at the time of that decision.

##### 5.2 Other Real Estate Held for Resale

Properties not acquired for development, but which Council has decided to sell as surplus to requirements, are recognised at the carrying value at the time of that decision.

Certain properties, auctioned for non-payment of rates in accordance with the Local Government Act but which failed to meet the reserve set by Council and are available for sale by private treaty, are recorded at the lower of the unpaid rates and charges at the time of auction or the reserve set by Council. Holding costs in relation to these properties are recognised as an expense when incurred.

#### 6 Infrastructure, Property, Plant & Equipment

##### 6.1 Initial Recognition

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

##### 6.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life. Examples of capitalisation thresholds applied during the year are given below. No capitalisation threshold is applied to the acquisition of land or interests in land.

Office Furniture & Equipment	\$1,000
Other Plant & Equipment	\$1,000
Buildings - new construction/extensions	\$5,000
Park & Playground Furniture & Equipment	\$2,000
Road construction & reconstruction	\$5,000
Paving & footpaths, Kerb & Gutter	\$2,000

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 1. Summary of Significant Accounting Policies (continued)

Drains & Culverts	\$5,000
Reticulation extensions	\$5,000
Sidelines & household connections	\$5,000
Artworks	\$5,000

### 6.3 Subsequent Recognition

All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. Further detail of these uncertainties, and of existing valuations, methods and valuers are provided at Note 7.

### 6.4 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually.

Major depreciation periods for each class of asset are listed below. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

#### *Plant, Furniture & Equipment*

Office Furniture and Equipment	5 to 10 years
Vehicles and Road-making Equip	10 years
Other Plant & Equipment	5 to 10 years

#### *Building & Other Structures*

Buildings – masonry	50 to 100 years
Buildings – other construction	20 to 40 years
Park Structures – masonry	50 to 100 years
Park Structures – other construction	20 to 40 years
Playground equipment	5 to 15 years
Benches, seats, etc	10 to 20 years

#### *Infrastructure*

Sealed Roads – Surface	15 to 25 years
Sealed Roads – Structure	20 to 50 years
Unsealed Roads	10 to 20 years

Bridges – Concrete	80 to 100 years
Paving & Footpaths, Kerb & Gutter	80 to 100 years
Drains	80 to 100 years
Culverts	50 to 75 years
Flood Control Structures	80 to 100 years
Dams and Reservoirs	80 to 100 years
Bores	20 to 40 years
Reticulation Pipes – PVC	70 to 80 years
Reticulation Pipes – other	25 to 75 years
Pumps & Telemetry	15 to 25 years

#### *Other Assets*

Artworks indefinite

### 6.5 Impairment

Assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, are not subject to impairment testing.

Other assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash inflows or value in use).

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

### 6.6 Borrowing Costs

Borrowing costs in relation to qualifying assets (net of offsetting investment revenue) have been capitalised in accordance with AASB 123 "Borrowing Costs". The amounts of borrowing costs recognised as an expense or as part of the carrying amount of qualifying assets are disclosed in Note 3, and the amount (if any) of interest revenue offset against borrowing costs in Note 2.

## 7 Payables

### 7.1 Goods & Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.



## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

### Note 1. Summary of Significant Accounting Policies (continued)

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#### 7.2 Payments Received in Advance & Deposits

Amounts other than grants received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

#### 8 Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred and are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the income statement over the period of the borrowings using the effective interest method.

Borrowings are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period to which it relates, and is recorded as part of "Payables".

#### 9 Employee Benefits

##### 9.1 Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

##### 9.2 Superannuation

The Council makes employer superannuation contributions in respect of its employees to the Statewide Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. No changes in accounting policy have occurred during either the current or previous reporting periods. Details of the accounting policies applied and Council's involvement with the schemes are reported in Note 18.

#### 10 Provisions for Reinstatement, Restoration and Rehabilitation

Close down and restoration costs include the dismantling and demolition of infrastructure and the removal of residual materials and remediation and rehabilitation of disturbed areas. Estimated close down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs and are carried at the net present value of estimated future costs.

Although estimated future costs are based on a closure plan, such plans are based on current environmental requirements which may change. Council's policy to maximise recycling is extending the operational life of these facilities, and significant uncertainty exists in the estimation of the future closure date.

#### 11 Leases

Lease arrangements have been accounted for in accordance with Australian Accounting Standard AASB 117.

In respect of finance leases, where Council substantially carries the entire risks incident to ownership, the leased items are initially recognised as assets and liabilities equal in amount to the present value of the minimum lease payments. The assets are disclosed within the appropriate asset class and are amortised to expense over the period during which the Council is expected to benefit from the use of the leased assets. Lease payments are allocated between interest expense and reduction of the lease liability, according to the interest rate implicit in the lease.

In respect of operating leases, where the lessor substantially retains all of the risks and benefits incident to ownership of the leased items, lease payments are charged to expense over the lease term.

#### 12 Construction Contracts

Construction works undertaken by Council for third parties are generally on an agency basis where the third party reimburses Council for actual costs incurred, and usually do not extend beyond the reporting period. As there is no profit component, such works are treated as 100% completed.



## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

### Note 1. Summary of Significant Accounting Policies (continued)

Reimbursements not received are recognised as receivables and reimbursements received in advance are recognised as "payments received in advance".

For works undertaken on a fixed price contract basis, revenues and expenses are recognised on a percentage of completion basis. Costs incurred in advance of a future claimed entitlement are classified as work in progress in inventory. When it is probable that total contract costs will exceed total contract revenue, the expected loss is recognised as an expense immediately.

#### 13 Equity Accounted Council Businesses

Council participates in cooperative arrangements with other Councils for the provision of services and facilities. Council's interests in cooperative arrangements, which are only recognised if material, are accounted for in accordance with AASB 128 and set out in detail in Note 19.

#### 14 GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax"

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

#### 15 New accounting standards and UIG interpretations

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies.

AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Not-for-Profit Entities* have been adopted early in the preparation of these financial reports.

AASB 15 – *Revenue from Contracts* and AASB 1058 *Income of Not-for-Profit Entities* impact on the timing of recognition of income such that it depends on whether such a transaction gives rise to a liability or other performance obligation related to an asset received by Council.

The early adoption has resulted in capital and other special purpose grants for which there is a reasonable likelihood that the grants will have to be refunded if obligations are not discharged in accordance with terms and conditions, being recognised as a current liability titled Grants – Deferred Revenue until funds are expended in accordance with the relevant agreements.

The following table summarises the difference in accounting treatment under the previous and revised standards:

	New Standard	Old Standard	Difference Debit/ (Credit)
Amounts Received in Advance	\$715,000	\$107,000	-\$608,000
Total Grants, Subsidies & Contributions (note 2g)	\$6,375,000	\$6,983,000	\$608,000
Net Surplus / Deficit	\$1,042,000	\$1,650,000	\$608,000

Other than AASB 15 and AASB 1058, Adelaide Hills Council has not applied any Australian Accounting Standards and Interpretations that have been issued but are not yet effective. Council will implement them when they are effective.

***The standards that are expected to have a material impact upon Council's future financial statements are:***

**Effective for annual reporting periods beginning on or after 1 January 2019**

- AASB 16 *Leases*

Council has some leases that are not in the Statement of Financial Position. These will need

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 1. Summary of Significant Accounting Policies (continued)

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to be included when this standard comes into effect. A lease liability will initially be measured at the present value of the lease payments to be made over the lease term. A corresponding right-of-use asset will also be recognised over the lease term.

**The standards that are not expected to have a material impact upon Council's future financial statements are:**

**Effective for annual reporting periods beginning on or after 1 January 2017**

- AASB 2014-5 *Amendments to Australian Accounting Standards arising from AASB 15*
- AASB 2015-8 *Amendments to Australian Accounting Standards – Effective Date of AASB 15*
- AASB 2016-7 *Amendments to Australian Accounting Standards - Deferral of AASB 15 for Not-for-Profit Entities*

**Effective for annual reporting periods beginning on or after 1 January 2018**

- AASB 9 *Financial Instruments*
- AASB 2010-7 *Amendments to Australian Accounting Standards arising from AASB 9 (December 2010)*
- AASB 2014-1 *Amendments to Australian Accounting Standards (Part E)*
- AASB 2014-7 *Amendments to Australian Accounting Standards arising from AASB 9 (December 2014)*
- AASB 2016-3 *Amendments to Australian Accounting Standards – Clarifications to AASB 15*
- AASB 2016-5 *Amendments to Australian Accounting Standards – Classification and Measurement of Share-based Payment Transactions*
- AASB 2016-6 *Amendments to Australian Accounting Standards - Applying AASB 9 Financial Instruments with AASB 4 Insurance Contracts*

- AASB 2017-3 *Amendments to Australian Accounting Standards – Clarifications to AASB 4*

**Effective for annual reporting periods beginning on or after 1 January 2019**

- AASB 2016-8 *Amendments to Australian Accounting Standards - Australian Implementation Guidance for Not-for-Profit Entities*
- AASB 2017-1 *Amendments to Australian Accounting Standards – Transfers of Investment Property, Annual Improvements 2014-2016 Cycle and Other Amendments*
- AASB 2017-4 *Amendments to Australian Accounting Standards – Uncertainty over Income Tax Treatments*
- AASB 1059 *Service Concession Arrangements: Grantors*
- AASB 1059 *Service Concession Arrangements: Grantors (Appendix D)*

**Effective for annual reporting periods beginning on or after 1 January 2021**

- AASB 17 *Insurance Contracts*
- AASB 17 *Insurance Contracts (Appendix D)*

## 16 Comparative Figures

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

## 17 Disclaimer

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 2. Income

\$ '000	Notes	2018	2017
<b>(a). Rates Revenues</b>			
<b>General Rates</b>			
General Rates		33,141	32,144
Less: Mandatory Rebates		(218)	(220)
Less: Discretionary Rebates, Remissions & Write Offs		(172)	(166)
<b>Total General Rates</b>		<b>32,751</b>	<b>31,758</b>
<b>Other Rates (Including Service Charges)</b>			
Natural Resource Management Levy		931	904
Community Wastewater Management Systems		1,478	1,333
Separate & Special Rates		5	5
Stirling Business Association Separate Rate		87	87
<b>Total Other Rates</b>		<b>2,501</b>	<b>2,329</b>
<b>Other Charges</b>			
Penalties for Late Payment		176	173
Legal & Other Costs Recovered		84	41
<b>Total Other Charges</b>		<b>260</b>	<b>214</b>
<b>Total Rates Revenues</b>		<b>35,512</b>	<b>34,301</b>
<b>(b). Statutory Charges</b>			
Development Act Fees		452	466
Animal Registration Fees & Fines		421	375
Parking Fines / Expiation Fees		28	31
Other Licences, Fees & Fines		103	91
Searches		65	59
<b>Total Statutory Charges</b>		<b>1,069</b>	<b>1,022</b>
<b>(c). User Charges</b>			
Cemetery/Crematoria Fees		328	172
Community Centres		127	120
Sundry		163	217
Adelaide Hills Business and Tourism Centre (AHBTC)		495	493
Dump Fees		-	4
Retirement Villages		366	331
<b>Total User Charges</b>		<b>1,479</b>	<b>1,337</b>

# Adelaide Hills Council

## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

### Note 2. Income (continued)

\$ '000	Notes	2018	2017
<b>(d). Investment Income</b>			
Interest on Investments			
- Local Government Finance Authority		6	7
- Banks & Other		16	19
- Loans to Community Groups		8	10
<b>Total Investment Income</b>		<b>30</b>	<b>36</b>
<b>(e). Reimbursements</b>			
Private Works		8	30
Other		439	235
<b>Total Reimbursements</b>		<b>447</b>	<b>265</b>
<b>(f). Other Income</b>			
Insurance & Other Recoupments - Infrastructure, IPP&E		201	196
Sundry		287	287
<b>Total Other Income</b>		<b>488</b>	<b>483</b>
<b>(g). Grants, Subsidies, Contributions</b>			
Amounts Received Specifically for New or Upgraded Assets		867	672
<b>Total Amounts Received Specifically for New or Upgraded Assets</b>		<b>867</b>	<b>672</b>
Supplementary Local Roads Funding		353	-
Untied - Financial Assistance Grant		1,597	2,266
Roads to Recovery		1,024	1,119
Home and Community Care Grant		899	871
Library and Communications		285	267
Sundry		262	525
Natural Disaster Recovery Funding		1,088	-
<b>Total Other Grants, Subsidies and Contributions</b>		<b>5,508</b>	<b>5,048</b>
<b>Total Grants, Subsidies, Contributions</b>		<b>6,375</b>	<b>5,720</b>
The functions to which these grants relate are shown in Note 12.			
<b>(i) Sources of grants</b>			
Commonwealth Government		1,965	2,211
State Government		4,197	3,183
Other		213	326
<b>Total</b>		<b>6,375</b>	<b>5,720</b>
<b>(ii) Individually Significant Items</b>			
Grant Commission (FAG) Grant in Advance Recognised as Income		847	771

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 2. Income (continued)

\$ '000	Notes	2018	2017
<b>(h). Physical Resources Received Free of Charge</b>			
Land & Improvements		-	118
Roads, Bridges & Footpaths		129	-
Stormwater Drainage		1,100	-
Kerb & Gutter		14	-
Retaining Walls		350	-
Public Artwork		475	-
<b>Total Physical Resources Received Free of Charge</b>		<b>2,068</b>	<b>118</b>

Note 3. Expenses

(a). Employee Costs

Salaries and Wages		11,517	11,004
Employee Leave Expense		2,721	2,498
Superannuation - Defined Contribution Plan Contributions	18	1,054	986
Superannuation - Defined Benefit Plan Contributions	18	249	239
Workers' Compensation Insurance		435	446
Personal Income Protection Insurance		217	190
Other		27	4
Less: Capitalised and Distributed Costs		(1,264)	(862)
<b>Total Operating Employee Costs</b>		<b>14,956</b>	<b>14,505</b>
Total Number of Employees (full time equivalent at end of reporting period)		171	172

(b). Materials, Contracts and Other Expenses

(i) Prescribed Expenses

Auditor's Remuneration			
- Auditing the Financial Reports		18	30
Bad and Doubtful Debts		(23)	-
Elected Members' Expenses		372	373
Election Expenses		46	46
Operating Lease Rentals - Cancellable Leases		332	286
<b>Subtotal - Prescribed Expenses</b>		<b>745</b>	<b>735</b>

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 3. Expenses (continued)

\$ '000	Notes	2018	2017
<b>(b). Materials, Contracts and Other Expenses (continued)</b>			
<b>(ii) Other Materials, Contracts and Expenses</b>			
Contractors		10,313	10,415
Energy		697	634
Legal Expenses		255	234
Levies Paid to Government - NRM levy		920	893
Levies - Other		571	583
Parts, Accessories & Consumables		2,791	2,275
Professional Services		103	96
Sundry		519	520
Contributions & Donations		735	683
Insurance		585	604
Work-in-Progress Write-off		119	700
Landfill Remediation		1,187	-
Telephone (incl data)		224	212
Bank Fees		87	73
Licencing - ICT		110	103
<b>Subtotal - Other Material, Contracts &amp; Expenses</b>		<b>19,216</b>	<b>18,025</b>
<b>Total Materials, Contracts and Other Expenses</b>		<b>19,961</b>	<b>18,760</b>
<b>(c). Depreciation, Amortisation and Impairment</b>			
<b>(i) Depreciation and Amortisation</b>			
Buildings		1,147	904
Infrastructure			
- Stormwater		386	359
- Community Wastewater Management Systems		297	347
- Roads		3,689	3,644
- Bridges		270	254
- Footpaths		367	313
- Retaining Walls		128	98
- Guardrails		139	114
- Kerb & Gutter		390	407
- Traffic Controls		41	39
- Street Furniture		69	62
- Sport & Recreation		313	316
- Playgrounds		83	44
- Cemeteries		33	32
Plant & Equipment		865	809
Furniture & Fittings		29	50
<b>Subtotal</b>		<b>8,246</b>	<b>7,792</b>
<b>(ii) Impairment</b>			
Nil			
<b>Total Depreciation, Amortisation and Impairment</b>		<b>8,246</b>	<b>7,792</b>

# Adelaide Hills Council

## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

### Note 3. Expenses (continued)

\$ '000	Notes	2018	2017
<b>(d). Finance Costs</b>			
Interest on Overdraft and Short-Term Drawdown		76	104
Interest on Loans		570	604
<b>Total Finance Costs</b>		<b>646</b>	<b>708</b>

### Note 4. Asset Disposal & Fair Value Adjustments

#### Infrastructure, Property, Plant & Equipment

##### (i) Assets Renewed or Directly Replaced

Proceeds from Disposal	489	754
Less: Carrying Amount of Assets Sold	(2,890)	(2,079)
<b>Gain (Loss) on Disposal</b>	<b>(2,401)</b>	<b>(1,325)</b>
<b>Net Gain (Loss) on Disposal or Revaluation of Assets</b>	<b>(2,401)</b>	<b>(1,325)</b>

### Note 5. Current Assets

#### (a). Cash & Cash Equivalents

Cash on Hand at Bank	124	601
Deposits at Call	-	3
Short Term Deposits & Bills, etc.	367	362
<b>Total Cash &amp; Cash Equivalents</b>	<b>491</b>	<b>966</b>

#### (b). Trade & Other Receivables

Rates - General & Other	1,476	1,349
Council Rates Postponement Scheme	76	39
Accrued Revenues	712	545
Debtors - General	297	250
Other Levels of Government	132	299
Prepayments	140	257
Loans to Community Organisations	22	44
<b>Subtotal</b>	<b>2,855</b>	<b>2,783</b>
Less: Allowance for Doubtful Debts	(2)	(30)
<b>Total Trade &amp; Other Receivables</b>	<b>2,853</b>	<b>2,753</b>

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 5. Current Assets (continued)

\$ '000	Notes	2018	2017
(c). Inventories			
Stores & Materials		13	14
<b>Total Inventories</b>		<b>13</b>	<b>14</b>

Note 6. Non-Current Assets

(a). Financial Assets

**Receivables**

Loans to Community Organisations		50	71
<b>Total Receivables</b>		<b>50</b>	<b>71</b>
<b>Total Financial Assets</b>		<b>50</b>	<b>71</b>

(b). Equity Accounted Investments in  
Council Businesses

Gawler River Floodplain Management Authority (GRFMA)	19	600	554
Eastern Waste Management Authority (EWMA)	19	69	103
Adelaide Hills Regional Waste Management Authority (AHRWMA)	19	169	327
<b>Total Equity Accounted Investments in Council Businesses</b>		<b>838</b>	<b>984</b>



Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 7a (i). Infrastructure, Property, Plant & Equipment

\$ '000	Fair Value Level	as at 30/6/2017				Asset Movements during the Reporting Period										as at 30/6/2018			
		At	At	Acc.	Carrying	Asset Additions		WDV of Asset Disposals	Depreciatio n Expense (Note 3c)	WIP Transfers	Adjustments & Transfers incl roundings	Other Movements (Physical Resources Free of Charge)	Tfrs from/(to) "Held for Sale" category	Revaluation Decrements to Equity (ARR) (Note 9)	Revaluation Increments to Equity (ARR) (Note 9)	At	At	Acc.	Carrying
		Fair Value	Cost	Dep'n	Value	New / Upgrade	Renewals									Fair Value	Cost	Dep'n	Value
Capital Work in Progress		-	3,162	-	3,162	4,251	10,493	-	-	(14,986)	(117)	-	-	-	-	-	2,804	-	2,804
Land - Community	2	58,734	-	-	58,734	-	-	(854)	-	-	-	-	(510)	-	29,791	87,161	-	-	87,161
Buildings	3	66,697	-	42,257	24,440	-	-	(51)	(1,147)	827	(1)	-	(750)	-	24,773	73,614	-	25,522	48,092
Infrastructure																			
- Stormwater	3	35,385	-	10,116	25,269	-	-	(25)	(386)	830	2	1,100	-	-	-	37,279	-	10,489	26,790
- Community Wastewater Management Systems	3	19,922	-	8,089	11,833	-	-	-	(297)	924	-	-	-	-	923	19,091	-	5,708	13,383
- Roads	3	210,787	-	83,869	126,918	-	-	(1,260)	(3,689)	7,374	13	129	-	-	-	213,604	-	84,119	129,485
- Bridges	3	17,085	-	7,495	9,590	-	-	-	(270)	314	-	-	-	-	-	17,399	-	7,765	9,634
- Footpaths	3	12,312	-	5,034	7,278	-	-	(10)	(367)	939	(1)	-	-	-	-	13,186	-	5,347	7,839
- Retaining Walls	3	7,384	-	1,997	5,387	-	-	-	(128)	105	-	350	-	-	-	7,839	-	2,125	5,714
- Guardrails	3	6,165	-	1,015	5,150	-	-	-	(139)	117	(1)	-	-	-	-	6,282	-	1,155	5,127
- Kerb & Gutter	3	31,071	-	16,296	14,775	-	-	(14)	(390)	412	(2)	14	-	-	-	31,450	-	16,655	14,795
- Traffic Controls	3	2,124	-	717	1,407	-	-	-	(41)	-	(27)	-	-	-	-	2,096	-	757	1,339
- Street Furniture	3	2,879	-	1,218	1,661	-	-	(10)	(69)	326	13	-	-	-	-	3,210	-	1,289	1,921
- Sport & Recreation	3	15,957	-	9,204	6,753	-	-	-	(313)	569	1	-	-	-	-	16,527	-	9,517	7,010
- Playgrounds	3	1,721	-	504	1,217	-	-	-	(83)	-	-	-	-	-	-	1,721	-	587	1,134
- Cemeteries	3	1,892	-	1,213	679	-	-	-	(33)	41	(1)	-	-	-	-	1,933	-	1,247	686
Plant & Equipment		-	10,551	5,550	5,001	-	-	-	(865)	1,540	(216)	-	-	-	-	-	11,041	5,581	5,460
Public Artworks		-	-	-	-	-	-	(300)	-	613	-	475	-	-	-	-	788	-	788
Furniture & Fittings		-	3,492	1,713	1,779	-	-	(365)	(29)	54	215	-	-	-	-	-	3,655	2,002	1,653
Total Infrastructure, Property, Plant & Equipment		490,115	17,205	196,287	311,033	4,251	10,493	(2,890)	(8,246)	-	(122)	2,068	(1,260)	-	55,488	532,392	18,288	179,865	370,815
Comparatives		474,299	17,376	189,198	302,477	3,423	6,693	(2,078)	(7,792)	-	(325)	-	-	(9)	8,640	490,115	17,205	196,287	311,033

Note 7a (ii). Investment Property

Nil

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment &  
Investment Property

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\$ '000

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Valuation of Assets

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

**Level 1:** Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2:** Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3:** Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Refer to Note 7a for the disclosure of the Fair Value Levels of Infrastructure, Property, Plant and Equipment Assets.

Information on Valuations

Certain land, and the buildings and structures thereon, are shown above as being based on fair value hierarchy level 2 valuation inputs. They are based on prices for similar assets in an active market, with directly or indirectly observable adjustments for specific advantages or disadvantages attaching to the particular asset.

Valuations of Crown land, community land and land subject to other restrictions on use or disposal, shown above as being based on fair value hierarchy level 3 valuation inputs, are based on prices for similar assets in an active market, but include adjustments for specific advantages or disadvantages attaching to the particular asset that are not directly or indirectly observable in that market, or the number and / or amount of observable adjustments of which are so great that the valuation is more fairly described as being based on level 3 valuation inputs.

There is no known market for buildings, infrastructure and other assets. These assets are valued at depreciated current replacement cost. This method involves:

- The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this or similar Councils, or on industry construction guides where these are more appropriate.
- The calculation of the depreciation that would have accumulated since original construction using current estimates of residual value and useful life under the prime cost depreciation method adopted by Council.

This method has significant inherent uncertainties, relying on estimates of quantities of materials and labour, residual values and useful lives, and the possibility of changes in prices for materials and labour, and the potential for development of more efficient construction techniques.

Other Information

At 1 July 2004 upon the transition to AIFRS, Council elected pursuant to AASB 1.D5 to retain a previously established deemed cost under GAAP as its deemed cost. With subsequent addition at cost, this remains as the basis of recognition of non-material asset classes.

Upon revaluation, the current new replacement cost and accumulated depreciation are re stated such that the difference represents the fair value of the asset determined in accordance with AASB 13 Fair Value Measurement: accumulated depreciation is taken to be the difference between current new replacement cost and fair value. In the case of land, current replacement cost is taken to be the fair value.

## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

### Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property (continued)

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\$ '000

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#### Valuation of Assets (continued)

##### Highest and best use

All of Council's non financial assets are considered as being utilised for their highest and best use.

##### Transition to AASB 13 - Fair Value Measurement

The requirements of AASB 13 Fair Value Measurement have been applied to all valuations undertaken since 1 July 2013 as shown by the valuation dates by individual asset classes below.

##### Land & Land Improvements

Council being of the opinion that it is not possible to attribute value sufficiently reliably to qualify for recognition, land under roads has not been recognised in these reports.

Land - Level 3: Land which is subject to restriction for its use or sale, ie Community Land, or land where there is no active market such as Parks & Gardens or subject to Community Service Obligations. Land assets revaluation was undertaken by Council officers based on the Valuer General's site values as at 1 January 2018.

##### Buildings & Other Structures

- Basis of valuation: Fair Value
- Date of valuation: 1 July 2017.
- Valuer: APV Valuers & Asset Management
- Council discloses Buildings as a class of Infrastructure Assets for the purposes of AASB 13 Fair Value Measurement, and the level of fair value hierarchy to be Level 3, as no relevant observable inputs (Markets) are available.
- There were no Assets Valued where it was considered that the highest and best use was other than its current use.

##### Infrastructure

##### **Roads, Bridges, Footpaths, Retaining Walls, Guardrail, Kerb & Gutter, Traffic Controls, Street Furniture Stormwater, Sport and Recreation Facilities (S&R), Playgrounds and Cemeteries**

- Council discloses each of the above as an individual class of Infrastructure Assets for the purposes of AASB 13 Fair Value Measurement, and the level of fair value hierarchy to be Level 3, as no relevant observable inputs (Markets) are available.
- There were no Assets Valued where it was considered that the highest and best use was other than its current use.
- The above assets were condition assessed by Council Officers as at June 2014. A subsequent desktop valuation has been performed by Council Officers at depreciated current replacement cost based on Australia Bureau of Statistics Construction data indexed up to June 2017.

##### **Community Wastewater Management Systems (CWMS)**

- Basis of valuation: Fair Value
- Date of valuation: 1 July 2017 noting that effective date of valuation as per APV Valuers is 30 June 2017
- Valuer: APV Valuers & Asset Management

##### Plant & Equipment

- Basis of valuation: Historic Cost

##### Furniture & Fittings

- Basis of valuation: Historic Cost

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 8. Liabilities

\$ '000	Notes	2018 Current	2018 Non Current	2017 Current	2017 Non Current
<b>(a). Trade and Other Payables</b>					
Goods & Services		2,936	-	1,542	-
Payments Received in Advance		715	-	68	-
Accrued Expenses - Employee Entitlements		391	-	738	-
Accrued Expenses - Other		351	-	509	-
Aged Care Facility Deposits		4,075	-	4,165	-
Deposits, Retentions & Bonds		5	-	4	-
Other		172	-	259	-
<b>Total Trade and Other Payables</b>		<b>8,645</b>	<b>-</b>	<b>7,285</b>	<b>-</b>
<b>(b). Borrowings</b>					
Bank Overdraft		4,900	-	3,600	-
Loans		18	10,000	51	10,000
<b>Total Borrowings</b>		<b>4,918</b>	<b>10,000</b>	<b>3,651</b>	<b>10,000</b>
All interest bearing liabilities are secured over the future revenues of the Council					
<b>(c). Provisions</b>					
Employee Entitlements (including oncosts)		2,695	89	2,539	141
Future Reinstatement / Restoration, etc		783	562	26	133
<b>Total Provisions</b>		<b>3,478</b>	<b>651</b>	<b>2,565</b>	<b>274</b>

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 9. Reserves

\$ '000	1/7/2017	Increments (Decrements)	Transfers	Impairments	30/6/2018
<b>(a). Asset Revaluation Reserve</b>					
Land - Community	29,961	29,791	-	-	59,752
Buildings	6,791	24,773	-	-	31,564
Infrastructure					
- Stormwater	18,563	-	-	-	18,563
- Community Wastewater Management Systems	4,298	923	-	-	5,221
- Roads	64,463	-	-	-	64,463
- Bridges	4,072	-	-	-	4,072
- Footpaths	533	-	-	-	533
- Retaining Walls	2,604	-	-	-	2,604
- Guardrails	2,932	-	-	-	2,932
- Kerb & Gutter	13,544	-	-	-	13,544
- Traffic Controls	540	-	-	-	540
- Street Furniture	1,209	-	-	-	1,209
- Sport & Recreation	2,817	-	-	-	2,817
- Playgrounds	89	-	-	-	89
- Cemeteries	2,217	-	-	-	2,217
<b>Total Asset Revaluation Reserve</b>	<b>154,633</b>	<b>55,488</b>	<b>-</b>	<b>-</b>	<b>210,121</b>
<b>Comparatives</b>	<b>146,002</b>	<b>8,631</b>	<b>-</b>	<b>-</b>	<b>154,633</b>

\$ '000	1/7/2017	Tfrs to Reserve	Tfrs from Reserve	Other Movements	30/6/2018
<b>(b). Other Reserves</b>					
Investment in Associates	472	-	(148)	-	324
Community Wastewater Management Systems	683	-	(295)	-	388
Retirement Village Lobethal	54	18	-	-	72
Retirement Village Woodside	208	9	-	-	217
Retirement Village Fee Bond	42	-	-	-	42
Torrens Valley Community Centre	137	-	-	-	137
Library	1	-	-	-	1
Scott Creek Progress Association	6	-	-	-	6
Environmental Fund Reserve	232	-	-	-	232
Significant Trees Reserve	7	-	-	-	7
<b>Total Other Reserves</b>	<b>1,842</b>	<b>27</b>	<b>(443)</b>	<b>-</b>	<b>1,426</b>
<b>Comparatives</b>	<b>2,202</b>	<b>24</b>	<b>(384)</b>	<b>-</b>	<b>1,842</b>

PURPOSES OF RESERVES

**Asset Revaluation Reserves**

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non current assets (less any subsequent impairment losses, where applicable).

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 10. Assets Subject to Restrictions

\$ '000	Notes	2018	2017
<p>The uses of the following assets are restricted, wholly or partially, by legislation or other externally imposed requirements. The assets are required to be utilised for the purposes for which control was transferred to Council, or for which the revenues were originally obtained.</p>			
<b>Cash &amp; Financial Assets</b>			
<b>Unexpended amounts received from Federal &amp; State Government</b>			
Community Wastewater Management Systems Investigations		345	340
<b>Total Cash &amp; Financial Assets</b>		<b>345</b>	<b>340</b>
<b>Total Assets Subject to Externally Imposed Restrictions</b>		<b>345</b>	<b>340</b>

Note 11. Reconciliation to Statement of Cash Flows

(a). Reconciliation of Cash

Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:

Total Cash & Equivalent Assets	5	491	966
Less: Short-Term Borrowings	8	(4,900)	(3,600)
<b>Balances per Statement of Cash Flows</b>		<b>(4,409)</b>	<b>(2,634)</b>

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 11. Reconciliation to Statement of Cash Flows (continued)

\$ '000	Notes	2018	2017
<b>(b). Reconciliation of Change in Net Assets to Cash from Operating Activities</b>			
<b>Net Surplus/(Deficit)</b>		<b>1,042</b>	<b>(85)</b>
Non-Cash Items in Income Statements			
Depreciation, Amortisation & Impairment		8,246	7,792
Equity Movements in Equity Accounted Investments (Increase)/Decrease		216	277
Non-Cash Asset Acquisitions		(2,068)	(118)
Grants for Capital Acquisitions (Treated as Investing Activity Receipts)		(867)	(672)
Net (Gain) Loss on Disposals		2,401	1,325
Expense of Capital Items		121	325
		<b>9,091</b>	<b>8,844</b>
<b>Add (Less): Changes in Net Current Assets</b>			
Net (Increase)/Decrease in Receivables		(94)	189
Change in Allowances for Under-Recovery of Receivables		28	-
Net (Increase)/Decrease in Inventories		1	(7)
Net (Increase)/Decrease in Other Current Assets		(56)	-
Net Increase/(Decrease) in Trade & Other Payables		1,449	(217)
Net Increase/(Decrease) in Unpaid Employee Benefits		104	(103)
Net Increase/(Decrease) in Other Provisions		1,186	-
Net Increase/(Decrease) in Other Liabilities		1	-
<b>Net Cash provided by (or used in) operations</b>		<b>11,710</b>	<b>8,706</b>
<b>(c). Non-Cash Financing and Investing Activities</b>			
<b>Acquisition of assets by means of:</b>			
- Physical Resources Received Free of Charge	2i	2,068	118
<b>Amounts recognised in Income Statement</b>		<b>2,068</b>	<b>118</b>
<b>Total Non-Cash Financing &amp; Investing Activities</b>		<b>2,068</b>	<b>118</b>
<b>(d). Financing Arrangements</b>			
<b>Unrestricted access was available at balance date to the following lines of credit:</b>			
Bank Overdrafts		200	200
Corporate Credit Cards		180	180
Asset Finance - Leasing		600	600
LGFA Cash Advance Debenture Facility		10,200	12,200

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.

## Adelaide Hills Council

### Notes to and forming part of the Financial Statements

for the year ended 30 June 2018

#### Note 12a. Functions

Functions/Activities	Income, Expenses and Assets have been directly attributed to the following Functions / Activities. Details of these Functions/Activities are provided in Note 12(b).									
	INCOME		EXPENSES		OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
	Actual 2018	Actual 2017	Actual 2018	Actual 2017	Actual 2018	Actual 2017	Actual 2018	Actual 2017	Actual 2018	Actual 2017
<b>\$ '000</b>										
Business Undertakings	-	-	-	-	-	-	-	-	376,320	-
Community & Customer Services	1,541	1,472	5,930	5,711	(4,389)	(4,239)	1,319	1,261	-	-
Corporate Services	38,297	37,174	11,255	10,802	27,042	26,372	822	1,227	-	95,421
Engineering & Assets	3,312	2,472	16,401	16,615	(13,089)	(14,143)	4,139	3,075	-	220,400
Strategy & Development	1,384	1,431	10,439	8,971	(9,056)	(7,540)	95	157	-	-
<b>Total Functions/Activities</b>	<b>44,533</b>	<b>42,549</b>	<b>44,025</b>	<b>42,099</b>	<b>508</b>	<b>450</b>	<b>6,375</b>	<b>5,720</b>	<b>376,320</b>	<b>315,821</b>

Revenues and expenses exclude net gain (loss) on disposal or revaluation of assets, net gain (loss) from joint ventures & associated entities, amounts received specifically for new or upgraded assets and physical resources received free of charge.



## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

### Note 12b. Components of Functions

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\$ '000

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**The activities relating to Council functions are as follows:**

#### **COMMUNITY AND CUSTOMER SERVICES**

Community Support, Elderly Citizens Facilities, Home Assistance Scheme, Other Services for the Aged and Disabled, Youth Services, Community Assistance, Community Transport, Family and Neighbourhood Support, Other Community Support, Community Amenities, Cultural Services, Cultural Venues, Heritage and Other Cultural Services, Library Services, Mobile Libraries and Housebound Services, Static Libraries, Other Library Services.

#### **CORPORATE SERVICES**

Accounting/Finance, Payroll, Human Resources, Information Technology, Communication, Rates Administration, Separate and Special Rates, Records, Contract Management, Other Support Services, LGGC – General Purpose, Governance, Administration, Elected Members, Organisational Support Services, Revenues, Cemeteries/Crematoria, Employment Creation Programs.

#### **ENGINEERING & ASSETS**

Bridges, Footpaths and Kerbing, Roads – sealed, Roads – formed, Roads – natural formed, Roads – unformed, Traffic Management, LGGC – roads (formula funded), Gravel Pits/Quarries, Private Works, Parks and Gardens, Sports Facilities – Indoor, Sports Facilities – Outdoor, Swimming Centres – Outdoor, Other Recreation, Public Conveniences, Telecommunications Networks, and Other Community Amenities, Stormwater and Drainage, Street Cleaning, Street Lighting, Streetscaping, Landcare Other Agricultural Services, Natural Resource Management Levy and Other Environment.

#### **STRATEGY & DEVELOPMENT**

Building Control, Town Planning, Clean Air/Pollution Control, Dog and Cat Control, Litter Control, Parking Control and Other Regulatory Services, Emergency Services, Other Fire Protection, Pest Control, Health Services, Health Inspectors, Immunisation, Preventive Health Services, Waste Management, Domestic Waste, Green Waste, Recycling, Transfer Stations, Waste Disposal Facility, Other Waste Management, Sewerage/CWMS, Regional Development, Support to Local Businesses, Tourism, and Other Economic Development.

### Note 13. Financial Instruments

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#### **Recognised Financial Instruments**

##### **Bank, Deposits at Call, Short Term Deposits**

##### **Accounting Policy:**

Carried at lower of cost and net realisable value; Interest is recognised when earned.

##### **Terms & Conditions:**

Deposits are returning fixed interest rates between 1.5% and 2% (2017: 1.50% and 2.00%).

##### **Carrying Amount:**

Approximates fair value due to the short term to maturity.

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 13. Financial Instruments (continued)

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\$ '000

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**Recognised Financial Instruments**

**Receivables**

**Rates & Associated Charges**

(including legals & penalties for late payment)

Note: These receivables do not meet the definition of "financial instruments" and have been excluded from the following disclosures.

**Accounting Policy:**

Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

**Terms & Conditions:**

Secured over the subject land, arrears attract interest of 6.75% (2017: 7.00%). Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries in the State.

**Carrying Amount:**

Approximates fair value (after deduction of any allowance).

**Receivables**

**Fees & Other Charges**

**Accounting Policy:**

Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

**Terms & Conditions:**

Unsecured, and do not bear interest. Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.

**Carrying Amount:**

Approximates fair value (after deduction of any allowance).

**Receivables**

**Other Levels of Government**

**Accounting Policy:**

Carried at nominal value.

**Terms & Conditions:**

Amounts due have been calculated in accordance with the terms and conditions of the respective programs following advice of approvals, and do not bear interest. All amounts are due by Departments and Agencies of State and Federal Governments.

**Carrying Amount:**

Approximates fair value.

**Receivables**

**Retirement Home Contributions**

**Accounting Policy:**

Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

**Terms & Conditions:**

Amounts due have been calculated in accordance with the terms and conditions of the respective legislation.

**Carrying Amount:**

Approximates fair value (after deduction of any allowance).

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 13. Financial Instruments (continued)

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\$ '000

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**Recognised Financial Instruments**

**Liabilities**

**Creditors and Accruals**

**Accounting Policy:**

Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.

**Terms & Conditions:**

Liabilities are normally settled on 30 day terms.

**Carrying Amount:**

Approximates fair value.

**Liabilities**

**Retirement Home Contributions**

**Accounting Policy:**

To avoid inconvenience when complying with the separate audit requirements imposed by the relevant legislation, amounts are carried at nominal values.

**Terms & Conditions:**

Pursuant to Commonwealth legislation certain intending residents are required to contribute amounts on an interest free basis. The amounts are subject to certain deductions as prescribed by the legislation, the balance being repaid on termination of tenancy.

**Carrying Amount:**

Approximates fair value for short tenancies; may be non-materially overstated for longer tenancies.

**Liabilities**

**Interest Bearing Borrowings**

**Accounting Policy:**

Carried at the principal amounts. Interest is charged as an expense as it accrues.

**Terms & Conditions:**

Secured over future revenues, borrowings are repayable (describe basis); interest is charged at fixed rates between 4.6% and 6.75% (2017: 3.80% and 6.75%) and variable rates between 3.6% and 3.75% (2017: 3.75% and 4.00%).

**Carrying Amount:**

Approximates fair value.

**Liabilities**

**Finance Leases**

**Accounting Policy:**

Accounted for in accordance with AASB 117.

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 13. Financial Instruments (continued)

\$ '000	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
<b>2018</b>					
<b>Financial Assets</b>					
Cash & Equivalents	491	-	-	491	491
Receivables	1,164	53	-	1,217	1,211
<b>Total Financial Assets</b>	<b>1,655</b>	<b>53</b>	<b>-</b>	<b>1,708</b>	<b>1,702</b>
<b>Financial Liabilities</b>					
Payables	9,407	-	-	9,407	7,930
Current Borrowings	4,919	-	-	4,919	4,918
Non-Current Borrowings	568	6,595	5,460	12,623	10,000
<b>Total Financial Liabilities</b>	<b>14,894</b>	<b>6,595</b>	<b>5,460</b>	<b>26,949</b>	<b>22,848</b>
<b>2017</b>					
<b>Financial Assets</b>					
Cash & Equivalents	966	-	-	966	966
Receivables	1,064	-	-	1,064	1,108
Other Financial Assets	52	78	-	130	71
<b>Total Financial Assets</b>	<b>2,082</b>	<b>78</b>	<b>-</b>	<b>2,160</b>	<b>2,145</b>
<b>Financial Liabilities</b>					
Payables	8,306	-	-	8,306	7,217
Current Borrowings	3,635	19	-	3,654	3,651
Non-Current Borrowings	567	6,933	5,690	13,190	10,000
<b>Total Financial Liabilities</b>	<b>12,508</b>	<b>6,952</b>	<b>5,690</b>	<b>25,150</b>	<b>20,868</b>

The following interest rates were applicable  
to Council's Borrowings at balance date:

	30 June 2018		30 June 2017	
	Weighted Avg Interest Rate	Carrying Value	Weighted Avg Interest Rate	Carrying Value
Overdraft	3.72%	4,900	3.77%	3,600
Fixed Interest Rates	5.56%	10,018	5.36%	10,051
		<b>14,918</b>		<b>13,651</b>

**Net Fair Value**

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

**Risk Exposures**

**Credit Risk** represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any allowance for doubtful debts. All Council investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 13. Financial Instruments (continued)

\$ '000

**Risk Exposures** (continued)

**Market Risk** is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor **currency risk** apply.

**Liquidity Risk** is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates. Council also has available a range of bank overdraft and standby borrowing facilities that it can access.

**Interest Rate Risk** is the risk that future cash flows will fluctuate because of changes in market interest rates. Council has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

Note 14. Commitments for Expenditure

\$ '000

Notes

2018

2017

(a). Capital Commitments

**Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:**

Infrastructure	695	449
Plant & Equipment	245	26
	<b>940</b>	<b>475</b>

**These expenditures are payable:**

Not later than one year	940	475
Later than one year and not later than 5 years	-	-
Later than 5 years	-	-
	<b>940</b>	<b>475</b>

(b). Other Expenditure Commitments

**Other expenditure committed for (excluding inventories) at the reporting date but not recognised in the financial statements as liabilities:**

Audit Services	97	-
	<b>97</b>	<b>-</b>

**These expenditures are payable:**

Not later than one year	23	-
Later than one year and not later than 5 years	74	-
Later than 5 years	-	-
	<b>97</b>	<b>-</b>

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 15. Financial Indicators

	Amounts	Indicator	Prior Periods	
\$ '000	2018	2018	2017	2016

These Financial Indicators have been calculated in accordance with *Information paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

**1. Operating Surplus Ratio**

Operating Surplus	508	1%	1%	(1%)
Total Operating Income	44,533			

*This ratio expresses the operating surplus as a percentage of total operating revenue.*

**2. Net Financial Liabilities Ratio**

Net Financial Liabilities	24,298	55%	47%	51%
Total Operating Income	44,533			

*Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.*

**Adjustments to Ratios**

*In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. These Adjusted Ratios correct for the resulting distortion in key ratios for each year and provide a more accurate basis for comparison.*

<b>Adjusted Operating Surplus Ratio</b>	1%	(1%)	1%
<b>Adjusted Net Financial Liabilities Ratio</b>	55%	48%	50%

**3. Asset Sustainability Ratio**

Net Asset Renewals	10,493	128%	75%	110%
Infrastructure & Asset Management Plan required expenditure	8,213			

*Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.*

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

Note 16. Uniform Presentation of Finances

\$ '000	2018	2017
<p>The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.</p> <p>All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.</p> <p>The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.</p>		
Income	44,533	42,549
less Expenses	(44,025)	(42,099)
<b>Operating Surplus / (Deficit)</b>	<b>508</b>	<b>450</b>
<b>Net Outlays on Existing Assets</b>		
Capital Expenditure on Renewal and Replacement of Existing Assets	(10,493)	(6,580)
<i>add back</i> Depreciation, Amortisation and Impairment	8,246	7,792
<i>add back</i> Proceeds from Sale of Replaced Assets	489	754
<b>Subtotal</b>	<b>(1,758)</b>	<b>1,966</b>
<b>Net Outlays on New and Upgraded Assets</b>		
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	(4,251)	(3,423)
<i>add back</i> Amounts Received Specifically for New and Upgraded Assets	867	672
<i>add back</i> Proceeds from Sale of Surplus Assets (including Investment Property & and Real Estate Developments)	-	-
<b>Subtotal</b>	<b>(3,384)</b>	<b>(2,751)</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b>(4,634)</b>	<b>(335)</b>

## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

### Note 17. Operating Leases

\$ '000

2018

2017

#### Leases Providing Revenue to the Council

Council owns various buildings, plant and other facilities that are available for hire or lease (on a non-cancellable basis wherever practicable) in accordance with the published revenue policy. Rentals received from such leases are disclosed as rent and hire of non-investment property in Note 2.

#### (i) Investment Property

Council has not classified any Land or Buildings as "Investment Property".

#### (ii) Lease Payment Commitments of Council

**Commitments under non-cancellable operating leases that have not been recognised in the financial statements are as follows:**

Not later than one year	337	257
Later than one year and not later than 5 years	428	398
Later than 5 years	-	-
	<b>765</b>	<b>655</b>



## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

### Note 18. Superannuation

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\$ '000

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The Council makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to the Accumulation section and/or Salarylink. All other employees (including casuals) have all contributions allocated to the Accumulation section.

#### **Accumulation only Members**

Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (9.50% in 2017/18; 9.50% in 2016/17). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

#### **Salarylink (Defined Benefit Fund) Members**

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Fund's Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2016/17) of "superannuation" salary.

In addition, Council makes a separate contribution of 3% of ordinary time earnings for Salarylink members to their Accumulation account. Employees also make member contributions to the Salarylink section of the Fund. As such, assets accumulate in the Salarylink section of the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Salarylink section's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.32(b), Council does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Fund's actuary, Louise Campbell, FIAA, of Willie Towers Watson as at 30 June 2017. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time.

#### **Contributions to Other Superannuation Schemes**

Council also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.

# Adelaide Hills Council

## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

### Note 19. Interests in Other Entities

\$ '000

**All joint ventures and associates are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.**

	Council's Share of Net Income		Council's Share of Net Assets	
	2018	2017	2018	2017
Joint Ventures	(164)	(278)	838	984
<b>Total</b>	<b>(164)</b>	<b>(278)</b>	<b>838</b>	<b>984</b>

#### (i) JOINT VENTURES, ASSOCIATES AND JOINT OPERATIONS

##### (a) Carrying Amounts

Name of Entity	Principal Activity	2018	2017
Eastern Waste Management Authority	Waste Management	69	103
Gawler River Floodplain Management Authority	Floodplain Management	600	554
Adelaide Hills Regional Waste Management Authority	Waste Management	169	327
<b>Total Carrying Amounts - Joint Ventures &amp; Associates</b>		<b>838</b>	<b>984</b>

##### Eastern Waste Management Authority

Eastern Waste is a regional subsidiary pursuant to S.43 of the *Local Government Act 1999*. Council has an interest in the assets and liabilities of Eastern Waste. The other member Councils are Norwood, Payneham & St. Peters, Burnside, Mitcham, Campbelltown and Walkerville.

##### Gawler River Floodplain Management Authority

Gawler River Floodplain Management Authority is a regional subsidiary pursuant to S.43 of the *Local Government Act 1999*. Council has an interest in the assets and liabilities of Gawler River Floodplain Management Authority. Other members are Barossa, Gawler, Light, Adelaide Plains and Playford Councils.

##### Adelaide Hills Regional Waste Management Authority

Adelaide Hills Regional Waste Management Authority is a regional subsidiary pursuant to S.43 of the *Local Government Act 1999*. Council has an interest in the assets and liabilities of Adelaide Hills Regional Waste Management Authority. Other members are Alexandrina, Mt. Barker and Murray Bridge Councils.

##### (b) Relevant Interests

Name of Entity	Interest in Operating Result		Ownership Share of Equity		Proportion of Voting Power	
	2018	2017	2018	2017	2018	2017
Eastern Waste Management Authority	14.3%	16.7%	14.3%	16.7%	14.3%	16.7%
Gawler River Floodplain Management Authority	3.6%	3.3%	3.6%	3.3%	3.6%	3.3%
Adelaide Hills Regional Waste Management Authority	32.9%	34.6%	32.9%	34.6%	32.9%	34.6%

# Adelaide Hills Council

## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

### Note 19. Interests in Other Entities (continued)

\$ '000

#### (c) Movement in Investment in Joint Venture or Associate

	Eastern Waste Management Authority		Gawler River Floodplain Management Authority	
	2018	2017	2018	2017
Opening Balance	103	25	554	562
Share in Operating Result	(48)	55	(8)	(8)
Share in Other Comprehensive Income	1	3	-	-
New Capital Contributions	18	18	-	-
Adjustments to Equity	(6)	2	54	-
<b>Council's Equity Share in the Joint Venture or Associate</b>	<b>69</b>	<b>103</b>	<b>600</b>	<b>554</b>

	Adelaide Hills Regional Waste Management Authority	
	2018	2017
Opening Balance	327	658
Share in Operating Result	(160)	(302)
Share in Other Comprehensive Income	18	(5)
Adjustments to Equity	(16)	(24)
<b>Council's Equity Share in the Joint Venture or Associate</b>	<b>169</b>	<b>327</b>

### Note 20. Non-Current Assets Held for Sale & Discontinued Operations

\$ '000

2018

2017

#### (i). Non Current Assets & Disposal Group Assets

Infrastructure, Property, Plant & Equipment (Southern side of AHBTC)	1,260	-
<b>Total Non Current Assets &amp; Disposal Group Assets</b>	<b>1,260</b>	<b>-</b>

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018

**Note 21. Contingencies & Assets/Liabilities Not Recognised in the Balance Sheet**

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The following assets and liabilities do not qualify for recognition in the Balance Sheet, but knowledge is considered relevant to the users of the financial report in making and evaluating decisions about the allocation of scarce resources.

**1. LAND UNDER ROADS**

As reported in the Financial Statements, Council is of the opinion that it is not possible to attribute a value sufficiently reliably for these assets to qualify for recognition, and accordingly land under roads has not been recognised in the reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

**2. POTENTIAL INSURANCE LOSSES**

Council is a multi-purpose organisation providing a large range of building, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council insures against all known insurable risks using a range of insurance policies, each of which is subject to deductible "insurance excesses", the amount of which varies according to the class of insurance.

Council has recognised the potential losses arising from claims known at reporting date based on average historical net cost (including insurance excess) of similar types of claims. Other potential claims not reported to Council may have existed at reporting date.

**3. LEGAL MATTERS**

Council is the planning consent authority for its area under the Development Act 1993 (as amended). Pursuant to that Act, certain persons aggrieved by a planning decision of the Council may appeal. It is normal practice that parties bear their own legal costs. At the date of these reports, Council had no notices received against planning decisions and one appeal against enforcement decisions made prior to reporting date. All known costs have been recognised, but the amount of further costs cannot be known until the appeals are determined.

As at 30 June 2018 an equity accounted Council business (AHRWMA) is a defendant in Supreme Court procedures in which it is asserted that the AHRWMA made some misleading representations at the time that it transferred its interests in the Hartley Landfill to a third party. AHRWMA has fully defended the claim and some legal costs might still be incurred. Trial for this action is currently waiting judgement.

## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

### Note 22. Events after the Balance Sheet Date

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Events that occur after the reporting date of 30 June 2018, up to and including the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

Council has adopted the date of receipt of the Auditors' Report as the appropriate "authorised for issue" date relating to these General Purpose Financial Statements.

Council is aware of the following "non adjusting events" that merit disclosure;

#### **Adelaide Hills Business Tourism Centre**

Council entered into two contracts for the sale of land and buildings on the Southern side of the Adelaide Hills Business Tourism Centre site at Lobethal in July 2018 with settlement occurring in August 2018. Given that the sale was highly probable at year end and only conditional on terms normal for such property sales, an amount of \$1.2m representing the value of those land and buildings in Council's financial accounts was transferred to Non-current Assets held for Resale to recognise the financial status at 30 June 2018.

#### **Retirement Villages**

Whilst Council has entered into a Contract for the divestment of the Council's retirement village portfolio in August 2018, there are a number of contractual conditions precedent still to be fulfilled prior to the sale being unconditional. Given highly restrictive definition of a non-current assets held for resale these assets have remained within the land and buildings categories under Infrastructure, Property Plant & Equipment in the Statement for Financial Position.

### Note 23. Related Party Transactions

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\$ '000	2018	2017
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#### **Key Management Personnel**

##### **Transactions with Key Management Personnel**

The Key Management Personnel of the Council include the Mayor, Councillors, CEO and certain prescribed officers under section 112 of the *Local Government Act 1999*. In all, 20 persons were paid the following total compensation:

##### **The compensation paid to Key Management Personnel comprises:**

Short-Term Employee Benefits	1,485	1,454
Post-Employment Benefits	108	105
<b>Total</b>	<b>1,593</b>	<b>1,559</b>

Amounts paid as direct reimbursement of expenses incurred on behalf of Council have not been included above.

## Notes to and forming part of the Financial Statements for the year ended 30 June 2018

### Note 23. Related Party Transactions (continued)

\$ '000

#### Receipts from Key Management Personnel comprise:

Other than amounts paid as ratepayers or residents (e.g. rates, swimming pool entry fees, etc.), Council received the following amounts in total:

Planning and Building Application Fees	2	1
Market Stall Registration	1	-
<b>Total</b>	<b>3</b>	<b>1</b>

Three Key Management Personnel are Board Members/Deputy Board Members of four entities, namely the State Library of SA, the Dog and Cat Management Board of SA, Regional Development Australia - Adelaide Hills, Fleurieu and Kangaroo Island and the Local Government Association respectively but it is not considered that those members control or jointly control those organisations. During the financial year the Adelaide Hills Council:

- received grants (materials and operating grants) amounting to \$270,176 from the SA Libraries Board
- paid an Contribution levy payment of \$34,728 to the Department of Environment, Water and Natural Resources (DEWNR) - Dog & Cat Management Board
- paid an amount of \$61,500 to Regional Development Australia - Adelaide Hills, Fleurieu and Kangaroo Island representing funding contributions to that entity
- paid a membership contribution of \$50,883 to the Local Government Association as well as contributions and reimbursements to sector based groups and panels of \$17,456, license renewals (\$3,000), Tenders SA costs (\$2,043) and conference, training & seminar activities (\$14,735)

One Key Management Personnel was a Board Member of The Hut Community Centre Inc from 1 July 2016 to 28 February 2017 and also received salary and wages from the Centre.

During the 2017-18 financial year, Adelaide Hills Council paid the following amounts to The Hut Community Centre:

- Funding Agreement \$146,354
- Contribution to the Volunteer Resource Centre \$17,000
- Funding for the Provision of Community Home Support Program \$11,500
- Donation - Best Community Entry \$250
- Training Reimbursement \$100

Three Key Management Personnel are members on the management committees of sport and recreational groups that receive contributions from Adelaide Hills Council. Details of those contributions are as follows:

- Adelaide Hills Swimming Centre \$144,913, being a maintenance grant of \$84,913 and reimbursement of capital expenditure of \$60,000
- Mylor Australia Day Committee \$1,400 as an Australia Day Event Contribution
- The Scott Creek Progress Association \$7,050 including a \$1,900 Community Grant
- Woodside Recreation Grounds Management \$13,590 including a \$1,890 Sport & Recreation Grant.

One Key Management Personnel is a Committee Member of the Hills Musical Company which has representatives on the Stirling Community Theatre Committee. Council paid an amount of \$136,039 in relation to the upgrade of the Stirling Community Theatre and orchestra pit, being a facility owned by Council. Council also received a contribution of the \$64,464 from Stirling Community Theatre.

## Adelaide Hills Council

### General Purpose Financial Statements for the year ended 30 June 2018

### Auditor's Report - Financial Statements

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## Adelaide Hills Council

### General Purpose Financial Statements for the year ended 30 June 2018

### Auditor's Report - Financial Statements

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## Adelaide Hills Council

### General Purpose Financial Statements for the year ended 30 June 2018

#### Auditor's Report - Internal Controls

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## Adelaide Hills Council

### General Purpose Financial Statements for the year ended 30 June 2018

#### Auditor's Report - Internal Controls

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## Adelaide Hills Council

### General Purpose Financial Statements for the year ended 30 June 2018

### Certification of Auditor Independence

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Adelaide Hills Council for the year ended 30 June 2018, the Council's Auditor, Galpins has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*.

---

Andrew Aitken

**CHIEF EXECUTIVE OFFICER**

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Place name here... (go to parameters tab)

**PRESIDING MEMBER, AUDIT COMMITTEE**

**Date: dd Month 2018**

## Adelaide Hills Council

### General Purpose Financial Statements for the year ended 30 June 2018

#### Statement by Auditor

I confirm that, for the audit of the financial statements of Adelaide Hills Council for the year ended 30 June 2018, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011*.

---

Tim Muhlhausler  
Galpins

Dated this            day of            2018.

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## **Appendix 2**

*Galpins Final Audit Clearance Letter*

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David Chant CA, FCPA  
Simon Smith CA, FCPA  
David Sullivan CA, CPA  
Jason Seidel CA  
Renae Nicholson CA  
Tim Muhlhausler CA  
Aaron Coonan CA  
Luke Williams CA, CPA  
Daniel Moon CA



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Bill Spragg  
Mayor  
Adelaide Hills Council  
PO Box 44  
Woodside SA 5244

His Worship the Mayor of Adelaide Hills Council, Mr Bill Spragg

### Re: Adelaide Hills Council – Financial Statements Audit – 2017/18

We have recently completed our audit of the financial statements and internal controls of the Adelaide Hills Council and intend to issue an unmodified report for both the financial statements and the internal controls opinion.

Australian Auditing Standards require us to advise all the Immaterial Uncorrected Misstatements found during the audit. There were no Immaterial Uncorrected Misstatements found.

I confirm also my intention to sign the Statement by Auditor regarding my independence, and confirm that for the audit of the year ended 30 June 2018 I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

Yours faithfully,

### GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS

**Tim Muhlhausler** CA Registered Company Auditor  
Partner

17 October 2018

## DRAFT INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL CONTROLS

To the Members of the Adelaide Hills Council

### Independent Assurance report on the Internal Controls of the Adelaide Hills Council

#### Opinion

We have audited the compliance of the Adelaide Hills Council (the Council) with the requirements of Section 125 of the *Local Government Act 1999* in relation only to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2017 to 30 June 2018 have been conducted properly and in accordance with law.

In our opinion, the Adelaide Hills Council has complied, in all material respects, with *Section 125 of the Local Government Act 1999* in relation to Internal Controls established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities so as to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law for the period 1 July 2017 to 30 June 2018.

#### Basis for Opinion

We conducted our engagement in accordance with applicable Australian Standards on Assurance Engagements ASAE 3100 *Compliance Engagements*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the Local Government Act 1999 in relation only to the Internal Controls specified above for the period 1 July 2017 to 30 June 2018. ASAE 3100 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### The Council's Responsibility for Internal controls

The Council is responsible for implementing and maintaining an adequate system of internal controls, in accordance with Section 125 of the *Local Government Act 1999* to ensure that the receipt, expenditure and investment of money, acquisition and disposal of property, and incurring of liabilities have been conducted properly and in accordance with law.

#### Our Independence and Quality Control

We have complied with the independence and other relevant ethical requirements relating to assurance engagements, and apply Auditing Standard ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements* in undertaking this assurance engagement.

#### Auditor's responsibility

Our responsibility is to express an opinion on the Council's compliance with Section 125 of the Local Government Act 1999 in relation only to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, based on our procedures. Our engagement has been conducted in accordance with applicable Australian Standards on Assurance Engagements ASAE 3100 *Compliance Engagements*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the Local Government Act 1999 in relation only to the Internal Controls specified above for the period 1 July 2017 to 30 June 2018. ASAE 3100 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

Our procedures included obtaining an understanding of controls in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities, evaluating management's assessment of these controls, assessing the risk that a material weakness exists, and testing and evaluating the design and implementation of controls on a sample basis based on the assessed risks.

***Limitations of Controls***

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and operating effectively, the control objectives may not be achieved so that fraud, error, or non-compliance with laws and regulations may occur and not be detected.

An assurance engagement on controls is not designed to detect all instances of controls operating ineffectively as it is not performed continuously throughout the period and the tests performed are on a sample basis. Any projection of the outcome of the evaluation of controls to future periods is subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

***Limitation of Use***

This report has been prepared for the members of the Council in Accordance with Section 129 of the Local Government Act 1999 in relation to the Internal Controls Specified above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the members of the Council, or for any purpose other than which it was prepared

**GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS**

**Tim Muhlhausler CA**, Registered Company Auditor  
Partner

/ /



## **DRAFT INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL REPORT**

### **To the members of the Adelaide Hills Council**

#### **Opinion**

We have audited the accompanying financial report of the Adelaide Hills Council (the Council), which comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Council Certificate of the Adelaide Hills Council.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Council as at 30 June 2018, and its financial performance and its cash flows for the year then ended in accordance with the Australian Accounting Standards, Local Government Act 1999 and Local Government (Financial Management) Regulations 2011.

#### **Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Council's Responsibility for the Financial Report**

Council is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 and for such internal control as Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, Council is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Council either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Council's financial reporting process.

#### **Auditor's Responsibility for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit of the financial report in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## **GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS**

**Tim Muhlhausler** CA Registered Company Auditor  
Partner

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**DRAFT STATEMENT BY AUDITOR**

I confirm that, for the audit of the financial statements of Adelaide Hills Council for year ended 30 June 2018, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professionals and Ethical Standards Board, in accordance with the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) Local Government (Financial Management) Regulations 2011

Tim Muhlhausler  
Galpins

Dated this      day of                  2018.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 October 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.4

**Originating Officer:** David Waters, Director Community Capacity

**Responsible Director:** David Waters, Director Community Capacity

**Subject:** Building Better Regions Fund

**For:** Decision

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**SUMMARY**

The purpose of this report is to seek Council endorsement to apply to the Federal Government's Building Better Regions Fund for funding to progress the establishment of the Arts and Heritage Hub at Lobethal.

This matter is not considered to be at odds with the provisions of the Caretaker Policy which prevent certain decisions being made because:

- It does not commit the Council to spending money. Rather, if a grant is ultimately offered, the Council will then need to consider whether or not accept the offer and formally allocate its share of the project costs.
- The matter is not considered to be an election issue as the matter of pursuing grants for the purpose described has already been established through a decision to apply for the same fund in 2018.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. That an application be made to the Building Better Regions Fund and/or other funds where applicable, for the establishment of the Arts & Heritage Hub at Lobethal with a Council contribution of up to \$1,306,000.
  3. That the Chief Executive Officer, or delegate, be authorised to finalise the Council's funding submission(s).
  4. That funding offers arising from the applications be referred back to the Council for consideration.
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal 2                      Connect  
Strategy 2.4              We will implement the Adelaide Hills Business and Tourism Centre (AHBTC) Masterplan to stimulate local job creation, boost tourism and create a vibrant cultural hub.

Obtaining funding from other levels of government will enable the Council to accelerate its achievement of the above mentioned objectives.

### ➤ Legal Implications

The provisions of the Council's Caretaker Policy, which exists pursuant to the *Local Government (Elections) Act 1999*, were considered in the compilation of this report. Applying for grant funding does not constitute a designated decision for the purpose of that Policy, nor is the matter considered to be a major policy or other significant decision. This determination has been made by the Chief Executive Officer in consideration of the following:

- Applying for funding does not commit the Council to spending money. Rather, if a grant is ultimately offered, the Council will then need to consider whether or not accept the offer and formally allocate its share of the project costs.
- The matter is not considered to be an election issue as the matter of pursuing grants for the purpose described has already been established through a decision to apply for the same fund in 2018.

In any event, the matter needs to be determined now as applications for the fund close on 15 November 2018 and there will be no practical opportunity for the incoming Council to consider the matter before then.

### ➤ Risk Management Implications

Seeking funding through the current Building Better Regions Program round will assist in mitigating the risk of:

*Insufficient funding available to implement aspirations for the subject projects leading to unfulfilled expectations and potential.*

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Medium (3C)	Low

The residual risk takes into account that the project scope can vary to some degree to accommodate funding that the Council is able to provide without external assistance. It also takes into account the opportunity (although uncertain) to apply for funding through the Building Better Regions Program (as envisaged in this report) and other funds.

➤ **Financial and Resource Implications**

**Arts and Heritage Hub development**

The Council has earmarked \$1,306,000 for capital works associated with this project over the next three years. This funding profile was included in the *AHBTC Masterplan – Summary of Divestment and Activation Project* funding estimates document considered by the Council as part of the 2017-18 budget setting process and has been incorporated in the Long Term Financial Plan. The expenditure will be funded from the proceeds of land sales at the site.

It is recommended that the Council indicates the total of \$1,306,000 as its matching funding contribution for the purpose of the application, noting that any formal commitment will occur as part of the annual budget process and separate consideration of the acceptance of any funding offer.

➤ **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**

Consultation on the development of this report was as follows:

*Council Committees:* Not applicable.

*Council Workshops:* The Council has previously held workshop discussions and/or received Council Reports relating to the candidate project, however none have focussed specifically on this grant funding opportunity.

*Advisory Groups:* The AHBTC Advisory Group is familiar with the proposal to establish the Arts and Heritage Hub, but has not been involved in specific consideration of this grant round.

*Administration:* The Executive Leadership Team considered potential candidate projects.

*Community:* Significant community consultation has occurred in relation to the Arts and Heritage Hub proposal.

## **2. BACKGROUND**

The Building Better Regions Program is a fund which supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future. It funds projects and programs outside of capital cities.

In the 'infrastructure stream' eligible organisations can apply for grants between \$20,000 and \$10million.

The funding guidelines state:

*To be competitive you must score highly against all of the criteria:*

- *Economic benefit to the region*
- *Social benefit to the region*
- *Project delivery capacity and capability*
- *Impact of grant funding*

Essentially, eligible projects must have a focus on jobs and economic growth as well as opportunities for social development.

The amount of funding which can be sought, as a percentage of total eligible project costs, varies depending on location. For eligible projects in eligible parts of the Adelaide Hills Council district, up to 50% funding can be sought.

## **3. ANALYSIS**

The Building Better Regions Program is currently open for applications. Applications close on 15 November 2018.

Applying for funding through this program constitutes an 'in-principle' agreement for the Council to proceed with the project and allocate the nominated Council funding should the application be successful. Any offer will, however, need to come back to the Council for formal acceptance.

The candidate proposal is described below:

### **Arts and Heritage Hub**

The Council considered a Business Development Framework for the Arts & Heritage Hub at its meeting held in February 2018. An unsuccessful application was made to the Building Better Regions Fund in December 2018 in anticipation of the completion of the Framework.

The aim of the Arts and Heritage Hub is to create a facility which:

- Increases visitation and spend in the region
- Increases the number of creative industry businesses in the region
- Preserves and showcases the history of the old woollen mill
- Increases participation in arts and cultural activities in the region
- Optimise the use of physical spaces and achieves value to the community through economic and social outcomes.

The Council has already earmarked \$1,306,000 in capital expenditure for the project. It is recommended that the funding application indicate this total level of committed funding, i.e. \$1,306,000, from the Council over the 2018-2021 period in order to maximise the amount of funding the Council may receive through the fund. It should be noted that the Council funding is expected to be able to be covered by the proceeds of sales at the AHBTC site (along with other works required to facilitate the sale).

If successful, the funding will be spent on activities including:

- Creating a central Hub entrance point through Building 12
- Installing a lift in Building 20 and making other accessibility improvements across the site
- Segregating spaces for artist studios and installing essential facilities (lighting, heating/cooling, etc) for functionality
- Establishing a heritage collection showcase area and storage facilities
- Creating facilities for potential artist residencies
- Establishing facilities for an Aboriginal cultural interpretation facility
- Establishing gallery spaces with associated facilities
- Redeveloping Mill Square (outdoor space) as a multi-function events space with 'plug and play' facilities.

Further detail, including the proposed benefits to the project, are contained in the Business Development Framework. Members should note that making a submission does not commit the Council to funding and the application can be withdrawn if necessary.

#### **Other avenues of funding**

At the time of finalising this report, the Administration was exploring opportunities to use any potential Building Better Regions funding to leverage State Government funding through the Regional Growth Fund. The opportunity may exist to apply for money through both funds as applications through each fund are considered to be more likely to be successful if they will leverage funding from the other level of government. As such, the recommendation made in this report provides flexibility to put the nominated project forward to other grant funds.

#### **4. OPTIONS**

Council has the following options:

- I. Endorse the submission of an application for the Arts and Heritage Hub (recommended).
- II. Not endorse the submission (not recommended). Should funding applications not be submitted, there is no guarantee that funding opportunities will be available in future.

#### **5. APPENDIX**

Nil



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 October 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.5

**Originating Officer:** Lachlan Miller, Executive Manager Governance & Performance

**Responsible Director:** Andrew Aitken, Chief Executive Officer

**Subject:** Review of Advisory Groups

**For:** Decision

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**SUMMARY**

In 2016-17 Council determined that a key project (given CEO Performance Target status) was the review of s41 Committees and Advisory Groups to align with the (then) draft Strategic Plan.

With the finalisation of the Strategic Plan in October 2016 and its rollout in early 2017, Council has progressively worked through the review process by focusing initially on the structure and arrangements of its section 41 Council Committees. This was completed on 22 August 2017 with the revision of the s41 Committee Terms of Reference (TOR).

Council last considered an update on the Advisory Group Review in November 2017 and provided guidance on the way forward with respect to the ongoing relevance of Advisory Groups, revisions to ensure compliance with (then) recent legislative changes, and the composition of Advisory Group membership.

The purpose of this report is for the Council to consider proposed changes to the suite of Advisory Group TORs with a proposal to cease some Groups that have exceeded their reason for being and to inform the post-election Council of a reasoned basis to progress with the remaining Advisory Groups.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
2. To recommend the Terms of Reference to the incoming Council for the following Advisory Groups:
  - a. Bushfire Advisory Group (with revisions to nomenclature and strategic plan references)
  - b. Biodiversity Advisory Group (with revisions to nomenclature and strategic plan references)
  - c. Cemetery Advisory Group (with revisions to nomenclature and strategic plan references)

- d. **Property Advisory Group (with revisions to nomenclature and strategic plan references, removal of the function related to formulating asset management plans and the addition of a function related to road reserve management)**
    - e. **Rural Land Management Advisory Group (with revisions to nomenclature and strategic plan references and addition of membership from a representative of the strawberry/berry industry)**
    - f. **Sustainability Advisory Group (with revisions to nomenclature and strategic plan references and the refinement of the role and functions to include resilient communities and resource recovery and the removal of conservation and biodiversity)**
  - 3. **To cease the following Advisory Groups:**
    - a. **Adelaide Hills Business & Tourism Centre Advisory Group**
    - b. **Australia Day Awards Panel**
    - c. **Social Planning Advisory Group**
    - d. **Sport & Recreation Advisory Group**
    - e. **Youth Advisory Committee**
- 

## 1. **GOVERNANCE**

### ➤ **Strategic Management Plan/Council Policy**

Goal: Organisational Sustainability  
Strategy: Governance

A key element of the Governance Strategy within the Strategic Plan is that Council 'is committed to open, participative and transparent decision making and administrative processes'.

While Advisory Groups do not have a legal structure and certainly do not make decisions for or on behalf of Council, it is important that the governance arrangements relating to these Advisory Groups are clearly documented and understood.

Due to the nature of Advisory Group meetings and the Council Member membership of these Groups, Council's *Informal Council and Council Committee Gatherings and Discussions Policy* and the *Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents* applies to these meetings.

Cognisant that this matter is to be considered and, potentially resolved, during an 'election period' the provisions of the *Caretaker Policy* have been reviewed and it is not considered that resolving on this matter constitutes either a designated decision (prohibited by legislation) or a significant decision (prohibited by Policy).

➤ **Legal Implications**

Advisory Groups are a creation of the Council for the purpose (as stated in the adopted *Procedures for Advisory Groups*) ‘..to provide advice to staff on specific matters’.

The Groups do not have a legal foundation under the *Local Government Act 1999* (the Act), as opposed to Section 41 Council Committees but under the provisions of the Act are considered to be informal gatherings.

Section 90(8) of the Act is very specific that informal gatherings cannot deal with matters that would ordinarily form part of an agenda for a council or council committee meeting in such a way as to obtain, or effectively obtain, a decision on the matter outside a formally constituted meeting of the council or council committee.

➤ **Risk Management Implications**

The adoption of practical and legislatively compliant Advisory Group arrangements 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’s current budget contains provisions for the costs associated with Advisory Groups.

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

It is reasonable to assume that the community could expect Council to have mechanisms to provide advice and consideration of matters to assist the Council to discharge its responsibilities and achieve its strategic intent.

➤ **Environmental Implications**

Not applicable in relation to the revision of the TORs however a number of the Groups are directly concerned with environmental matters.

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

Consultation in the preparation of this report has included:

*Council Committees:* Not Applicable

*Council Workshops:* A number of workshop sessions have been conducted regarding the Advisory Group structure and functions.

*Advisory Groups:* The Advisory Groups have been consulted by their respective Executive Officers regarding potential changes to their TORs and these are reflected in this report.

*Administration:* All Advisory Group Executive Officers have been consulted regarding potential changes to their TORs and these are reflected in this report.

The Executive Leadership Team was consulted on the various structural options for Advisory Groups.

*Community:* Not Applicable

## 2. **BACKGROUND**

Council has used Advisory Groups (in various forms) over many years to provide advice to staff and, ultimately, to the Council in relation to a variety of subject matters.

That last holistic review of the Advisory Group arrangements occurred in December 2013 when Council resolved to adopt the current suite of Advisory Group TORs and the *Procedures for Advisory Groups* (the Procedures).

Membership of the Advisory Groups has not been refreshed during the conduct of the Review which has resulted in some vacancies due to natural attrition.

At its 14 November 2017 Special meeting, Council received a report on the status, structure and functioning of Advisory Groups (see **Appendix 1**). The report analysed key issues such as the use of specialist and local advice, management of Group Member conflicts of interest, meeting frequency and attendance, legislative changes, and other structural arrangements. The discussion culminated with the presentation of four (4) options as follows:

- I. To resolve to abolish Advisory Groups
- II. To resolve to amend the Advisory group membership to remove Council Members
- III. To resolve to retain Council Member son Advisory Groups and for these meetings to operate as designated informal gatherings.
- IV. In concert with Options I, II and III above, Council may determine that one or more functional areas currently the subject of an Advisory Group may benefit from a more formal arrangement as a s41 Council Committee

In consideration of the report, Council resolved the following:

**Council resolves that:**

- 1. That the report be received and noted**
- 2. To cease the Hills Voice Reference Panel**
- 3. Nominations for Australia Day awards to be assessed only by staff and a report for decision to come to Council**
- 4. Any grant applications currently considered by advisory groups will be assessed only by staff and a report for decision to come to Council**
- 5. To 'in principle' retain Council and Community/Independent Members on Advisory Groups**
- 6. 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.**

**3. ANALYSIS**

**3.1 Current Status**

Consistent with Council's 14 November 2017 resolution, the current listing of Advisory Groups is as follows:

- Adelaide Hills Business & Tourism Centre Advisory Group (AHBTCAG)
- Australia Day Awards Panel (ADAP)\*
- Bushfire Advisory Group (BAG)
- Biodiversity Advisory Group (BioAG)
- Cemetery Advisory Group (CAG)
- Property Advisory Group (PAG)\*
- Rural Land Management Advisory Group (RLMAG)
- Social Planning Advisory Group (SPAG)\*
- Sport & Recreation Advisory Group (SRAG)
- Sustainability Advisory Group (SAG)
- Youth Advisory Committee (YAC)

\* denotes Advisory Groups with only Council Member membership (i.e. no Independent or Community Organisation membership).

### 3.2 Proposed Terms of Reference

As identified in the Governance Section above, each Advisory Group was consulted on proposed changes to the TORs, the following is a summary of the proposed changes provided by each Advisory Group Executive Officer:

#### Adelaide Hills Business & Tourism Centre Advisory Group (AHBTCAG)

The role of the AHBTCAG, as per the current TOR, is to provide advice to Council staff on the operation of the Adelaide Hills Business & Tourism Centre (AHBTC) through the involvement of the Centre's relevant public and private stakeholders.

As Members are aware the implementation of the AHBTC Masterplan with its resultant creation of allotments for disposal (sale to the markets) and the creation of the community precinct (including the Arts and Heritage Hub) has significantly changed the AHBTC environment.

As such following feedback from the Advisory Group, it is proposed to cease the AHBTCAG with the residual property management matters to be considered in the context of the wider property portfolio by the Property Advisory Group (PAG). Draft TOR for a body to advise on the development of the Arts and Heritage Hub, as envisaged in the *Arts and Heritage Hub Business Development Framework*, are currently being developed and will be put to Council for consideration in early 2019.

#### Australia Day Awards Panel (ADAP)

The role of the ADAP, as per the current TOR, is to assist Council staff in evaluating nominations for the Awards and advising on which nominees should be recommended to the Council to receive Awards.

As advised above, with Council's 24 November 2017 resolution for the assessment of Australia Day awards to be performed by Council staff, the Panel's role is effectively defunct. As such it is proposed to cease the ADAP.

#### Bushfire Advisory Group (BAG)

The role of the BAG, as per the current TOR, is to provide advice to the Executive Officer on bushfire mitigation issues. This includes issues such as local bushfire risks, threat assessment and knowledge of other organisations' bushfire mitigation plans.

There are no changes proposed to the BAG TOR (**Appendix 2**) other than to revise nomenclature and strategic plan references.

#### Biodiversity Advisory Group (BioAG)

The role of BioAG, as per the current TOR, is to provide specialist advice to Council staff in the implementation of Council's Biodiversity Strategy and provide feedback and information from and to other interested community groups and community members.

There are no changes proposed to the BioAG TOR (**Appendix 3**) other than to revise nomenclature and strategic plan references.

#### Cemetery Advisory Group (CAG)

The role of the CAG, as per the current TOR, is to provide advice to Council staff on issues and strategies for the cemeteries operated by Council.

In consultation with the Group there are no changes proposed to the TOR (**Appendix 4**) other than to revise nomenclature and strategic plan references.

#### Property Advisory Group (PAG)

The role of PAG, as per the current TOR, is to provide advice to Council staff on matters relating to the operations, maintenance, improvement and rationalisation of Council's building and property portfolio.

In general the Group considers itself to be operating well however does not fulfil its function (see TOR in **Appendix 4**) of 'formulation of annual asset management plans and works programs related to property and building matters.' This type of function is beyond the reasonable scope of an Advisory Group and would be more appropriate as part of the TOR of Infrastructure and Services/Operations-type of s41 committee.

Another function proposed to be added to the PAG TOR to reflect the actual 'business' of the Group is 'to provide advice to the Executive Officer on road closures, widenings, encroachments and rents.'

As such, in addition to revisions to the nomenclature and strategic plan references, the function related to formulating asset management plans is proposed to be removed and the function related to road reserve management added.

#### Rural Land Management Advisory Group (RLMAG)

The role of RLMAG, as per the current TOR, is to provide advice to Council staff on how:

- it can support achievement of objectives for the primary production component of the Strategic Management Plan;
- to help the Council staff develop policies and strategies for the retention of and optimum utilisation of rural land;
- to ensure protection of the rural landscape qualities of the district;
- to act as a conduit for information between rural land users and Council staff; and,
- to be pro-active in initiating work and providing expertise to Council staff on matters that the Advisory Group considers warrants attention and consideration by the Council staff where Council has jurisdiction in the matter.

As with other Groups revisions are proposed to the RMAG TOR (**Appendix 5**) to the nomenclature and strategic plan references. In addition feedback from the Group is that the membership should be expanded to include a representative of the strawberry/berry industry.

#### Social Planning Advisory Group (SPAG)

The role of SPAG, as per the current TOR, is to provide advice to Council staff on community development programs and assessment of community grants. The group consisted of Council Members only, i.e. there were no independent community members.

As advised above, with Council's 24 November 2017 resolution that any grant applications currently considered by advisory groups will be assessed only by staff and a report for decision to come to Council, the predominant element of the Group's practice is effectively defunct.

Notwithstanding the inclusion of a broad range of topics on the group's agendas in recent years, attendance levels at meetings other than those where grant applications were considered, was varied. Typically only 2-3 of the 6 members attended each meeting.

In consideration of the Group's future, Members recommended that SPAG cease operating as it does not meet the purposes of an Advisory Group and that other avenues such as workshops and emails be used to maintain contact between staff and Council Members and enable advice and input to be sought.

In relation to the latter the opportunity for Council Members to raise matters related to community programs will remain unchanged with the Director Community Capacity and the Manager Community Development being available as required. In relation to policy development, more topics and strategies are being workshopped with all Council Members at Designated Informal Gatherings than had typically been the case in the past, which gives all Council Members the opportunity for input into key social development issues as they arise.

As such it is proposed to cease the SPAG.

#### Sport & Recreation Advisory Group (SRAG)

The role of the SRAG, as per the current TOR, is to provide:

- representation for the various sport and recreation groups and,
- advice to Council staff involved with sport and recreation

Given Council's 14 November 2017 resolution that grant assessment would be conducted by Council staff and not Advisory Groups and with the reinforcement of the conflict of interest and informal gatherings provisions, the Group Members advised that providing commentary on strategic documents, rather than advocating for clubs they are members for, wasn't what they originally signed up for. Members felt that they were restricted when compared with how meetings had been conducted previously, and these changes didn't allow them to discuss issues impacting their respective clubs / groups.

Considering the recent introduction of various workshops for clubs, Advisory Group Members thought that their clubs needs could be met through these, rather than the Advisory Group. The workshops provide a development opportunity, but also networking, and an opportunity to engage with Council staff.



The opportunity for Council Members to raise matters related to sport and recreation issues will remain unchanged with the Director Infrastructure & Operations, the Manager Open Space and the Sport & Recreation Planner being available as required.

In relation to policy development, more topics and strategies are being workshopped with all Council Members at Designated Informal Gatherings than had typically been the case in the past, which gives all Council Members the opportunity for input into key sport and recreation issues as they arise.

As such it is proposed to cease the SRAG.

#### Sustainability Advisory Group (SAG)

The role of the SAG, as per the current TOR, is provide advice to Council staff on sustainability matters including climate change, energy management, water management, waste reduction, environment, conservation and biodiversity.

In considering changes to the current SAG TOR (**Appendix 6**) Group Members recommend addressing the overlap with BioAG's TOR by removing conservation and biodiversity from the role and including more targeted sustainability matters such as resilient communities and resource recovery.

As with the other Groups it is also proposed to revise nomenclature and strategic plan references.

#### Youth Advisory Committee (YAC)

The role of the YAC, as per the current TOR, is to provide advice to Council staff on youth issues and on the impact of current affairs on youth in the Council area. While it does perform this function, it has also served as a vehicle for interested young people to get involved in planning, promoting and organising activities for young people.

Members may be aware that most councils have had a YAC, especially when State Government grant funding was tied to having one. This is no longer the case and a number of councils are moving away from the traditional YAC model and toward a program or issues based approach. For instance, schools are less inclined to engage with and promote participation in a traditional YAC, but have shown more interest in promoting opportunities associated with, for instance, youth leadership development.

The Council has recently allocated funding for a Youth Leadership Series of training and development programs and resources will be prioritised towards using this forum to provide advice to and inform Council staff on matters pertinent to the cohort.

Additionally, opportunities will be explored for young people participating in the programs to present to Council periodically.

Further, application of the Advisory Group concept, the fluidity of membership and, specifically, the informal gatherings provisions, has proven to be problematic with the youth cohort. Traditional 'committee' approaches are not familiar with the emerging generations and they do not align with the manner in which young people typically prefer to communicate and participate.

The opportunity for Council Members to raise matters related to youth issues will remain unchanged with the Director Community Capacity, the Manager Community Development and the Community Development Officer Youth & Recreation being available as required. It would be quite appropriate for Council Members to attend particular elements of youth engagement programs and this can be arranged on a case by case basis or more formally as part of the Youth Leadership Programs. Where necessary, meetings can be considered and organised as Designated Informal Gatherings.

In light of the above, it is proposed to cease the YAC

### **Next Steps**

If Council resolves to cease one or a number of Advisory Groups as recommended (Recommendation 2), the Administration will write to each of the Group Members advising them that Council has resolved to cease the Group and thanking them for their service.

If Council resolves to recommend the revised TORs to the incoming Council (Recommendation 3) a report will be prepared for the new Council setting out the background to the Advisory groups, some of the detail from the 24 November 2017 report on the operation of Advisory Groups and the revised TORs with a view to obtaining a direction from the new Council as to whether they wish to progress with Advisory Groups. If the new Council resolves in the affirmative recruitment action will be required in the first instance.

The report would also address some of the learnings obtained from the Review process in the form of revisions to the *Procedures for Advisory Groups*.

## **4. OPTIONS**

Due to the upcoming election and the importance of not unnecessarily binding the future Council, the following options are proposed:

- I. To resolve to cease the identified Advisory Groups due to their original role/purpose becoming defunct (Recommended); and/or
- II. To resolve to amend the Advisory Group TORs for those recommended to be retained (Recommended); or
- III. To resolve to receive and note the report only and to leave all decisions regarding the future of the Advisory groups to the incoming Council (Not Recommended).

In working through these options Council may wish to consider a Short-Term Suspension of Proceedings to enable a more free-flowing discussion of the options prior to resuming proceedings and formally debating and resolving the matter.

## **5. APPENDICES**

- (1) 14 November 2017 Special Council Meeting - Item 5.6 – Review of Advisory Groups
- (2) Bushfire Advisory Group (BAG) – Terms of Reference
- (3) Biodiversity Advisory Group (BioAG) – Terms of Reference
- (4) Cemetery Advisory Group (CAG) – Terms of Reference
- (5) Rural Land Management Advisory Group (RLMAG) – Terms of Reference
- (6) Sustainability Advisory Group (SAG) – Terms of Reference

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# **Appendix 1**

*14 November 2017 Special Council Meeting - Item 5.6 –  
Review of Advisory Groups*

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**ADELAIDE HILLS COUNCIL  
SPECIAL COUNCIL MEETING  
Tuesday 14 November 2017  
AGENDA BUSINESS ITEM**

**Item:** 5.6

**Originating Officer:** Lachlan Miller, Executive Manager Governance & Performance

**Responsible Director:** Terry Crackett, Director Corporate Services

**Subject:** Review of Advisory Groups

**For:** Decision

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**SUMMARY**

In 2016/17, Council determined that a key project (given CEO Performance Target status) was the review of s41 Committees and Advisory Groups to align with the (then) draft Strategic Plan.

With the finalisation of the Strategic Plan in October 2016 and its rollout in early 2017, Council has progressively worked through the review process by focusing initially on the structure and arrangements of its section 41 Council Committees. Now that the Council Committee structure is bedded down, it is appropriate to progress the arrangements for the Advisory Groups.

The legislative landscape regarding informal gatherings has changed considerably since the Advisory Groups were last reviewed (Dec 2013) along with the maturity of Council's policy and strategy environment and the acquisition of specialist skill sets within the Administration.

The purpose of this report is to provide contextual information regarding the current status of the Advisory Group's structure and operations and to seek Council's direction on the future arrangements for Advisory Groups, specifically with regards to membership.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. To cease the Hills Voice Reference Panel
  3. To consider its preferred position with respect to the membership of Council Members on Advisory Groups
  4. That the Chief Executive Officer prepares revised Advisory Group Terms of Reference for the Council's consideration at a future meeting consistent with the Council's resolution on membership and associated arrangements.
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal: Organisational Sustainability  
Strategy: Governance

A key element of the Governance Strategy within the Strategic Plan is that Council 'is committed to open, participative and transparent decision making and administrative processes'.

While Advisory Groups do not have a legal structure and certainly do not make decisions for or on behalf of Council, it is important that the governance arrangements relating to these Advisory Groups are clearly documented and understood.

Due to the nature of Advisory Groups meetings and the Council Member membership of these Groups, Council's *Informal Council and Council Committee Gatherings and Discussions Policy* and the *Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents* applies to these meetings.

### ➤ Legal Implications

Advisory Groups are a creation of the Council for the purpose (as stated in the adopted *Procedures for Advisory Groups*) '..to provide advice to staff on specific matters'.

The Groups do not have a legal foundation under the *Local Government Act 1999* (the Act), as opposed to Section 41 Council Committees but under the provisions of the Act are considered to be informal gatherings.

Section 90(8) is very specific that informal gatherings cannot deal with matters, that would ordinarily form part of an agenda for a council or council committee meeting, in such a way as to obtain, or effectively obtain, a decision on the matter outside a formally constituted meeting of the council or council committee.

Further, Regulation 8AB(2) of the *Local Government (General) Regulations 2013* (the Regulations) defines a **designated informal gathering or discussion** as an event organised and conducted by or on behalf of the Council or Chief Executive Officer (CEO) to which Members of the Council or Council Committee (as the case may be) have been invited and that involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee.

Advice received confirms that the number of Council Members is irrelevant for the triggering of Regulation 8AB.

Further Regulation 8AB(1)(b)(ii) provides that the Council or CEO may on a case-by-case basis, may declare that the gathering is held in confidence if it:

- is a planning session of a strategic or general nature; or
- is a briefing session relating to information or a matter of a confidential nature within the ambit of section 90(3) of the Act.

➤ **Risk Management Implications**

The adoption of practical and legislatively compliant Advisory Group arrangements 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's current budget contains provisions for the costs associated with Advisory Groups.

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

It is reasonable to assume that the community could expect Council to have mechanisms to provide advice and consideration of matters to assist the Council to discharge its responsibilities and achieve its strategic intent.

➤ **Environmental Implications**

Not applicable in relation to the adoption of the Terms of Reference however a number of the Groups are directly concerned with environmental matters.

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

Consultation in the preparation of this report has included:

*Council Committees:* Not Applicable

*Council Workshops:* A number of workshop sessions have been conducted regarding the Advisory Group structure and functions.

*Advisory Groups:* A number of the Advisory Groups have been consulted by their respective Executive Officers regarding potential changes to their Terms of Reference.

*Administration:* All Advisory Group Executive Officers have been consulted on the effectiveness of the Advisory Group structure and functioning and on potential changes to their Terms of Reference.

The Executive Leadership Team was consulted on the various structural options for Advisory Groups.

*Community:* Not Applicable

## 2. BACKGROUND

Council has used Advisory Groups (in various forms) over many years to provide advice to staff and, ultimately, to the Council in relation to a variety of subject matters.

That last holistic review of the Advisory Group arrangements occurred in December 2013 when Council resolved to adopt the current suite of Advisory Group Terms of Reference and the *Procedures for Advisory Groups* (the Procedures).

Since that time there have been some bespoke changes to the arrangements of individual Advisory Groups including:

- Cessation of the following Groups:
  - Animal Management Plan
  - Stirling Linear Park
  - The Summit Community Centre
  - Torrens Valley Community Centre
- Creation of the following Groups:
  - Biodiversity Advisory Group (by splitting the functions out of the Sustainability Advisory Group)
  - Hills Voice (designated as a Working Party but essentially the same status as an Advisory Group)
  - Australia Day Awards (designated as a Working Party but essentially the same status as an Advisory Group)

The current listing of Advisory Groups (and Working Parties) is as follows:

- Adelaide Hills Business & Tourism Centre Advisory Group (AHBTCAG)
- Australia Day Awards Panel (ADAP)\*
- Bushfire Advisory Group (BAG)
- Biodiversity Advisory Group (BioAG)
- Cemeteries Advisory Group (CAG)
- Hills Voice Reference Panel (HVRP)\*
- Property Advisory Group (PAG)\*
- Rural Land Management Advisory Group (RLMAG)
- Social Planning Advisory Group (SPAG)\*
- Sport & Recreation Advisory Group (SRAG)
- Sustainability Advisory Group (SAG)
- Youth Advisory Committee (YAC)

Advisory Groups consist (generally) of Council Members and Independent (Community) Members (who are selected because of their interest in the ‘business’ of the Advisory Group), although there are a number with Council Members only which have an asterisk (\*) above.

At the workshops held with both the Council Members and the Advisory Group Executive Officers, the following issues have been raised in relation to the functioning of the Groups:

1. They provide opportunity for fruitful and considered exploration of options for inclusion in Council reports
2. The attendance by members is variable (sometimes leading to the need to reschedule meetings)
3. There is the potential to consider items coming to council (potential breaches of s90(8) and Regulation 8AB)
4. They provide the opportunity for informal, exploratory discussion
5. Notwithstanding that their purpose is to provide advice to staff, they can create their own agenda & advocacy which has resource implications
6. They provide access to subject matter expertise & local knowledge
7. Members can have conflicts of interest depending on the matters discussed which may/or may not be appropriately identified and managed
8. There is the potential for domination of the Group discussion by certain members
9. Administrative arrangements, such as minute production, could be improved and timelier.

Notwithstanding some of the potentially negative issues identified above, Council Members have indicated a desire to continue with the concept of Advisory Groups with changes proposed in relation to the structure and arrangements to facilitate consistency with the Strategic Plan, improve their effectiveness and achieve legislative compliance.

### **3. ANALYSIS**

#### **3.1 Specialist and Local Advice**

It is understood that one of the drivers for Advisory Groups in the past was to obtain specialist advice that was not available within the Council Administration to inform the formulation of policy and strategy development and implementation.

Since that time, two significant changes have occurred within the Council:

1. In December 2013, Council adopted its Strategic Plan 2014-18, '*Lofty Aspirations Sustainable Actions*'. This Plan contained a significant policy/strategy development agenda and over its life resulted in the adoption of a robust and comprehensive suite of policies and strategies. These documents are now being implemented and Council receives periodic reports on their status.
2. Associated with the above, Council has invested in the recruitment of specialist skills within the Administration in fields including, but not limited to, recreation, arts, culture, economic development, sustainability, biodiversity, property management and communications.

Notwithstanding the above, a number of Advisory Groups comprise Independent (Community) Members who either represent an important stakeholder (such as the CFS Groups on the BAG) or bring personal expertise to the deliberations of the Groups and it is important that these sources of expertise and their contribution to Council's policy/strategy development process continues to be nurtured.



Equally Council Members and Independent Members are a source of valuable local knowledge that is essential in the formulation and implementation of policies and strategies. While this information can be obtained from other sources (e.g. public consultation) rarely is it in such a rich form as in the Advisory Groups.

### **3.2 Conflicts of Interest**

Allied to the above point, selecting Council and Independent Members on the basis of their knowledge and involvement in the subject areas of the respective Advisory Groups invariably creates the potential for conflicts of interest, most likely of a personal nature. The Procedures set out the expectation for members to be 'aware of any conflicts (real or perceived) between their role as a Group Member and their private interests and disclose these conflicts either prior to the relevant matter being discussed or as soon as the conflict becomes apparent.'

### **3.3 Meeting Frequency**

Advisory Groups are required to meet at least four times per year (i.e. quarterly), or more frequently if determined by the Executive Officer in consultation with the Group members.

Meeting frequency varies considerably amongst the Advisory Groups. In some cases there is a body of work to be done that is time-specific which necessitates frequent meetings (e.g. RLMAG input into the Primary Production Lands DPA). In other cases, anecdotally, the Group members have requested meetings to discuss topics of interest to them even if they aren't topics that the Executive Officer is seeking advice on (i.e. the Advisory Group creates its own agenda).

The latter point is important as the purpose of Advisory Groups (as per the Procedures) is 'to provide advice to staff on specific matters'. As the need for the policy and strategy is set by the Council (in the form of a Strategic Plan and/or Annual Business Plan actions) it is the Executive Officer who is best placed to decide when and what type of advice is needed rather than the Advisory Group.

Given the resource inputs by Executive Officers to support and conduct Advisory Group meetings, prescriptions around meeting frequency need to be carefully considered and it is proposed that the Procedures are amended to clarify that it is the Executive Officer that determines meeting frequency and agenda.

Additionally, the notion of seeking advice from the Group's membership can be achieved by means other than the traditional face-to-face meeting format. To this end, a productive dialogue can be achieved through email discussion groups and on-line surveys in addition to 'normal' meetings.

### **3.4 Meeting Attendance**

Meeting attendance is also variable between the various Groups with, anecdotally, a number of meetings needing to be rescheduled because members do not attend. The Procedures provide that a member of an Advisory Group can be removed from office on the grounds that (amongst other grounds) the member 'was absent, without leave of the Group, from two or more consecutive meetings'.

Notwithstanding that this provision exists and that, again anecdotally, there have been a number of members who have been in breach, no members have been removed from their positions in recent history.

### **3.5 Legislative Matters**

The informal gatherings legislation, that has come into effect since the Advisory Groups were last reviewed, has significant implications for the business and arrangements of these Groups.

#### **Designated Informal Gatherings**

As set out in the Legal Implications section above, the informal gathering legislation defines meetings attended by Council Members that involve discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee as *designated informal gatherings*. This specific type of informal gathering, under r8AB(2), is required to be held at a place open to the public, except where the gathering is declared to be a planning session of a general or strategic nature or confidential within the ambit of s90(3) of the Act.

This provision has important implications as all of Council's Advisory Groups contain Council Members and that matters discussed at these meetings are generally matters that will form part of a Council agenda, therefore deductively, these Groups in their current form should all be declared as designated informal gatherings.

This means that the Advisory Groups must be open to the public and that the appropriate website notification and vicinity signage will need to be in place. While it could be suggested that some (possibly many) of the discussions at Advisory Groups are planning of a general or strategic nature and can therefore occur in confidence, this provision should be used judiciously.

With the notification of the agenda items on the Council website, there will be limited opportunity to deal with 'other matters from the floor' as the discussion topics have not been appropriately notified.

It also follows that topics of interest may attract members of the public which, by itself is desirable, but would result in additional effort to manage these attendees' expectations and eagerness to participate.

The above arrangements would have some additional resource implications but these are not insurmountable if Council is committed to retaining Council Members on the Groups.

#### **Decisions outside of Council/Committee Meetings**

Also set out in the Legal Implications section above, under s90(8) informal gatherings cannot deal with matters that would ordinarily form part of an agenda for a Council or Council Committee meeting, in such a way as to obtain, or effectively obtain, a decision on the matter outside a formally constituted meeting of the Council or Council Committee.

For this reason, Council should be extremely cautious in creating/maintaining Advisory Group structures in which matters are discussed and recommendations made to the Executive Officer and that these recommendations are subject to little or no modification prior to being presented as recommendations from the Administration to Council for adoption.

To ensure compliance with s90(8) it would be prudent to re-examine the role (or even need for) any Advisory Group that considers applications/nominations for grants or awards for recommendation to Council. Matters of this nature are most appropriately dealt with via the analysis of the applications/nominations by the Administration and recommendations for grants/awards being provided to a Council meeting for debate and resolution.

### **3.6 Cessation of the Hills Voice Reference Panel**

At the 24 October 2017 meeting, Council resolved that the Hills Voice hardcopy be discontinued and that alternative communication methods be pursued.

On this basis, it is proposed the cease the Hills Voice Reference Panel.

### **3.7 Administrative Arrangements**

The administrative arrangements associated with Advisory Groups entail calling meetings, arranging agendas, preparing reports and associated handouts, (In some cases) chairing meetings and preparing meeting minutes.

Feedback from Council Members indicates that there is a degree of variability in the discharge of these arrangements. Following Council resolutions regarding the review of the Advisory Groups, internal training will be conducted to clarify the role of Executive Officers including the establishment of standards for agenda and minute preparation.

### **3.8 Consideration of other structural arrangements**

Returning to first principles, Advisory Groups were created ‘..to provide advice to staff on specific matters’ however, over time, some Groups have evolved into expanded roles including monitoring the implementation of strategies/policies, an example of this is the AHBTCAG.

Further, the language in the Council Chamber is sometimes along the lines of ‘..that is something for the Advisory Group to deal with’. To an extent the Advisory Groups are being given a status (and a role) beyond their created intention.

If Council is seeking a more formal arrangement in relation to a specific function(s), consideration could be given to the creation of a s41 Council Committee(s) (potentially with the delegation to determine certain matters on behalf of Council). Section 41 Committees are resource intensive due, in large part, to the legislative parameters around these forms of meetings, however it may well be a valid investment depending on the outcomes being sought by the Council.

#### 4. OPTIONS

Since the last review of Advisory Groups in December 2013, there has been significant contextual change, in areas including, but not limited to: the adoption of a comprehensive suite of policies/strategies; the recruitment of subject matter experts; and fundamental legislative change.

Council needs to consider the current and future role of Advisory Groups in this context in terms of the following key options (or variations on these themes):

- I. To resolve to abolish Advisory Groups. Advisory Groups (despite their nuances) have served Council well and provide a valuable opportunity to access subject matter and local knowledge within the community to assist with policy/strategy development and implementation. While greater flexibility in consultation processes outside of the formal quarterly meeting would be beneficial, the abolition of the Groups appears to be unwise.
- II. To resolve to amend the Advisory Group membership to remove Council Members. This would require no other significant changes to the Advisory Groups operations (i.e. no public meetings) however those Groups comprising only Council Members (ADAP, HVRP, PAG and SPAG) will require further consideration whether to cease the Group, to recruit Independent Members and/or significantly refocus the role of the Group. Under this option Council Members would have input into policy/strategy in Council workshops (subject to s90(8)) and in the Chamber.

The key advantages of this option include:

- The compliance issues, and the resultant resource implications, regarding s90(8) and Regulation 8AB are eliminated
- Independent Members may feel freer to express their opinions, particularly where these are contrary to current Council policy/strategy
- The Administration is able to explore policy/strategy options with the Advisory Group prior to obtaining Council Members' perspectives
- Reduction in the time demands on Council Members through no longer having to attend Advisory Group meetings

The key disadvantages of this option are:

- Council Members would not have the opportunity to directly hear from the Independent Members on the Advisory Group (and would be reliant on the Administration report on a matter detailing the detail of the Advisory group consultation)
- Council Members may not have an opportunity to shape policy/strategy in its infancy
- Policy/strategy development would necessarily be two stage by Council (i.e. an initial decision on policy/strategy parameters and then a later decision on policy/strategy content)
- Executive Officers would not be able to tap into Council Member knowledge in the Advisory Group setting (although this could be mitigated through direct communication with Members known to have an interest in particular subject matters)

- III. To resolve to retain Council Members on Advisory Groups and for these meetings to operate as designated informal gatherings. This would require significant changes to the operations of the Advisory Groups (i.e. public meetings, Executive Officer training) and potentially one or more Advisory Groups being ceased/refocused.
- IV. In concert with Options I, II and III above, Council may determine that one or more functional areas currently the subject of an Advisory Group may benefit from a more formal arrangement as a s41 Council Committee (potentially with the delegation from Council to determine matters). Like Advisory Groups themselves, these Committees could have either a short-term or indefinite duration.

In working through these options Council may wish to consider a Short–Term Suspension of Proceedings to enable a more free-flowing discussion of the options prior to resuming proceedings and formally debating and resolving the matter.

Once these decisions have been made, the Group Terms of Reference and Procedures can be amended and scheduled for (nominally) the November 2017 Ordinary meeting for adoption.

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## **Appendix 2**

*Bushfire Advisory Group (BAG) – Terms of Reference*

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## BUSHFIRE ADVISORY GROUP

### TERMS OF REFERENCE December 2013

**These Terms of Reference are to read in conjunction with Council's Procedures for Advisory Groups**

#### BACKGROUND

The Adelaide Hills Council area contains extensive areas of high bushfire risk. The Council recognises the extent of the threat to lives and property that is created by that Bushfire risk.

Over many years Council has undertaken works on its land to reduce the bushfire threat to the assets on that land and the adjoining community. It has also worked with government agencies and the community to manage the overall bushfire threat in the Adelaide Hills Council area.

In the past a key component of the coordination of these activities has been via the District Bushfire Prevention Committee. This committee was made up of Council staff, CFS brigade representatives, representatives from government agencies and was formed pursuant to powers in the Fire & Emergency Services Act.

That act was amended in 2010 and the requirement to convene these committees was removed. Since that time the groups that made up that committee have continued to meet to discuss bushfire mitigation issues.

Council recognises the expertise and knowledge that lies within such a committee and has decided to form a Bushfire Advisory Group to assist it with its bushfire mitigation responsibilities.

#### ROLE

The Bushfire Advisory Group provides advice to the Executive Officer on bushfire mitigation issues. This will include issues such as local bushfire risks, threat assessment and knowledge of other organisations' bushfire mitigation plans.

The Bushfire Advisory Group will provide links to other member organisations' bushfire knowledge and skills and will be consulted by staff during the preparation of Council's Bushfire Action Plan(s).

#### STRATEGIC LINKS

##### Strategic Plan

<i>Lofty Aspirations – Sustainable Actions</i>		
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#### FUNCTIONS

The Bushfire Advisory Group is expected to provide advice to the Executive Officer on:

- Bushfire mitigation issues on Council land and roads.
- Potential bushfire hazards on private or public land.

## ADELAIDE HILLS COUNCIL Bushfire Advisory Group

- Fire mitigation activities being undertaken on government land.
- Opportunities for coordination of bushfire mitigation activities.
- The development of an Adelaide Hills Council Bushfire Action Plan
- Networking opportunities so that Council maintains links with experts, community groups, organisations and skilled individuals in the areas of bushfire mitigation.

### MEMBERSHIP

The Bushfire Advisory Group shall comprise up to two (2) elected members appointed by Council and up to eleven (11) independent representatives.

The eleven (11) independent members shall be organisation representatives nominated by the following:

- Up to two representatives each from CFS Groups:
  - Onkaparinga Group
  - Gumeracha Group
  - East Torrens Group
  - Mt Lofty Group
  - One representative from a Bushfire Region
  - One representative from DEWNR
  - One representative from SA Water

The following council staff shall also attend:

- AHC Fire Prevention Officer
- AHC Team Leader Regulatory Services

The Manager Waste, Health & Regulatory Services (or nominee) or other officer appointed by the Chief Executive Officer shall act as Executive Officer for the Bushfire Advisory Group.

Nominations for organisation representatives will be sought from member organisations in writing not less than two (2) months prior to the expiry of member s terms of office.

Where a representative of an agency or department or stakeholder group is able to designate a proxy, the details of that proxy shall be forwarded to the Council at the time of appointment of the substantive representative.



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## **Appendix 3**

*Biodiversity Advisory Group (BioAG) – Terms of  
Reference*

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# BIODIVERSITY ADVISORY GROUP

## TERMS OF REFERENCE

June 2014

**These Terms of Reference are to be read in conjunction with Council's Procedures for Advisory Groups.**

### BACKGROUND

In November 2013, Adelaide Hills Council adopted a Biodiversity Strategy (the Strategy) to guide how Council manages land under its care and control in order to achieve regional biodiversity outcomes.

The Strategy outlines a number of short, medium, and long term objectives, strategies and actions. It was recognised that the development of an advisory group whose focus was to provide advice and direction to Council for the district as a whole, would be the most efficient and effective way to achieve a number of these objectives, strategies and actions.

These Terms of Reference set out the operating framework, roles and responsibilities of the Biodiversity Advisory Group ('the Group') and its members.

### Role

The role of the Advisory Group shall be to provide specialist advice to Council staff in the implementation of Council's Biodiversity Strategy and provide feedback and information from and to other interested community groups and community members.

The Advisory Group shall provide Council staff with access to external expertise, networks and links to other organisations, community groups and the wider community with regard to biodiversity issues.

### STRATEGIC LINKS

#### Current Strategic Plan

<b><i>Sustainable Natural and Built Environments</i></b>	2.1.2	Implement the Biodiversity Strategy and undertake high priority action
	2.1.4	Manage, protect, and restore native vegetation on Council land in partnership with our partners, volunteers, and community
	2.1.8	Undertake a program to achieve dual outcomes of fuel reduction and biodiversity enhancement

## **FUNCTIONS**

The advice the Biodiversity Advisory Group would provide to Council is based on achieving (but not limited to) the following objectives and actions outlined in the Biodiversity Strategy:

- Identify policy options to better address issues between native vegetation and surrounding incompatible activities.
- Plan for connectivity linkages between habitats to increase range and enable adaptability of native flora and fauna
- Undertake a proactive, strategic and practical program to balance bushfire management with biodiversity outcomes
- Maintain road safety while supporting biodiversity value (within the Blue Marker Sites)
- Keep a register of council areas where known populations of threatened or declining indigenous species are extant and prioritise management
- Generate community interest and facilitate new community involvement in conservation activities
- Build community capacity to deliver biodiversity outcomes
- Facilitate and engage in liaison between experienced land management groups to learn from each other
- Improve, expand on and develop new partnerships that assist in biodiversity planning, management and funding opportunities within the region

## **MEMBERSHIP**

The Biodiversity Advisory Group shall comprise of up to nine (9) members;

- Three (3) of whom shall be Elected Members appointed by Council.
- Three (3) from partnering conservation organisations, assessed against selection criteria below
- Three (3) members shall be community representatives, assessed against selection criteria listed below

The Manager Engineering and Assets (or delegate) or other officer appointed by the Chief Executive Officer shall act as Executive Officer for the Biodiversity Advisory Group.

## **SELECTION CRITERIA & APPOINTMENT**

A partnering conservation organisation is an organisation that has a focus on biodiversity and meets one or more of the following criteria,

- provide programs within the district.
- have entered into a formal Agreement with Council
- are closely linked to Council in delivery of biodiversity projects
- provide or gain financial support to or from Council for biodiversity projects within the district

Organisations that meet the criteria to be a partnering conservation organisation shall then be eligible to be selected on the basis of the criteria outlined below.

Community representatives and partnering conservation organisations shall be selected on the basis of their skills, knowledge and experience in one or more of the following:

- natural resource management;
- native flora and fauna conservation;
- active participation in regional biodiversity projects;
- community education and development;
- managing fire risk in high conservation/biodiversity areas
- Grant processes (Government or otherwise);
- Links to relevant networks, community groups, and wider community;
- any other areas of relevance.

Appointments shall be to persons and not representatives of particular interest groups (with the exception of the 3 members from partnering conservation organisations), organisations or partisan interests. Appointees shall be appointed to represent all stakeholders. This does not preclude members of particular interest groups or those aligned with particular stakeholder interests from being appointed to the Group.

It shall be a pre-requisite that community representatives live, work or have an active interest in the Adelaide Hills Council area.

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## **Appendix 4**

### *Cemetery Advisory Group (CAG) – Terms of Reference*

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## CEMETERY ADVISORY GROUP

### TERMS OF REFERENCE 22 April 2014

These Terms of Reference are to read in conjunction with Council's Procedures for Advisory Groups

#### BACKGROUND

Adelaide Hills Council operates 17 cemeteries across the Council area.

#### ROLE

The Cemetery Advisory Group (the Group) provides advice to Council staff on issues and strategies for the cemeteries operated by Council.

#### STRATEGIC LINKS

##### Strategic Plan

*Lofty Aspirations –  
Sustainable Actions*

1.3.10

Plan for the provision, maintenance and facilities within Council cemeteries.

#### Function

The Group is expected to provide advice to the Executive Officer on:

- formulating and overseeing the implementation of the Strategic and Business/Operating Plans for the Cemeteries
- making recommendations for the improvement and development of the Cemeteries to enhance their social and financial sustainability.
- other matters requiring advice as determined by staff

#### MEMBERSHIP

The Group shall comprise up to four (4) Elected Members appointed by Council and four (4) independent members.

The independent members shall include as a minimum:

- One (1) person from a local historical society
- One (1) person from the funeral industry
- One (1) person from the community



## **ADELAIDE HILLS COUNCIL Cemetery Advisory Group**

The Manager Community Development (or his/her delegate) or other officer appointed by the Chief Executive Officer, shall act as Executive Officer for the Cemetery Advisory Group.

### **SELECTION CRITERIA**

Independent members shall be selected on the basis of their skills, knowledge and experience in one or more of the following:

- Knowledge of industry trends
- Knowledge of industry services
- Involvement in local historical societies
- Involvement in management of cemeteries
- Knowledge of Social Trends

It shall be a pre-requisite that the local historical society representative be a member of an historical society whose interests include the Adelaide Hills Council area.

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## **Appendix 5**

*Rural Land Management Advisory Group (RLMAG) –  
Terms of Reference*

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## RURAL LAND MANAGEMENT ADVISORY GROUP

### TERMS OF REFERENCE

December 2013

**These Terms of Reference are to be read in conjunction with Council's Procedures for Advisory Groups**

#### BACKGROUND

The Rural Land Management Advisory Group (hereafter referred to as the "Advisory Group") was established by Council shortly after amalgamation to provide advice on rural land management matters and issues affecting primary producers generally.

#### ROLE

The role of the Advisory Group is to provide advice to Council staff on how:

- it can support achievement of objectives for the primary production component of the Strategic Management Plan;
- to help the Council staff develop policies and strategies for the retention of and optimum utilisation of rural land;
- to ensure protection of the rural landscape qualities of the district;
- to act as a conduit for information between rural land users and Council staff; and,
- to be pro-active in initiating work and providing expertise to Council staff on matters that the Advisory Group considers warrants attention and consideration by the Council staff where Council has jurisdiction in the matter

#### STRATEGIC LINKS

##### Strategic Plan

##### *Lofty Aspirations – Sustainable Actions*

3.2

Protected, enhanced and viable primary production land that continues to be one of the principle food bowls for Adelaide.

#### FUNCTIONS

Matters requiring the consideration of the Council shall be referred to the Executive Officer for referral to the Strategic Planning and Development Policy Committee of Council where it relates to matters within that Committee's terms of reference, or to Council if required. Such matters shall include, but not be limited to matters within the scope of the Group such as:

- Advice and recommendations on matters that are referred to it related to rural land management and primary production practice and policy
- Consultation on and/or research with appropriate organisations and individuals on matters within the scope of these terms of reference
- Alerting Council staff to matters which may have an impact on the primary production industry and/or land management practices

**ADELAIDE HILLS COUNCIL**  
**Rural Land Management Advisory Group**

The Advisory Group is to provide advice to Executive Officer on:

- Land use
- Land use conflicts
- Biosecurity issues
- Water resources
- Demographic & social impacts
- The relationship between primary production and the environment
- Sustainable and viable primary industry
- Education and Public Relations
- Performance criteria – industry/community best practice
- Supporting infrastructure
- Best practices
- Trends affecting use of rural land and primary production
- Rural land management issues, eg fire
- Natural resources management
- Climate Change

## **MEMBERSHIP**

The Rural Land Management Advisory Group shall comprise up to three (3) elected members appointed by Council.

The Advisory Group shall also include rural landholders who are involved in primary production activities in the district and who have expertise in one or more of the criteria listed below, Membership of the Advisory Group shall be limited to a maximum of 12 members (including elected members).

The Advisory Group will be supported by such Technical Reference Groups or specific working parties as are required. A Technical Reference Group could include representatives of:

- Conservation Council
- Country Fire Service
- Department of Environment, Water and Natural Resources
- Department of Planning, Transport and Infrastructure
- Environment Protection Authority
- Forestry SA
- Native Vegetation Council
- Primary Producers SA
- SA Water

Where a representative of an agency or department or stakeholder group is able to designate a proxy, the details of that proxy shall be forwarded to the Council at the time of appointment of the substantive representative.

**ADELAIDE HILLS COUNCIL**  
**Rural Land Management Advisory Group**

**SELECTION CRITERIA**

Membership of the Advisory Group shall comprise representatives from the following areas of expertise or organisations:

- Viticulture
- Horticulture
- Horse Keeping
- Grazing/Broad acre
- Primary Production Industry representative
- Natural Resources Adelaide & Mt Lofty Ranges (NRAMLRL) Representative (staff representative)
- NRAMLRL Representative (Board/Group representative)
- Dept. of Primary Industry and Regions SA (PIRSA)

Any independent members of the Advisory Group shall be rural landholders who are actively involved in primary production activities in the district and who have expertise in one or more of the areas outlined in item 9 above.

It shall be a pre-requisite that community representatives live, work or have an active interest in the Council area.

Agency representatives will be nominated by the respective agency.

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## **Appendix 6**

### *Sustainability Advisory Group (SAG) – Terms of Reference*

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## SUSTAINABILITY ADVISORY GROUP

### TERMS OF REFERENCE December 2013

**These Terms of Reference are to be read in conjunction with Council's Procedures for Advisory Groups.**

#### BACKGROUND

Adelaide Hills Council (the Council) recognises that responding to key issues such as sustainability, biodiversity, climate change, greenhouse gas reduction, energy management, water and waste management are important for achieving a sound future for both the Adelaide Hills area and the planet as a whole.

The Council has initiated steps to reduce its environmental footprint by undertaking a range of sustainable actions. A Council resolution dated 14 August 2012 adopted the Adelaide Hills Environmental Sustainability Framework which sets out a strategic direction aimed at achieving sustainability through reductions in greenhouse gas emissions, energy usage, overall water usage, delivery of solid waste to landfill and management of biodiversity.

The Council also recognises the vast wealth of knowledge and expertise residing in community members and external organisations therefore Council has resolved to establish a Sustainability Advisory Group (SAG) comprising members of the public who will give their time voluntarily to advise Council staff and support Council in its sustainability agenda.

#### ROLE

The Sustainability Advisory Group provides advice to Council staff on sustainability matters including climate change, energy management, water management, waste reduction, environment, conservation and biodiversity.

The Sustainability Advisory Group shall provide Council staff with access to external expertise, networks and links to other organisations with regard to sustainability issues including climate change, energy management, water management, waste reduction, environment, conservation and biodiversity.

Where applicable it is recognised that members of the SAG may provide informal feedback to the community on how the Council is pursuing its sustainability objectives.

#### STRATEGIC LINKS

##### Strategic Plan

<b><i>Lofty Aspirations – Sustainable Actions</i></b>	2.1	To have thriving systems achieved through environmental stewardship, water balance management and partnerships
	2.2	Our community and Council is well informed on and participate in climate change adaptation, energy efficiency measures and has reduced greenhouse gas emissions in excess of State Government targets

## **FUNCTIONS**

The Sustainability Advisory Group (SAG) is expected to provide advice to the Executive Officer on:

- Climate change issues including scientific findings, current knowledge and the implications of predicted climate change
- Likely impacts of climate change and appropriate methods of adapting to its potential effects
- Appropriate actions, methods and/or technology to reduce greenhouse gas emissions, reduce energy use, reduce water use and reduce waste production.
- Appropriate environmental considerations and conservation strategies for natural assets under Council's care and control.
- Opportunities for grant and other project funding
- Networking opportunities so Council may develop links with experts, community groups, organisations and skilled individuals in the areas of climate change; climate adaption; water, energy and waste minimisation; natural resource management and biodiversity
- Achieving the Strategic Goals of Council that relate to sustainability
- Linkage of Council's Strategic Goals, Policy and objectives with those of State and Federal Governments within the domain of sustainability

## **MEMBERSHIP**

The Sustainability Advisory Group shall comprise up to four (4) elected members appointed by Council and up to five (5) independent representatives.

The five (5) independent members shall be community representatives selected on the basis of skills, knowledge and experience based on selection criteria listed below.

The Manager Waste, Health & Regulatory Services (or nominee) or other officer appointed by the Chief Executive Officer shall act as Executive Officer for the Sustainability Advisory Group.

## **SELECTION CRITERIA**

Independent members shall be selected on the basis of their skills, knowledge and experience in one or more of the following:

- Environmental sustainability, biodiversity, natural resource management, climate change, climate adaption or similar
- Energy, water and/or waste reduction strategies and/or technology
- Government grants process particularly as related to climate change, energy, water and waste reduction
- Advisory committees and/or community consultation
- Links to networks and/or groups with expertise in environment, sustainability, and climate change and/or climate adaption.

It shall be a pre-requisite that community representatives live, work or have an active interest in the Council area.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 October 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.6

**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

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**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. That the report be received and noted**
- 2. The following completed items be removed from the Action List:**

Meeting Date	Meeting	Res No.	Item Name
26/07/2016	Ordinary Council	133/16	Future of Harms Avenue Birdwood
27/02/2018	Ordinary Council	49/18	Naming of Council Owned Premises in Lobethal - AHBTC
17/07/2018	Special Council	153/18	Bott Adelaide Hills Rally - Road Closure Consent
24/07/2018	Ordinary Council	164/18	By-Laws
9/08/2018	CEO Performance Review Panel	PRP15/18	2018 CEO Performance Review - Confidential Item
9/08/2018	CEO Performance Review Panel	PRP16/18	2018 CEO Performance Review - Period of Confidentiality
9/08/2018	CEO Performance Review Panel	PRP20/18	2018 CEO Remuneration Review - Confidential Item
9/08/2018	CEO Performance Review Panel	PRP21/18	2018 CEO Remuneration Review - Period of Confidentiality
28/08/2018	Ordinary Council	191/18	MON Footpath Assessment and Renewal
28/08/2018	Ordinary Council	201/18	Community & Recreation Facility Grants
28/08/2018	Ordinary Council	209/18	OmbudsmanSA Final Investigation Report Cr Herrmann
25/09/2018	Ordinary Council	244/18	Development Application Fee Refund Policy Review
25/9/2018	Ordinary Council	246/18	Delegation Review September 2018
25/09/2018	Ordinary Council	255/18	Election of LGA President
25/09/2018	Ordinary Council	12.3	Election for GAROC 2018 - 2020
9/10/2018	Special Council	258/18	Voting for LGFA Board Members

## 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 zero (0) uncompleted resolutions for which an update is required for Council.

An update for these resolutions is provided below.

Date		Meeting		Resolution No.		Topic	
Nil		Nil		Nil		Nil	

**4. OPTIONS**

Council has the following options:

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

**5. APPENDIX**

- (1) Action List

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# Appendix 1

*Action List*

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Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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	Council has recently received 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	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	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. Progress report now scheduled for December 2018 Council Meeting.
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	As timber is unsuitable we are currently looking at an alternative solution.
24/03/2015	Ordinary Council	57/15	Confidential Item - Morella Grove	As per confidential minute	Peter Bice	In Progress	Report to Council early in 2019.
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	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	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	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	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. The submission 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.
24/05/2016	Ordinary Council	105/16	Land at Houghton Request to Purchase	The acquisition of the land described as CT 5363/842 and CT 5363/452 consisting of two parcels of land, one 819m2 the other 36m2 respectively, and currently owned by R J Day and B E Day for nil consideration. Council to pay all transfer fees, charges and GST that may be applied.  To undertake a Section 210 process for the conversion of private road to public road for the land described as CT 5343/355 of 27m2 currently owned by Marinus Maughan and Alick Stephen Robinson. To negotiate and accept a transfer of the land described as CT 5343/354 of 476m2 from the City of Tea Tree Gully for nil consideration. To negotiate and accept a transfer or vesting of the land described as CT 5421/887 from the Department of Planning, Transport & Infrastructure for nil consideration.	Terry Crackett	In Progress	The acquisition from RJ & BE Day has been completed and registered at the Lands Titles Office.  Title for the land held by City of Tea Tree Gully has been reissued in the name of Adelaide Hills Council.  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.  The Section 210 process has been commenced with advertisements to appear in October
12/07/2016	SPDPC	29/16	MON - Woodforde Road and Reserve Naming	1. Staff pursue, with the developer, the inclusion of indigenous names within Hamilton Park and in relation to future stages 2. A progress report be made to Council or the Strategic Planning & Development Policy Committee within 3 months	Peter Bice	In Progress	Council staff have now received the high level concept designs for the reserve areas a meeting is currently being scheduled with the Kaurna Elders.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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	Completed	Investigations undertaken to confirm any encroachments onto Harms Road with none detected. Has been discussed with Property Advisory Group, difficulty in closing the road for sale to adjoining land owners unless all land owners are in agreement. Further discussion at PAG to occurred on 9 July 2018. DPTI have confirmed that they do not require access for residents to be made from Harms Avenue. 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.
23/08/2016	Ordinary Council	163/16	Piccadilly CFS Relocation	<p>2. To delegate to the Chief Executive Officer , following consultation with the CFS, to determine the area of the portion of Atkinson Reserve to be used as the site of the Proposed CFS Location</p> <p>3. To commence a community consultation process, for a minimum period of 21 clear days in accordance with AHC's public consultation policy, in relation to the proposed:</p> <p>3.1 amendment of the Community Land Management Plan for that portion of Atkinson Reserve identified as the Proposed CFS Location from the current Category 4 Recreation and Sport to Category 6 – CFS</p> <p>3.2 lease to the CFS for use as a CFS station (the proposed term being 21 years with an option to renew for another 21 years) of the Proposed CFS Location</p> <p>3.3 road closure of an area of unmade road reserve adjacent to Atkinson Reserve as identified in Appendix 2 ("Road Closure Land") to provide overflow car-parking for both the CFS station and users of Atkinson Reserve</p> <p>3.4 the adoption of a community land management plan for the Road Closure Land for use as car parking conditional upon the Council issuing a Road Process Order</p> <p>4. That Council's approval (as land owner) be given to the CFS to submit a Development Application for the construction of a fire station on the Proposed CFS Location noting that a Development Approval is conditional upon:</p> <ul style="list-style-type: none"> <li>• Council resolving to amend the Community Land Management Plan as detailed in 2.1 above</li> <li>• Council resolving to enter into a lease for the Proposed CFS Location in a form consistent with existing lease agreements for CFS sites in the AHC area</li> <li>• Council resolving to issue a Road Process Order under the Roads (Opening and Closing) Act 1991 for the Road Closure Land and to develop a Community Land Management Plan for the Closed Road Land and addition of the Closed Road Land to the Community Land Register for car parking purposes</li> </ul>	Terry Crackett	In Progress	DA granted by DPTI on 15 December 2017. Awaiting final execution copies of the lease from CFS. Road closure process and finalisation of community land management plan to be progressed after the lease is executed.
25/10/2016	Ordinary Council	220	CWMS Expression of Interest – Period of Confidentiality	That the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until 31 December 2017 except public statements which outline the rationale and process for seeking a review of options related to Council's CWMS	Peter Bice	In Progress	Retain in confidence. CWMS Request for Tender is underway - Confidentiality period extended on 12/12/17 to remain confidential until 26/09/2018. Further extended to 31 December 2019.
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	Resolution has been fully released from confidentiality. Contract has been finalised and received on 10/9 for execution by both parties. Purchaser is awaiting final comments from their lawyer prior to signing.
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	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	Status (for Council reporting)
13/12/2016	Ordinary Council	281/16	Piccadilly CFS Relocation	<p>2. Pursuant to s202 of the Local Government Act 1999, a lease be granted to the CFS for the portion of Atkinson Reserve identified as "Proposed Lease Area" in the plan attached as Appendix 1 for a term of 21 years with a right of renewal for a further 21 years subject to the following conditions:</p> <p>a. lease terms being substantially in accordance with and consistent with other leases of Council land to the CFS</p> <p>b. receipt of development approval for the construction of a station building substantially in accordance with the building plan attached as Appendix 1</p> <p>c. partial surrender of the existing lease from the Piccadilly Valley Community Recreation Centre (PVCRC)</p> <p>3. Subject to a lease being granted under item 2 above, the Community Land Management Plan for Atkinson Reserve be amended to reflect that the use of that portion of the land identified as Proposed Lease Area in Appendix 1 is changed from Category 4 Recreation &amp; Sport Facilities to Category 6 CFS Purposes.</p> <p>4. The CEO and Mayor be authorised to sign all necessary documentation to give effect to this resolution.</p>	Terry Crackett	In Progress	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	DEWNR have requested that the revocation be put on hold whilst they investigate the requirements to alter the trust affecting the land and undertake an assessment of the native vegetation on the land, this is likely to take some months.
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	Retain in confidence as the CWMS Request for Tender process is underway extended to 31 December 2019
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 &amp; 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	<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	LRGSCI have received Development Approval for the boundary realignment and transfer will progress in conjunction with the boundary realignment. Final contract terms have been agreed with documents to be executed by 31.10.18
8/08/2017	SPDPC	SP39/17	Update on Primary Production Lands DPA	<p>That as a result of the implementation of the new planning reforms and the introduction of the <i>Planning, Development &amp; Infrastructure Act 2016</i>, Council supports staff working with DPTI to prepare the Rural Planning Policy element of the Planning &amp; Design Code in a manner consistent with the issues and investigations outlined in the second Statement of Intent for the Primary Production Lands DPA</p> <p>That reports be prepared for future SPDPC meetings as milestones are reached and notable work is released for comment.</p>	Marc Salver	In Progress	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.
8/08/2017	SPDPC	SP42/17	Public Liability Insurance for Community Owned & Managed Halls	That the costs of public liability insurance for community owned and managed halls be referred to the Chief Executive Officer for consideration with the preparation of the Community and Recreation Facilities Framework.	Terry Crackett	In Progress	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

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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	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 <i>Native Vegetation Act 1999</i> .	Peter Bice	In Progress	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 <i>Local Government Act 1999</i> . That the Chief Executive Officer be authorised to sign all necessary documentation to effect this resolution.	Peter Bice	In Progress	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.
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	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	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	Report, related attachments and the minutes of Council held in confidence. Retain in confidence as the CWMS Request for Tender is underway until 31 December 2019.
24/10/2017	Ordinary Council	246/17	Road Closure and Disposal – Schapel Road, Lobethal	To make a Road Process Order pursuant to the <i>Roads (Opening &amp; Closing) Act 1991</i> to close and merge the land identified as "A" in Preliminary Plan No 16/0020 ( <i>Appendix 3</i> ) with Allotment 28 in Filed Plan No 155743 comprised in Certificate of Title Volume 5502 Folio 372 create an easement for transmission of electricity in favour of Distribution Lessor Corporation create a free and unrestricted right of way in favour of Allotment 13 being the land in CT Volume 5502 Folio 373 accept consideration in the amount of \$40,000 (excl. GST) as detailed in <i>Appendix 3</i> of this report. The issuing of the Road Process Order is subject to: Boral Resources (SA) Ltd agreeing to enter into a Land Management Agreement with Council for the preservation of the native vegetation for the protection of native flora and fauna on the areas identified in the report attached as <i>Appendix 7</i> which is to be lodged with the Land Titles Office in conjunction with the Road Process Order. Boral Resources (SA) Ltd paying all fees and charges associated with the road closure process. The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i> . To authorise the Chief Executive Officer (or delegate) to finalise and sign all necessary documentation to close and sell the above portion of closed road pursuant to this resolution.	Terry Crackett	In Progress	Surveyor has prepared final plan and road process order. Council awaiting confirmation from Boral in relation to the final LMA draft.
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	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 was provided to Council at its 25 September Ordinary Council Meeting.
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	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.
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	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.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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	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 10.10.18 that sign off is expected by mid October.
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 &amp; Closing) Act 1991</i> to: Close and merge the land identified as "A" in Preliminary Plan No 17/0041 ( <i>Appendix 1</i> ) with Allotment comprising pieces 81 & 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	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	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	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. Initial site analysis has been undertaken and information sought from the Woodside Recreation Ground committee.
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 Woolen 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	The Hub Director commenced on 23 July.  The progress report is therefore due, and is scheduled for, January 2019.
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	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	Completed	A report is being considered by the Council at the 23 October meeting.
27/02/2018	Ordinary Council	57/18	Confidential Item - AH Swimming Centre Shade Sail	As per confidential minute	Terry Crackett	In Progress	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	Progressing per confidential minutes
27/03/2018	Ordinary Council	68/18	Milan Terrace Pedestrian Safety	1. That the report be received and noted 2. That a Traffic Plan concept be developed for a wombat or zebra crossing pedestrian facility 3. That Council undertakes consultation with the community, Stirling Hospital and other relevant stakeholders on the concept plan for a wombat or zebra crossing 4. That Council submits a proposal to the Department of Planning, Transport & Infrastructure to reduce the speed limit on Milan Terrace to 30km/h from a point approximately 80 metres west of the Druid Avenue intersection and approximately 40 metres east of the Johnston Street intersection 5. That a report be brought back to Council to determine whether future budget considerations are applicable including costings for a wombat or zebra crossing.	Peter Bice	In Progress	Final report has now been received assessing the merits of a potential Zebra or Wombat Crossing, a draft concept plan has been prepared for consultation with stakeholders.  Meeting held with Stirling Hospital CEO 19/7/2018  Car parking loss will occur if either a zebra or wombat crossing is installed. The Stirling Hospital are aware of this requirement. The wombat crossing is associated with a 40km/h speed limit. DPTI has indicated that a 30km/h is not supported as it does not meet the speed limit criteria and guidelines. The cost of a crossing will be significant as flashing lights and new public lighting is required. A concept budget amount would be in the range of 40,000 - 60,000, however, funding for detailed design of \$10,000 is likely to be required. This will allow officer to gain a better cost estimate of the works.
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	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	Status (for Council reporting)
24/04/2018	Ordinary Council	102/18	Sale of Land for Non Payment of Rates	Refer to Confidential Minute	Terry Crackett	In Progress	Actions continuing in accordance with resolution and anticipate that this will be completed by December 2018
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	Minutes of this confidential item have been released from confidentiality.
26/06/2018	Ordinary Council	136/18	AHC PLEC Projects	<ol style="list-style-type: none"> <li>1. That the report be received and noted.</li> <li>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.</li> <li>3. That future allocation and prioritisation of PLEC projects be considered as part of the next review of the LTFP January 2019.</li> </ol>	Peter Bice	In Progress	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.
17/07/2018	Special Council	153/18	Bott Adelaide Hills Rally - Road Closure Consent	Refer to Minutes	David Waters	Completed	The event was successfully held in September 2018.
17/07/2018	Special Council	156/18	LED Street Lighting Program	That the report be received and notedThat 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	As per LED review
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	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	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	Site inspection undertaken and options identified. Correspondence sent to Magarey Road residents seeking feedback on options resulting in one response received. Agenda item for the Bushfire Advisory Group 24 October meeting. Report to Council at 27 November 2018 Council meeting.
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	Completed	The By-laws have been referred to parliament and were 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	167/18	Road Widening - Edward Avenue Crafrers	That the report be received and notedTo purchase the area of land, being 45m2, identified in red on the plan attached as Appendix 1 ("Land") from Zara Marina Parent and Guy Damien Parent for the consideration of \$9,500 (excl GST) plus all reasonable costs to vest the Land as public road.That the Mayor and CEO be authorised to sign all necessary documentation to effect this resolution.	Peter Bice	In Progress	Road Widening plans lodged with the Lands Titles Office on 15/10/18. Conveyancer has been instructed to prepare documents to complete road widening process
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	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	
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	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	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	Unable to close out as the matter is still in progress.
9/08/2018	CEO Performance Review	PRP15/18	2018 CEO Performance Review - Confidential Item	as per Confidential Minute	Andrew Aitken	Completed	Released 31/08/18
9/08/2018	CEO Performance Review	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	
9/08/2018	CEO Performance Review	PRP20/18	2018 CEO Remuneration Review - Confidential Item	as per Confidential Minute	Andrew Aitken	Completed	Released 31/08/18
9/08/2018	CEO Performance Review	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	

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
14/08/2018	Special SPDC	SP18/1	Local Heritage Stage 1 (Public Places) Development Plan Amendment	That the report be received and noted. To 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 process. That 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	The DPA was submitted to the Minister on 20 August 2018 and we are now awaiting his approval. Staff will be attending a meeting of the State Planning Commission (SCP) anticipated to occur at the end of October who will consider the objections to the listings. The SCP will then provide advice to the Minister in this regard before he makes a final decision in relation to the DPA.
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.	Peter Bice	Completed	The motion reflects Council's current consideration in the development of its 18/19 annual business plan and intended expenditure going forward.
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	
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	
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	Staff have scoped this exercise and are presently receiving preliminary guidance from an Aboriginal elder. A report back to Council is anticipated for February 2019.
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	Staff are working with the event organiser to ensure the conditions are met.
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	Development application has been lodged for use of the site as a household chemical and paint drop off facility. Application currently being assessed by Development Services. Agreement currently being reviewed by all parties with a view to executing in the near future.
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	Awaiting DC Mt Barker's decision in respect to this matter. Working with Mount Barker District Council to finalise Expression of Interest form and advertising for community members
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves into Heritage Agreements 2018	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, Aldgate; Heathfield Waste Facility, 32 Scott Creed Road, Heathfield; Kiley Reserve, 15 Kiley Road, Aldgate; Shanks Reserve, 1 Shanks Road, Aldgate; Stock Reserve, Stock Road, Mylor; Leslie Creek Reserve, Leslie Creek Road, Mylor; Mi Reserve, 125 Aldgate Valley Road, Mylor; Aldgate Valley 2 Reserve, 114 Aldgate Valley Road, Mylor; Kyle Road Nature Reserve, Kyle Road, Mylor; Carey Gully Water Reserve, Deviation Road, Carey Gully; 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.	Peter Bice	In Progress	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/reclassification 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.
28/08/2018	Ordinary Council	201/18	Community & Recreation Facility Grants	That the report be received and noted. That Council approve the 14 Community & Recreation Facility Grant application recommendations, totalling \$97,741 as recommended in <i>Appendix 1</i> .	Peter Bice	Completed	Applicants were notified of the Council's recommendations, with funding to be distributed during October.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
28/08/2018	Ordinary Council	203/18	Community Wastewater Management Systems Review - Update and Consultation Outcomes	The report be received and noted. 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. 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 fees Sale price for CWMS assets Respondents financial capacity Respondents operational capacity and capability Network 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 to continue to work collaboratively with the City of Onkaparinga and Rural City of Murray Bridge for the potential divestment of Council's CWMS. That probity advisory services continue to be maintained throughout the CWMS review process. 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.	Peter Bice	In Progress	In progress. Currently establishing due diligence requirements and Request for Tender timelines with Joint Working Group. Evaluation underway of current Council management structure to identify most cost efficient ways of providing CWMS services internally.
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	GTA Consultants have been commissioned to undertake the study. Council staff are contributing to the study which is due to be completed by March 2019.
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 <sup>2</sup> , 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	Currently awaiting road widening plans to be finalised by the Surveyor.
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	The review has been earmarked for the first half of 2019, i.e. prior to the next grants round.
28/08/2018	Ordinary Council	209/18	Ombudsman SA Final Investigation Report Cr Herrmann	To require Cr Herrmann to attend training on Council's <i>Records &amp; Information Management Policy</i> and the <i>State Records Act 1997</i> by 26 September, 2018.	Terry Crackett	Completed	Training delivered on 25 September 2018.  Ombudsman advised on 26 September 2018, confirmation received and file is now closed.
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	A working party was formed with key Stakeholders. Clearance of the final area selected has been undertaken (where the blackberries and pest species were dense, as opposed to immediately behind the memorial as mooted in the preliminary concept). Track build underway, and will be largely completed by end of October.
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	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	Community consultation commencing 11 October 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	Community consultation to commence on 11 October 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	Community egagement will commence on 11 October 2018
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	Report scheduled for January 2019 Council Meeting

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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 1,242m<sup>2</sup> to Boral Resources (SA) Ltd for the amount of \$6,210 as determined by an independent valuation.</p> <p>Subject to the successful completion of the road exchange process, Council undertakes a process in conjunction with the City of Burnside to realign the local government boundary along the new location of McBeath Drive to the south side of pieces 42, 52 and 62 of the proposed residential allotments in accordance with the provisions of the Local Government (Boundary Adjustment) Amendment Act 2017 (to commence on 1 January 2019) and/or Part 2 of Chapter 3 of the Local Government Act 1999.</p> <p>The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution.</p>	Terry Crackett	In Progress	Road Process Order has been received for execution by Council.
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	Consultation is expected to commence in October
11/09/2018	Special Council	231/18	Exclusion of Community Land – Crafers Retirement Village	<p>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</p>	Terry Crackett	In Progress	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 Carriook 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> <p>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.</p> <p>That a further report be presented to Council for consideration after community consultation and further investigations have been completed</p>	Terry Crackett	In Progress	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 &amp; 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; 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.</p> <p>Authorise the Chief Executive Officer to finalise and sign all necessary documentation to give effect to this resolution</p>	Terry Crackett	In Progress	Progressing per Council resolution

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
11/09/2018	Special Council	234/18	Sale of closed unnamed road off Burton Road, Mt Torrens	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. To delegate to the Chief Executive Officer to sign all documentation necessary to effect the sale of the Land.	Terry Crackett	In Progress	Awaiting receipt of Contract and documents for execution
11/09/2018	Special Council	235/18	Sale of closed unnamed road off McVitties Road, Birdwood	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. To delegate to the Chief Executive Officer to sign all documentation necessary to effect the sale of the Land.	Terry Crackett	In Progress	Awaiting receipt of Contract and documents for execution
11/09/2018	Special Council	238/18	Ashton Landfill – Confidential Item	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.  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.	Peter Bice	In Progress	Council continues to progress the matter.
25/09/2018	Ordinary Council	244/18	Development Application Fee Refund Policy Review	That the report be received and notedTo 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.	Marc Salver	Completed	Policy updated
25/09/2018	Ordinary Council	246/18	Delegation Review September 2018	That the report be received and noted. That, having conducted its quarterly review of Council's Delegations Register, in accordance with Section 44(6) of the <i>Local Government Act 1999</i> , the Council: 2.1 Revocation Hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the following Acts: 2.1.1 Electronic Conveyancing National Law (SA) Act2.1.2 Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 20052.1.3 Planning, Development and Infrastructure Act 20162.1.4 Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 20142.1.5 Roads (Opening & Closing) Act 19912.1.6 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 <i>Local Government Act 1999</i> 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. <i>Electronic Conveyancing National Law (SA) ActFire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005Planning, Development and Infrastructure Act 2016Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014Roads (Opening &amp; Closing) Act 1991South Australian Public Health Act 2011, South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013</i> 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 <i>Local Government Act 1999</i> 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.	Andrew Aitken	Completed	
25/09/2018	Ordinary Council	13.2	Harms Avenue Birdwood	That Council resolves that the report be received and noted. That the CEO provides a further report to Council by the end of March 2019.	Terry Crackett	In Progress	Consultation with land owners is currently underway. Correspondence was sent out on 19/9/2018 to land owners seeking expressions of interest in road closure.
25/09/2018	Ordinary Council	252/18	Unmade Road Reserves, Charleston Conservation Park	That the CEO provides a report to Council by the end of February 2019 on future options for the unmade road reserves adjacent to the Charleston Conservation Park.	Terry Crackett	In Progress	
25/09/2018	Ordinary Council	255/18	Election of LGA President	That the report be received and notedFor the Mayor to mark the ballot paper with the Adelaide Hills Council's vote for Mayor Erika Vickery and to lodge the completed ballot paper in accordance with the process set out in <i>Appendix 1</i> .	Andrew Aitken	Completed	Ballot Papers posted 26/9/18
25/09/2018	Ordinary Council	12.3	Election for GAROC 2018 - 2020	That the report be received and notedFor the Mayor to mark the ballot paper with the Adelaide Hills Council's vote for:  Karen Redman Grant Piggot Jan-Claire Wisdom David O'Loughlin Christel Mex Gillian Aldridge Kevin Knight Neville Grigg  and to lodge the completed ballot paper in accordance with the process set out in <i>Appendix 1</i> .	Andrew Aitken	Completed	Ballot papers posted 26/9/18

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
8/10/2018	Audit Committee	AC19/40	2017-18 Draft General Purpose Financial Statements	<p>1. That the report be received and noted.</p> <p>2. To recommend that Council endorse the early adoption of Australian Accounting Standards AASB15 and AASB1058 for the 2017-18 financial year and pursuant to AASB1058 elect not to recognise Volunteer Services in its financial statements for the 2017-18 financial year.</p> <p>3. That in accordance with Section 126(4)(a) of the <i>Local Government (Financial Management) Regulations 1999</i>, the Audit Committee advises Council that it has reviewed: the General Purpose Financial Statements of the Council for the financial year ended 30 June 2018 as contained in Appendix 1, and the draft External Auditor Galpins' Audit Clearance Letter,</p> <p>and is satisfied that they present fairly the state of affairs of the Council.</p> <p>4. Considers that the Adelaide Hills Council 2017-18 General Purpose Financial Statements, contained in Appendix 1, can be certified by the Chief Executive Officer and the Mayor.</p> <p>5. That it notes the confirmation of Galpins Independence Declaration Statement as tabled and considers that the Auditor Independence Statement contained in Appendix 2 can be certified by the Chief Executive Officer and the Presiding Member of the Audit Committee in accordance with the requirements of Regulation 22(3) of the <i>Local Government (Financial Management) Regulations 2011</i>.</p>	Terry Crackett	In Progress	
9/10/2018	Special Council	258/18	Voting for LGFA Board Members	<p>That the report be received and noted</p> <p>That Adelaide Hills Council nominates Karen Hockley and Annette Martin as Representative Members of the Board of Trustees of the Local Government Finance Association</p> <p>That the Mayor and Acting CEO submit Council's vote in the postal ballot conducted by the CEO and Returning Officer of the LGFA</p>	Andrew Aitken	Completed	Ballot Papers completed at Special Meeting and posted on 10/10/18.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 October 2018  
AGENDA BUSINESS ITEM**

**Item:** 13.1

**Originating Officer:** Rebecca Shepherd, Manager Community Development

**Responsible Director:** David Waters, Director Community Capacity

**Subject:** Regional Public Health Plan Progress Report

**For:** Information

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**SUMMARY**

In 2015 the Adelaide Hills Council collaborated with Mt Barker District Council, Alexandrina Council, City of Victor Harbor, District Council of Yankalilla and Kangaroo Island Council under the auspice of the Southern and Hills Local Government Association (SHLGA) to develop the *Southern and Hills Local Government Association Regional Public Health Plan* (Regional Public Health Plan).

The Regional Public Health Plan was developed to meet legislative requirements following the enactment of the *South Australian Public Health Act 2011* under which local councils are identified as the local public health authority for their areas.

Public health does not simply focus on traditional primary health strategies but incorporates a range of physical, mental, environmental and social elements that contribute to health and wellbeing. The plan is entitled *Wellbeing in our Community* due to its overarching wellbeing focus which incorporates much of Council's work from the development of footpaths to the provision of immunisation clinics.

In addition to the development of a Regional Public Health Plan, Council is required to produce a progress report once every two years. The report for 1 July 2016 – 30 June 2018 has been prepared collaboratively by the six participating Councils in conjunction with and submitted to the State Government by the project auspice, the SHLGA.

The Regional Public Health Plan Progress Report for Southern & Hills Local Government Region is attached as an information report for the Adelaide Hills Council (**Appendix 1**). The Regional Public Health Plan itself can be found on the SHLGA website [www.shlga.sa.gov.au](http://www.shlga.sa.gov.au).

**RECOMMENDATION**

**Council resolves that the report be received and noted.**

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## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal 1 Prosper  
Strategy 1.12 We will seek opportunities to increase the wellbeing and resilience of our community to withstand, recover and grow in the face of challenges.

The activities undertaken in meeting the goals of the Regional Public Health Plan are aligned with most strategies in Council's strategic plan. Public health incorporates a range of physical, mental, environmental and social elements which all contribute to health and wellbeing. The council's strategic plan strategies also contribute to health and wellbeing of the community.

### ➤ Legal Implications

The development of a Regional Public Health Plan is a statutory obligation under Section 51 of the *South Australian Public Health Act 2011*. Section 52(1) of the Act prescribes that:

*A council responsible for a regional public health plan must, on a two-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.*

The Southern & Hills Regional Public Health Plan Progress Report (**Appendix 1**) has been developed to meet Council's section 52(1) obligations.

### ➤ Risk Management Implications

The submission of a Regional Public Health Plan Progress Report to the Chief Public Health Officer on a two yearly basis will assist in mitigating the risk of:

*Non-compliance with regulatory obligations under the South Australian Public Health Act 2011 leading to potential enforcement actions.*

Inherent Risk	Residual Risk	Target Risk
High (3B)	Low(3E)	Low(3E)

The Community Development department has taken responsibility for managing Regional Public Health Plan requirements and a progress report has been sent to the Chief Public Health Officer as an existing control.

### ➤ 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**

Consultation on the development of the Regional Public Health Plan progress report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Sustainability Officer  
Manager Economic Development  
Team Leader Environmental Health  
Director Infrastructure and Operations  
Manager Development Services

*Community:* Not Applicable

## **2. BACKGROUND**

In 2011 the *South Australian Public and Environmental Health Act 1987* was replaced by the *South Australian Public Health Act 2011*. A key element of the new Act is the requirement for public health planning to be undertaken at both the state and regional levels.

Public health incorporates a range of physical, mental, environmental and social elements that contribute to health and wellbeing.

Section 51 of the Act requires local councils to prepare and maintain a Regional Public Health Plan that is consistent with the State Public Health Plan. The first state Public Health plan was developed in 2013.

In 2015 the Adelaide Hills Council collaborated with Mt Barker District Council, Alexandrina Council, City of Victor Harbour, District Council of Yankalilla and Kangaroo Island Council under the auspice of SHLGA to develop the Southern and Hills Regional Public Health Plan.

The focus areas of the plan are healthy environments, healthy lifestyles and planning and partnerships. The range of topics includes built and natural environments, climate change, economic development, development planning, social issues, connection, health education and networking and collaboration.

In order to progress the Regional Public Health Plan the Southern & Hills Regional Public Health Plan Working Group was formed. It consists of staff from participating councils who work in a range of fields. The project and group are auspiced by the SHLGA.

Section 52 (1) of the South Australian Public Health Act 2011 (the Act) prescribes that:

*A council responsible for a regional public health plan must, on a two-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.*

Section 52 reports build the picture of councils' achievements and contribute to the Chief Public Health Officer's biennial report on the broader collective effort of implementing the State Public Health Plan.

The Section 52 progress report on implementation of the Southern and Hills Regional Public Health Plan for the reporting period 1 July 2016 to 30 June 2018 was developed as a collaborative project involving all six participating Councils. The report is not an exhaustive list of all achievements but includes highlights and a sample of achievements across the region.

The report, which is contained in **Appendix 1**, has been submitted to the Chief Public Health Officer.

### 3. ANALYSIS

The progress report on the implementation of the Southern & Hills Regional Health Plan was prepared by the SHLGA Regional Public Health Plan Working Group. The group is made up of staff from the six participating councils who all contributed highlights from their council's achievements under the relevant strategy headings.

In addition to meeting our Section 52 reporting requirements the report is designed to highlight the region's achievements against the plan. It is not an exhaustive list of all that has been achieved individually but rather a combined approach.

All participating councils have made significant contributions to the health of the Region. Adelaide Hills Council has made achievements across all strategies.

The following Adelaide Hills Council highlights all contribute to the health and wellbeing of the community:

#### Healthy Environments

- Conducted a network analysis across footpaths in townships
- Prepared design plans for the improvement of Woodside Creek
- Developed an Aged Friendly Community Strategic Plan
- Received approval for the Adelaide Hills Town and Urban Areas Development Plan
- Undertook audits of business that fall under the *Safe Drinking Water Act* requirements
- Partnered in the development and implementation of The Resilient Hills and Coasts Climate Change Project Adaptation Plan
- Built fundamental resources and networks to provide an effective economic development service

#### Healthy Lifestyles

- Provided a nature play day across five different hills locations
- Provided opportunities for people to connect, learn and develop through libraries and community centres
- Developed the Steiner Family Beginnings Playgroup and The Villages Nature Play Group
- Created a Business Development Framework for an arts and heritage hub to be developed in Lobethal
- Provided transport assistance for transport disadvantaged.

#### Planning & Partnerships

- Participated in a number of collaborative projects with other councils for providing services such as transport, community programs, business support, tourism and aged services sector support.
- Received funding for youth programs, community programs, library services, aged services and recreation including \$437,000 of state government funding as part of the Sporting Surfaces Program.
- Worked closely with community groups in supporting projects such as the Gumeracha Main Street Project.

Into the future the working group will continue to monitor emerging public health issues and opportunities. The group will also seek out funding opportunities to support the provision of health and wellbeing initiatives.

Funding for infrastructure and services continue to pose a challenge, along with state government reduction in funding for disease prevention and health promotion.

The characteristics of the region are quite diverse resulting in a variance in health issues for each council area; however the following are considered ongoing issues for the region:

- Homelessness
- Ageing population
- Youth and childhood development
- Lower socio-economic communities
- Drug and alcohol abuse
- Mental health
- Geographic and social isolation
- Public transport.

One of the main opportunities identified by the working group is to develop awareness of social determinants of health and to consider indicators which can measure community wellbeing and the direct impact of public health plans.

#### **4. OPTIONS**

Council has the following options:

- I. Receive the report (Recommended).
- II. Not receive the report (Not recommended).

#### **5. APPENDIX**

- (1) Southern and Hills Regional Public Health Plan Progress Report 1 July 2016 – 30 June 2018

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# **Appendix 1**

## *Southern and Hills Regional Public Health Plan Progress Report*

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# Wellbeing in Our Community

Regional Public Health Plan Report for  
the S&HLGA

1 July 2016 – 30 June 2018

1

## ACKNOWLEDGEMENTS

The Regional Public Health Plan was developed for the Southern and Hills Local Government Association with the following Councils involved:

Adelaide Hills Council

Alexandrina Council

Kangaroo Island Council

Mount Barker District Council

City of Victor Harbor

District Council of Yankalilla





## Section 1: PROGRESS REPORT ON IMPLEMENTATION OF THE SOUTHERN & HILLS REGIONAL PUBLIC HEALTH PLAN FOR THE REPORTING PERIOD 1 July 2016 to 30 June 2018

### Notes

- The Southern & Hills Regional Public Health Plan was completed in May 2015 and formally endorsed in July 2015.
- The regional plan involves the following Councils - Adelaide Hills Council, District Council of Mount Barker, Alexandrina Council, City of Victor Harbor, District Council of Yankalilla and Kangaroo Island Council.
- The listed achievements indicate some of the activities of individual councils that have contributed to achieving the objectives of the regional plan and include significant activities, special projects and ongoing activities. It is not intended that every activity of every council is included.

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN STRATEGIC PRIORITY(S) ALIGNMENT	ACHIEVEMENTS
<b>THEME 1: HEALTHY ENVIRONMENTS</b>			
Built Environments	1.1 Aim for built environments that support communities to be active and socially connected (including all generations and levels of ability) and contribute to the health and well-being of communities. This will require a focus on creating liveable and 'walkable' towns and places with appealing and good quality public realm and open spaces.	Stronger and Healthier Communities and Neighbourhoods for all Generations  Increasing Opportunities for Healthy Living, Healthy Eating and Being Active	<p>Councils across the region constructed footpaths to support walkable/liveable communities. Councils across the region provided improved accessibility by identifying and upgrading problem footpaths, and areas requiring additional car parks for disabled permit holders.</p> <p>Adelaide Hills Council undertook a network analysis across its footpaths in townships to determine priority zones for investment into the future.</p> <p>Yankalilla Council, working in partnership with the local community provided a walking trail linking the end of the Heyden Trail to the Cape Jervis township, installed a walking trail from Randelsea to the Second Valley township to provide safe access to the beach, and constructed a walking trail from the residential area in Wirrina Cove to the Marina facility.</p> <p>Kangaroo Island Council assisted the development of the American River walking trail, the Kingscote to Brownloe walking trail, the Reeves Point heritage trail, and liaised with the local progress association to develop walking trails at Penneshaw and Parndana.</p>

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN STRATEGIC PRIORITY(S) ALIGNMENT	ACHIEVEMENTS
			<p>Victor Harbor Council completed a Dog Park comprising of 2 separate dog areas, many mature trees provide shady areas where dogs and their owners are able to rest during their walks.</p> <p>Councils across the region completed playground development and upgrade programs, including some councils specifically considering playground improvements that provide improved access for children with a disability. Yankalilla Council is researching the benefits of integrating nature play principles and structures in future development of Council recreation spaces.</p> <p>Victor Harbor Council undertook design and consultation for the redevelopment of the GT Fisher Reserve playground and completed playground upgrades at the Encounter Bay Recreation Ground and Victor Harbor Oval.</p> <p>Kangaroo Island Council provided new playground equipment at Kingscote Lions Park and completed a new and substantial redevelopment of the Kingscote Skate Park at the Kingscote Soldier's Memorial Park. Penneshaw has had a Community Art / Sculpture Trail developed in Karatta Reserve creating a meandering linkage between residential and township areas.</p> <p>Adelaide Hills Council is partnering with District Council of Mount Barker and a number of northern Councils in regards to an Inter-Regional Cycle Network Project bid, which would link existing and create new cycle linkages across key Wine Regions in SA. Victor Harbor Council implemented priority works in the Victor Harbor Strategic Bicycle Plan to develop safe cycle networks.</p> <p>Councils across the region maintained and improved public open space (reserves) including facilities and equipment to support passive and active recreation opportunities. Kangaroo Island Council provided fencing at the Emu Bay Recreation Reserve at Pardana. Yankalilla Council has installed new tables and chairs settings across the network of parks and reserves in the area to provide greater usage of the spaces for community members and visitors. Alexandrina completed a two year upgrade to the Bashams Beach Regional Park with capital works including new signage, extensive revegetation and construction of new viewing platforms.</p> <p>Coastal councils completed beach access improvements. Yankalilla Council installed a new wooden access walkway at Carrickalinga to allow easier access to the beach for local residents and visitors, and provided a temporary boat ramp at Normanville beach for recreational boating access. Victor Harbor Council completed planning for a staged upgrade of the boardwalk at the Hindmarsh River estuary.</p>



THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN STRATEGIC PRIORITY(S) ALIGNMENT	ACHIEVEMENTS
			<p>Victor Harbor Council continued the staged implementation of the Mainstreet Precinct Master Plan to create appealing and vibrant public spaces. Yankalilla Council completed a masterplan to guide the future development of Bungala Park, Normanville. Victor Harbor Council reviewed the Victor Harbor Recreation and Open Space Strategy to provide strategic framework for the development of recreation and sport facilities.</p> <p>Adelaide Hills Council had two new reserves vested as part of land divisions at Woodforde and Mount Torrens.</p> <p>Yankalilla Council has implemented new by-Laws and associated controls dogs in public places in order to create safer environments for all users. Victor Harbor Council aimed to enhance public safety and reduce crime through the upgrade of CCTV street cameras.</p> <p>Yankalilla Council sponsored an Art Mural Project at the public park at Rapid Bay, in partnership with a local artist and children from Rapid Bay Primary School. Alexandrina completed an upgrade to the Goolwa Skate Park with a community Art project funded by the State Government. The skate bowl was cleaned and painted by local artists and community members to create a renewed and beautiful space for recreational activities.</p> <p>Victor Harbor Council completed upgrades to the Victor Harbor Recreation Centre and supported the further development of the Encounter Bay Sport and Recreation Precinct Draft Masterplan. Mount Barker's regional sports hub project is progressing. Subject to funding, sport is scheduled commence at the hub from 2020.</p> <p>Alexandrina and Victor Harbor supported the operation of the Fleurieu Regional Aquatic Centre as a means of supporting a healthy and active community.</p>
Natural Environments	1.2 Plan for and maintain appealing and accessible natural environments and landscapes that contribute to the liveability of the region and provide unique and diverse activity opportunities.	<p>Stronger and Healthier Communities and Neighbourhoods for all Generations</p> <p>Increasing Opportunities for Healthy Living, Healthy Eating and Being Active</p>	<p>Coastal councils completed priority works to protect and enhance the coastal environment. Victor Harbor continued implementation of the Coastal and Estuarine Action Plan. Yankalilla Council, in partnership with Adelaide and Mount Lofty Ranges NRM Board is undertaking coastal conservation projects guided by the Southern Fleurieu Coastal Action Plan. Community planting events were held in Lady Bay, Cape Jervis and Normanville dunes.</p> <p>Kangaroo Island Council consolidated the Emu Bay Structure Plan into the Development Plan, protected the inlet at Sapphire town and restricted car access on beaches.</p> <p>Councils undertook pest plant and animal control programs including environmental weed control programs, the provision of European Wasp Management Programs and roadside vegetation management programs.</p>

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN STRATEGIC PRIORITY(S) ALIGNMENT	ACHIEVEMENTS
			<p>Adelaide Hills Council is systematically implementing priority biodiversity strategies contained in their biodiversity strategy and has prepared design plans for the improvement of the Woodside Creek to ensure improved erosion control, water quality and enhance biodiversity.</p> <p>Mount Barker Council supported the Bush for Life Program, including the creation of a new Bush for Life site, a new conservation areas around Macclesfield, an annual community and school tree planting program, and is liaising with the scouts to set up tree growing project.</p> <p>Adelaide Hills Council has undertaken a feasibility assessment for water reuse opportunities from the Bird in Hand Community Wastewater Management Scheme for the Woodside Recreation Ground. Victor Harbor Council continued investigations into options for extending the current Victor Harbor Water Reuse Scheme.</p> <p>Yankalilla Council introduced a new green bin service within its townships as well as providing affordable worm farms and compost bins at a subsidized price for the community.</p> <p>Kangaroo Island Council and Fleurieu Regional Waste Authority have rolled out a new kerbside waste collection and diversion strategy, to minimise volume in the general waste stream and divert organics to a proposed in-vessel composting system to minimise the volume of material being transported off-Island for general waste and dedicated recycling.</p>
Housing	1.3 Encourage the provision of diverse housing choices including affordable housing and housing choices that support older adults and 'ageing in place', people with a disability and young people. This includes allowing for and encouraging diverse housing options through Development Plans and town planning.	Stronger and Healthier Communities and Neighbourhoods for all Generations	<p>Victor Harbor Council completed a strategic review of residential capacity to guide future residential development. Yankalilla Council's Draft Structure Plan identified areas where future urban infill can be accommodated close to Town Centre areas. Mount Barker Council has prepared a draft Housing Strategy. Adelaide Hills Council prepared a Disability Action Plan and an Age Friendly Action Plan which will inform how Council will plan for and facilitate affordable, adaptable and appropriate housing.</p> <p>Adelaide Hills Town and Urban Areas Development Plan Amendment was approved by the Minister of Planning and the opportunity for diversified housing choice has been facilitated through policy changes in five towns to permit development of smaller allotments and a medium density zone has been established in Stirling to provide for smaller and more affordable housing options. The development of Hamilton Hill Estate with medium density development is well under way at Woodforde and the first residents moved in June. The higher density housing is being developed with a range of allotment sizes to offer housing choice.</p>

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			<p>Victor Harbor and Alexandrina Councils supported the Southern Fleurieu Housing Roundtable to advocate for housing and related services and support coordination of service delivery and collaboration of service providers.</p> <p>Mount Barker Council has assisted the approval of a Women's Domestic Violence Shelter, researched and developed a housing strategy that addresses affordability and homelessness, and undertaken research to understand services and support available for domestic violence, homelessness and youth.</p>
Environmental Health	<p>1.4 Undertake and facilitate environmental health services and programs that respond to the requirements of legislation and reflect community issues. Specific initiatives that respond to the health risks in the region are considered in the Council Public Health Action Plans in accordance with available resources.</p>	<p>Sustaining and Improving Public and Environmental Health Protection</p> <p>Increasing Opportunities for Healthy Living, Healthy Eating and Being Active</p>	<p>Councils across the region facilitated school and community immunisation programs, with many also offering influenza vaccinations free to staff as an initiative to reduce absenteeism and set a positive example to the community. Yankalilla Council participated in the South Australian Meningococcal B Immunity study in 2017 and provided Meningococcal B vaccination to students in 2018. Mount Barker Council participated in the University of Adelaide's Meningococcal B Trial 'B Part of It' in both 2017 and 2018. Mount Barker Council, through the Salvation Army, has supported influenza vaccinations for homeless persons.</p> <p>A significant focus across the region was the assessment and inspection of the installation of wastewater management systems (as the local areas are largely outside of proclaimed SA Water sewer areas), routine inspections, and education of community in regards to wastewater options. Alexandrina Council has been working to improve the accuracy of servicing reports from aerobic wastewater system servicing agents and the understanding among the community of what is a compliant aerobic wastewater system.</p> <p>Adelaide Hills Council has worked with SA Water, SA Health, NRM Board and the EPA to identify any potential impact by domestic wastewater systems on the watershed including the provision of educational tools to enhance the integrity of private septic systems and protection of the environment.</p> <p>Alexandrina Council continues to maintain a High Risk Manufactured Water System (HRMWS) register and ensure all audits of these systems are undertaken as required. During 2017/2018, all the HRMWS located in the Council area have been audited as legislatively required and have demonstrated compliance with the legislation. Adelaide Hills Council monitors the inspections and maintenance of high risk manufactured water systems.</p> <p>Alexandrina has been working to upgrade its wastewater plant control systems to better manage maintenance and reduce breakdowns. Adelaide Hills Council are currently undertaking a review of its CWMS operations with the aim of ensuring current and future CWMS customers and the community are receiving the most cost effective, efficient and reliable service possible.</p>

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			<p>Kangaroo Island is constructing the Penneshaw Community Wastewater Management Scheme to alleviate onsite wastewater health issues. Kangaroo Island Council has also commenced its strategic maintenance schedule for maintaining septic tanks connected to Common Effluent Systems in relevant townships to ensure better operation of the CWMS systems in townships.</p> <p>Victor Harbor Council continued the Encounter Lakes and Franklin island water quality monitoring program.</p> <p>Adelaide Hills Council undertook audits of business that fall under the Safe Drinking Water Act requirements.</p> <p>Numerous outbreak investigations were undertaken by Councils in conjunction with SA Health, dealing with issues such as legionella, and pests of public health significance. Councils across the region were involved in enforcement activities ranging from warnings through to prosecutions under the Food Act and Wastewater Regulations.</p> <p>Mount Barker Council continues to play a lead role in a Hoarding and Squalor Working Group with the Rural City of Murray Bridge. Adelaide Hills Council, in conjunction with the Eastern Health Authority, has continued to work with the Eastern Hoarding and Domestic Squalor Group.</p> <p>A number of councils in the region were involved in the pilot and post-pilot delivery of the SA Health Food Safety Rating Scheme to food premises with the aim of elevating the hygiene standards of the industry and allow consumers to make informed choices when purchasing food.</p> <p>Environmental Health Officers across the region undertook risk assessments associated with notified drug labs to determine level of risk and remediation, utilising new public health legislation to facilitate long-term remedy. Councils undertook a range of other environmental health practices and services including vermin eradication, sharps/needles collection services, and swimming pools inspections.</p> <p>Body piercing and tattooing businesses throughout the region were routinely inspected to ensure that their risk management processes were compliant with the SA Health Code of Practice and with their General Duty under the SA Public Health Act.</p> <p>Commenced its Coastal Hazards Mapping Pilot Project in conjunction with the Resilient Hills and Coasts Workgroup, Southern &amp; Hills LGA and SAFECOM.</p>

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			<p>Adelaide Hills Council represented local government on the SA Meat &amp; Food Safety Advisory Committee which reports to the Minister, and the Water Industries Technical Advisory Committee which recently implemented the on-line Certificate of Compliance Program.</p> <p>Environmental Health Officers attend Special Interest Groups in the area of public health, food safety wastewater etc. to network and keep abreast of developing issues while sharing ideas across a large number of Councils and SA Health. Environmental Health Officers participated in the Southern Regional Group which provides a forum for the sharing of ideas and programs and facilitates a consistent approach to environmental health issues throughout the region.</p> <p>Councils implemented changes in response to the amended Dog and Cat Management Act and the Local Nuisance and Litter Control Act.</p> <p>Victor Harbor Council continued negotiations regarding a suitable location for a local/regional cemetery to meet future demand. Kangaroo Island Council provided a \$13,500 contribution to the extension/upgrade of the Kangaroo Island Hospital Morgue.</p>
Climate Change	1.5...Identify opportunities for responding to the impacts of climate change on the health and well-being of communities, including the health risks associated with extreme heat, disease and personal safety.	<p>All State Public Health Plan priorities</p> <p>Preparing for Climate Change</p>	<p>Councils across the region 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. The Adaptation Plan was finalized in September 2016. A adaptation actions have been identified and implemented, including:</p> <ul style="list-style-type: none"> <li>• Presentation on heat mapping methodology and WSUD Monetised Benefits Model.</li> <li>• Liaison and collaboration with the Insurance Council of Australia to prepare grant funding to raise the profile of a key theme "Where we build/What we build".</li> <li>• Microclimate modelling workshops identifying cooling mechanisms.</li> <li>• Providing workshops on energy efficiency.</li> <li>• Obtaining grant funding for coastal adaptation project including case study on Kangaroo Island.</li> <li>• Identifying, promoting and attending climate change adaptation related workshops, speakers, seminars, exhibitions, site tours and webinars</li> <li>• Organising changing climate risk and liability presentation.</li> <li>• Development of a Community Energy Program including engaging Moreland Energy Foundation and Tandem Energy to prepare a Program Design.</li> </ul>

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			<p>Alexandrina has continued to host the Resilient Hills &amp; Coast Regional Coordinator on behalf of the Southern and Hills region. Project priorities have included coastal adaptation, urban greening, climate-ready housing and embedding consideration of climate risk into the everyday decision-making processes of partner councils.</p> <p>Southern &amp; Hills LGA has continued its support via representational membership on the Resilient Hills &amp; Coast Climate Change Adaptation Committee.</p> <p>Kangaroo Island Council has Council has endorsed a local climate change adaptation plan based on the regional plan. Mount Barker Council adopted a new environment strategy in early 2018 and is developing action plans for adapting to and mitigating the effects of climate change. Through this strategy Council committed to reducing greenhouse gas emissions from its own operations by 3% each year.</p> <p>Alexandrina Council undertook a comprehensive review of its energy and carbon data capture and reporting systems to provide a baseline against which to measure future energy and emissions reductions. A detailed action plan has been developed identifying high priority actions for reducing council energy use and carbon emission and it is expected that Council will set an emissions reduction target in 2018/19. Energy audits of the Goolwa &amp; Strathalbyn office/library and works depot buildings have been completed.</p> <p>Victor Harbor, Alexandrina and Yankalilla Councils implemented CPREP3 Renewable Energy program to reduce energy costs and greenhouse emissions. A number of Councils participated in the Electric Highway Project which involved placement of vehicle recharge points for electric/hybrid vehicles.</p>
Economic Development	1.6 Support and encourage private sector investments in the region that contribute to the health and well-being of communities, including the development of lifestyle oriented housing developments and leisure and tourism facilities.	<p>Stronger and Healthier Communities and Neighbourhoods for all Generations</p> <p>Increasing Opportunities for Healthy Living, Healthy Eating and Being Active</p>	<p>Victor Harbor commenced preparation of an Economic Development Strategy to support business investment and employment opportunities. Victor Harbor implemented a Place Branding Strategy to promote Victor Harbor's competitive advantages in order to encourage new businesses and industries.</p> <p>Victor Harbor Council supported the Victor Harbor Artisan Markets as a platform for practicing and professional artists to show, demonstrate and sell their art, and supported access for local businesses to training, information and funding assistance, and supported business linkages through partnerships and collaboration.</p> <p>Mount Barker Council has created an investment attraction website and prospectus in order to encourage new business investment into the region <a href="http://www.investmountbarker.com.au">www.investmountbarker.com.au</a></p>

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			<p>Adelaide Hills Council has been building fundamental resources and developing contacts to enable the Council to effectively provide an economic development service. Quarterly e-newsletters, Business Month in May, on-line business survey, business networks and regular attendance at key industry and regional groups have all helped to improve relations between Council and the business community</p> <p>Yankalilla Council has been involved with the Fleurieu Coast Business Association in driving increased membership and providing assistance with networking events to providers of leisure and tourism facilities to build relationships that foster investment in economic development in the region</p> <p>Alexandrina Council participated in Regional Development Australia Adelaide Hills, Fleurieu and Kangaroo Island workshops on regional economic development. Alexandrina Council is hosting the inaugural Economic Development Forum which will be a networking group of economic development officers from local Councils in the region to discuss matters of mutual benefit.</p> <p>Southern &amp; Hills LGA has continued its support via representational membership on the regional Economic Development Officers forum in addition to developing and forging strong partnerships with the Regional Development Board.</p>
<b>THEME 2: HEALTHY LIFESTYLES</b>			
Active Communities	2.1 Facilitate and encourage active communities through diverse programs, services and activity opportunities linked the 'healthy environments'.	<p>Stronger and Healthier Communities and Neighbourhoods for all Generations</p> <p>Increasing Opportunities for Healthy Living, Healthy Eating and Being Active</p>	<p>Councils across the region encouraged a vibrant community culture through provision of festivals and events such as Whale Time Play Time Festival, Rock 'n Roll Festival, NAIDOC Week, Reconciliation Week, Santos Tour Down Under, Harmony Day Community Picnic, art exhibitions, Goolwa Regatta Week, The Compass Cup, Aquafest, Smoke Off Festival, Yesterday's Power Rally, and Just Add Water Arts Festival and Black Dog Ride on Kangaroo Island.</p> <p>Alexandrina, Victor Harbor, Yankalilla and Kangaroo Island supported a regional model for the Star Club Field Office Program with funding assistance from the Office for Recreation and Sport, to deliver improved support to local sporting clubs and enhanced support to Councils on a range of recreation and sport matters.</p> <p>Through the Australian Government Commonwealth Home Support Program a number of Councils provided programs that support older people to stay independent and in their homes and communities for longer.</p>

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		<p>Alexandrina and Mount Barker collaborated with Nature Play SA to create the Kuitpo Forest Nature Play Festival for families in the region which attracted 6,000 people in 2017 and 4,000 people in 2018. The Hills Connected Consortium provided a Nature Play Day with nature play opportunities set up across five different hills locations on the same day. The program was so successful it is likely to become an annual event.</p> <p>Mount Barker Council supported the delivery of the St Francis De Sales gym which will be a shared community use facility, developed a Positive Aging Strategy and a Disability Action Plan, and prepared management agreements to enable the community to manage their community assets.</p> <p>Yankalilla Council initiated a Fleurieu Coast Free Bike hire scheme for residents and visitors to the area to promote health and wellbeing in the community. Bike nodes located in both Yankalilla and Normanville with the Men's Shed volunteers providing maintenance and repairs for the bikes.</p> <p>A number of councils provided community grants programs to support festivals/events, arts/culture, sport/recreation, and other community initiatives.</p> <p>Councils provided a range of activities that encourage active communities and community wellbeing, for example: men's mental health workshops, belly dancing, chair yoga, bus outings, line dancing, kindergym, community coffee table, Cuppa &amp; Chat, active stretch, keep fit, Dance 2 Move, expressive arts, community gardens and Tech Savvy-Seniors, school holiday and summer programs, health and wellbeing information sessions and My Aged Care information sessions, triathlon, marathon, and surfing competitions.</p> <p>Some Councils supported food drives to support local churches and emergency relief organisations who provide food hampers to low-income residents</p> <p>Victor Harbor Council undertook initial planning and consultation to develop the Old Library and Town Hall into an arts and cultural centre and established an arts and cultural section within the Council.</p> <p>Yankalilla established an Arts and Cultural Advisory Group linking local artists with community projects and businesses.</p> <p>Yankalilla and Victor Harbor Councils partnered with Country Arts SA to employ and Arts and Cultural Facilitator.</p>



THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN STRATEGIC PRIORITY(S) ALIGNMENT	ACHIEVEMENTS
			<p>Alexandrina Council completed construction of a new community Woodshed in Strathalbyn. Victor Harbor Council supported the development of the Men's Shed in Victor Harbor. Councils across the region provided, or support, halls and meeting spaces responsive to community needs.</p> <p>The opening hours of the Yankalilla library were reviewed and extended following feedback from the community, and Council contributed additional funding in 2017/18 to provide additional library resources. A home library service was introduced and offered to members of the community unable to access library services provided at the Centre.</p>
Health Education	2.2 Contribute to community awareness of health risks in the region (obesity, substance abuse, driver safety etc) and the benefits of healthy living through physical activity and health eating.	Increasing Opportunities for Healthy Living, Healthy Eating and Being Active	<p>Victor Harbor assisted the Southern Fleurieu Youth Network to provide professional development for people working with young people in a paid/voluntary capacity in Vicarious Trauma, Suicide Alertness, and Wellness and Resilience.</p> <p>Child Safe Environments Training was available to Council staff and community members across the region. Victor Harbor Council provided accredited Mental Health First Aid training for more than 20 staff and obtained silver level recognition as a Mental Health First Aid Skilled Workplace.</p> <p>Through the Southern Fleurieu Youth Network, Victor Harbor and Alexandrina Councils supported the development of the <a href="http://www.fleurieuyouth.com.au">www.fleurieuyouth.com.au</a> website and the update of the Youth Services Referral Map to facilitate appropriate referral of local young people.</p> <p>Alexandrina continues to support the Suicide Prevention Network in Strathalbyn and a new Suicide Prevention Network in Goolwa. Mount Barker Council has Supported the establishment of a Suicide Prevention Network</p> <p>Through the Hills Positive Ageing Taskforce and Southern Fleurieu &amp; KI Positive Ageing Taskforce Councils supported health education initiatives for people working within the aged care sector, including:</p> <ul style="list-style-type: none"> <li>• Aged Friendly Assessments for local business</li> <li>• Dementia Training</li> <li>• Wellbeing training</li> <li>• Community education around changes in the Aged Care Sector</li> <li>• Older Person Mental Health First Aid training</li> <li>• Men's Health &amp; Wellbeing workshops</li> <li>• Being Connected program</li> <li>• Resilience &amp; Wellbeing training.</li> </ul>

THEMES/TOPICS/STRATEGIES FOR THE REGION	STATE PUBLIC HEALTH PLAN STRATEGIC PRIORITY(S) ALIGNMENT	ACHIEVEMENTS
		<p>Kangaroo Island Council supported their Drive/Enjoy/Survive program to encourage road safety. Promoted Kingscote Breakfast Club (KI Community Education Campus.) Young Achiever of the Year Award (Group Category, supported by Council.</p> <p>Mount Barker Council is working on health promotion areas such as head lice, cold/flu and norovirus and is offering free online food safety training.</p> <p>Mount Barker Council provided a number of health and wellbeing information sessions, including Healthy Eating, General Cancer Prevention and Early Detection, Arthritis SA, and Carers &amp; Disability Link &amp; Commonwealth Respite &amp; Carelink Centre. Adelaide Hills Council runs a Youth Driver Awareness training, mental health education sessions and healthy cooking classes. Yankalilla Council is assisting local schools to provide violence prevention awareness sessions i.e. Sammy D Foundation, Carly Ryan Foundation and assisted the local Area school with development of their Learning Assistance Program (LAP)</p> <p>Alexandrina Council has adopted two activities following on from the OPAL program - the Dad's and Kids Dinners activity brings Dads together with their kids to create simple, nutritious meals together in a community space and the Mount Compass Long Table Lunches which is a monthly activity that promotes healthy and nutritious meal preparation for a group of local women in Mount Compass.</p> <p>Through the Southern Fleurieu and Kangaroo Island Star Club Field Officer Program a range of workshops were provided to sporting clubs, including complaint handling, essentials for coaching children, child safe officers, respect in sport, wellbeing and resilience and strategic planning.</p> <p>Through the Positive Ageing Taskforce, Victor Harbor, Alexandrina and Yankalilla Councils worked with key stakeholders to continue the Dementia Friendly Communities Initiative in order to raise awareness of local dementia services, information and support. Through the Taskforce, Alexandrina and Victor Harbor Councils have been trailing the Dementia Caddy Project as a means of supporting people with living with memory loss and/or early stage dementia to feel valued, maintain independence and stay connected to their community.</p> <p>Kangaroo Island Council has identified illicit drug use (including Ice and marijuana) and mental health as issues of higher significance for the community than indicated in the regional plan and has supported the establishment of a local Drug Action Team and continues to support and contribute to the Kangaroo Island Health Advisory Committee.</p>

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN STRATEGIC PRIORITY(S) ALIGNMENT	ACHIEVEMENTS
Childhood and Youth Development	2.3 Encourage and support initiatives that contribute to the positive development children and young people, with a particular focus on welfare dependant families and children of and youth at risk.	Stronger and Healthier Communities and Neighbourhoods for all Generations	<p>Alexandrina, Victor Harbor and Yankalilla, through the Fleurieu Families program, and in partnership with local services, the state and commonwealth governments, provided resources and workshops to increase community connections, parenting knowledge and skills, and an early intervention home visiting program to support families.</p> <p>A number of Councils employed Youth Development Officers to assist Councils to plan, develop and coordinate services, facilities and projects that respond to the needs of local young people, develop their capacities and promote a positive profile for young people. Alexandrina employed a dedicated youth officer for the Strathalbyn region to work in collaboration with the Southern Fleurieu youth officer. Youth Development Officers worked with the SAPOL Blue Light Committee to run Blue Light Discoes throughout the Region.</p> <p>A number of Councils supported Youth Advisory Committees to provide youth leadership opportunities, support the involvement of young people in the planning and development of youth activities, and provide an opportunity for young people to express their needs and concerns.</p> <p>Adelaide Hills Council provided a range of opportunities for young people to connect and learn including school holiday programs, library programs, a movie night, a music jamming group, homework support, access to digital technology, story time, youth grants and parenting workshops. Adelaide Hills Council has recently facilitated the development of the Steiner Family Beginnings Playgroup and The Villages Nature Playgroup as a result of community identifying the lack of parental support in the area.</p> <p>Alexandrina coordinated the Ag-Boom project with funding from the ABC to connect school students with local agricultural businesses in the Strathalbyn region. Mount Barker Council has supported a Youth Leadership Development Program which includes workshops on the role of Council, Community Leadership, Public speaking, and leading teams in difficult times. Yankalilla Council has supported Leadership &amp; Resilience courses in partnership with local schools and sponsored Yankalilla Chapter of Operation Flinders. Council also funded transport for senior school students to attend Career Expo and Driver Awareness Training.</p> <p>Mount Barker Council participated in the Way2Go program which promotes safer, greener and more active travel for primary school students and their communities. It uses a whole school approach built on a partnership between local councils, school communities and the Department of Planning, Transport and Infrastructure (DPTI).</p>

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN STRATEGIC PRIORITY(S) ALIGNMENT	ACHIEVEMENTS
Connected Communities	2.4 Facilitate opportunities for people within communities to connect to each other, including a focus on connecting commuters, temporary residents and isolated people in the region.	Stronger and Healthier Communities and Neighbourhoods for all Generations	<p>Yankalilla, in partnership with the Department of Planning, Transport &amp; Infrastructure, is operating Carpool SA Yankalilla – a web based program to match carpoolers and their transport needs.</p> <p>Yankalilla is planning for a new community library. Mount Barker Council, in line with the Community Facilities Study 2016 is working to develop the Community Centre and Library meet current and projected community need. Victor Harbor Council undertook concept planning for a refurbishment and/or extension of the Victor Harbor Library.</p> <p>Mount Barker Council worked with the Mount Barker Community Centre to deliver mobile activities linked to parks, school holiday programs, and physical activity classes, supported the Mount Barker Community Centre to run Duck Flat Community Garden, Revamp, Men’s Shed and many other active program, and supported local Sporting Clubs to host “come and try days”.</p> <p>Victor Harbor Council, in partnership with the Alexandrina Council and with funding assistance from the commonwealth government, supported the Caring Neighbourhood Program to support isolated residents, especially older people, to develop connection with their community.</p> <p>Alexandrina worked closely with and supports community centres in five of our townships to deliver services and programs to the community. Alexandrina Council leased a new space in Goolwa as a Community Hub to facilitate the Commonwealth Home Support Program providing support services for senior citizens enabling them to remain living in their own homes and actively participate in their community. Services include transport, home maintenance, social support, domestic assistance and minor home modifications.</p> <p>Alexandrina Council supported various arts and cultural activities, including Characters of the Fleurieu exhibition, SALA (South Australian Living Arts festival in August at Signal Point Gallery), Cedric Varcoe solo exhibition and the Just Add Water Arts and Culture Program. In addition there were many performances during this time such as Make Mama Proud and the Royal Australian Navy band.</p> <p>A number of Councils, with funding assistance from state and commonwealth governments, provided community transport services to assist transport disadvantaged people to access essential services. Councils have worked with NBN Co, the community, and key businesses to maximize the potential of the NBN to delivery improved services.</p>

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			<p>The Hills Connected Communities Program uses Results Based Accountability to specifically measure the level of community connection experienced by participants of their activities. Those measures are then used to review and if necessary redesign activities to increase community connection.</p> <p>Adelaide Hills Council has created a Business Development Framework for an Arts and Heritage Hub to be developed in Lobethal at the former Onkaparinga Woollen mill site. A Hub Director has been employed to work with community in implementing the framework.</p> <p>Yankalilla Council supports Community Connect – a weekly drop-in coffee morning where residents meet, connect and find information on services relevant to their needs. Kangaroo Island Council supports the Community Hub in Kingscote and helped fund the establishment of a Men’s Shed.</p>
Volunteering and Skills	2.5 Encourage and support volunteering and skills development opportunities that support and encourage active and connected communities.	Stronger and Healthier Communities and Neighbourhoods for all Generations	<p>Victor Harbor, Yankalilla and Alexandrina Councils supported Southern Volunteering to provide a local volunteer referral service for residents wanting to get involved in community life and share their skills and experience. Mount Barker Council is working with Adelaide Hills Council to provide community groups with an online portal to advertise and recruit volunteers.</p> <p>Councils supported the development of volunteer management practices through provision of local training by Southern Volunteering, and through provision Child Safe Environments Training. Councils also supported a large number of volunteers who assisted councils with a range of programs and services. Councils continually review practices and procedures to improve volunteer management practices.</p> <p>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. Alexandrina created a Volunteer Support Officer role to recruit, manage and support volunteers. Mount Barker Council staff work closely with community members and groups to assist in identifying community needs and developing sustainable volunteer community programs that will deliver quality outcomes.</p> <p>Victor Harbor Council provided a Volunteer Week Small Grants Program to encourage and assist community groups to recognize the contribution of their volunteers.</p>

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN STRATEGIC PRIORITY(S) ALIGNMENT	ACHIEVEMENTS
Access to services	2.6 Advocate for good access to health services across the region including through increased and improved health services for vulnerable communities through health agencies and the private sector. This includes advocating for improved medical and health services and public transport.	Stronger and Healthier Communities and Neighbourhoods for all Generations	<p>In partnership with relevant agencies and services Councils have advocated for, or contributed to reviews on a range of health and related services including:</p> <ul style="list-style-type: none"> <li>• SAPOL Hills Fleurieu Local Service Area regarding provision of a Family Violence Officer in the Fleurieu area.</li> <li>• Minister for Youth regarding National Youth Week funding</li> <li>• Minister for Health regarding South Coast Emergency Department including patient transfer between the public and private hospitals, in patient mental health services, and security for staff</li> <li>• Social Development Committee of the South Australian Parliament inquiry into issues related to Regional Health Services</li> <li>• Productivity Commission Issues Paper relating to the Commission's inquiry into the introduction of competition and informed user choice in human services.</li> <li>• University of Canberra's Regional Wellbeing Survey.</li> <li>• Closure of Kalimna Hostel in Strathalbyn</li> <li>• Impacts of the Commonwealth aged care reforms for local government</li> <li>• Commonwealth Department of Health review of wellness and reablement approaches in home care for older Australians</li> <li>• University of South Australia, Department of Rural Health, study examining the health care expectations and experiences of regional South Australians</li> <li>• Commonwealth Department of Health national survey of Commonwealth Home Support Program service providers and experiences in implementing the Client Contribution Framework</li> <li>• Establishment of the General Practice Unit within the Women's and Children's Hospital</li> <li>• School/evening and weekend transport service between Goolwa and Victor Harbor to address the transport needs of youth in our region.</li> <li>• Country Cabinet in Victor Harbor and Yankalilla in June 2017</li> <li>• Commonwealth Government supporting the petition to retain designated funding for volunteer management and Volunteer Support Services.</li> <li>• Commonwealth Government Department of Health discussion paper <i>'Future reform – an integrated care at home program to support older Australians'</i>.</li> <li>• SA Health Public Health Indicator Framework</li> <li>• Establishment of a Headspace in Southern Fleurieu</li> <li>• Feedback on the summary framework for the State Public Health Plan 2019-2024</li> </ul>

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			<ul style="list-style-type: none"> <li>Roundtable with the Federal Minister for Ageing - issues raised included people finding it difficult to navigate aged care system, importance of effective assessment of people's needs, long waiting lists for higher level aged care packages, social support, more integration in aged care system, the needs of carers and workforce considerations.</li> </ul> <p>Mount Barker Council supported the Moorundi Aboriginal Community Controlled Health Service in identifying Aboriginal population and service delivery points in the Adelaide Hills region.</p> <p>Victor Harbor and Alexandrina Councils advocated for improved regular passenger transport between Goolwa and Victor Harbor including transport for young people. Kangaroo Island Council liaised with mainland based health and welfare services to address the particular needs of their community.</p>
<b>THEME 3: PLANNING AND PARTNERSHIPS</b>			
Planning and Policies	3.1 Integrate health objectives and outcomes within future planning for towns, new developments, facilities and open spaces. This includes reflecting health principles and objectives within Development Plans, Strategic Plans, community, open space and asset planning, and climate change planning.	All State Public Health Plan priorities	<p>Councils considered strategic planning priorities in the context of the State Planning review and implementation of the State Planning and Infrastructure Act. The implementation of the Statewide Planning reform process will result in a subsequent change from a Development Plan to the Planning and Design Code. Transition to the Code will facilitate the introduction of State Planning policies associated with health objectives.</p> <p>Councils maintained Long Term Financial Plans and Asset Management Plans and undertook Annual Business Planning to show what activities Councils would undertake to achieve their long term objectives.</p> <p>Victor Harbor Council finalised their Community Plan 2036 and Strategic Directions 2016-2020. Alexandrina Council completed the Strathalbyn Development Plan Amendment which included the provision of walking and cycling paths and a focus on a walkable town centre with revised car parking. The Adelaide Hills Townships and Urban Areas Development Plan Amendment has a focus on fostering active urban areas and policy seeking bike parking facilities as well as car parking in new commercial developments. Yankalilla Council has developed a Community Action Plan 2018-22 following district wide survey of residents</p> <p>The draft Structure Plan for Yankalilla, Normanville and Carrickalinga towns identifies future areas to support a growing population, including significant areas of open space and protection of nearby environmentally significant areas. Kangaroo Island Council has commenced a new Structure Planning strategy for the township and urban areas of the township of Penneshaw.</p>

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN STRATEGIC PRIORITY(S) ALIGNMENT	ACHIEVEMENTS
			<p>Mount Barker Council has committed to develop and implement a Community Development (Social Plan) Lead Strategy that will guide the continued improvement of community wellbeing and resilience. Alexandrina Council's Community Wellbeing Strategic Plan for 2018-2020 has been completed and endorsed.</p> <p>Yankalilla Council has developed an Age Friendly Strategy Action Plan 2018-22. Alexandrina Council has endorsed an Age Friendly Communities Plan.</p> <p>With consideration for the work undertaken by the LGA SA to define a role for local government in supporting communities impacted by domestic violence, Victor Harbor, Yankalilla and Alexandrina Councils, through the Fleurieu Region Community Services Advisory Committee, adapted resource documents which highlight resources for victims of domestic violence and how councils can factor awareness of domestic violence into their daily operations.</p>
Advocating on Social issues	3.2 With potential health partners, advocate for social health issues in the region to be addressed, including drug and alcohol abuse, mental health, domestic violence and homelessness. A coordinated approach to responding to these issues will be required.	<p>Stronger and Healthier Communities and Neighbourhoods for all Generations</p> <p>Increasing Opportunities for Healthy Living, Healthy Eating and Being Active</p>	<p>In partnership with relevant agencies and services, Councils have advocated for improved access on a range of health and related services.</p> <p>Councils provided local government nominees to respective Country Health SA Health Advisory Councils (Hills Area, Kangaroo Island and South Coast) to relay ideas and views from the community to facilitate planning for new and improved health and wellbeing services.</p> <p>Councils advocated for the local and regional needs of older people through contribution to consultations and submissions related to aged care policy reform and related issues.</p>
Networking	3.3 Participate in and support networking within the health sector, including resource sharing and partnering opportunities.	Stronger and Healthier Communities and Neighbourhoods for all Generations	<p>Councils facilitated and/or supported a range of networks to encourage information sharing, networking, collaboration, partnerships and advocacy including:</p> <ul style="list-style-type: none"> <li>• Southern Fleurieu Youth Network</li> <li>• Southern Fleurieu Service Providers Network</li> <li>• Strathalbyn Service providers Network</li> <li>• Hills Positive Ageing Taskforce</li> <li>• Southern Fleurieu &amp; Kangaroo Island Positive Ageing Taskforce</li> <li>• Fleurieu Violence Against Women Collaboration</li> <li>• Southern Fleurieu Housing Roundtable</li> <li>• Hills Community Passenger Network</li> </ul>



THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN STRATEGIC PRIORITY(S) ALIGNMENT	ACHIEVEMENTS
			<ul style="list-style-type: none"> <li>• Hills Connected Consortium</li> <li>• Hills Dementia Action Group</li> <li>• Hills Youth Action Group</li> <li>• Regional Youth Sector Network</li> <li>• Hoarding and Squalor Working Group</li> <li>• Special Interest Groups relating to the following public health topics – Waste water, Food Act and Health Managers Forum.</li> </ul> <p>Councils continue to network with other regional Councils at various levels to identify potential opportunities to partner in funding applications and new health initiatives.</p>
Across Region initiatives	3.4 Consider opportunities for across region initiatives (including between 'sub regions') to achieve health initiatives and services that are beyond the scope of an individual Council or there is an economic or social benefit to establishing a partnership.	All State Public Health Plan priorities	<p>Councils partnered to provide a range of community services and other initiatives, including the Fleurieu Region Aquatic Centre and Fleurieu Region Waste Authority. Member councils contributed to the upgrade of the waste transfer station at the Goolwa waste and Recycling Depot.</p> <p>Adelaide Hills, Mount Barker and Alexandrina Councils work collaboratively across the region to deliver transport services and support for positive ageing service providers.</p> <p>Adelaide Hills and Mount Barker Councils work collaboratively to provide support for volunteer involving organisations.</p> <p>Victor Harbor, Yankalilla and Alexandrina Councils are members of the Fleurieu Regional Community Services Advisory Committee where the Regional Health Plan is a regular agenda item allowing cross-Council discussion of current issues and trends</p> <p>Yankalilla, Victor Harbor and Alexandrina Councils partner in the provision of Fleurieu Families to provide a range of supports for families with children.</p> <p>Through the Star Club Field Office Program, Alexandrina, Victor Harbor, Yankalilla and Kangaroo Island Councils supported the development of strong and sustainable sporting clubs and enhanced support to councils on a range of recreation and sort matters.</p>

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN STRATEGIC PRIORITY(S) ALIGNMENT	ACHIEVEMENTS
			Councils participated in the Adelaide Hills, Fleurieu and Kangaroo Island Zone Emergency Committee in order to maintain a Zone Management Plan. Councils participated in the Fleurieu Bushfire Management Committee to develop and maintain a Regional Bushfire Management Plan.
Funding and resources	3.5 Seek additional funding and resources from other levels of government and funding providers to contribute to achieving health initiatives in the region.	All State Public Health Plan priorities	<p>Councils receive funding from state and commonwealth governments for a wide range of health and wellbeing initiatives including:</p> <ul style="list-style-type: none"> <li>• Office for Recreation and Sport</li> <li>• Department for Communities and Social Inclusion (now Department for Human Services)</li> <li>• Commonwealth Department of Health</li> <li>• Commonwealth Department of Social Services</li> <li>• Commonwealth Department of Infrastructure, regional Development and Cities</li> </ul> <p>Alexandrina Council received a Smart Cities grant to support the delivery of innovative smart city projects that improve the livability, productivity and sustainability. Alexandrina received \$40k from the State Government to upgrade the Goolwa Skate Park bowl and \$25k towards the building of a Pump Track at the same site</p> <p>Adelaide Hills Council received \$ \$437,000 from the State Government Funding as part of the Sporting Surfaces Program for projects in Netball and Tennis Court surfacing in Heathfield and at the Stonehenge site in Stirling. Adelaide Hills has been successful with numerous grants to develop a masterplan, design details and installation of quick win projects for the Gumeracha Main Street.</p> <p>Yankalilla Council's Grants Officer worked with local sporting and other community groups in the creation of grant funding submissions, securing over \$750,000 for numerous community groups.</p> <p>Mount Barker Council has been successful in obtaining funding for the Regional Sports Hub at Mount Barker:</p> <ul style="list-style-type: none"> <li>• Federal Government –\$3.75 million (Community Development Grant)</li> <li>• Federal Government - \$4.4 million (Building Better Regions Fund)</li> <li>• South Australian Government – soccer facilities \$2.5 million (via SA Football Federation)</li> <li>• South Australian Government – female change room facilities \$0.475 million</li> <li>• South Australian Government - \$0.8 million</li> </ul> <p>Mount Barker Council received a \$10 million Federal Government Building Better Regions Fund grant for a Regional Indoor Aquatic Facility.</p>



THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN STRATEGIC PRIORITY(S) ALIGNMENT	ACHIEVEMENTS
			<p>Hills Community Transport will receive an additional \$83,000 in the 2018/19 financial year to further expand transport services in the region. The Southern Communities Transport Scheme will receive an additional \$45,000.</p> <p>A number of Councils received funding from the Commonwealth Department of Health, Commonwealth Home Support program for services to support older people to remain within their own homes.</p>
Coordinated approach	3.6 Adopt a coordinated and strategic approach to obtaining funding, strengthening health partner relationships and achieving health related initiatives. This could involve a region-wide working group that liaises on health opportunities and initiatives.	All State Public Health Plan priorities	<p>All councils in the region participate in the Southern and Hills Local Government Association Regional Public Health Working Group. The Southern &amp; Hills LGA Executive Officer provides administrative and secretarial assistance to this group. The key outcomes and successes of the Southern and Hills Local Government Association Regional Public Health Working Group are reported to the Southern &amp; Hills LGA Board via the Executive Officer Board report.</p> <p>The Fleurieu Region Community Services Advisory Committee (a Section 41 Committee) supported a regional approach between the Victor Harbor, Alexandrina and Yankalilla to:</p> <ul style="list-style-type: none"> <li>• Advise on planning, development and implementation of regional community service programs.</li> <li>• Monitor and review the operations of Councils' regional community service programs.</li> <li>• Identify current and emerging regional community service needs and make recommendations on priorities for future planning and service development.</li> <li>• Facilitate regional advocacy and support for responses to local community services issues, and in particular local initiatives with regional significance.</li> </ul> <p>The Fleurieu Region Community Services Advisory Committee (Victor Harbor, Alexandrina and Yankalilla Councils) entered into an MOU with the Country SA Primary Health Network (PHN) to act as a Primary Health Care Committee to the PHN.</p> <p>Through the Fleurieu Families Program, Alexandrina, Victor Harbor and Yankalilla Councils are developing a Collective Impact Plan to support a regional approach between agencies and services to support for the wellbeing of children.</p>

## Section 2: EMERGING PUBLIC HEALTH ISSUES AND OPPORTUNITIES

### Challenges

- **Funding for infrastructure and services.** Funding and providing sufficient services and community infrastructure is an ongoing challenge for councils in the region. Building the healthy communities of the future requires access to local services, schools, employment opportunities, recreation and open space, community meeting places, health services and public transport. Mount Barker and Alexandrina Councils are experiencing significant growth and change as a result of the 30-year Plan for Greater Adelaide. There is a need and opportunity to improve the alignment of other systems such as education, transport, infrastructure and health with the urban planning system of South Australia. Victor Harbor, Yankalilla and Adelaide Hills have specific challenges around servicing older populations. Kangaroo Island has specific challenges around distance and low population base, while Kangaroo Island, Alexandrina, Yankalilla and Victor Harbor share specific challenges around non-resident ratepayers and seasonal population changes. Climate change offers significant challenges for all councils in the region.
- **Disease prevention and health promotion.** There are concerns about the impacts of the Department of Health's withdrawal from disease prevention and health promotion. The reduction in community health services and withdrawal of the State from engagement around disease prevention is not being addressed by other levels of government, or by increased funding for the not for profit or private sector. There is a risk for both future health care cost increases, and negative outcomes for communities in the medium to long term if there is insufficient activity and investment in health promotion and disease prevention initiatives.

### Emerging public health issues

- Homelessness and people at risk of homelessness is a developing concern across much of the region. Mount Barker District Council have noticed an increase in the visible homelessness in the Council area and as a result are going to undertake a workshop with agencies, church groups and other organisations that are involved in addressing homelessness to identify current level of services and advocate for increased services to address identified gaps. Council is also looking at advocating for increasing emergency housing within the Council area for both homelessness and people fleeing domestic violence.
- The region is diverse with a mix of age, socio-economic and resident characteristics, and as a result the public health issues across the region vary, however the main issues identified in the development of our public health plan continue to be relevant and relate to:
  - Ageing population
  - Youth and childhood development
  - Lower socio-economic communities
  - Drug and alcohol abuse
  - Mental health
  - Geographic and social isolation
  - Public transport

### Opportunities

- **Sharing learning and experiences.** There is significant opportunity for councils in the region to better share their learning and experience in developing and implementing programs that respond to the public health needs of communities.
- **Partnerships and collaboration.** While there is already significant partnering and collaboration between councils in the region there is an opportunity to enhance collaboration and build new partnerships in responding to the public health needs of communities.
- **Measuring success.** There is an opportunity to further develop awareness of social determinants of health and health equity as a basis for measuring whether public health plans are having a positive impact of the health and wellbeing of communities.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 October 2018  
AGENDA BUSINESS ITEM**

**Item:** 13.2

**Originating Officer:** Lachlan Miller, Executive Manager Governance & Performance

**Responsible Director:** Andrew Aitken, Chief Executive Officer

**Subject:** Risk Management Update

**For:** Information

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**SUMMARY**

This report provides the Council with an update on Risk Management activities including the current status of the Strategic Risk Profile and Management Plan.

In relation to the Strategic Risk assessments, there has been no change to the Inherent, Residual or Target risk ratings for the quarter.

In relation to the implementation of Mitigation Actions to manage the Strategic Risks, the following results have been achieved which is an improvement on the April 2018 results:

- Completed: 61% (46) up from 60% (45) due to the completion of an action
- In Progress: 39% (29) up from 40% (30) due to the commencement of one action and completion of one action
- Not Commenced: 0% (0) no change
- One (1) new mitigation initiative was created/commenced in this quarter.

The Audit Committee considered this report at its 13 August 2018 meeting and resolved to receive and note the report.

**RECOMMENDATION**

**Council resolves that the report be received and noted.**

---

## 1. GOVERNANCE

Goal	Organisational Sustainability
Strategy	Governance

Updating the risk management framework, which addresses workplace health and safety, emergency management, business continuity, public liability and legislative accountability assists in meeting legislative and good governance responsibilities and obligations

### ➤ Legal Implications

A number of sections of the *Local Government Act 1999* require councils to identify and manage the risks associated with its functions and activities. Further, s125 requires council to have appropriate internal controls.

Similarly the *Work Health & Safety Act 2012* is structured around the protection of workers and others against harm to their health, safety and welfare through the elimination or minimisation of risk arising from work or specified substances or plant.

### ➤ Risk Management Implications

Improvements in the implementation of the risk management framework will assist in mitigating the risk of:

*A lack of effective risk management occurs which leads to greater uncertainty in the achievement of objectives and/or negative outcomes.*

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Medium (4D)	Medium (4D)

Note that there are many other controls that assist in mitigating this risk.

### ➤ Financial and Resource Implications

While there are no direct financial or resource implications from this report, a number of Strategic Risk Profile and Management Plan treatments are impacted by funding limitations.

### ➤ Customer Service and Community/Cultural Implications

There is a high expectation that Council has appropriate corporate governance processes in place including an effective corporate risk management system.

### ➤ Environmental Implications

Environmental matters have been considered within the development of the Strategic Risk Profile and Management Plan.

➤ **Engagement/Consultation with Committee, Regional Subsidiary, Advisory Group and Community**

Consultation has occurred internally with the Strategic Risk Owners.

<i>Council Committees:</i>	Audit Committee 13 August 2018
<i>Advisory Groups:</i>	Not Applicable
<i>Administration:</i>	Not Applicable
<i>Community:</i>	Not Applicable

**2. BACKGROUND**

Council adopted the revised Risk Management Policy at its 25 February 2014 Council meeting. The Audit Committee considered the key elements of the Corporate Risk Management Framework at its May 2014 meeting and suggested a number of enhancements. The revised Framework was adopted by Council at its 24 June 2014 meeting.

A Strategic Risk Profile and Management Plan was developed documenting eleven strategic risks (SR), with SR 9 broken into three sub risks.

The Strategic Risk Profile and Management Plan, including controls and treatment plans against each strategic risk, was initially received by the Audit Committee at its meeting on 22 February 2016 and subsequently by Council at its ordinary meeting on 23 February 2016. This process has since continued each quarter

In February 2017, the Executive Leadership Team reviewed the ownership of the strategic risks to more appropriately align the risks with functional responsibilities with the first round of assessments conducted by the new risk owners for the May 2017 assessment.

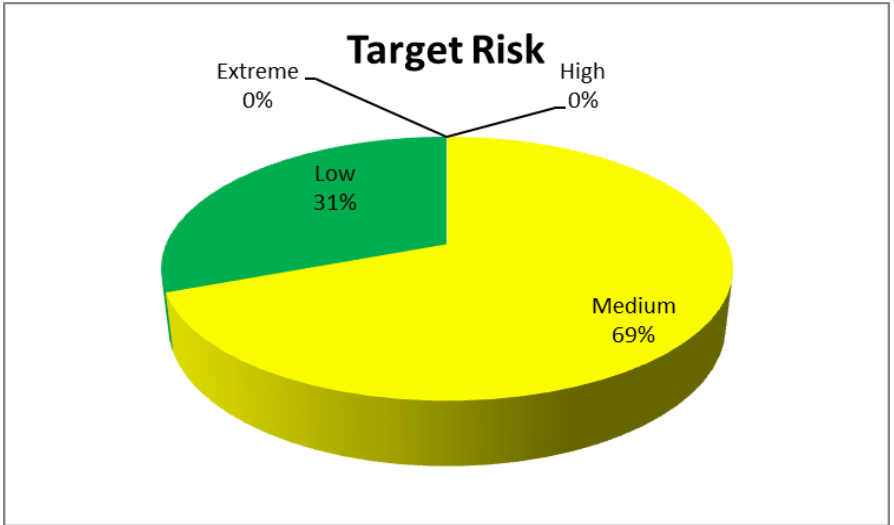
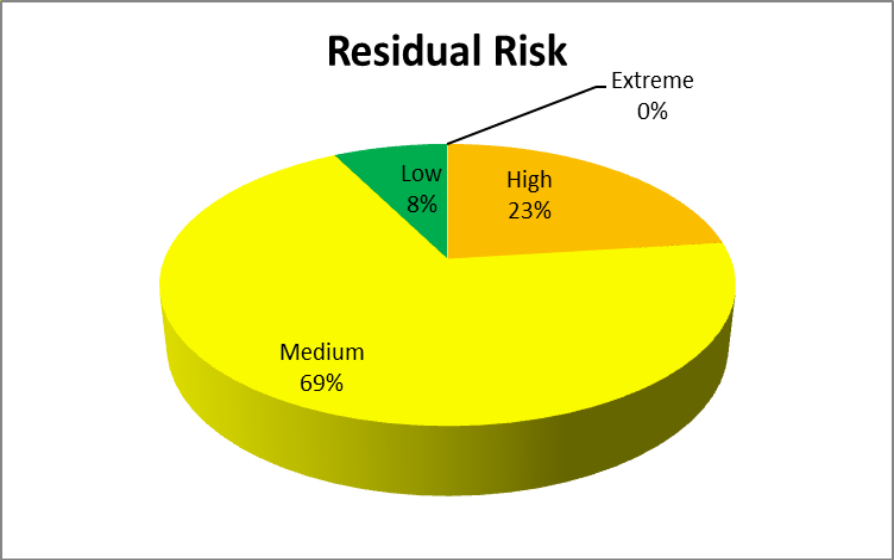
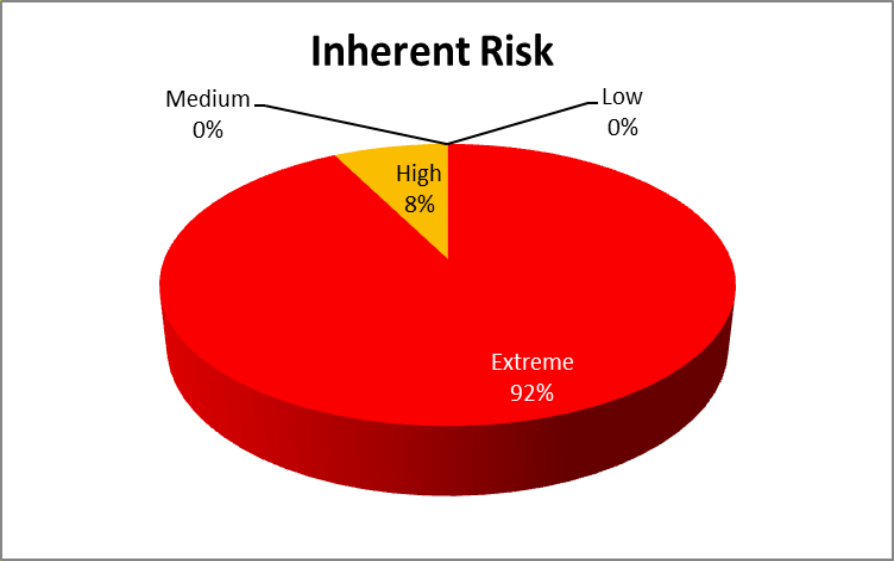
**3. ANALYSIS**

Strategic Risk Profile

The Strategic Risks are regularly reviewed by the risk owners responding to triggers in the risk environment, changes in causation or impact, changes in the control environment and on the completion of mitigation actions (which then form part of the control environment) which collectively can impact the likelihood and/or consequence of the risk.

The Strategic Risks were recently reassessed and the following diagrams depict the Inherent, Residual and Target ratings. There has been no change to the Inherent, Residual and Target risk ratings from the last (April 2018) assessment.

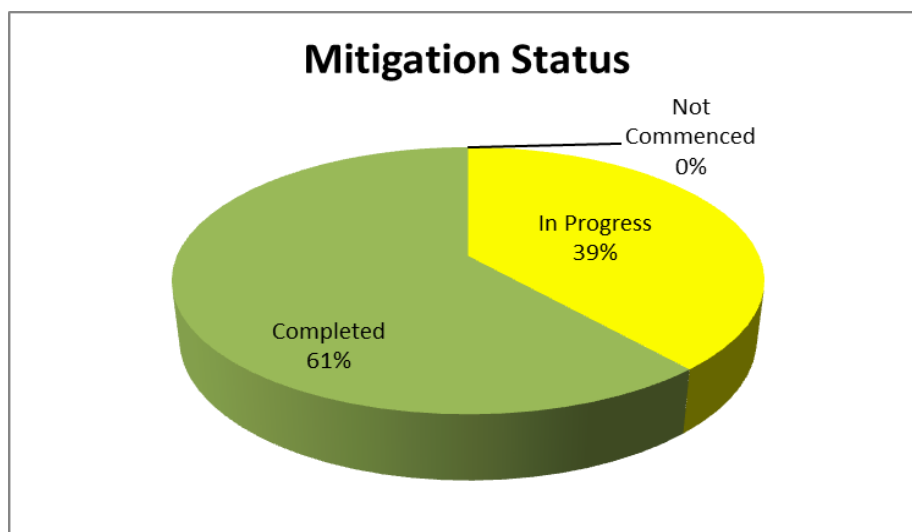




Notwithstanding the absence of change in the risk ratings, the implementation of Mitigation Actions has been progressing steadily. The current status is:

Status	November 2017	February 2018	April 2018	August 2018
<b>Completed</b>	53% (39 actions)	61% (45 actions)	60% (45 actions)	61 % (46 actions)
<b>In Progress</b>	44% (33 actions)	38% (28 actions)	40% (30 actions)	39% (29 actions)
<b>Not Commenced</b>	3% (2 actions)	1% (1 action)	0% (0 actions)	0% (0 actions)
<b>New Initiatives (in above totals)</b>	0 actions	0 actions	1 action	1 action

This is shown diagrammatically below:



#### Governance & Risk Coordinator

The Committee has previously been briefed on the creation of a Governance & Risk Coordinator role within the Governance & Performance Department. Mr Steven Watson was successful in the role and has been with Council since July 2018.

With Governance and Risk Coordinator role filled, an interim division of responsibilities has been put in place with the Executive Manager coordinating the internal and external audit programs and the Coordinator coordinating the risk management program.

One of the key initial projects for the Coordinator role is the review of Council's Risk Management Framework. This review will include, but not be limited to, the revised Risk Management Standard (ISO 31000:2018, the Better Practice Guide for Internal Financial Controls, guidance from the LGA Workers Compensation and Mutual Liability Schemes, and the functionality of the ControlTrack Risk Management Module.

It is anticipated that the review will propose changes to manner in which Council identifies, manages, monitors and reports risk.

**4. OPTIONS**

The Council has the following options:

- I. To note the update on the Strategic Risk Profile as presented (recommended),
- II. To determine not to note either or both updates and/or identify additional actions to be undertaken.

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## **Item 18 Reports of Committees**

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**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 08 October 2018  
63 MT BARKER ROAD STIRLING**

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In Attendance

**Presiding Member:** Paula Davies

**Members:**

Peter Brass	Independent Member
Councillor John Kemp	Council Member
Councillor Malcolm Herrmann	Council Member

In Attendance:

Peter Bice	Acting Chief Executive Officer
Terry Crackett	Director Corporate Services
Mike Carey	Manager Financial Services
Lachlan Miller	Executive Manager Governance & Performance Minute Taker

**1. COMMENCEMENT**

The meeting commenced at 6.06pm

**2. APOLOGIES/LEAVE OF ABSENCE**

**2.1. Apology**

Geoff Purdie

**2.2. Leave of Absence**

Nil

**2.3. Absent**

Nil

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 08 October 2018  
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**3. MINUTES OF PREVIOUS MEETINGS**

**3.1. Audit Committee Meeting – 13 August 2018**

Moved Peter Brass  
S/- Cr Malcolm Herrmann

**AC18/18**

That the minutes of the Audit Committee meeting held on 13 August 2018 as distributed, be confirmed as an accurate record of the proceedings of that meeting.

<b>Carried</b>
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**4. Delegation of Authority**

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendations in Item 6.1 are to be submitted to Council for adoption.

**5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT COMMITTEE**

Nil

**6. OFFICER REPORTS – DECISION ITEMS**

**6.1. 2017-18 Draft General Purpose Financial Statements**

Moved Peter Brass  
S/- Cr John Kemp

**AC19/40**

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend that Council endorse the early adoption of Australian Accounting Standards AASB15 and AASB1058 for the 2017-18 financial year and pursuant to AASB1058 elect not to recognise Volunteer Services in its financial statements for the 2017-18 financial year.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 08 October 2018  
63 MT BARKER ROAD STIRLING**

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3. That in accordance with Section 126(4)(a) of the *Local Government (Financial Management) Regulations 1999*, the Audit Committee advises Council that it has reviewed:
  - a. the General Purpose Financial Statements of the Council for the financial year ended 30 June 2018 as contained in Appendix 1, and
  - b. the draft External Auditor Galpins' Audit Clearance Letter, and is satisfied that they present fairly the state of affairs of the Council.
4. Considers that the Adelaide Hills Council 2017-18 General Purpose Financial Statements, contained in Appendix 1, can be certified by the Chief Executive Officer and the Mayor.
5. That it notes the confirmation of Galpins Independence Declaration Statement as tabled and considers that the Auditor Independence Statement contained in Appendix 2 can be certified by the Chief Executive Officer and the Presiding Member of the Audit Committee in accordance with the requirements of Regulation 22(3) of the *Local Government (Financial Management) Regulations 2011*.

<b>Carried</b>
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**6.2. Action Report & Work Plan Update**

Moved Peter Brass  
S/- Cr Malcolm Herrmann

**AC20/18**

**That the Audit Committee resolves that the report be received and noted.**

<b>Carried</b>
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**7. Next Meeting**

The next ordinary meeting of the Audit Committee will be held at 6.00pm on Monday 5 November 2018, at 63 Mount Barker Road, Stirling.

**8. Close Meeting**

The meeting closed at 7.32pm.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 08 October 2018  
63 MT BARKER ROAD STIRLING**

# Galpins

Accountants, Auditors  
& Business Consultants

David Chant CA, FCPA  
Simon Smith CA, FCPA  
David Sullivan CA, CPA  
Jason Seidel CA  
Renae Nicholson CA  
Tim Muhlhausler CA  
Aaron Coonan CA  
Luke Williams CA, CPA  
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Bill Spragg  
Mayor  
Adelaide Hills Council  
PO Box 44  
Woodside SA 5244

His Worship the Mayor of Adelaide Hills Council, Mr Bill Spragg

### Re: Adelaide Hills Council – Financial Statements Audit – 2017/18

We have recently completed our audit of the internal controls of the Adelaide Hills Council and we intend to issue an unmodified report for the internal controls opinion.

The audit of the financial report is in the process of being completed. At the date of this letter we are not aware of any matter that would require qualification in our audit report on the financial report. We received a draft financial report on 4 October 2018 and have still to complete the following audit procedures:

- completing our audit procedures in relation to Infrastructure, Property, Plant & Equipment; and
- completing our review of the draft financial report.

Australian Auditing Standards require us to advise all the Immaterial Uncorrected Misstatements found during the audit. There were no Immaterial Uncorrected Misstatements found.

I confirm also my intention to sign the Statement by Auditor regarding my independence, and confirm that for the audit of the year ended 30 June 2018 I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

Yours faithfully,

### GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS

**Tim Muhlhausler** CA Registered Company Auditor  
Partner

8 October 2018



**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 08 October 2018  
63 MT BARKER ROAD STIRLING**

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**DRAFT INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL CONTROLS**

**To the Members of the Adelaide Hills Council**

**Independent Assurance report on the Internal Controls of the Adelaide Hills Council**

**Opinion**

We have audited the compliance of the Adelaide Hills Council (the Council) with the requirements of Section 125 of the *Local Government Act 1999* in relation only to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2017 to 30 June 2018 have been conducted properly and in accordance with law.

In our opinion, the Adelaide Hills Council has complied, in all material respects, with *Section 125 of the Local Government Act 1999* in relation to Internal Controls established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities so as to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law for the period 1 July 2017 to 30 June 2018.

**Basis for Opinion**

We conducted our engagement in accordance with applicable Australian Standards on Assurance Engagements ASAE 3100 *Compliance Engagements*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the *Local Government Act 1999* in relation only to the Internal Controls specified above for the period 1 July 2017 to 30 June 2018. ASAE 3100 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**The Council's Responsibility for Internal controls**

The Council is responsible for implementing and maintaining an adequate system of internal controls, in accordance with Section 125 of the *Local Government Act 1999* to ensure that the receipt, expenditure and investment of money, acquisition and disposal of property, and incurring of liabilities have been conducted properly and in accordance with law.

**Our Independence and Quality Control**

We have complied with the independence and other relevant ethical requirements relating to assurance engagements, and apply Auditing Standard ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements* in undertaking this assurance engagement.

**Auditor's responsibility**

Our responsibility is to express an opinion on the Council's compliance with Section 125 of the *Local Government Act 1999* in relation only to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, based on our procedures. Our engagement has been conducted in accordance with applicable Australian Standards on Assurance Engagements ASAE 3100 *Compliance Engagements*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the *Local Government Act 1999* in relation only to the Internal Controls specified above for the period 1 July 2017 to 30 June 2018. ASAE 3100 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

Our procedures included obtaining an understanding of controls in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities, evaluating management's assessment of these controls, assessing the risk that a material weakness exists, and testing and evaluating the design and implementation of controls on a sample basis based on the assessed risks.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
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***Limitations of Controls***

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and operating effectively, the control objectives may not be achieved so that fraud, error, or non-compliance with laws and regulations may occur and not be detected.

An assurance engagement on controls is not designed to detect all instances of controls operating ineffectively as it is not performed continuously throughout the period and the tests performed are on a sample basis. Any projection of the outcome of the evaluation of controls to future periods is subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

***Limitation of Use***

This report has been prepared for the members of the Council in Accordance with Section 129 of the Local Government Act 1999 in relation to the Internal Controls Specified above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the members of the Council, or for any purpose other than which it was prepared

**GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS**

**Tim Muhlhausler CA, Registered Company Auditor**  
Partner

/ /

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 08 October 2018  
63 MT BARKER ROAD STIRLING**

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**DRAFT INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL REPORT**

**To the members of the Adelaide Hills Council**

**Opinion**

We have audited the accompanying financial report of the Adelaide Hills Council (the Council), which comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Council Certificate of the Adelaide Hills Council.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Council as at 30 June 2018, and its financial performance and its cash flows for the year then ended in accordance with the Australian Accounting Standards, Local Government Act 1999 and Local Government (Financial Management) Regulations 2011.

**Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Council's Responsibility for the Financial Report**

Council is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 and for such internal control as Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, Council is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Council either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Council's financial reporting process.

**Auditor's Responsibility for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
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As part of an audit of the financial report in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS**

**Tim Muhlhausler** CA Registered Company Auditor  
Partner

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**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
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**DRAFT STATEMENT BY AUDITOR**

I confirm that, for the audit of the financial statements of Adelaide Hills Council for year ended 30 June 2018, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professionals and Ethical Standards Board, in accordance with the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) Local Government (Financial Management) Regulations 2011

Tim Muhlhausler  
Galpins

Dated this    day of                      2018.

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 OCTOBER 2018  
63 MOUNT BARKER ROAD, STIRLING**

***[Please Note: These minutes are unconfirmed until 14 November 2018]***

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**Present**

**Presiding Member**

Professor Stephen Hamnett

**Members**

Simon Bradley  
Piers Brissenden  
Linda Green  
Rob McBryde

**In Attendance**

Marc Salver	Director Development & Regulatory Services
Deryn Atkinson	Assessment Manager
Sam Clements	Team Leader Statutory Planning
Doug Samardzija	Statutory Planner
Marie Molinaro	Statutory Planner
Susan Hadley	Statutory Planner
Lanie Merchant	Minute Secretary

**1. Commencement**

The meeting commenced at 6.00pm

**2. Apologies/Leave of Absence**

2.1 Apologies  
Nil

2.2 Leave of Absence  
Nil

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**3. Previous Minutes**

3.1 Meeting held 12 September 2018

**The minutes were adopted by consensus of all members** (40)

**That the minutes of the meeting held on 12 September 2018 be confirmed as an accurate record of the proceedings of that meeting.**

**4. Delegation of Authority**

Decisions of this Panel were determined under delegated authority as adopted by Council on 26 September 2017.

**5. Presiding Member's Report**

Nil

**6. Declaration of Interest by Members of Panel**

**Simon Bradley declared a connection through his employment with the companies who had prepared reports associated with Item 8.4. (Tonkin Consulting, Alexander Symonds and URPS Consulting). Simon Bradley also declared that he was an occasional bowler at the Uraidla Bowling Club as the applicant for Item 8.7, but not a member of the Bowling Club. Simon deemed that no conflict of interest exists in either of these matters.**

**Stephen Hamnett declared a connection through his former University SA employment and current status as an Emeritus Professor with Professor Biggs, a representor for Item 8.1. However, Stephen deemed no conflict of interest existed as he has minimal contact with Professor Biggs and they are scarcely acquainted.**

**7. Matters Lying on the Table/Matters Deferred**

7.1 Matters Lying on the Table  
Nil

7.2 Matters Deferred  
Nil



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**8. Development Assessment Applications**

- 8.1 Development Application 17/710/473 by Service Stream Ltd for telecommunications facility, comprising a lattice tower (maximum height 53.95m, including antennae), associated equipment shelter (maximum height 2.75m), security fencing (maximum height 2.4m), retaining walls (maximum height 6m) & associated earthworks (non-complying) at 1293 Montacute Road, Cherryville**

**8.1.1 Representations**

<b>Name of Representer</b>	<b>Address of Representer</b>	<b>Nominated Speaker</b>
Bill Spragg	136 Corkscrew Road Montacute	Personally
Simon Biggs	45 Cherryville Road Cherryville	Dr Susan Hawksley
Evelyn & John Orr	2 Church Road Cherryville	John Orr
Jenifer Watson & Oliver Klein	478 Marble Hill Road Cherryville	Jenifer Watson & Oliver Klein
Suzie Maguire	1291 Montacute Road Cherryville	Simon Riddle
Michael & Jodie Quandt	13 Fernhurst Road Cherryville	Jodie Quandt
John Rogers	17 Cherryville Road Cherryville	Personally
Lynda Menashe	14 Moores Road Montacute	Personally

The applicant's representatives, Graeme Lane (Service Stream Planning Consultant), Craig Schmidt and Adam Frick addressed the Panel.



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**8.1.2 Decision of Panel**

**The following recommendation was adopted by consensus of all members (41)**

**That a decision on Development Application 17/710/473 by Service Stream Ltd for Telecommunications facility, comprising a lattice tower (maximum height 53.95m, including antennae), associated equipment shelter (maximum height 2.75m), security fencing (maximum height 2.4m), retaining walls (maximum height 6m) & associated earthworks (non-complying) at 1293 Montacute Road Cherryville be DEFERRED to allow the applicant to consider alternative locations and alternative structures for the telecommunications facility.**

- 8.2 Development Application 18/310/473 by Stephen Hooper for mixed use development comprising a cellar door sales outlet (75 person capacity) including ancillary special events (maximum of 10 per calendar year) and winery (50 tonne crush per annum) consisting of two winery buildings with an attached canopy, in association with existing vineyard, water storage tanks (3 x 22,500 litre), car park, retaining wall (maximum height 750mm) & earthworks at 11 Woodlands Road, Kenton Valley**

**8.2.1 Representations**

<b>Name of Representor</b>	<b>Address of Representor</b>	<b>Nominated Speaker</b>
Ben & Jayne Freeman (not adjacent and not notified)	54 Woodlands Road Kenton Valley	Did not attend
Craig John Seidel	16 Woodlands Road Kenton Valley	Diane Seidel
Donna Bartsch	149 Woodlands Road Kenton Valley	Personally
Steve Steggles	82 Woodlands Road Kenton Valley	Personally

The applicant and his representatives, Matthew Field (PAD Studio) and Tom Wilson (Cirqa), addressed the Panel.

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**8.2.2 Decision of Panel**

Moved Simon Bradley  
S/- Rob McBryde

Carried  
(42)

The Council Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and GRANTS Development Plan Consent to Development Application 18/310/473 by Stephen Hooper for Mixed use development comprising a cellar door (75 person capacity), including ancillary special events (maximum of 10 per calendar year), winery (50 tonne crush per annum) consisting of two winery buildings with an attached canopy, in association with existing vineyard, water storage tanks (3 x 22,500 litre), car park, retaining wall (maximum height 750mm) and earthworks at 11 Woodlands Road Kenton Valley subject to the following conditions:

**(1) Development In Accordance With The Plans**

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Plans prepared by Skein Architects for Nova Vita Wines (Project No 18001-NOVA) received by Council 26 September 2018:
- Location Plan(Dwg No SK00 Rev 3, dated September 2018)
- Site Plan(Dwg No SK01 Rev 3, dated September 2018)
- Cellar Door Ground Floor Plan & Shed Ground Floor Plan(Dwg No SK02 Rev 3, dated September 2018)
- Roof Plan(Dwg No SK03 Rev 3, dated September 2018)
- Elevation Plans (Dwg No SK04 Rev 3, dated May September 2018)
- Landscape Site Sections Plan (Dwg No SK05 Rev 2, dated May 2018)
- Concept Design Plans and Information (May 2018 Rev C) received by Council 26 September 2018
- Civil & Stormwater Management Plans prepared by Triaxial Consulting (TX13121.00- C1.0 Drawing Index & General Notes Rev B, TX13121.00- C2.1 Existing Site Plan Sheet 1 Rev A, TX13121.00- C2.2 Existing Site Plan Sheet 2 Rev A, TX13121.00-C3.0 Sheet 0 Rev B, TX13121.00 – C3.1-Sheet 1 Rev D, TX13121.00- C3.2 Rev A Sheet 2 and TX13121.00- C4.0 Rev A Civil Details) all received by Council 10 October 2018.

**REASON:** *To ensure the proposed development is undertaken in accordance with the approved plans.*

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**(2) Prior to Building Rules Consent Being Granted - Requirement For Landscaping Plan**

Prior to Building Rules Consent being granted, a detailed landscaping plan prepared by a suitably qualified professional, shall be prepared to Council's satisfaction. Landscaping detailed in the plan shall be of suitable species.

**REASON:** *To maintain and enhance the visual amenity of the locality in which the subject land is situated. To soften the appearance of the metallic reddish-brown cellar door building, the car park, battered slopes and generally the site of the development.*

**(3) Timeframe For Landscaping To Be Planted**

Landscaping detailed in the Landscaping Plan required by Condition 2 shall be planted in the planting season following occupation of the development and maintained in good health and condition at all times . Any such vegetation shall be replaced if and when it dies or becomes seriously diseased in the next planting season.

**REASON:** *To maintain and enhance the visual amenity of the locality in which the subject land is situated and ensure the survival and maintenance of the vegetation*

**(4) External Finishes**

The external finishes to the building herein approved shall be as follows:

Winery Buildings:

Walls: Colorbond Woodland Grey or similar

Roof: Colorbond Woodland Grey or similar

Cellar door:

Walls & Roof: Colorbond Metallic Aries or similar

Water storage tanks: Colorbond Woodland Grey or similar

**REASON:** *The external materials of buildings should have surfaces which are of a low light-reflective nature and blend with the natural rural landscape and minimise visual intrusion.*

**(5) Restriction On Number Of Special Events**

The number of special events held in a calendar year shall not exceed ten (10). A register shall be kept of all special events held and made available to the Council on request.

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Note that any increase in the number of functions will require a separate development approval.

**REASON:** *To ensure the proposed development is undertaken in accordance with the approved plans, to minimise the development's impact on residential amenity and to ensure that water quality impacts are minimised.*

**(6) Restriction On Entertainment**

Entertainment (live or amplified) associated with special events shall be restricted to within the cellar door building after 7.00pm.

**REASON:** *To minimise the amenity impacts resulting from noise to dwellings—within the locality.*

**(7) Restriction of Capacity of the Cellar Door & Special Events**

The Cellar Door and the associated special events shall have a maximum capacity of 75 persons.

Note that any increase in the capacity of the cellar door or special events will require a separate development approval.

**REASON:** *To ensure the proposed development is undertaken in accordance with the approved plans and to ensure the capacity of the of waste control system and car park areas is not exceeded.*

**(8) Ancillary Food at the Cellar Door & Special Events**

Food may be provided at pre-booked special events. Individual meals may not be offered to patrons at other times, with the exception of light snacks, wood fired pizza and platters.

**REASON:** *To ensure the development is consistent with the hereby approved application documents.*

**(9) Opening Hours**

The hours of operation shall be:

- Cellar door - Thursday to Sunday 11.00am to 5.00pm
- Special events - Thursday to Saturday 11.00am to 12.00am and Sundays 11.00am to 10.00pm
- Winery - Monday to Friday 7.30am to 5.00pm, and during vintage 7.30am to 7.30pm (any day of the week)

**REASON:** *To ensure the development operates in accordance with the approval.*

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**(10) Restriction On Display/Sale Non-Beverage/Food Items**

A maximum area of 25m<sup>2</sup> shall be used for the display and sale of any non-beverage or non-food item within the cellar door.

**REASON:** *To ensure the tasting of wine and retail sale of wine are the predominant activities of the cellar door.*

**(11) Noise Protection**

Noise within the habitable rooms (windows closed) of the adjacent-dwellings shall not exceed 57 dB(A) between the 'day' hours of 10am to 10pm and 50 dB(A) between the 'night' hours of 10.00pm to 12.00am (midnight).

**REASON:** *Noise emission that results from the development should not detrimentally affect the amenity of the adjacent dwellings and be in accordance with the Environment Protection (Noise) Policy 2007.*

**(12) Car Parking Designed In Accordance With Australian Standard AS 2890.1:2004.**

All car parking spaces, driveways and manoeuvring areas shall be designed, constructed, and line-marked or delineated in accordance with Australian Standard AS 2890.1:2004. Line marking or delineation and directional arrows shall be clearly visible and maintained in good condition at all times. Driveways, vehicle manoeuvring and parking areas shall be constructed of compacted gravel or a similar all-weather surface prior to occupation of the Cellar Door and shall be maintained in good condition at all times to the reasonable satisfaction of the Council.

**REASON:** *To provide adequate, safe and efficient off-street parking for users of the development.*

**(13) Car Parking and Manoeuvring Area and Drainage**

The car parking and manoeuvring area of service vehicles shall be constructed in accordance with the updated civil plans referred to in Condition 1. The car park surface shall be graded to ensure surface water drains to the grated sumps.

The sumps, pipework, swale and other stormwater infrastructure of surface water management system shall be installed within one (1) month of the car park surface being installed.

**REASON:** *To ensure stormwater runoff is appropriately managed and water quality is maintained.*

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**(14) EPA Holding Tank Requirements**

- The winery holding tank must be a minimum capacity of 9000L and wastewater grade product
- The holding tank must be situated to enable pump out vehicle ease of access and connection to the tank
- The holding tank must be fitted with an audible and visual alarm with muting facility in a conspicuous position at the site to warn that the holding tank requires pumping out within 24 hours
- The contents of the holding tank must be collected by a licensed wastewater transporter under the Environment Protection Act 1993 and disposed of at a waste disposal facility in accordance with the waste transporter's license conditions

**REASON:** *To ensure the winery/trade waste control system does not fail and to ensure water quality impacts are minimised.*

**(15) Installation of Waste Control System**

The trade and domestic waste control systems shall be installed prior to occupation and operation of the both the winery and cellar door.

**REASON:** *To ensure the waste control system does not fail and water quality impacts are minimised.*

**(16) Winery Bund**

Prior to the commencement of the winery operations, the bunds, drains, sumps and pipework must be constructed/installed and connected up to the winery holding tank.

**REASON:** *To ensure the proposed development does not detrimentally impact the environment.*

**(17) Capacity of Bund**

The winery buildings shall be bunded with an impervious material that has a total storage capacity equivalent to at least 120% of the largest container within the bunded areas.

**REASON:** *Development should minimise the risk of pollution of water catchment areas.*

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**(18) Commercial Lighting**

Flood lighting shall be restricted to that necessary for security purposes only and shall be directed and shielded in such a manner as to not cause nuisance to adjacent properties.

**REASON:**        *Lighting shall not detrimentally affect the rural amenity of the locality.*

**(19) Unloading And Storage Of Materials And Goods**

All materials and goods for the winery shall at all times be unloaded and loaded under the winery building canopy. All materials and goods for the cellar door shall at all times be loaded and unloaded within the confines of the subject land. Materials and goods shall not be stored on the land in areas delineated for use as car parking.

**REASON:**        *To provide safe and efficient movement of people and goods.*

**(20) Storage And Removal Of Solid Waste**

All waste shall be stored in a secure and screened location to not be highly visible from Woodlands Road. All general waste shall be collected at least weekly.

**REASON:**        *To maintain the amenity of the locality and minimise water quality impacts from solid waste.*

**(21) Winery Waste- Marc & Grape Stalks**

Marc and grape stalks shall be stored in sealed containers or on an impervious surface within the winery building with drainage into the waste control system until completely drained and dried out. Once dried out, this solid waste may be spread over the vineyard or in the case of the stalks may be used as stock feed.

**REASON:**        *To reduce the risk of off-site odour and maintain the amenity of the locality.*

**(22) Treatment To Excavations And Fill**

All exposed excavations and fill as shown on the approved civil plan shall be:

- a) rounded off and battered to match and blend with the natural contours of the land;
- b) covered with approximately 100mm of topsoil;
- c) seeded to avoid erosion and visual concerns ; and
- d) screened with trees, shrubs and ground covers

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prior to occupation of the approved development to the reasonable satisfaction of Council.

**REASON:** *To maintain the visual amenity of the locality in which the subject land is located.*

**(23) Soil Erosion Control**

Prior to construction of the approved development straw bales (or other soil erosion control methods as approved by Council) shall be placed and secured below areas of excavation and fill to prevent soil moving off the site during periods of rainfall.

**REASON:** *Development should prevent erosion and stormwater pollution before, during and after construction.*

**(24) Prior to Building Rules Consent Being Granted - Requirement for Soil Erosion And Drainage Management Plan (SEDMP)**

Prior to Building Rules Consent being granted the applicant shall prepare and submit to Council a Soil Erosion and Drainage Management Plan (SEDMP) for the site for Council's approval. The SEDMP shall comprise:

- a major drainage plan
- a site plan
- supporting report
- calculations
- design sketches that detail erosion control methods and the installation of sediment collection devices that will prevent:
  - a) soil moving off the site during periods of rainfall erosion and deposition of soil moving into the remaining native vegetation below the house site;
  - b) soil moving into watercourses during periods of rainfall; and
  - c) soil transfer onto roadways by vehicles and machinery

The works contained in the approved SEDMP shall be implemented prior to construction commencing and maintained to the reasonable satisfaction of Council during the construction period.

**REASON:** *Development should prevent erosion and stormwater pollution before, during and after construction.*



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**(25) Stormwater Roof Runoff To Be Dealt With On-Site**

All roof runoff generated by the development hereby approved shall be managed on-site to the satisfaction of Council and in accordance with the approved civil and stormwater plans prepared by Triaxial Consulting.

**REASON:** *To minimise erosion, protect the environment and to ensure no ponding of stormwater resulting from development occurs on adjacent sites.*

**(26) Rural Verge Access Points - SD24**

The vehicle access point(s) and cross over shall be constructed in accordance with Adelaide Hills Council standard engineering detail SD24 – piped entrance or as surfaced crossover with a drainage depression to the satisfaction of Council prior to occupation/use of the development.

**REASON:** *For safe and convenient movement of vehicles and for efficient drainage of stormwater within the road verge.*

**NOTES**

**(1) Development Plan Consent Expiry**

This Development Plan consent (DPC) is valid for a period of twelve (12) months commencing from the date of the decision (or if an appeal has been commenced the date on which it is determined, whichever is later). Building Rules Consent must be applied for prior to the expiry of the DPC, or a fresh development application will be required. The twelve (12) month time period may be further extended by Council agreement following written request and payment of the relevant fee.

**(2) Erosion Control During Construction**

Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.

**(3) EPA Environmental Duty**

The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

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**(4) DEW Native Vegetation Council**

The applicant is advised that any proposal to clear, remove limbs or trim native vegetation on the land, unless the proposed clearance is subject to an exemption under the Regulations of the Native Vegetation Act 1991, requires the approval of the Native Vegetation Council. The clearance of native vegetation includes the flooding of land, or any other act or activity that causes the killing or destruction of native vegetation, the severing of branches or any other substantial damage to native vegetation. For further information visit:

[www.environment.sa.gov.au/Conservation/Native\\_Vegetation/  
Managing\\_native\\_vegetation](http://www.environment.sa.gov.au/Conservation/Native_Vegetation/Managing_native_vegetation)

Any queries regarding the clearance of native vegetation should be directed to the Native Vegetation Council Secretariat on 8303 9777. This must be sought prior to Full Development Approval being granted by Council.

**(5) Works On Boundary**

The development herein approved involves work near the boundary. The onus of ensuring development is in the approved position on the correct allotment is the responsibility of the land owner/applicant. This may necessitate a survey being carried out by a licensed land surveyor prior to the work commencing.

**(6) Compliance with Food Act SA 2001**

This approval under the Development Act 1993 does not in any way imply compliance with the Food Act SA 2001 and/or Food Safety Standards. It is the responsibility of the owner or other person operating the food business from the building to ensure compliance with the relevant legislation before opening the food business on the site.

**(7) Food Handling Notification**

Food business notification must be provided prior to commencing any food (or consumable product) handling activities. This may be provided on-line at [www.fbn.sa.gov.au](http://www.fbn.sa.gov.au) or by obtaining a notification form from Adelaide Hills Council.

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- 8.3      **Development Application 18/6/473 by Shire Homes for a two storey dwelling, attached deck (maximum height 2.4m), carport (freestanding) & associated earthworks at 4/11 Junction Road, Balhannah**

8.3.1    **Representations**

<b>Name of Representor</b>	<b>Address of Representor</b>	<b>Nominated Speaker</b>
Adelaide Hills Council	13 Junction Road Balhannah	Natalie Westover
Dorothy Stone	1/13 Junction Road Balhannah	Natalie Westover
Margaret Jackson	2/13 Junction Road Balhannah	Natalie Westover
Dawn Bradbrook	3/13 Junction Road Balhannah	Natalie Westover
Barbara Hughes	4/13 Junction Road Balhannah	Natalie Westover
Jean Barnes	5/13 Junction Road Balhannah	Natalie Westover
James Hasketh	6/13 Junction Road Balhannah	Natalie Westover

The applicant and landowner's representative, Graham Seppelt, and Shane Williams, Director of Shire Homes, addressed the Panel and requested the decision on this application be deferred as per the written request of Shire Homes.

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**8.3.2 Decision of Panel**

**The following recommendation was adopted by consensus of all members (43)**

**That a decision on Development Application 18/6/473 by Shire Homes for a Two storey dwelling, attached deck (maximum height 2.4m), carport (freestanding) & associated earthworks at 4/11 Junction Road Balhannah be DEFERRED to allow the applicant to consider possible amendments to the design of the proposal in relation to the boundary encroachment identified, overshadowing and overlooking impacts on the adjoining properties to the south.**

9.29 pm            The meeting was adjourned for a short break

9.38 pm            The meeting resumed

**8.4 Development Application 17/1126/473 by David Beltrame for filling and excavation of land, construction of gabion retaining walls (maximum height of 6m) and associated landscaping at 26 Waverley Ridge Road, Crafers West**

**8.4.1 Representations**

<b>Name of Representor</b>	<b>Address of Representor</b>	<b>Nominated Speaker</b>
Michael & Nancy Detmold	9 Atkinson Road Crafers West	Peter Detmold
Peter Weir & Julie Connor	32 Waverley Ridge Road Crafers West	Peter Detmold

The applicant and his representative, Kieron Barnes from Ekistics addressed the Panel.

**8.4.2 Decision of Panel**

**The following recommendation was adopted by consensus of all members (44)**

**The Council Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and GRANTS Development Plan Consent to Development Application 17/1126/473 by David Beltrame for Filling and excavation of land, construction of gabion retaining walls (maximum height of 6m) and associated landscaping at 26 Waverley Ridge Road Crafers West subject to the following conditions:**

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**(1) Development In Accordance With the Plans / Written Submissions**

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Detail & Level Survey Detail Plan by Alexander Symonds, drawing no. A046313 DET Rev (0)
- Detail & Level Survey Detail Plan by Alexander Symonds, drawing no. A046313 DETAIL Rev (G) dated 23.05.2013
- Figures 1 & 2 2018-09-04.DWG, REV 8 by Tonkins Consulting, dated 7 September 2018
- Landscape concept design, Revision A dated 10 September 2018
- Report on the "Preliminary Stability Assessment" prepared by Tonkin Consulting and dated 24 May 2016
- Report on "Assessment of Existing Gabion Wall" prepared by Tonkin Consulting and dated 16 August 2016

**REASON:** *To ensure the proposed development is undertaken in accordance with the approved plans.*

**(2) Timeframe For Reducing Fill Batters**

The reduction to the fill batters as detailed in Figures 1 & 2 2018-09-04.DWG, revision 8 by Tonkin Consulting, dated 7 September 2018 shall be completed in the next available season following Development Approval to the reasonable satisfaction of Council.

**REASON:** *To maintain and enhance the visual amenity of the locality in which the subject land is situated.*

**(3) Prior to Building Rules Consent Being Granted – Requirement for Landscaping Plan**

Prior to Building Rules Consent being granted, a detailed landscaping plan for screening of the gabion wall and exposed areas of fill shall be prepared by a suitably qualified professional, to Council's reasonable satisfaction. Landscaping detailed in the plan shall be of suitable endemic species to the locality.

**REASON:** *To maintain and enhance the visual amenity of the locality in which the subject land is situated and to ensure the survival and maintenance of the vegetation.*

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**(4) Timeframe For Landscaping To Be Planted**

Landscaping detailed in the new landscaping plan referred to in condition 3 shall be planted in the next available planting season following the reduction in the filling on the land. Any such vegetation shall be replaced in the next planting season if and when it dies or becomes seriously diseased

**REASON:** *To maintain and enhance the visual amenity of the locality in which the subject land is situated and ensure the survival and maintenance of the vegetation.*

**(5) Prior to Building Rules Consent Being Granted - Requirement for Soil Erosion And Drainage Management Plan (SEDMP)**

Prior to Building Rules Consent being granted the applicant shall prepare and submit to Council a Soil Erosion and Drainage Management Plan (SEDMP) for the site for Council's approval. The SEDMP shall comprise:

- a major drainage plan
- a site plan
- supporting report
- calculations
- design sketches that detail erosion control methods and installation of sediment collection devices that will prevent:
  - a. soil moving off the site during periods of rainfall; site;
  - b. erosion and deposition of soil moving into the dam below the benched area;
  - c. soil moving into watercourses during periods of rainfall; and
  - d. soil transfer onto roadways by vehicles and machinery

The works contained in the approved SEDMP shall be implemented prior to alterations of the batters commencing and shall be maintained to the reasonable satisfaction of Council until the alterations are complete.

**REASON:** *Development should prevent erosion and stormwater pollution before, during and after construction.*

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**NOTES**

**(1) Development Plan Consent Expiry**

This Development Plan consent (DPC) is valid for a period of twelve (12) months commencing from the date of the decision (or if an appeal has been commenced the date on which it is determined, whichever is later). Building Rules Consent must be applied for prior to the expiry of the DPC, or a fresh development application will be required. The twelve (12) month time period may be further extended by Council agreement following written request and payment of the relevant fee.

**(2) Structural Adequacy Assessment of the Existing Gabion Structure by an Independent Technical Expert**

As part of the Building Rules Assessment pursuant to Regulation 88 of the Development Regulations 2008 a structural adequacy assessment shall be conducted on the existing gabion structure by an independent technical expert which reviews and verifies the assumptions contained within Tonkin Consulting's "Preliminary Stability Assessment" and "Assessment of the Existing Gabion Wall" Reports dated 24 May 2016 and 16 August 2016 respectively. A further geo technical report shall be provided to assist the approving authority in their assessment.

**(3) Erosion Control During Construction**

Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.

**(4) EPA Environmental Duty**

The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

**(5) DEW Native Vegetation Council**

The applicant is advised that any proposal to clear, remove limbs or trim native vegetation on the land, unless the proposed clearance is subject to an exemption under the Regulations of the Native Vegetation Act 1991, requires the approval of the Native Vegetation Council. The clearance of native vegetation includes the flooding of land, or any other act or activity that causes the killing or destruction of native vegetation, the severing of branches or any other substantial damage to native vegetation. For further information visit:

[www.environment.sa.gov.au/Conservation/Native\\_Vegetation/  
Managing\\_native\\_vegetation](http://www.environment.sa.gov.au/Conservation/Native_Vegetation/Managing_native_vegetation)

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Any queries regarding the clearance of native vegetation should be directed to the Native Vegetation Council Secretariat on 8303 9777. This must be sought prior to Full Development Approval being granted by Council.

- 8.5 **Development Application 18/332/473 by Briony Rogers for two storey dwelling alterations and additions, decks (maximum height 5.7m), landscaping & associated earthworks at 24 Edgeware Road, Aldgate**

8.5.1 **Representations**

<b>Name of Representor</b>	<b>Address of Representor</b>	<b>Nominated Speaker</b>
Sandra Goslin	22 Edgeware Road Aldgate	Did not attend

The applicant was invited to answer questions from the Panel.

8.5.2 **Decision of Panel**

**The following recommendation was adopted by consensus of all members (45)**

The Council Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and GRANTS Development Plan Consent to Development Application 18/332/473 by Briony Rogers for Two storey dwelling alterations & additions, decks (maximum height 5.7m) & associated earthworks at 24 Edgeware Road Aldgate subject to the following conditions:

(1) **Development In Accordance With The Plans**

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- **Amended plans (dated 04/09/2018, sheet numbers 1-9) prepared by CLB Design:**
  - Cover
  - Site Survey
  - Existing site/Floor plan and Elevations
  - Site Layout
  - Proposed Elevations East & West
  - Proposed Elevations North & South
  - Ground Floor Plan View



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- Upper Floor Plan View
- Contour survey site detail plan prepared by Mattsson & Martyn dated received 26/04/18
- Landscape plan dated received 10/09/18

**REASON:** *To ensure the proposed development is undertaken in accordance with the approved plans.*

**(2) Timeframe For Landscaping To Be Planted**

Landscaping detailed in plan dated received by Council 10/09/18 shall be planted in the planting season following occupation and maintained in good health and condition at all times. Any such vegetation shall be replaced if and when it dies or becomes seriously diseased in the next planting season.

**REASON:** *To maintain and enhance the visual amenity of the locality in which the subject land is situated and ensure the survival and maintenance of the vegetation and comply with the requirements of Section 42(4) of the Development Act 1993.*

**(3) Retention Of Screening Trees**

The screen of trees and shrubs as shown on the landscape plan dated received 10/09/18 referred to in Condition 1, shall be retained and maintained in good health and condition at all times with any dead or diseased plants being replace if and when it dies or becomes seriously diseased in the next planting season.

**REASON:** *To maintain and enhance the visual amenity of the locality in which the subject land is situated.*

**(4) Firefighting Water Supply - Mains Water Supply Available**

A supply of water independent of reticulated mains supply shall be available at all times for fire fighting purposes:

- a minimum supply of 2,000 (two thousand) litres of water shall be available for fighting purposes at all times; and
- the water supply shall be located such that it provides the required water; and
- the water supply shall be fitted with domestic fittings (standard household taps that enable an occupier to access a supply of water with domestic hoses or buckets for extinguishing minor fires); and
- the water supply outlet shall be located at least 400mm above ground level for a distance of 200mm either side of the outlet; and
- a water storage facility connected to mains water shall have an automatic float switch to maintain full capacity; and

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- where the water storage facility is an above-ground water tank, the tank (including any support structure) shall be constructed of non-combustible material.

**REASON:**        *To minimise the threat and impact of fire on life and property as your property is located in a MEDIUM Bushfire Prone Area.*

**(5) Vehicle Turning Area**

A vehicle turning area shall be provided within the surveyed property boundaries, to facilitate the forward entry and exit of vehicles to and from the land. This turning area shall be substantially completed prior to occupation of the development.

**REASON:**        *To reduce interference with the free flow of traffic on adjoining roads.*

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**(6) Residential Lighting**

All external lighting shall be directed away from residential development and, shielded if necessary to prevent light spill causing nuisance to the occupiers of those residential properties.

**REASON:** *Lighting shall not detrimentally affect the residential amenity of the locality.*

**(7) External Finishes**

The external finishes to the building herein approved shall be as follows:

Walls: Texture coat in Solver® Magnolia or similar

Roof: Basalt Colorbond® or similar

**REASON:** *The external materials of buildings should have surfaces which are of a low light-reflective nature and blend with the natural rural landscape and minimise visual intrusion.*

**(8) Obscure Glazing To Windows**

The north & south facing upper level windows of the craft room and sunroom shall be glazed with fixed obscure glass to a minimum height of 1.5 metres above finished floor level. The glazing in these windows shall be maintained in good condition at all times.

**REASON:** *Buildings should be designed to not cause potential for overlooking of adjoining properties.*

**(9) Stormwater Roof Runoff To Be Dealt With On-Site**

All roof runoff generated by the development hereby approved shall be managed on-site and connected to the existing stormwater system to the reasonable satisfaction of Council, with no stormwater to trespass onto adjoining properties.

**REASON:** *To minimise erosion, protect the environment and to ensure no ponding of stormwater resulting from development occurs on adjacent sites.*

**(10) Soil Erosion Control**

Prior to construction of the approved development straw bales (or other soil erosion control methods as approved by Council) shall be placed and secured below areas of excavation and fill to prevent soil moving off the site during periods of rainfall.

**REASON:** *Development should prevent erosion and stormwater pollution before, during and after construction.*

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**NOTES**

**(1) Development Plan Consent Expiry**

This Development Plan consent (DPC) is valid for a period of twelve (12) months commencing from the date of the decision (or if an appeal has been commenced the date on which it is determined, whichever is later). Building Rules Consent must be applied for prior to the expiry of the DPC, or a fresh development application will be required. The twelve (12) month time period may be further extended by Council agreement following written request and payment of the relevant fee.

**(2) Erosion Control During Construction**

Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.

**(3) EPA Environmental Duty**

The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

**(4) DEW Native Vegetation Council**

The applicant is advised that any proposal to clear, remove limbs or trim native vegetation on the land, unless the proposed clearance is subject to an exemption under the Regulations of the Native Vegetation Act 1991, requires the approval of the Native Vegetation Council. The clearance of native vegetation includes the flooding of land, or any other act or activity that causes the killing or destruction of native vegetation, the severing of branches or any other substantial damage to native vegetation. For further information visit:

[www.environment.sa.gov.au/Conservation/Native\\_Vegetation/  
Managing\\_native\\_vegetation](http://www.environment.sa.gov.au/Conservation/Native_Vegetation/Managing_native_vegetation)

Any queries regarding the clearance of native vegetation should be directed to the Native Vegetation Council Secretariat on 8303 9777. This must be sought prior to Full Development Approval being granted by Council.

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- 8.6 Development Application 18/168/473 (18/D12/473) by Thomas Playford for land division (boundary realignment 2 into 2) (non-complying) at 467A & 467B Old Norton Summit Road, Norton Summit

- 8.6.1 Representations  
Nil

- 8.6.2 Decision of Panel

The following recommendation was adopted by consensus of all members (46)

The Council Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and seeks the CONCURRENCE of the State Commission Assessment Panel to GRANT Development Plan Consent and Land Division Consent to Development Application 18/168/473 (18/D12/473) by Thomas Playford for Land division (boundary realignment) (Non Complying) at 467A and 467B Old Norton Summit Road, Norton Summit subject to the following conditions:

Planning Conditions

- (1) Development In Accordance With The Plans

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Plan of division prepared by Olden & van Senden Pty Ltd (Ref 4383da V1, dated 15/2/2018)
- Access Location Plan provided by Thomas Playford (Ref 4383da V2 Access Rd dated 11/7/2018)

**REASON:** *To ensure the proposed development is undertaken in accordance with the approved plans.*

Department of Planning Transport and Infrastructure conditions

- (2) The allotments yielded from this plan of division shall have a single, shared vehicular access only to/from Old Norton Summit Road.
- (3) All vehicles shall enter and exit Old Norton Summit Road in a forward direction.
- (4) Stormwater run-off shall be collected on-site and discharged without jeopardising the integrity and safety of the adjacent road. Any alterations to the road drainage infrastructure required to facilitate this shall be at the applicant's cost.

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**Planning Notes**

**(1) Land Division Development Approval Expiry**

This development approval is valid for a period of three (3) years from the date of the decision notification. This time period may be further extended beyond the 3 year period by written request to, and approval by, Council prior to the approval lapsing. Application for an extension is subject to payment of the relevant fee. Please note that in all circumstances a fresh development application will be required if the above conditions cannot be met within the respective time frames.

**Council Land Division Statement of Requirements**

Nil

**Council Land Division Notes**

**(1) Property Identifiers**

The property identifiers for this property are now:

Proposed Pieces 50 & 51 – remain 467A Old Norton Summit Road

Proposed Lot 52 – remains 467B Old Norton Summit Road

**SCAP Land Division Statement of Requirements**

**(1) Requirement For Certified Survey Plan**

A final plan complying with the requirements for plans as set out in the Manual of Survey Practice Volume 1 (Plan Presentation and Guidelines) issued by the Registrar General to be lodged with the State Commission Assessment Panel for Land Division Certificate purposes.

***REASON: Statutory requirement in accordance with Section 51 of the Development Act 1993.***

**SCAP Land Division Notes**

Nil

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- 8.7 **Development Application 18/319/473 by Uraidla Bowling Club Inc for removal of two existing light poles and construction of four (4) light poles (maximum height 9.5m) in association with existing bowling green at 1188 Greenhill Road, Uraidla**

**8.7.1 Representations**

<b>Name of Representor</b>	<b>Address of Representor</b>	<b>Nominated Speaker</b>
Mark Stevenson	96 Swamp Road, Uraidla	Did not attend

The applicant's representatives, Richard Crabb and Malcolm Storey were invited to answer questions from the Panel.

**8.7.2 Decision of Panel**

**The following recommendation was adopted by consensus of all members (47)**

The Council Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and GRANTS Development Plan Consent to Development Application 18/319/473 by Uraidla Bowling Club Inc. for Removal of two existing light poles & construction of four (4) light poles (maximum height 9.5m) in association with existing bowling green at 1188 Greenhill Road Uraidla subject to the following conditions:

**(1) Development In Accordance With The Plans**

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Amended site plan date stamped by Council 19/07/18
- Amended LUX plan date stamped as Council 19/07/2018
- Amended report prepared by Malcolm Story date stamped by Council 24/09/2018
- Elevation drawings date stamped as received by Council 19 April 2018
- Flood light fitting date stamped as received by Council 19 April 2018
- E-mail correspondence with Malcolm Story date 24 September 2018

**REASON:** *To ensure the proposed development is undertaken in accordance with the approved plans.*

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**(2) Adherence to EPA Noise Guidelines**

Noise levels emanating from the property shall not exceed the guidelines set in the Environmental Protection (Noise) Policy 2007, or its legislated equivalent, at any given time.

**REASON:** *To ensure that residential amenity in the locality is not adversely impacted.*

**(3) Hours of Use - Light Poles**

The lights herein approved shall not operate between 10pm and 7am Monday through to Sunday.

**REASON:** *To ensure the residential amenity of the area is maintained.*

**(4) Lights Installed In Accordance With Australian Standard AS 2560.2.8—2007**

The lights shall be installed and angled in accordance with Australian Standard AS 2560.2.8—2007 Sports Lighting Part 2.8: Specific applications—Outdoor bowling greens. The lights shall be maintained in good condition at all times.

Light spill shall not exceed 12 LUX at any point or, an average of 10 LUX at a point 1.5m above ground level at a distance of 3m from the property boundary or the nearest window, whichever is the closer, on the neighbouring property in order to comply with the Australian Standard.

**REASON:** *Lighting shall not detrimentally affect the amenity of the locality.*

**NOTES**

**(1) Neighbour Consultation During Light Installation**

It is recommended that residents of the dwelling in close proximity to the site be consulted during the installation/testing of the lights regarding the angle to ensure that light spill impacts can be minimised on neighbouring dwellings.

**(2) Works Within Close Proximity to Boundary**

The development herein approved involves work within close proximity to the boundary. The onus of ensuring development is in the approved position on the correct allotment is the responsibility of the land owner/applicant. This may necessitate a survey being carried out by a licensed land surveyor prior to the work commencing.



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**(3) Development Plan Consent Expiry**

This Development Plan consent (DPC) is valid for a period of twelve (12) months commencing from the date of the decision (or if an appeal has been commenced the date on which it is determined, whichever is later). Building Rules Consent must be applied for prior to the expiry of the DPC, or a fresh development application will be required. The twelve (12) month time period may be further extended by Council agreement following written request and payment of the relevant fee.

**(4) EPA Environmental Duty**

The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

**(5) Erosion Control During Construction**

Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.

**8.8 Development Application 18/606/473 by The Manor BR Pty Ltd for change of use to include cellar door (40 persons capacity) at 762 Lobethal Road, Basket Range**

**8.8.1 Representations**

<b>Name of Representor</b>	<b>Address of Representor</b>	<b>Nominated Speaker</b>
Eberhard Frank	12 Hunters Road Basket Range	Personally

The applicant's representative, Mr Marcus Dewar addressed the Panel.

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**8.8.2 Decision of Panel**

The following recommendation was adopted by consensus of all members (48)

The Council Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, DELEGATES to staff to grant Development Plan Consent to Development Application 18/606/473 by The Manor BR Pty Ltd for Change of use to include cellar door (40 persons capacity) at 762 Lobethal Road Basket Range subject to waste system approval being obtained and to the following conditions:

**(1) Development In Accordance With The Plans**

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Amended proposal letter prepared by Marcus Dewar dated 24 September 2018 and date stamped by Council 24/09/18
- Full site plan prepared by Raven Design Concepts, drawing number PD-01, dated 21/08/18 and date stamped as received by Council 21/08/2018
- Close up site plan prepared by Raven Design Concepts, drawing number PD-02, dated 21/08/18 and date stamped as received by Council 21/08/2018
- Floor plan prepared by Raven Design Concepts, drawing number PD-03, dated 21/08/18 and date stamped as received by Council 21/08/2018

**REASON:** *To ensure the proposed development is undertaken in accordance with the approved plans.*

**(2) Restriction On Display/Sale Non-Beverage/Food Items**

A maximum area of 25m<sup>2</sup> shall be used for the display and sale of any non-beverage or non-food item within the cellar door.

**REASON:** *To ensure the tasting of wine and retail sale of wine are the predominant activities of the cellar door.*

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**(3) Overall Capacity**

At any one time, the capacity of the cellar door and associated outdoor licensed area shall be limited to a maximum of 40 persons and the overall capacity of the licensed premises at any one time shall not exceed the capacity of the on-site waste system

*REASON: To ensure the proposed development is undertaken in accordance with the approved plans, to ensure that neighbouring properties are not impacted on negatively by this development and to ensure the waste control system is adequate.*

**(4) Entertainment**

Entertainment in the form of a range of music shall be contained within the cellar door building during operating hours of the cellar door to maintain the amenity of the rural area to the reasonable satisfaction of Council.

*REASON: To maintain and enhance the rural amenity of the locality.*

**(5) Noise Levels**

The noise from the cellar door shall not exceed 57dB(A) between 10am and 10pm within nearby dwellings.

*REASON: To maintain the amenity of the locality and to ensure compliance with Environmental Protection (Noise) Policy 2007.*

**(6) Opening Hours Cellar Door**

The opening hours of the cellar door sales shall be between 10:00am and 5:00pm Monday to Sunday.

*REASON: To ensure the development operates in accordance with the approval.*

**(7) Sale of Wine Restricted to Licensee's Own Product And Product from the Mount Lofty Ranges Region**

The sale of wine is limited to that which is the licensee's own product or product from the Mount Lofty Ranges Region.

*REASON: To ensure the tasting and retail sale of Mount Lofty Ranges Region wine are the predominant activities of the cellar door.*

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**NOTES**

**(1) Development Approval Expiry**

This development approval is valid for a period of twelve months commencing from the date of the decision notification. However if the development hereby approved is substantially commenced within the twelve (12) month period then it shall be completed within three (3) years of the date of such notification. This time period may be further extended beyond the 3 year period by written request to, and approval by, Council prior to the approval lapsing. Application for an extension is subject to payment of the relevant fee. Please note that in all circumstances a fresh development application will be required if the above conditions cannot be met within the respective time frames.

**(2) EPA Environmental Duty**

The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

- 8.9      **Development Application 15/1007/473 (15/D49/473) by Woodforde JV Pty Ltd for land division (2 into 281) in four stages with associated roads and other civil infrastructure and creation of reserves (SCAP relevant authority).**

**Variation Description: Variation to Development Authorisation 15/D49/473 to realign MacIntosh Crescent and to reconfigure approved allotments and increase the number of additional allotments overall from 281 to 296, namely to reconfigure approved allotments 203 to 208 and to increase the number of allotments on the southern side of Abercrombie Avenue from 4 to 8 allotments (Lots 901 to 904) (Stage 2B) and reconfigure approved Lots 209 to 219 and increase the number of allotments in the southern section of MacIntosh Crescent from 11 to 22 allotments (Lots 818 to 828) (Stage 3A) at 23 – 63 Glen Stuart Road, Woodforde**

**8.9.1      Representations**

Nil

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 OCTOBER 2018  
63 MOUNT BARKER ROAD, STIRLING**

***[Please Note: These minutes are unconfirmed until 14 November 2018]***

**8.9.2 Decision of Panel**

**The following recommendation was adopted by consensus of all members (49)**

The Council Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and advise the State Commission Assessment Panel that it has no objection to the variation proposal in the amended plan of division dated 14 September 2018 in Development Application 15/1007/473 (15/D049/473) by Woodforde Pty Ltd for Land Division (2 into 281) in four stages with associated roads and other civil infrastructure and creation of reserves (SCAP the relevant authority) - described as: Variation to development authorisation 473/D049/15 - to realign MacIntosh Crescent & to reconfigure approved allotments & increase the number of additional allotments overall from 281 to 296, namely to reconfigure approved allotments 203 to 208 and to increase the number of allotments on southern side of Abercrombie Avenue from 4 to 8 allotments (lots 901 to 904) (Stage 2B) & to reconfigure approved allotments 209 to 219 & increase the number of allotments in the southern section of MacIntosh Crescent from 11 to 22 allotments (lots 818 to 828) (Stage 3A), subject to the following comments:

- (1) As highlighted in the planning submissions on the original land division and in three residential flat building proposals within the sub-division, these residential flat buildings are critical to achieving the net densities desired by the Policy Area. A planning statement should be provided that details how these densities are now going to be achieved.
- (2) In line with the above, a statement should be provided to detail how housing diversity is still going to be achieved. In particular, how is the 15 percent affordable housing target going to be achieved within the subdivision.
- (3) It should be proven that larger allotment sizes along Abercrombie Avenue are not required. Concept dwelling designs, including civil plans detailing earthworks should be provided for allotments 203 to 206 and 901 to 904 to demonstrate consistency with the pertinent provisions. In particular:
  - How will major earthworks and retaining walls be avoided?
  - Are the future dwellings likely to be split-level?
  - Provide a profile of the interface between allotments 904 and 207 and allotments 202 and 203. Consideration should be given to widening these allotments so a 1m side setback can be achieved.
- (4) Further details should be provided to prove that 'boundary build' dwellings on allotments 826 to 828 will have sufficient access to sunlight, in particular the private open space and rooms to the rear.

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- (5) Prior to determination of the variation by SCAP, a revised stormwater master plan for the whole land division and engineering calculations shall be provided to confirm the stormwater management design (post development to match predevelopment flows) has adequate capacity to accommodate the additional allotments in Stage 2B to the satisfaction of Council and SCAP
- (6) The applicant shall confirm that revised engineering designs will be submitted for Council engineering approval for Stage 2B prior to civil works associated with the variation commencing.
- (7) A condition should be included in any consent granted to the variation that requires the created allotments within Stage 3A (lots 209 to 219 and 818 to 828) to share vehicle crossovers to minimise the visual impact of multiple crossovers on the streetscape.

**9. Policy Issues for Advice to Council**

The Panel requests that Council staff give consideration to the review of scenic routes listed in the Development Plan and possibly include Scenic Route 51.

**10. Other Business**

Acknowledgement of Linda Green's contribution to the Council Assessment Panel - forthcoming Council elections

**10.1 The Panel expressed their thanks to Linda Green for her membership on the Council Assessment Panel and her contributions to date.**

**Moved** Stephen Hamnett  
**S/-** Simon Bradley

**Carried**  
**(50)**

**11. Order for Exclusion of the Public from the Meeting to debate Confidential Matters**  
Nil

**12. Confidential Item**  
Nil

**13. Next Meeting**  
The next ordinary Development Assessment Panel meeting will be held on Wednesday 14 November 2018.

**14. Close meeting**  
The meeting closed at **11.50pm**.