



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

Councillor Ian Bailey
Councillor Kirilee Boyd
Councillor Nathan Daniell
Councillor Pauline Gill
Councillor Chris Grant
Councillor Linda Green
Councillor Malcolm Herrmann
Councillor John Kemp
Councillor Leith Mudge
Councillor Mark Osterstock
Councillor Kirsty Parkin
Councillor Andrew Stratford

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

Tuesday 28 May 2019
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 28 May 2019
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

- 4.1. Council Meeting – 23 April 2019
That the minutes of the ordinary meeting held on 23 April 2019 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

- 4.2. Special Council Meeting 7 May 2019
That the minutes of the special meeting held on 7 May 2019 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

6. PRESIDING MEMBER'S OPENING REMARKS

7. QUESTIONS ADJOURNED/LYING ON THE TABLE

- 7.1. Questions Adjourned
7.2. Questions Lying on the Table

8. PETITIONS / DEPUTATIONS / PUBLIC FORUM

- 8.1. Petitions
Nil
- 8.2. Deputations
8.2.1. Andrew Admiraal & Michael Clements, Adelaide Hills Rally
8.2.2. Joe Frank
- 8.3. Public Forum

9. PRESENTATIONS (by exception)

- 9.1. Damien Cooke, Regional Development Australia
9.2. Graeme Martin, Southern & Hills Local Government Association (S&HLGA)

10. QUESTIONS ON NOTICE

- 10.1. Lower Hermitage Road Upgrade

11. MOTIONS ON NOTICE

11.1. Low Impact Telecommunications Facilities

That the Council's 26 March 2019 resolution (62/19) for the provision of a report to Council on a policy position in relation to the future installation of low impact telecommunications facilities, specifically, antennae attached to stobie poles, by telecommunications providers be deferred from 30 June 2019 until the 23 July 2019 Council meeting.

11.2. Federal Election 2019

- 1. Council congratulates the Hon Scott Morrison MHR on being able to form a majority Coalition Government, and*
- 2. Seeks assurances from the Prime Minister that the new government will honour commitments made during the election campaign by the Liberal Candidate for the seat of Mayo, Ms Georgina Downer. These commitments for Projects in the Adelaide Hills Council include:*
 - a. Reducing congestion at the intersection of Tiers, Nairne and Onkaparinga Valley Roads, Woodside,*
 - b. Upgrading of bike trails by completing the Amy Gillett Recreation Bikeway to Mount Pleasant, and*
 - c. Completing the Hahndorf/Verdun Interchange on the south eastern freeway.*
 - d. Providing netting subsidies for fruit growers*
- 3. The Chief Executive Officer writes to the Minister for Transport enclosing a copy of the correspondence and requesting the Minister to support projects in the Adelaide Hills Council Area.*
- 4. The Council congratulates Ms Rebekha Sharkie on her re-election as the Member for Mayo and requests her to lobby the Federal Government for funds to implement the election commitments made by the Liberal Party in Mayo, particularly those in the Adelaide Hills Council.*

12. OFFICER REPORTS – DECISION ITEMS

12.1. RDA Three Year Funding Agreement

- 1. That the report be received and noted.*
- 2. That the Council enter into a three year funding agreement with Regional Development Australia – Adelaide Hills, Fleurieu and Kangaroo Island Inc. as per the agreement contained in Appendix 1, with an annual funding contribution of \$64,613, adjusted annually according to changes in the Consumer Price Index.*
- 3. That the Mayor and Chief Executive Officer be authorised to negotiate and approve minor amendments not affecting its intent or financial elements, and sign and seal the Agreement on behalf of Council.*

- 12.2. Road Closure for Adelaide Hills Rally
Refer to Agenda Report

- 12.3. Festivals & Events Policy

1. *That the report be received and noted.*
2. *To endorse the Draft Festivals and Events Policy, as contained in Appendix 1, for consultation purposes.*
3. *That the CEO be authorised to:*
 - a. *Make any formatting, nomenclature or other minor changes to the Policy prior to being released for public consultation and;*
 - b. *Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of Council's Public Consultation Policy.*

- 12.4. 20th Anniversary of Gumeracha Civic Precinct Development

1. *That the report be received and noted.*
2. *That an initiative be included in the 2019-20 Annual Business Plan, with a budget of \$3,000, to hold an appropriate event, involving community groups and community members, to celebrate the 20th anniversary of the development of the civic precinct at Gumeracha and showcase the activities and opportunities available at the site.*

- 12.5. Appointment of Building Fire Safety Committee

1. *That the report be received and noted*
2. *That Council appoints the following members to the Adelaide Hills Building Fire Safety Committee as the appropriate Authority for the purposes of Section 71 of the Development Act 1993 for a three year period commencing on 29 May 2019 and expiring on 31 May 2022 or, until such time that Section 157(17) of the Planning, Development and Infrastructure Act 2016 is operational, whichever occurs first:*
 - a) *Peter Harmer (Contract Building Surveyor Engineer) as a person with expertise and qualifications in building surveying, engineering and building fire safety*
 - b) *Colin Paton, as a person nominated by the Country Fire Service with Julian Aggiss, Joel Taggart, Kevin Churchward and Phil McDonough nominated as deputy members*
 - c) *Jeff Grinnell as Team Leader Building Services as an authorised Council Officer with expertise and qualifications in building surveying and building fire safety with Tom Warneke as deputy member, and*
 - d) *Deryn Atkinson as Manager Development Services as an authorised Council Officer (with Marc Salver appointed as deputy member).*

- 12.6. Options for Crown Reserves
Refer to Agenda Report
- 12.7. Budget Review 3
1. *Receive and note the report.*
 2. *Adopt the Operating Budget variations presented in Budget Review 3 resulting in no change to the Operating Surplus for the 2018-19 financial year of \$398k.*
 3. *Adopt the proposed Capital Works variations provided for in Budget Review 3 representing:*
 - a. *An increase in Capital Income of \$50k;*
 - b. *An increase in Capital Expenditure of \$87k;*
 4. *resulting in a proposed capital expenditure budget of \$17.713m*
 5. *Adopt the change in Council's current Net Lending Result from \$5.993m to \$5.956m as a result of the capital program amendments.*
- 12.8. Discretionary Rates Rebate
1. *The report be received.*
 2. *That the following applications for a discretionary rate rebate under Section 166 (1) (d) of the Local Government Act 1999 be granted a 75% rate rebate for the rating years from 2019-20 until end of the current Council term:*
 - *Scout Association of Australia (SA Branch) 9 Pye Road Balhannah – Assessment No. 6589*
 - *Scout Association of Australia (SA Branch) 99 Milan Terrace Stirling – Assessment No. 12628*
 3. *That a discretionary rate rebate requested by the following applicants under Section 166 of the Local Government Act 1999 be declined on the basis that they do not meet the criteria set out in Council's Rating Policy:*
 - *Stirling Hospital Inc – 20 Milan Terrace Stirling – Assessment No. 11270*
 - *Lobethal and District Aged Homes – 8 Woodside Road Lobethal – Assessment No. 4670*
 - *KeyInvest – 18A Tolmer Road Woodside – Community Centre – Assessment No. 20383*
 - *Baptist Care (SA) Inc – 32 Wingrove Road Mylor – Assessment No. 10008*
 - *Scout Association of Australia (SA Branch)*
 - *37 Spring Gully Road Piccadilly – Assessment No. 1069*
 - *19 Spring Gully Road Piccadilly – Assessment No. 2813 – vacant land*
 - *Carinya Road & 21-37 Spring Gully Road Piccadilly – Assessment No. 2001*
 4. *The applicants be formally advised of Council's decision.*

12.9. Risk Management Policy

1. *That the report be received and noted*
2. *With an effective date of 11 June 2019, to revoke the 13 June 2017 Risk Management Policy and to adopt the revised draft Risk Management Policy in Appendix 1.*
3. *That the Chief Executive Officer, or delegate, be authorised to make any formatting, nomenclature or other minor changes to the above policies during the period of their currency.*

12.10. Nomination for Libraries Board SA

1. *That the report be received and noted.*
2. *To determine that the method of selecting the Council Members to be nominated for the Libraries Board of South Australia be by an indicative vote utilising the process set out in this Agenda report.*
3. *To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person(s) for nomination for the Libraries Board of South Australia and for the meeting to resume once the results of the indicative vote have been declared.*
4. *To endorse the nomination of _____ & _____ for the Libraries Board of South Australia and authorise the Chief Executive Officer to lodge the completed nomination form(s) to the Local Government Association by 6 June 2019.*

12.11. Status Report – Council Resolutions Update

Refer to Agenda Report

13. OFFICER REPORTS – INFORMATION ITEMS

- 13.1. Service Standards Report Q3 18/19
- 13.2. S&HLGA Budget
- 13.3. Risk Management Plan Update
- 13.4. Adelaide Hills Council Roundabouts

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 – 8 May 2019
That the minutes of the CAP meeting held on 8 May 2019 as supplied, be received and noted.
- 18.2. Special Strategic Planning & Development Policy Committee – 14 May 2019
That the minutes of the SPDPC meeting held on 14 May 2019 as supplied, be received and noted.
- 18.3. Audit Committee - 13 May 2019
That the minutes of the Audit Committee meeting held on 13 May 2019 as supplied, be received and noted
- 18.4. CEO Performance Review Panel
Nil

19. CONFIDENTIAL ITEMS

- 19.1. Electricity Procurement

20. NEXT ORDINARY MEETING

Tuesday 25 June 2019, 6.30pm, 63 Mt Barker Road, Stirling

21. CLOSE MEETING

Council Meeting/Workshop Venues 2019

DATE	TYPE	LOCATION	MINUTE TAKER
JUNE 2019			
Tues 4 June	Special Council (TBC)	Stirling	Pam Williams
Tues 11 June	Workshop	Woodside	N/A
Wed 12 June	CAP	TBA	Karen Savage
Tues 18 June	Professional Development	Stirling	N/A
Tues 25 June	Council	Stirling	Pam Williams
JULY 2019			
Tues 9 July	Workshop	Woodside	N/A
Wed 10 July	CAP	TBA	Karen Savage
Tues 16 July	Professional Development	Stirling	N/A
Tues 23 July	Council	Stirling	Pam Williams
AUGUST 2019			
Mon 12 August	Audit	Stirling	TBA
Tues 13 August	Workshop	Woodside	N/A
Wed 14 August	CAP	TBA	Karen Savage
Tues 20 August	Professional Development	Stirling	N/A
Tues 27 August	Council	Stirling	Pam Williams

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

Community Forums 2019

6.00 for 6.30pm

DATE	LOCATION
Tuesday 30 July 2019	Gumeracha
Tuesday 29 October 2019	Norton Summit

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 10.1 Question on Notice

Originating from: Cr Malcolm Herrmann

Subject: Lower Hermitage Road Upgrade

1. QUESTION

1. What progress has been on the purchase/acquisition of land required for road widening purposes?
2. Has an end use been identified for some or all of the approximately 75 trees which have been identified to be removed?



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

Land Acquisition Authorisation and Agreement letters were sent to the four affected residents of Lower Hermitage Road (579A, 579B, 579C & 579D) in the middle of March. Council has received signed agreements from three of the four residents to date. The one resident still to sign requested further information of the land acquisition; in particular the realignment of a stock gate and fence construction details. Council (Steve Smith) met with the resident on 10th May 2019 to provide the requested information and discuss any further concerns. The discussion points of this meeting were formalised in an email on the 10th May 2019 and Council is expecting a response from the resident this business week (ending 24th May 2019).

Once the authorisation letters from all land owners are received, pegging and survey work will be undertaken. Plans will be drafted and a Conveyancer will be engaged to undertake the preparation of the relevant Land Titles Office Documents to complete the transactional part of the road widening.

Council has approval to clear approx. 88 trees from the Lower Hermitage Road upgrade. Native Vegetation Council consent for the clearance is conditional on the hollows being relocated (Approx. 20 hollows). Part of the offset arrangements was to offset Kersbrook Stone Reserve (Conservation Reserve), Bush for Life site (AHC020) and recently formalised Heritage Agreement as an SEB area (Significant Environmental Benefit).

It is understood that the trunk sections will be utilised in Nature Play projects by Council to be used as seats at the Paracombe and Birdwood play spaces, whilst the hollows and canopy sections could be used to develop habitat in the Kersbrook Stone Reserve SEB area. We are currently investigating whether it would be appropriate to position some of the cleared trees (with hollows) around the open quarry area (approx. 1ha) in the hope that the addition of the trees would:

- benefit wildlife through creation of additional habitat
- encourage the formation of soil structure through the additional capture of resources and
- create/build up organic matter layer

The quarry area is apparently devoid of native vegetation since the initial clearance and the top soil was entirely removed during excavation.

The 88 trees comprise a mixture of Red Gum, Long-leaf Box, Bluegum, Golden Wattle and Native Cherry.



Photo of Quarry Area

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Malcolm Herrmann

Subject: Federal Election 2019

1. MOTION

That:

- 1. Council congratulates the Hon Scott Morrison MHR on being able to form a majority Coalition Government, and**
- 2. Seeks assurances from the Prime Minister that the new government will honour commitments made during the election campaign by the Liberal Candidate for the seat of Mayo, Ms Georgina Downer. These commitments for Projects in the Adelaide Hills Council include:**
 - a. Reducing congestion at the intersection of Tiers, Nairne and Onkaparinga Valley Roads, Woodside,**
 - b. Upgrading of bike trails by completing the Amy Gillett Recreation Bikeway to Mount Pleasant, and**
 - c. Completing the Hahndorf/Verdun Interchange on the south eastern freeway.**
 - d. Providing netting subsidies for fruit growers**
- 3. The Chief Executive Officer writes to the Minister for Transport enclosing a copy of the correspondence and requesting the Minister to support projects in the Adelaide Hills Council Area.**
- 4. The Council congratulates Ms Rebekha Sharkie on her re-election as the Member for Mayo and requests her to lobby the Federal Government for funds to implement the election commitments made by the Liberal Party in Mayo, particularly those in the Adelaide Hills Council.**

2. BACKGROUND

During the election campaign for the seat of Mayo, the Liberal candidate, Ms Georgina Downer, issued material which included the above projects in the AHC.

Now that a majority Coalition government has been elected, it is timely to remind the new government that it should honour its election commitments to ensure that the trust the electors have shown is confirmed.

3. OFFICER'S RESPONSE – Lachlan Miller, Executive Manager Governance & Performance

During the 2019 Federal Election Campaign, electoral material was provided by a number of candidates for the electorates of Sturt (Teringie, Woodforde and Rostrevor) and Mayo (balance of the Adelaide Hills Council area).

Regarding the Mayo electorate, electoral material in Council's possession from Ms Georgina Downer identifies the following matters specifically relevant to the Adelaide Hills Council area:

'Our local infrastructure needs a radical shake up to improve safety and reduce congestion. Georgina is fighting hard for:

- Moving freight trains out of the Adelaide Hills, reducing traffic congestion, noise and bushfire risk
- Completing the Hahndorf/Verdun interchange on the South eastern Freeway
- Fixing the Tiers Road and the Tolmer Road intersections at Onkaparinga Valley road, Woodside
- Upgrading bike trails:
 - Completing the Amy Gillet Recreation Bikeway to Mount Pleasant
 - Bike trail between Gumeracha and Forreston
- Improved public transport along Onkaparinga Valley Road'

'Georgina is fighting for our primary producers and natural environment:

- Providing a net subsidy for fruit growers'

'Georgina is fighting for upgraded community facilities, including:

- An Equestrian Centre at Oakbank Racetrack
- Redevelopment of Houghton Oval including Multi-Use Community Hub'

'\$2 Million committed to reduce congestion at Woodside'

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 11.2 Motion on Notice

Originating from: Cr Mark Osterstock

Subject: Draft Policy Position regarding Low Impact Telecommunications Facilities

1. MOTION

That the Council's 26 March 2019 resolution (62/19) for the provision of a report to Council on a policy position in relation to the future installation of low impact telecommunications facilities, specifically, antennae attached to stobie poles, by telecommunications providers be deferred from 30 June 2019 until the 23 July 2019 Council meeting.

2. BACKGROUND

At the Council meeting held on 26 March 2019 (Item 11.2), Council resolved as follows:

Moved Cr Mark Osterstock
S/- Cr Chris Grant

62/19

I move:

1. That the Chief Executive Officer formulate a policy position in relation to the future installation of low impact telecommunications facilities, specifically, antennae attached to stobie poles, by telecommunications providers, for Councils consideration by no later than 30 June 2019.
2. That the policy position address (yet not be limited to) such issues as:
 - Siting (Preference - Non-Public Land)
 - Design
 - Height
 - Colours and Finishes
 - Character and Amenity
 - Local Environment
 - Objection Process
 - The need to balance the above with the requirement to address mobile black spots and provide adequate mobile coverage to Adelaide Hills residents, businesses and visitors for public safety, commerce and accessibility.

As a result of the above resolution, and a subsequent article in the Mount Barker Courier, a representative of Telstra sought a meeting with staff and me to discuss this matter. This meeting took place on 17 May and the representative stated their willingness to work with Council to address the concerns as expressed with the roll out of this new infrastructure in the Council area.

Further technical information was offered to assist with the preparation of the draft policy position, but this may only occur towards the end of June which will be too late to comply with the 30 June deadline as resolved by Council in this regard.

My motion therefore seeks to enable this information to be considered as part of the formulation of Council's policy position and therefore I am seeking a deferral of Council's consideration of this draft policy position to the 23rd of July Council meeting and seek the support of my fellow elected members to enable this to occur.

3. OFFICER'S RESPONSE – Marc Salver, Director Development & Regulatory Services

The Administration supports this Motion on Notice as it will enable further discussions with Telstra to occur and will allow for technical information regarding the positioning of such stobie pole mounted antennae to be considered for inclusion in the draft policy position. With this in mind, it is considered that the policy position will be more robust and comprehensive. The Administration consider that the one month deferral to enable this to occur should be supported.

The motion to change of the date for the consideration of the requested report effectively amends a resolution passed since the last general election and is, as such, a 'rescission motion'. If the motion is lost, in accordance with Regulation 12(4) of the *Local Government (Procedures at Meetings) Regulations 2013*, a motion to the same effect (i.e. to amend the resolution) cannot be brought until after the expiration of 12 months.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 12.1

Originating Officer: Melissa Bright, Manager Economic Development

Responsible Director: David Waters, Director Community Capacity

Subject: Three year funding agreement with Regional Development Australia – Adelaide Hills, Fleurieu and Kangaroo Island

For: Decision

SUMMARY

The first goal of Council's Strategic Plan 2016, "People and business prosper", relates to the progress of a unique region based on a diverse, resilient and flexible economic base, primarily building on the development of, and value-adding to, existing businesses, industry sectors and entrepreneurs.

Consistent with this goal, the Regional Development Australia Adelaide Hills, Fleurieu and Kangaroo Island (RDA AHFKI) Committee's vision for the region is for an "economically prosperous region made up of resilient local communities, providing homes and jobs for healthy, engaged populations who are well connected to each other, to services and to social and economic opportunities."

Adelaide Hills Council's three year funding of RDA AHFKI concludes at the end of June 2019 and they are seeking to renew the arrangements (refer to **Appendix 1**). This report seeks Council's approval to enter into a further three year funding agreement.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That the Council enter into a three year funding agreement with Regional Development Australia – Adelaide Hills, Fleurieu and Kangaroo Island Inc. as per the agreement contained in Appendix 1, with an annual funding contribution of \$64,613, adjusted annually according to changes in the Consumer Price Index.
 3. That the Mayor and Chief Executive Officer be authorised to negotiate and approve minor amendments not affecting its intent or financial elements, and sign and seal the Agreement on behalf of Council.
-

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal 1 People and business prosper

This goal area identifies the importance to our local community of strengthening our economy and building on its strengths in food production, tourism and creativity and many of the strategies directly relate to the role and function of the RDA.

➤ Legal Implications

The *Local Government Act 1999*, Chapter 2, Section 7, Item (g) specifies that one of the functions of a Council is to include:

g) To promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism;

➤ Risk Management Implications

The three year funding agreement with the RDA will assist in mitigating the risk of:

Uncoordinated, reactive and ad-hoc economic development support leading to suboptimal economic development outcomes for the region.

Inherent Risk	Residual Risk	Target Risk
Medium (3D)	Low (2D)	Low (2D)

The Economic Development Strategy and the employment of the Manager Economic Development to implement the strategy is an existing control put in place to address the identified risk.

➤ Financial and Resource Implications

The Council's contribution to RDA AHFKI for 2018-19 was \$63,038.

The three year funding agreement specifies that Council will provide \$64,613 (GST exclusive) in 2019/20 in equal instalments by 1 July 2019, 1 October 2019, 1 January 2020 and 1 April 2020. The amounts for the two successive years will be increased annually by an amount of 2.5%.

Council currently has \$65,000 included in its draft 2019/20 Budget.

➤ Customer Service and Community/Cultural Implications

The RDA undertakes key activities to improve communication between the region's business community, all levels of government, key industry groups and other regional development bodies. Continuing with this arrangement will enhance Council's ability to build stronger relationships with the business community and provide broader economic development services to the region.

➤ **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: Chief Executive Officer
Director Community Capacity
Executive Manager Governance & Performance

Community: Not Applicable

Partner Councils: Officers from these partnering Councils:
Mount Barker District Council
Alexandrina Council
City of Victor Harbor
District Council of Yankalilla
City of Onkaparinga

2. BACKGROUND

Regional Development Australia (RDA) is a unique partnership between the Australian, State and Local Governments to support the growth and development of Australia's regions. In South Australia they are administered by the Australian Government Department of Infrastructure, Regional Development and Cities, Primary Industries and Regions SA and the relevant Local Councils.

In South Australia there are eight RDA Boards covering all areas of the state including metropolitan Adelaide. In South Australia RDA Boards:

- Provide independent advice to all three levels of Government on critical issues affecting their region
- Collaborate with relevant stakeholders to identify economic opportunities and leverage private and public sector investment in the regions
- Connect regional businesses, councils and industry sectors with international trade partners, financial markets and potential investors
- Work closely with community leaders to identify funding sources and develop project proposals to support economic growth
- Provide assistance to local communities to develop project proposals to support economic growth
- Promote awareness of government programmes in their region.

The RDA AHFKI was established as a joint partnership between the Australian and State Governments and the Adelaide Hills Council, Mount Barker District Council, Alexandrina Council, City of Victor Harbor, District Council of Yankalilla, Kangaroo Island Council and the City of Onkaparinga (but covering only part of City of Onkaparinga).

Currently chaired by James Sexton, the Board consists of ten members with one position currently vacant.

3. ANALYSIS

In September 2016 an independent review of the effectiveness of the RDA Program was undertaken by the Australian Government. In summary the review found that there is strong recognition of the contribution of the RDA Committees to regions, but that a different approach is required to regional development to better enable communities to harness economic opportunity. The review identified infrastructure as important but that focus needed to also be placed on the other pillars of economic growth – human capital, particularly education and skills; information and communications technology; business competitiveness; access to markets; collaborative partnerships and service delivery. In particular it was found that the key value of the RDA program was in the soft infrastructure – networking, facilitating, brokering and advocating.

As a result of the review a new Charter for Regional Development Australia was released by the Australian Government in August 2017. This Charter specified that RDA Committees will:

1. Collaborate with relevant stakeholders to identify economic opportunities and leverage private and public sector investment to the regions;
2. Connect regional businesses, councils and industry sectors with international trade partners, financial markets and potential investors;
3. Promote and disseminate information on Australian Government policies and grant programs to state and local governments and industry, business and community sectors;
4. Support community stakeholders to develop project proposals to access funding;
5. Develop and maintain positive working relationships with the local government bodies in their regions;
6. Facilitate public and private sector decentralisation;
7. Assist in the delivery of Australian Government programs, where relevant and where requested by the Minister;
8. Engage with regional entrepreneurs and emerging business leaders to explore new opportunities to grow local jobs in their region;
9. Provide information on their region's activities and competitive advantage to all levels of government, industry, business and community sectors; and
10. Provide evidence-based advice to the Australian Government on critical regional development issues positively and negatively affecting their regions.

Following a reassessment and interpretation of the regional indicators and to reflect the findings of the review, the RDA AHFKI has defined its purpose as developing and growing the region's economy and liveability by:

- Consulting and engaging with the community on economic, social and environmental issues, competitive advantages, solutions and priorities
- Exploring and promoting economic and employment growth including contributing to business development, trade, funding access and investment attraction
- Being a first point of contact for government agencies, providing advice on local issues, competitive advantages, solutions and priorities
- Promoting government policies, programs, services, grants and initiatives to the regional community.

In 2018/19 the partner local governments provided a total funding of \$297,000, with the Australian Government contributing around \$218,000 and Regions SA contributing a further \$451,000. **Appendix 2** contains the 2018/19 Annual Business Plan which outlines some of the key projects and achievements including:

- Completing the Northern Bypass study
- Undertaking and completing Passenger Transport study
- Developing a guide to trading in the Middle East
- Taking a delegation of environmental service companies and horticulture industry to the Gulf Food exhibition in the Middle East
- Updating the RDA website

The RDA's lead strategic document that forms its Regional Strategic Plan is the Regional Roadmap. Undertaken every three years, this study establishes relevant external factors affecting the future of the region and sets aims, objectives and governance arrangements to respond. It also outlines a regional infrastructure plan that guides the implementation of the strategic direction. Updating and reviewing this document will be a key activity for the RDA in 2019/20.

The RDA's annual objectives and budget are set by the Annual Project Plan (see **Appendix 3**) but is dependent on funding contributions by the three government partners. The funding agreement with the Australian Government currently extends to December 2020 and the funding agreement with Regions SA has recently been extended to June 2022. While it is not clear what the RDA's reaction would be to either of the other levels of government discontinuing funding, it must be recognised as a risk. Naturally, the RDA would need to reassess its objectives and capacity to deliver in these circumstances.

One of RDA's aims during 2019/20 is to have greater involvement with councils and establish a much closer working relationship with the Southern and Hills Local Government Association. The value of this cross regional working relationship has already been demonstrated through key projects like the Northern Bypass Study and the Passenger Transport Study. The Administration is keen to continue strengthening the relationship and sees great value to our community in supporting regionally focussed economic development opportunities. At this time, RDA AHFKI provides one of the most effective mechanisms to do this and thus, continuation of funding is supported.

4. OPTIONS

Council has the following options:

- I. Approve the three year funding agreement (Recommended) and continue to work with the RDA on regional economic development opportunities and priorities
- II. Not approve the three year funding agreement (Not Recommended) and discontinue our involvement with the RDA
- III. Postpone approval, pending further discussion.

5. APPENDICES

- (1) RDA Funding Agreement
- (2) 2018/19 Annual Business Plan
- (3) Regional Project Plan 2019/20

Appendix 1

RDA Funding Agreement

FUNDING AGREEMENT

Between

**Regional Development Australia –
Adelaide Hills, Fleurieu and Kangaroo Island Inc
(ABN 8981 6693 886)**

AND

Adelaide Hills Council (ABN 23 955 071 393)

PREAMBLE

Adelaide Hills Council, The District Council of Mt Barker, Alexandrina Council, City of Victor Harbor, District Council of Yankalilla, City of Onkaparinga Council and Kangaroo Island Council recognise the primacy of the Funding Agreement between the Commonwealth of Australia as represented by the department of Regional Australia, Local Government, Arts and Sport and Regional Development Australia Adelaide Hills, Fleurieu and Kangaroo Island.

Parties recognise this Funding Agreement as the administrative agreement that establishes, enables and monitors the work of the RDA.

Parties recognise that Schedules A and B in this agreement determine the operational relationship between the Commonwealth and the RDA. In particular these relate to

- Schedule A – Commonwealth outputs, key governance documents, operational funding payments, schedule of payments and contact details.
- Schedule B – Commonwealth project funding.

The councils and RDA agree to establish Schedule C as an addendum to the Commonwealth Agreement as follows.

SCHEDULE C

1. FUNDING PERIOD

From 30th June 2019 to 30th June 2022

2. REGION

South Australian Government region boundary designated the Adelaide Hills, Fleurieu and Kangaroo Island region.

3. BACKGROUND AND PURPOSE

3.1 Background

- 3.1.1 Councils intend to engage the Association as one means of enhancing the quality of life in the Region through promoting and encouraging sustainable community economic development in the Region on behalf of the Councils.
- 3.1.2 Councils separately agree to provide Funds to the Association for the purpose of undertaking community economic development activities in the Region.
- 3.1.3 The Association operations must be responsive, efficient and cost effective, and the Association must collaborate with and have effective working relationships with the Councils.
- 3.1.4 The Association understands its role as a service provider for the Councils within the local communities of the Region.
- 3.1.5 The RDA will work with each council to deliver and agree on programs to support the development and implementation of project or activities identified in the Roadmap

3.2 Purpose

Our committee of local people with diverse skills and broad networks, is committed to developing and growing the region's economy and liveability by:

- Consulting and engaging with the community on economic, social and environmental issues, competitive advantages, solutions and priorities
- Exploring and promoting economic and employment growth including contributing to business development, trade, funding access and investment attraction
- Being a first point of contact for government agencies, providing advice on local issues, competitive advantages, solutions and priorities

- Promoting government policies, programs, services, grants and initiatives to the regional community

4. COUNCILS FUNDS

- 4.1 The Local Government Partners agree to provide The Funds in the amounts set out as follows.

Local Government (indicative funding based on past practice)			
Council	2019/2020	2020/2021	2021/2022
Adelaide Hills	\$64,613	\$66,229	\$67,885

- 4.1.1 The Funds will be applied to The Purpose
- 4.1.2 The funds will be paid in the manner and on the dates set out in Council Funding Period.
- 4.1.3 Funds will be increased annually during the term of this Agreement by an amount equal to CPI increase
- 4.1.4 The Funds are GST exclusive.
- 4.2 Further, where any individual project led or coordinated by RDA has particular application or relevance to any council, RDA may agree with that Council on specific contributions to reflect that particular relevance or interest in the project outcomes.

5. COUNCIL FUNDING PERIOD [Adelaide Hills Council]

- 5.1 For the year 2019/2020, the Council will provide the agreed sum (GST exclusive), upon receipt of a tax invoice from the Association, in four equal instalments as follows: The amounts will increase in line with the above table for the succeeding two years.
- 1 July
 - 1 October
 - 1 January
 - 1 April
- For each year of the Term

6. OUTCOMES AND KPIS

KPI 1 – Commonality of reporting on projects

RDA AH, FL & KI will, on a quarterly basis, report to all Councils on projects being undertaken in the region. These reports will outline:-

- Status
- Progress
- Regional leverage opportunities

KPI 2 – Ongoing reporting function and requirements

RDA AH, F & KI will provide quarterly, reports that outline the RDA's:-

- Financial position
- Activities

KPI 3 – Annual strategy and review day

In March of each year, RDA will host an annual strategy and review day for all council CEO's.

This meeting will be focused on:-

- Prioritising future regional projects
- Reviewing past year projects and developing leverage opportunities
- Review RDA activities

KPI 4 – Engagement with SA Government

Both federal and local government see the Roadmap as an important tool to identify priorities and opportunities for the region. The Roadmap has become quite sophisticated in its analysis and insight into the region. Discussions with state executives reflect this view; however there is more that can be done.

7. REPORTING

7.1 RDA will prepare and provide written quarterly reports to each council.

8. BREACH AND TERMINATION

8.1 The Local Government Partners may provide RDA AHFKI with feedback in respect of any breach or perceived breach of a fundamental term of this Agreement.

8.2 Either party to this Agreement may refer a persistent breach of this Agreement by the other party or parties to arbitration pursuant to a process agreed between the parties or in default of agreement in accordance with arbitration frameworks established by the Local Government Association of SA.

- 8.3. If the matter cannot be resolved by arbitration or agreement between the parties then the aggrieved party may terminate this Agreement with three months' notice of termination.
- 8.4. At the conclusion of the Term, or earlier termination of this Agreement, any uncommitted or unspent Local Government Partners Funds shall upon request be returned to the Local Government Partners.

9.MISCELLANEOUS

- 9.1 Any matters not provided for in this Agreement are to be dealt with in accordance with the provisions of the Operational Funding Contract.
- 9.2 This agreement is governed by the laws of South Australia

THE COMMON SEAL of ADELAIDE HILLS COUNCIL

Was hereunto affixed in the presence of:

.....

(Print Name):

**THE COMMON SEAL of REGIONAL DEVELOPMENT AUSTRALIA ADELAIDE
HILLS, FLEURIEU AND KANGAROO ISLAND INCORPORATED**

Was hereunto affixed in the presence of:

.....

(Print Name):

Appendix 2

2018/19 Annual Business Plan



Regional
Development
Australia

ADELAIDE HILLS
FLEURIEU &
KANGAROO ISLAND

Annual Business Plan 2018-2019



Document Details	
Author	Regional Development Australia, Adelaide Hills, Fleurieu and KI
Owner	Regional Development Australia, Adelaide Hills, Fleurieu and KI
Client	Regions SA
Version	1.0
Creation Date	18 th January 2019
Endorsement Date	
Review Date	

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Vision

The vision for RDA AHFKI region is for an economically prosperous region made up of resilient local communities, providing homes and jobs for healthy, engaged populations who are well connected to each other, to services and to social and economic opportunities.

Executive Summary

Over the past 12 months the RDA has implemented some key activities that will define our region into the future. We were delighted to host and with great success the region's first Showcase at Parliament House in our nation's capital. RDA coordinated this event called '*Discover*' showcasing some of the region's best wineries, food producers and tourism services. *Discover* was designed to raise the profile of our region by inviting industry and local produce exhibitors to our nation's capital. The exhibition took an interactive trade display format with wine tastings and delicious samples of our regions' produce as well as an opportunity to witness the innovation of businesses and local government.

The Investment Attraction project remains a key regional priority with a view that it can boost productivity, drive more diverse, competitive and sustainable economy and derive economic, social and environmental benefits. The second stage of this project involved RDA hosting an outbound delegation of 26 delegates travelling to Shanghai in April 2016. Our RDA was joined by RDAs from Eyre Peninsula and Limestone Coast. The delegates were made up of a good mix of Local Government Representatives, businesses and Industry representatives. We continue to engage and welcome investors to participate in the economic and social development of our region (Adelaide Hills, Fleurieu and Kangaroo Island) as well as provide business owners with the knowledge to up-skill their investment potential.

"Tapping the Demographic Dividend" is a program aimed at identifying ways of developing commercial opportunities that both enhances the experience of older Australians in our community as well as generating economic and business opportunities.

Particular areas of interest that have been identified to date include export of aged care services and the development of tourist based aged care residential programs. Example include converting newly constructed apartment buildings in Shanghai that are surplus to demand and creating these into aged care facilities managed by Australian interests. The other opportunity is to develop longer term residential tourism programs aimed at older Chinese and others who wish to escape harsh winter weather. We are in discussion with Australian companies in both of these areas.

South Australia is embarking on a future built upon innovation and knowledge-intensive industries that will be highly dependent on skills in science, technology, engineering and math's (STEM). **STEM@Fleurieu** project was created at looking to ensure our region's economic and business futures have a skilled and knowledgeable workforce to meet changing technologies and products. Seventy-five percent of the fastest growing occupations require STEM knowledge and skills, but we have a declining participation in STEM subjects. The STEM project will work towards creating closer connections between industry and schools to support STEM teaching and learning and improving student understanding, and disposition towards STEM careers by establishing a common approach to STEM teaching and learning in schools.

We have produced the latest volume of our Roadmap. This is an extensive document that has reviewed government policies in how they relate to our region. It includes a review of infrastructure priorities across the region as well as proposing a regional model to categorise, evaluate and rank priority projects. This process supports initiatives of the Southern and Hills Local Government Association (SHLGA) and others concerned with approaches to link councils in the region to greater collaboration. The Roadmap differentiates infrastructure based on impact; from local to regional. It is in this area where projects support a range of beneficiaries that we are particularly dealing with. The Roadmap also includes a comprehensive socio-economic profile of the region.

We form the largest non-metropolitan part of Greater Adelaide. Our population of 120,000 is about twice that of other regional RDAs. We are in the final stages of discussions with authorities recommending that the McLaren Vale Character Preservation District will become part of our RDA. This will encompass all of the Peri-Urban areas to the south and east of Adelaide. While Kangaroo Island continues to face many challenges linked to its remoteness we are delighted to support the state government's initiatives to bolster local economic activity.

Organisation

RDA Staff and Committee

RDA Committee

Mr. James Sexton Chairperson

James is Broker/Owner and Sales at Sexton/Glover/Watts Real estate located in Mount Barker, James is a prominent businessman and business leader.

- The Chair is active in ensuring that the rapid development of the region meets the needs of the community

Victoria MacKirdy Deputy Chair

Chief Executive Officer; City of Victor Harbor

- Victoria has worked at senior levels with local government as well as a board member of Arts SA.

Glenn Rappensberg Treasurer

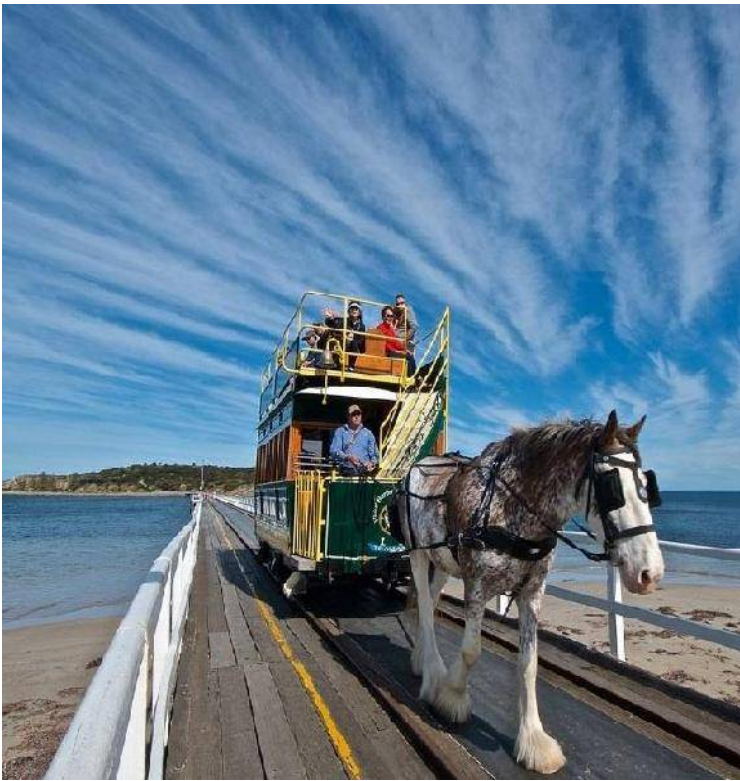
Chief Executive Officer; Alexandrina Council

- A Former Executive with a number of community organisations.

Lorraine Rosenberg Secretary

- The Secretary is engaged in ensuring that governance principles are adhered to.
- Lorraine Rosenberg is the former Mayor of Onkaparinga Council, former president of the South Australian Local Government Association and a former member of the South Australian Parliament.

Greg Waller
Committee
Member
James
Walters
Committee
Member Nigel
Morris
Committee
Member Peter
Wadewitz
Committee
Member Susie
Green
Committee
Member John
Ashcroft
Committee
Member



RDA Executive Staff

Damien Cooke
Chief Executive Officer

RDA Staff

The RDA is staffed by operational and project staff as follows:

Regional Development	Finance	Projects	Operational
Stephen Shotton	Leanne Li	Dilrini Pathirana	Sara Cross Amanda Schaper Nicki Taylor

Consultants are used for specific projects and for technical services where resources are not available in- house or added external insights are deemed a benefit.

Risk Management & Workplace Health and Safety

The RDA maintains current plans in both risk management and Workplace health and safety as part of the organisations policy and procedures.

Operations

Operational Parameters

All programs and activities are directly related to funding. Any funding applications are based on regional need and are reviewed on the importance to economic development and capability building for the region across industry and social and community sectors.

Key sources of revenue for 2018-19 are:

Revenue			2018-2019
1	Federal Government		\$218,000
2	Local Government		\$297,000
3	Project Funds		
	SA Government – Regional Development Fund	Investment Attraction (stage 2) Infrastructure and Road Map Industry Futures Autonomous Vehicle Trial Digital Enterprise Regional	\$451,000
		TOTAL	\$966,000



Communications Plan

RDA AHFKI Communications Plan			
	Audience	Channel	Timing
	Public		
		eNews	Weekly
		Website	Continuous
		LinkedIn	Weekly
		Facebook	Weekly
		YouTube	Continuous
		Print Media	Fortnightly (min)
		Commerce Groups Presentations	Annually
		Media Releases	By project
		Regional Reports	As required
		Public Consultations	By project
		Submissions	As required
		Regional Demographic and Economic profiles	Continuous
		Project Workshops	As required
		RDASA News Contribution	Monthly
		Regional Development Australia Case Study	As required
	Internal		
		Staff Update Meetings	Quarterly
		Committee Meetings	Monthly
		SHLGA Meetings	Monthly
		Economic Development Forum	Quarterly
		Council Update Meetings	Per each council
		Chair/CEO Meetings	Weekly
		Conferences	As suitable

Strategic Context and Regional Priorities

Aims and Objectives

Population growth

Well planned and managed regional population growth with well serviced communities

- Regional collaboration and appropriate regional governance leading to regional strategic planning and infrastructure development based on commonly held place-based planning principles
- Timely provision of essential public infrastructure and utilities for fast growing urban communities along with commercial services driven by market forces and community and government services and facilities based on benchmarks in population size and composition

Health and well being

Healthy regional communities enjoying a safe and active lifestyle with high levels of amenity

- A range of affordable housing matched to the needs of the demographic within the population and well connected to appropriate services
- High levels of community participation in a range of options including social activity like recreation and sport, community benefit activity like volunteering and commercial activity like paid work

Access

Well-connected regional communities freely accessing services, social opportunities, jobs and commercial markets

Effective transport and communications infrastructure to facilitate:

- good access to appropriate community, commercial and government services and facilities for residents and businesses
- good access to and from isolated parts of the region with special emphasis on gateways like ports and transport interconnectors that encourage access to markets and supply centers for key industries

Skills

Highly skilled, highly participatory regional labour force matched to the needs of regional industry and business

- A regional labour force with skills that align with the current and foreshadowed skills needs of the region's industries and businesses including new skills in response to the opportunities presented by new technologies particularly in information and communication technology

Regional jobs

More regional jobs for regional residents with less commuting leading to a greater contribution of the region's labour force to the regional economy

- Business growth in the region, recognising opportunities in micro and small business in particular, supported by effective regional employment land (use) planning and coupled with growth in the proportion of regional jobs filled by the region's resident labour force

Economic development

Strong economic growth in the region driven by servicing the growing population and leveraging off comparative advantage with a special focus on industries with the potential to increase exports

- Growth of profitable service industries and wealth generating industries including the attraction of investment in major enterprises and the development of regional value chains and supply chains located strategically around hubs where there is critical mass
- Recognition of the region's ageing population as a comparative advantage rather than a challenge, offering a strong consumer base for new business development and a source of potential new business operators and mature aged employees

Business Plan 2018-19

- Export growth in successful and established regional industries like food and wine, tourism and mineral resources, new industries like those driven by technology such as the Knowledge Intensive Service Sector and industries related to emerging regional strengths like healthy ageing services

Innovation

Strong foundation of connected, innovative small businesses taking advantage of an early mover status in the NBN roll out and populations of highly skilled professionals in the region

- More small, nimble and innovative businesses across a range of existing and new industries responding to new technologies, emerging market opportunities and changes to customer preferences

Natural environment

Well managed unique natural environment, valued as an asset in the social and economic development of the region and protected for future generations

- Proactive response to climate change aimed at optimizing benefits and minimizing risks
- Strong biosecurity maintained as a comparative advantage for the region's primary industries along with the protection
- Enhancement of natural assets like high yielding primary production land and landmark tourism assets



Regional Indicators for the region show the following local vulnerabilities:

Local Government Areas					
Adelaide Hills	Mt Barker	Alexandrina	Victor Harbor	Yankalilla	Kangaroo Island
<ul style="list-style-type: none"> ✓ Access to local finance ✓ Low value of commercial and industrial buildings ✓ Watershed catchment area limits growth 	<ul style="list-style-type: none"> ✓ Population Growth ✓ Low business turnover per capita ✓ Limited skilled labour ✓ High welfare dependence ✓ Low value of commercial and industrial buildings 	<ul style="list-style-type: none"> ✓ Population 65+ ✓ Population density ✓ Low business turnover per capita ✓ Low value of commercial and industrial buildings ✓ Low workforce participation Rate ✓ High Welfare dependence ✓ Access to local finance ✓ Access to Exporters and Importers ✓ Access to Universities ✓ Low access to public sector ✓ High senior dependency ration 	<ul style="list-style-type: none"> ✓ Population 65+ ✓ Wage/labour costs ✓ Low business turnover per capita ✓ Access to Exporters and importers ✓ Access to Universities ✓ Low access to public sector ✓ Low Leadership Capacity ✓ Low workforce participation Rate ✓ High youth dependency ratio ✓ High senior dependency ratio ✓ Low employment in agriculture 	<ul style="list-style-type: none"> ✓ Population 65+ ✓ Population density ✓ Wage/labour costs ✓ Low non-residential building approvals ✓ Access to Exporters and Importers ✓ Access to Universities ✓ Low access to public sector ✓ Low workforce participation Rate ✓ Limited skilled labour ✓ Poor primary school attainment ✓ Low lifelong learning ✓ Limited road Infrastructure ✓ High youth dependency ratio ✓ High senior dependency ratio 	<ul style="list-style-type: none"> ✓ Population density ✓ Wage/labour costs ✓ Access to Exporters and Importers ✓ Access to Universities ✓ Low access to public sector ✓ Poor access to and primary school attainment ✓ Low lifelong learning
Whole RDA AH F & KI region					
Innovation – Very limited R&D capability (individuals and organisations), no patents and low business start-ups Economic Development Support – limited presence of major organisations, low government discretionary expenditure, limited availability of businesses services and supports Technological Readiness – low employment and limited industry					

These challenges and opportunities necessitate the need for an approach that is multi-faceted and for partnerships and collaborations that work across many levels.

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Major Stakeholder for the region are:

- Mount Barker District Council
- Adelaide Hills Council
- District Council of Yankalilla
- City of Victor Harbor
- Kangaroo Island Council
- Alexandrina Council
- Onkaparinga Council

Analysis and Changes in Regional Priorities

The RDA views its role in the region to:

- Facilitate **comparative advantage and business competitiveness** to drive a more diverse, competitive and sustainable economy to economic, social and environmental benefits;
- **Inform regional planning** to increase capacity of the region and government to make informed decisions to meet regional needs. This includes facilitation of **Community engagement and consultation** initiatives which play an important role in informing regional planning to ensure relevant information is collected, on the ground needs are met and the community has the opportunity to participate in setting goals and directions for the region;
- Facilitate partnerships to reduce duplication, increase collaborative efforts and ensure initiatives are targeted to the region's needs;
- Facilitate the development of **people and skills** to meet the region's economic development and growth needs into the future and to ensure a thriving sustainable community;
- Facilitate **connections to markets** to provide a sound foundation from which to source investment funding and new markets for economic growth and infrastructure needs of the region;
- Work with other stakeholders to ensure a **sustainable regional community** that has the capacity and capability to grow and thrive in current and future economic conditions

Reassessment and interpretation of regional indicators have brought to light some changes in focus for the RDA. These include:

- **Innovation Capability** - the need to work more on developing innovation and the ability of the region to develop new approaches and ideas with the capacity and capability for the region to capitalise on these. Access to research and development and ICT skills and organisations, support for business start-ups and information on patent development are some areas that could be targeted. These will be further explored as part of the update of the Regional Roadmap with some initial activity occurring through the Business and Community Surgery, Digital Enterprise and Demographic Dividend initiatives.
- **Youth and Mature Aged Cohorts** – While these have been a focus in the past a stronger emphasis is now being placed on these two cohorts.
 - *Youth* - With increase shortage of funding towards youth programs and increased awareness of youth issues stronger partnerships and collaborations are now being initiated on the mainland. Regional indicators show high dependency ratios for youth across Victor Harbor and Yankalilla with other data showing some significant issues for youth in other areas. This approach is hoped to continue to highlight the significant issues that youth face across the region and to provide

Business Plan 2018-19

better data and information on these issue to access available funding for programs. The Regional Youth Round Table is the key driver of this in partnership of local government, youth networks and the RDA.

- *Mature Aged* – Regional indicators show high dependency ratios for older people across Alexandrina, Victor Harbor and Yankalilla which matches the high population index for those areas. It is this significant proportion of the 65+ age group (27%) in the Fleurieu that is the key driver for the project “Tapping the Demographic Dividend”. The employment and training program “Work Ready” will continue to provide mature aged specific employment projects.

Leadership Capacity and skilled labour (management & professional skills) indicators have indicated deficits in these areas across Mt. Barker, Yankalilla and Victor Harbor LGAs. The Regional Roadmap update will explore this issue in more detail.

Regional Priorities for 2018-19

Investment attraction remains a key regional priority with a view that it can boost productivity, drive a more diverse, competitive and sustainable economy and derive economic, social and environmental benefits. As such the object of our Investment Attraction program is to create an environment that engages and welcomes investors to participate in the economic and social development of the region as well as provide business owners with the knowledge to up-skill their investment potential.

Other priorities can be listed as:

- Increasing the regions capability to be innovative
- Activities that support our most disadvantages cohorts of youth and mature aged
- Environmental and economic sustainability of the region
- Ensuring the region is well connected and has access to information to inform regional planning
- Fostering collaborations and partnerships, reducing duplication and efficient use of organisational resources
- Skills development to support economic activity including increasing the digital capability of the region and access to employment



Work Plan

Projects and activities for 2018-19

Investment Attraction

The primary focus of the RDA is on economic outcomes with a strong focus on attracting investment to fund infrastructure and growth. The RDA will continue to build on work done in this area in previous years with Stage 3 of our Investment Attraction program. This project works on two levels:

- increasing the capability of the region to attract and engage with investors, and;
- development of relationships with China and MENA to build potential trade channels (export) and as a source of potential investment funding.

The project also works over multiple regions across SA due to the size of the Chinese and MENA markets and small scale of SA producers and industries. The project will continue to develop and maintain an investment portfolio for the region, work to assist in the development of such proposals and will continue to seek to attract potential investors.

Work Program for 2018-19

China

- Continue to work with China and have continued to follow up investment opportunities in China, Singapore and Malaysia.
- Working with new businesses to develop strong investment offerings, strong relationships have been developed between regional businesses and prospective clients in China, Malaysia and Singapore. Negotiations are continuing between these parties.

MENA

- Commission a study into the specific opportunities in MENA for South Australian businesses
- RDA AHFKI will lead an outbound visit to the Middle East
- Attend Gulf Food 2019 in Abu Dubai in February
- Collaborate with other RDA's to broaden the scope of opportunity for South Australia

This project works in the areas of Connections to Markets, Sustainable Regional Communities, Partnerships, People and Skills and Comparative Advantage and Business Competitiveness

Regions covered: Adelaide Hills, Fleurieu, Kangaroo Island.

Regional Infrastructure Plan

Investment is required across all facets of infrastructure in the region to enable and support continued population and economic growth. RDA AHFKI will clearly identify and priorities the regions infrastructure gaps and opportunities, leading to supporting the advocacy of all stakeholders for a common purpose.

Work Program for 2018-19

- Collaborate with stakeholders to identify each sub-regions infrastructure needs and opportunities,
- Through the RDA AHFKI Economic Development Forum, priorities infrastructure projects including through RISE modelling.

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- Publish and collaborate with stakeholders to advocate with all levels of government and infrastructure providers.

Regional Roadmap

The other primary focus of the RDA is to ensure the region has good information from which to make informed planning and policy decisions. Information is collected in a number of ways including through our project activities. The RDA will work over the next six months on updating the Regional Roadmap through data analysis and community consultation to reaffirm past or identify new regional issues, opportunities and priorities. Past and new project reports will also inform this process.

Work Program for 2018-19

- Update Regional Roadmap
- Investigate feasibility and costing to implement a region-wide demographic and economic database

This project works in the areas of Sustainable Regional Communities, Inform Regional Planning, Community Engagement and Consultation and Partnerships.

Regions covered: Adelaide Hills, Fleurieu, Kangaroo Island.

Autonomous Vehicle & Transport Study

Transport is a key issue for our region. Private transport is on the cusp of significant change through the sharing economy, expansion of availability of electric vehicles, increasing vehicle autonomy amongst others. In addition, some of our major road routes are becoming increasingly congested. The availability and quality of Public transport is a ubiquitous topic of interest across the region and will benefit immensely given attention to solutions.

As well, the State of South Australia is at the forefront in Australia for development of creation of an environment for development of autonomous vehicle development. RDA AHFKI implemented an electric highway across the region by developing strategically placed electric vehicle charging points. The trial of autonomous vehicles in the region is a natural progression to keep the region involved and aware of electric and autonomous vehicle advancement.

Program for 2018-19

- Autonomous vehicle trial in a retirement village setting
- Regional Public Transport Study

This project works in the areas of infrastructure, Transport, Sustainable Regional Communities, and Comparative Advantage and Business Competitiveness.

Regions covered: Adelaide Hills, Fleurieu, Kangaroo Island.

Industry Futures (Workforce Development)

We have instigated a review into the industry and workforce demands throughout our region. This follows on from a report that covered the period from 2017-2019 which looked at workforce demands. Our focus this time is to recognize the rapidly changing nature of our region and identify from our industry and businesses the pressures they face to succeed in this challenging environment.

Work Program for 2018-19

- An updated statistical analysis of industry workforce trends
- A survey of all businesses in the region

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- Supplemented by individual visits to businesses to provide an in-depth survey of issues effecting how they plan for the future.
We expected this report to take up to 4-5 months

Digital Business Consulting Program – we are running a series of one-on-one business consulting programs based in council offices to provide back office IT solutions to small businesses. These programs will focus neighboring businesses to provide access back office support using cloud-based technology. RDA has commissioned Baker Marketing to run these programs.

- STAGE 1 – Road Show (one on one consultancy sessions) – 4 selected businesses from each council area will receive 1.5 hours of consultancy including high level guidance in relation to digital operational solutions they can consider utilizing in their business to improve efficiency and cost etc.
- STAGE 2 – additional 5-hour consultation including with specialists in area of interest or need identified with the business in stage one.

Process for Identification of Actions

Through its staff and activities across the region the RDA is linked into many organisations, community and social networks, industry and service organisations. Through these activities' RDA picks up information both qualitative and quantitative that informs current and future actions of the RDA.

Further to this the RDA actively invites consultation and will run consultation sessions through various projects with major stakeholder, actors and the community. These could be via group forums to face-to-face meetings and interviews.

Research is also undertaken on data from many sources such as the ABS, Insight, Econsearch, other RDAs, general research papers including local, nationally and international sources also inform actions and priority areas.

The Regional Roadmap and Regional Profile provide a summary of this collected information and is available for the region to assist with planning at federal, state and local levels, to support funding applications, general business activities as well as the RDAs own activities. Other reports are also generated within specific projects that will inform the Roadmap and future RDA activities. These are also made available to stakeholders and the community as well as other RDAs where relevant.

The below table summarises RDA activities for the coming 2018-19 financial year.



Table of Outcomes, Activities and Key Performance Areas

Legend: L = Lead role played by the RDA, S = Supporting role only

Note: Complete Column A as part of Business Plan. Complete columns B, C & D as part of Annual Report on Outcomes in the following year

A	B	C	D
Outcome 1: Regional Plan – A current three to five-year plan that focuses on economic development of the region taking into account Commonwealth, State and Local Governments plans.			
Activities	Anticipated Outputs	Achievements (Quality of Outputs)	Regional Impact (Value-add of Outputs)
Regional Roadmap	Updated Regional Profile		
Outcome 2: Critical Issues – Advice to the Government on critical issues affecting the RDA region			
Activities	Anticipated Outputs	Achievements (Quality of Outputs)	Regional Impact (Value-add of Outputs)
Infrastructure (L)	Identified Regional Infrastructure Prioritised infrastructure		
Outcome 3: Priority Activities – RDA priority activities that will drive regional economic development, on future economic opportunities and on the region's comparative			
Activities	Anticipated Outputs	Achievements (Quality of Outputs)	Regional Impact (Value-add of Outputs)
Investment Attraction (L)	MENA market report MENA outbound delegation Gulf Food		
Electric Highway (L)	Autonomous vehicle trial		
Outcome 4: Project Proposals – Assistance to local community stakeholders in order for them to develop project proposals; and referral of stakeholders to appropriate public and/or private funding sources – including the \$1 B National Stronger Regions Fund			
Activities	Anticipated Outputs	Achievements (Quality of Outputs)	Regional Impact (Value-add of Outputs)
General operational activities			
Outcomes 5: Promote Australian Government Programs – Increasing awareness of Australian Government Programs in the region			
Activities	Anticipated Outputs	Achievements (Quality of Outputs)	Regional Impact (Value-add of Outputs)
Grant promotion	Greater community awareness of grants		
Program promotion	Maximised attendance at government and other organisation workshops		

Annual Budget 2018-2019

RDA Name	Regional Development Australia Adelaide Hills Fleurieu & Kangaroo Island Inc.
This template is to be completed for both the Annual Business Plan and Budget and for the Annual Audited Accounts, Dates should be amended as appropriate for future financial years.	

Funding Sources and Budget												
GST Exclusive Amounts	Commonwealth Funding (incl. All \$ in FA & Schedules)		Commonwealth 3rd Party Projects		State/Territory Operational		State/Territory Projects		Other		Total	
	Budget 1/07/18- 30/06/19	Actual to 30/06/19	Budget 1/07/18- 30/06/19	Actual to 30/06/19	Budget 1/07/18- 30/06/19	Actual to 30/06/19	Budget 1/07/18- 30/06/19	Actual to 30/06/19	Budget 1/07/18- 30/06/19	Actual to 30/06/19	Budget 1/07/18- 30/06/19	Actual to 30/06/19
Income												
Surplus Funding carried forward from previous period (See note 1 below)	\$0										\$0	\$0
Project Funding carried forward from previous period											\$0	\$0
Funding for this Period	218,434								\$8,500		\$226,934	\$0
SA Government Regional Fund							\$451,000		\$95,000		\$546,000	\$0
LGA funding's									\$297,138		\$297,138	\$0
Interest on Commonwealth funds											\$0	\$0
Total Income (A)	\$218,434	\$0	\$0	\$0	\$0	\$0	\$451,000	\$0	\$400,638	\$0	\$1,070,072	\$0

Note 1: The management of funding clause of the Funding Agreement requires that an RDA Committee must write to the Department if more than 20% of the total Budget remains unspent at the end of the financial year and the RDA Committee wishes to treat that unspent amount as Funding for the following year. Please identify below the estimated Carry-Forward from previous years as a percentage of your previous year's Funding. The actual carry-forward is to be confirmed in your Annual Audited Accounts. The RDA Better Practice Guide provides advice on the process for approval of Carry-Forwards greater than 20%.

% Funding Carried Forward	<div data-bbox="573 488 714 584" style="border: 1px solid black; padding: 5px; text-align: center;">0%</div>	Please refer to the RDA Better Practice Guide for advice on the process for approval of any Carry-Forward greater than 20% of your previous year's Funding (excluding Project Funding)
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Business Plan 2018-19

GST Exclusive Amounts	Commonwealth Funding (incl. All \$ in FA & Schedules)		Commonwealth 3rd Party Contracts		State/Territory Operational		State/Territory Projects		Other		Total	
	Budget 1/07/18-30/06/19	Actual to 30/06/19	Budget 1/07/18-30/06/19	Actual to 30/06/19	Budget 1/07/18-30/06/19	Actual to 30/06/19	Budget 1/07/18-30/06/19	Actual to 30/06/19	Budget 1/07/18-30/06/19	Actual to 30/06/19	Budget 1/07/18-30/06/19	Actual to 30/06/19
Expenditure Major Budget Items												
Staff Salaries	\$51,127								\$303,702		\$354,829	\$0
Employee Entitlements	\$4,857								\$28,852		\$33,709	\$0
Other Staff Expenses	\$14,000										\$14,000	\$0
Office Lease & Outgoings	\$38,000										\$38,000	\$0
Vehicle Costs	\$14,000										\$14,000	\$0
Operational	\$101,720								\$35,000		\$136,720	\$0
Financial. Legal & Professional	\$12,410										\$12,410	\$0
Marketing	\$2,000										\$2,000	\$0
Asset Acquisition	\$0										\$0	\$0
Committee costs									\$25,000		\$25,000	\$0
SA Government Regional Fund							\$451,000				\$451,000	\$0
Total Expenditure (B)	\$238,114	\$0	\$0	\$0	\$0	\$0	\$451,000	\$0	\$392,554	\$0	\$1,081,668	\$0
SURPLUS (A-B)	-\$19,680	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,084	\$0	-\$11,596	\$0

Note 1: Clause 6.16 of the Funding Agreement requires that an RDA Committee must write to the Department if more than 15% of the total Budget remains unspent at the end of the financial year and the RDA Committee wishes to treat that unspent amount as Funding for the following year. This refers to Funding to support your Committee to deliver the Contract Deliverables and achieve the Outcomes as opposed to Project Funding. Please identify below the estimated Carry-Forward from previous years as a percentage of your previous year's Funding. The actual carry- forward is to be confirmed in your Annual Audited Accounts. The RDA Better Practice Guide provides advice on the process for approval of Carry-Forwards greater than 15%.

% Funding Carried Forward

Please refer to the RDA Better Practice Guide for advice on the process for approval of any Carry-Forward greater than 15% of your previous year's Funding (excluding Project Funding).

Chair's Certification:

Annual Budget / Annual Audited Accounts (indicate which) Certified as Correct by:

Name of RDA Chair: James Sexton

Signature:

Date:

Independent Auditor's Statement to accompany the Annual Audited Accounts:

I certify that the statement of receipts and expenditure are fair and true, and that Funding and Other Contributions (if any) were held and expended by the RDA Committee in accordance with the Funding Agreement.

Name of Auditor:

Auditor's Company:

Signature:

Date:

Appendix 3

Regional Project Plan 2019/20

2019-20 REGIONAL PROJECT PLAN

Regional Development Australia Adelaide Hills Fleurieu & Kangaroo Island

25 January 2019

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Analysis of Regional Profile

RDA Adelaide Hills, Fleurieu and Kangaroo Island is extraordinarily diverse. The lush Adelaide Hills with its wineries and picturesque valleys as well as one of Australia's fastest growing communities at Mount Barker. The Fleurieu Peninsula capturing McLaren Vale and Langhorne Creek, two of Australia's truly premium wine districts and the beautiful beach resorts along the coast. The remote, natural beauty of Kangaroo Island which attracts international tourism acclaim.

The region has a population of 128,713, local employment of 70,953, almost 6,000 businesses and a GRP of \$4.83B. It is the only non-metropolitan area showing consistent population and GRP growth.

Insights

Regional South Australia is facing many challenges as the state continues to transition from manufacturing to new technologies and services. This change impacts Adelaide Hills, Fleurieu and Kangaroo Island region where we have lost small manufacturing and unemployment has risen particularly along the south coast. There is considerable growth in those sectors that serve older Australians as more and more of us flock to the coastal regions. Throughout the region, agriculture is an important part of the economy with the mainstay of dairy and viticulture still strong we have seen a growth in Alpacas. Tourism is a very important aspect of our economy and we continue to support the drive for investment in the regions infrastructure.

The Regional Profile identifies a number of economic, social and demographic trends that will be addressed in this Regional Project Plan. These are as follows;

Population

- Over the six years 2011 to 2016, the AHFL&KI RDA region experienced steady population growth, with the total population increasing by 6.6% compared to 4.0% for SA. Based on the planning SA projections, the population in the AHFL&KI RDA region will increase by almost 36 per cent over the 20 years from 2006 whereas the total SA population is expected to increase by around 23 per cent.

Employment and Workforce

- There has been considerable improvement of the unemployment conditions in our region with unemployment falling from 5.1% to 4.1% in 12 months to June 2018. This means that there are 800 fewer unemployed in our region. Mount Barker 5.6% and Victor Harbor 5.1% have shown considerable decrease in their unemployment rate. Other councils are in the 3-4% range. The region continues to lead the state's unemployment rate by 1.5%.
- The top employing industries are retail (13.4%), health and community services (12.6%), agriculture, fishing and forestry (9.8%), manufacturing (9.5%) and education and training (8.3%).
- Youth unemployment is still a concern even though the state average has declined from 15.1% to 12.8% which suggests we have over 1,200 unemployed youth in our region.
- The regions level of qualification is generally higher than that for SA.

Regional Exports and Imports

- The trade balance (i.e. exports less imports) in the AHFLKI RDA region in 2015/16 was approximately -\$1.2b.
- The leading export industries are manufacturing (\$453M or 20.4% of total exports), agriculture, fishing and forestry (\$441M or 20% of total exports) and mining (\$279M or 12.6% of total exports).
- Expenditure by tourists (\$650m) contributed approximately 29 per cent of the total value of exports from the region in 2015/16 (approximately 11 per cent of the SA total expenditure by tourists).
- The leading importing industries are manufacturing (\$250M or 7.4% of total imports), agriculture, fishing and forestry (\$123M or 3.6% of total imports) and building and construction (\$99M or 2.9% of total imports).
- Expenditure by households accounted for approximately 46 per cent of the total value of goods and services imported into the region in 2015/16 from interstate and overseas.

Strategic Context

Regional Issues and Challenges

There are several key challenges for the Adelaide Hills, Fleurieu and Kangaroo Island region:

Addressing Regional Infrastructure Gaps

The Adelaide Hills, Fleurieu and Kangaroo Island region has infrastructure gaps in transportation, water, access and tourism. These gaps require addressing to unlock the region's full economic potential.

RDA AHFLKI plans and advocates for improved infrastructure via the RDA Economic Forum which facilitates collaboration between RDA AHFLKI, member councils and other stakeholders such as Southern Hills Local Government and PIRSA to;

- Identify infrastructure gaps and opportunities in the region
- Prioritise infrastructure projects
- Advocate and work on agreed infrastructure

The Regional Profile provides detail on the gaps for each infrastructure category.

Employment Opportunities for Youth

While we continue to see improvements in our employment statistics where our region's unemployment numbers are consistently below the state average, we are concerned about the high-level youth unemployment which is currently around 14%. While our region is close to Adelaide we have many scattered communities throughout the Hills and Fleurieu without sufficient transport networks to meet the community's needs.

Our region is dominated by Health Care & Social Assistance, Agriculture Forestry & Fishing, Retail Trade, Accommodation & Food Services. We lack an industrial base and employment opportunities for our youth who are generally limited to low-level part-time work in tourism and hospitality which are often seasonal. We have not found a solution to this problem.

Changing State Government Policy on Employment & Training Programs meant that we have had to abandon our Youth2Work program at the end of the 2017-18 financial year. This is a particularly difficult group that tends to fall between the gap with other services. the very nature of our work we dealt with

are those who are unemployed and need great attention due to their lack of education, social skills and lack of housing. This is a social program more than an employment program, whilst it is difficult it is worth doing.

During the last year of the program we had 137 participants leading to 67 job outcomes and 13 engaged in training. We are not aware of any other programs aimed at this group. For the first time in many years the RDA will not have a role in running workforce development or training programs.

Fast Growth in Mount Barker

Mount Barker is the fastest growing-Australian region in South Australia and is expected to double in size in the next 25 years, making it the largest regional township in South Australia. Whilst community service continues to grow to meet the demand of growing population, two-thirds of Mount Barkers' workers commute to Adelaide for employment.

The growth is occurring without a master plan which is leading to reactive rather than proactive responses to a variety of un-met including schools, roads, freeway access, public transport, and recreational facilities to name a few.

The increasing population commuting to Adelaide is leading to increased congestion on the freeway into Adelaide as well as creating un-met needs for working the region.

Key Regional Priorities

The vision for RDA AHFKI region is for an economically prosperous region made up of resilient local communities, providing homes and jobs for healthy, engaged populations who are well connected to each other, to services and to social and economic opportunities. RDA AFKI have identified eight key priority areas to achieve this vision:

- *Population growth* – well planned and managed regional population growth with well serviced communities.
- *Health and well-being* – healthy communities enjoying a safe and active lifestyle with high levels of amenity.
- *Access* – well-connected regional communities freely accessing services, social opportunities, jobs and commercial markets.
- *Skills* – highly skilled, highly participatory regional labour force matched to the needs of regional industry and business
- *Regional jobs* – more regional jobs for regional residents with less commuting leading to a greater contribution of the region's labour force to the regional economy.
- *Economic Development* – Strong economic growth in the region driven by servicing the growing population and leveraging off comparative advantage with a special focus on industries with the potential to increase exports.
- *Innovation* – strong foundation of connected, innovative small businesses taking advantage of an early mover status in the NBN roll out and populations of highly skilled professionals in the region.
- *Natural environment* – well managed unique natural environment, valued as an asset in the social and economic development of the region and protected for future generations.

Regional Project Plan – Table of Outcomes

ISSUE OR OPPORTUNITY – 1	There is significant opportunity for new and existing businesses in the region to increase domestic and export trade as well leverage incoming investment to make the most of growth opportunities. We hope to create an environment that engages and welcomes investors to participate in the economic and social development of the region; a region where industry is informed and the investment community that can see local opportunities.
PROGRAM OR PROJECT	Trade Development and Investment Attraction
What we will achieve <i>List the Outcome that the RDA seeks to deliver to address the issue or opportunity.</i>	Position the regions business to be able to capitalise on trade and investment opportunities.
What we will do <i>List the Activities that the RDA will undertake to perform and how it will deliver the program/project Outcomes.</i>	<ul style="list-style-type: none"> ○ Inbound Delegation booked in (H1) ○ Extend opportunities to other RDA s by end of the term (on-going) ○ Work collaboratively with DTI South Australian Trade Office in Dubai (ongoing) ○ Lead outbound delegation to the Gulf Food Trade Fair in Dubai in February 2020 and continue working the respective investors throughout the year (continue – on-going)
What are the costs? <i>Provide a description and analysis of the cost of the program/project, including the funding sources and amounts.</i>	<p>Costs:</p> <p>\$40,000 – Inbound delegation</p> <p>\$65,000 – Outbound delegation</p> <p>\$90,000 – Gulfoods attendance/promotions</p> <p>\$5,000 - Project Management</p> <p>\$5,000 – Prospectus publication and printing</p> <p>\$205,000 Total</p> <p>Funding sources: Federal 20%, State 44%, Local Govt 32%</p>
Performance Measures <i>List the Performance Measures that will be used to ensure the</i>	<ul style="list-style-type: none"> ✓ Public release of MENA report (Q1) ✓ Inward delegations completed (Q2) ✓ Investment opportunities and potential investors connected (ongoing) ✓ Number of Businesses and other RDA regions represented or travelling to Gulf Food (Q3) ✓ Gulf Food Report (Q4)

<i>program/project has delivered the proposed Outcomes.</i>	
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ISSUE OR OPPORTUNITY – 2	Investment is required across all facets of infrastructure in the region to enable and support continued population, productivity and economic growth. The regions infrastructure needs aren't consolidated into a common document.
PROGRAM OR PROJECT	Delivery of Catalytic Infrastructure
What we will achieve <i>List the Outcome that the RDA seeks to deliver to address the issue or opportunity.</i>	Clear identification and prioritisation of the regions infrastructure gaps and opportunities to support advocacy by all stakeholders.
What we will do <i>List the Activities that the RDA will undertake to perform and how it will deliver the program/project Outcomes.</i>	<p>The regions infrastructure needs will be identified and prioritised through:</p> <ul style="list-style-type: none"> ○ Collaboration with stakeholders to identify infrastructure needs and opportunities of each sub-region. This will be achieved through the RDA AHFKI Economic Development Network. ○ The regions infrastructure needs will be prioritised, and RDA AHFKI will collaborate with relevant stakeholders to undertake economic modelling on the highest priority projects. ○ RDA AHFKI will collaborate with stakeholders to ensure consistent messaging on the regions infrastructure priorities when advocating with all levels of government and infrastructure providers.
What are the costs? <i>Provide a description and analysis of the cost of the program/project, including the funding sources and amounts.</i>	<p>Costs:</p> <p>\$2,000 – Operation of the Economic Development Network</p> <p>\$70,000 – Project economic modelling/case building</p> <p>\$10,000 - Project Promotion</p> <p>\$82,000 Total</p> <p>Funding sources: Federal 20%, State 44%, Local Govt 32%</p>
Performance Measures <i>List the Performance Measures that will be used to ensure the</i>	<ul style="list-style-type: none"> ✓ Regions infrastructure needs and opportunities prioritised (Q1) ✓ Prioritised needs and opportunities tested through RISE modelling for final prioritisation (ongoing program) ✓ Process defined to ensure regional database of infrastructure needs and their prioritisation is maintained (Q2) ✓ Advocacy (ongoing)

<i>program/project has delivered the proposed Outcomes.</i>	
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ISSUE OR OPPORTUNITY – 3	<p>Transport is a key issue for our region. Private transport is on the cusp of significant change through the sharing economy, changing policy and increasing availability of electric vehicles, increasing vehicle autonomy amongst others. In addition, some of our major road routes are becoming increasingly congested. The availability and quality of Public transport is a ubiquitous topic of interest across the region and will benefit immensely given attention to solutions.</p> <p>As well, the State of South Australia is at the forefront in Australia for development of creation of an environment for development of autonomous vehicle development. RDA AHFKI implemented an electric highway across the region by developing strategically placed electric vehicle charging points. The trial of autonomous vehicles in the region is a natural progression to keep the region involved and aware of electric and autonomous vehicle advancement.</p>
PROGRAM OR PROJECT	Regional Transport for the Future
<p>What we will achieve</p> <p><i>List the Outcome that the RDA seeks to deliver to address the issue or opportunity.</i></p>	<p>Autonomous Vehicle Technology</p> <ul style="list-style-type: none"> ○ To introduce autonomous vehicle concepts and technologies into the region's community, RDA will seek out the next trial of the technology in our region <p>Public Transport</p> <ul style="list-style-type: none"> ○ Advocate public transport recommendations to stakeholders ○ Undertake further studies and work for the improvement of public transport in the region
<p>What we will do</p> <p><i>List the Activities that the RDA will undertake to perform and how it will deliver the program/project Outcomes.</i></p>	<p>The importance of transport to the region will be matched through focus on the following projects:</p> <ul style="list-style-type: none"> ○ Autonomous vehicle trial in a retirement village setting – report production ○ Initiate additional work recommended by the 2018-19 Public Transport Study that will progress improvement of public transport in the region
<p>What are the costs?</p> <p><i>Provide a description and analysis of the cost of the program/project, including the funding sources and amounts.</i></p>	<p>Costs:</p> <p>\$25,000 – Autonomous Vehicle Trial II</p> <p>\$61,000 – Public Transport Study II</p> <p>\$86,000 Total</p> <p>Funding sources: Federal 20%, State 44%, Local Govt 32%</p>
<p>Performance Measures</p> <p><i>List the Performance Measures that will be used to ensure the program/project has delivered the proposed Outcomes.</i></p>	<p>Autonomous Vehicle Technology</p> <ul style="list-style-type: none"> ✓ Stage two trial and location identified (Q1) ✓ Stage two trial undertaken (Q4)

	<p>Public Transport</p> <ul style="list-style-type: none"> ✓ Regional public transport priorities advocated with bus companies (Q1) ✓ Next steps public transport studies funded and launched (Q2-Q3)
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ISSUE OR OPPORTUNITY – 4	Informed, resourced industries with effective workforces are critical for the ongoing growth of the region. Through our own and others research of our business communities, we know there are many challenges impacting on this growth. It is also clear in some sectors there are workforce issues impacting the growth of businesses and services organisations. As well, there are federal and state government interests in increasing regional settlement of migrants.
PROGRAM OR PROJECT	Industry Futures
What we will achieve <i>List the Outcome that the RDA seeks to deliver to address the issue or opportunity.</i>	Industry Futures is a body of work that collectively aims to identify workforce issues and solutions which may have immigration policy implications, deliver training to businesses and industry groups, and to provide broad-ranging business advice.
What we will do <i>List the Activities that the RDA will undertake to perform and how it will deliver the program/project Outcomes.</i>	<ul style="list-style-type: none"> ✓ Immigration policy – provide governments at all levels with local regional advice and intelligence - ongoing ✓ Workforce development – work with industry on workforce development issues – key industry issues identified and prioritised – Dec 2019 ✓ Business training – bring relevant business training to the region – ongoing, including Digital Solutions for Small Business program through to June 2021 ✓ Business advice – provide advice to businesses across all areas of operation either directly or indirectly through third-parties – ongoing ✓ New grant and grant writing information resources on new RDA AHFKI website – July 2019 ✓ Work with industry associations on issues and opportunities
What are the costs? <i>Provide a description and analysis of the cost of the program/project, including the funding sources and amounts.</i>	<p>Costs:</p> <ul style="list-style-type: none"> \$30,000 – Workforce Development Plan \$12,000 – Business Training \$10,000 – Grant Funding resources for councils, community and business \$30,000 – Industry Association Supports

	<p>\$82,000 Total</p> <p>Funding sources: Federal 20%, State 44%, Local Govt 32%</p>
<p>Performance Measures</p> <p><i>List the Performance Measures that will be used to ensure the program/project has delivered the proposed Outcomes.</i></p>	<ul style="list-style-type: none"> ○ Number of business training workshops and one-on-one training delivered – all business centres delivered ○ Grant portal and support resources made available via the website ○ Number of support letters and advice provided for grant assistance ○ Workforce plan delivered to one industry

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 12.2.

Originating Officer: Jennifer Blake, Manager Communications, Engagement & Events

Responsible Director: David Waters, Director Community Capacity

Subject: Support for Road Closures: Adelaide Hills Rally 2019

For: Decision

SUMMARY

The Adelaide Hills Rally 2019 is proposed to run on unsealed roads within the Adelaide Hills Council District on Sunday 22 September 2019. The event is run by Ultimate Motor Sports Events Pty Ltd (UME).

For the Adelaide Hills Rally to run successfully throughout the Adelaide Hills, a number of full road closures are required. Before a road closure order can be issued by the Commissioner of Police, consent must be obtained from the applicable local council. The full list of proposed closures are included under Section 3 of this report (Analysis) and none of these are intended to occur for longer than 7 hours each.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
2. That, in relation to the 2019 Adelaide Hills Rally, Council's support of the event and related road closures is contingent on UME, to the satisfaction of the CEO:
 - a. Entering into a road repair agreement with Council to cover any rectification works required as a result of damage caused by the event;
 - b. Agreeing to undertake road dilapidation reports of the route prior to and subsequent to the event at their cost;
 - c. Providing evidence of satisfactory insurance to cover any damage to 3rd party property caused by the event;
 - d. Providing written confirmation from affected business owners that they are aware of the road closures;
 - e. 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;
 - f. Written confirmation from Australian Securities and Investments Commission that UME is registered beyond 3 August 2019; and

- g. Written confirmation from UME that they will erect advance notices of road closures on the affected roads, in locations advised by Council, at least 2 weeks prior to the event.
3. That subject to the requirements of 2 being undertaken, Council provides consent for road closure orders in relation to the 2019 Adelaide Hills Rally, to be held on Sunday 22 September 2019 as follows:
 - a. Kenton Valley Stage

Sunday 22 September 2019
Approximate closure 10:55am – 4:25pm

 - i. Turner Road, Mount Torrens – from Burfords Hill Road to Hirthes Road
 - ii. Maidment Road, Kenton Valley – from Hirthes Road to Lihou Road
 - iii. Lihou Road, Lobethal – from Maidment Road to Schocroft Road
 - iv. Schocroft Road, Lobethal – from Lihou Road to Schuberts Road
 - b. Andersons Hill Stage

Sunday 22 September 2019
Approximate closure 10:15am – 3:45pm

 - i. Croft Road, Lenswood - from Fox Creek/Coldstore Road to Edwards Hill Road
 - c. Mawson Road Stage

Sunday 22 September 2019
Approximate closure 10:25am – 3:55pm

 - i. Mawson Road, Forest Range – from Harris Road to Lobethal Road
 - d. Charlogate Stage

Sunday 22 September 2019
Approximate closure 11:25am – 4:55pm

 - i. Harrison Road, Woodside – from 17 Harrison Rd to Pfeiffer Road
 - ii. Kings Road, Woodside – from Pfeiffer Road to Burnley Road
 - iii. Burnley Road, Charleston – from Kings Road to Teakles Road
 - iv. Teakles Road, Charleston – from Burnley Road to Lewis Road
 - v. Lewis Road, Charleston – from Teakles Road to Bell Springs Road
 - vi. Bell Springs Road, Charleston – from Lewis Road to Warmington Run
 - vii. Warmington Run, Charleston – from Bell Springs Road to Hollows Road (AHC boundary road, route continues into Mid-Murray Council and District Council of Mount Barker)
4. That the Chief Executive Officer be authorised to negotiate and execute the agreements identified in 2. and sign all necessary documentation to give effect to these agreements.
5. That the Chief Executive Officer be authorised to consider and respond to requests for consent to minor changes to the timing and extent of the road closures listed in this resolution.

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal 1	People and business prosper
Strategy 1.3	We will work towards making the Adelaide Hills the favoured tourism destination in the State.
Goal 2	Activities and opportunities to connect
Strategy 2.6	We will seek to bring events to our district that have social, cultural, environmental and economic benefits.

Council's Strategic Plan recognises that events are an important contributor to economic and social prosperity. They offer an opportunity to bring communities together, welcome visitors to the area, and build community spirit.

The Council's *Festivals & Events Policy* contains a specific appendix with guidelines for Competitive Motoring Events wherein road closures are considered by Council on a case by case basis.

Consideration of road closures is a matter of good governance. Some events rely on road closures to proceed. If Council does not consent to road closures, the event may be jeopardised. It follows that the Council needs to consider the impact of the road closures on the community and balance that against the benefits of the event going ahead.

➤ Legal Implications

Section 33 of the *Road Traffic Act 1961* (the Act) allows the Minister to declare events to be events to which the Section applies, and then to declare road closures, part closures and exemptions to the Road Rules for that event.

The Minister has delegated this power to the Commissioner of Police (as well as to Council for local roads).

In the case of the 2019 Adelaide Hills Rally, SA Police will issue the applicable road orders.

However, and importantly, Subsection 33(2) of the Act states "An order to close a road under subsection (1) can only be made with the consent of every Council within whose area a road intended to be closed by the order is situated."

While the Chief Executive Officer has delegation to act under Subsection 33(2), the Chief Executive Officer's practice is to only use that delegation for regular and non-controversial events.

➤ **Risk Management Implications**

The consent to full road closures for the 2019 Hills Adelaide Rally will assist in mitigating the risk of:

Conflicts between event participants, residents, business owners and road users leading to injuries and/or property/vehicle damage and/or financial loss to those affected parties.

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	High (4C)	Medium (4E)

The residual risk rating takes into consideration the provision of organisers' risk management plans, public liability insurance and on-site traffic marshals, with the event run adverse to expectation, and action taken to mitigate resident and business concerns following public consultation. The target risk rating is with full road closures as requested and the event run as intended.

➤ **Financial and Resource Implications**

There is no direct financial cost to the Adelaide Hills Council for the delivery of this event.

The potential cost relating to possible damage to roads from the rally is covered in the analysis section of this report.

An amount of staff time has been dedicated to working with the event organiser in the interests of achieving good outcomes for the community. This has been accommodated within normal operational resourcing.

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

The Adelaide Hills Rally will have a direct effect on some Adelaide Hills residents, businesses and visitors through the closure of several roads on Sunday 22 September 2019. The consultation period during April/May 2019 has provided these community members and business owners with an opportunity to voice their feedback on the road closures as detailed in the Engagement/Consultation segment of this report.

Of particular note at the time of writing this report are the following:

- A preliminary agreement has been entered into with Anderson Hill Winery, which is on a closed section of the route, to host a major hospitality event for the Rally, as they did in 2018. The proprietor of Anderson Hill Winery found the 2018 event to be worthwhile and suggested they would be inclined to repeat their involvement in 2019. The organisers have indicated that this collaboration is moving forward.
- Pike & Joyce Winery emailed the organisers with concerns about restriction of public access to their property. The organisers responded to confirm that the race routes had been adjusted since 2018 to ensure access is completely unimpeded during the 2019 event. Pike & Joyce have confirmed to Council that they are supportive of the new race routes and have no objection to the proposed road closures.

Event organisers have been in direct contact with Forestry SA, as well as several sporting clubs known to frequent the Mt Crawford Forest accessed via Croft Rd, Lenswood to minimise disruption to their activities and disseminate road closure information.

➤ **Environmental Implications**

There is potential for the event to impact the environment of residents and businesses as follows:

- Noise nuisance;
- Dust nuisance;
- Litter from spectators; and
- Damage to roads, trees and other flora or fauna.

The potential impacts that are most likely to be significant are damage to roads, noise and dust nuisance with the road damage and dust dependent on weather conditions prior to the event. Litter is not expected to be a major issue based on previous experience.

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

The event organisers have been in contact with Adelaide Hills Council staff regarding the event since early March 2019.

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not applicable

Administration: Events Officer
Manager Civil Services
Manager Economic Development

Community: The organisers have undertaken consultation with affected residents. The Administration provided a list of postal contact details for 235 properties that lie directly along the proposed rally routes, or along roads that exit exclusively onto a proposed race route. A Council approved consultation letter as contained in **Appendix 3**, encouraging feedback about the proposal, was sent in April 2019 to the ratepayers of these properties by event organisers. Organisers have additionally arranged for a copy of this letter to be deposited in every post office box at the Lenswood Post Office after two reports in 2018 that letters had not been received via ratepayer addresses.

SA Police has also been engaged and are currently in the process of assessing the proposition and negotiating logistical support.

2. BACKGROUND

The Adelaide Hills Rally will host Round 5 of the Australian Rally Championship (ARC) and the final round of the South Australian Rally Championship. The event will determine who will be the championship leader heading into the final round at the World Rally Championship. The competition will determine the 2019 South Australian Rally Champion.

SA Tourism Commission is not providing support of any kind to the event.

The Council's *Festivals and Events Policy* contains a specific appendix with guidelines for Competitive Motoring Events. These guidelines provide for road closures to be considered by Council on a case by case basis. The Policy requires six months' notice of the event, as well as provision of reasonable traffic detour information including maps. Standard warning and detour signage is to be placed in appropriate locations at least two weeks before the event is conducted. These requirements were met by the organiser in 2018.

Community consultation needs to be conducted four months ahead of the proposed event, with the outcome of that process reported to Council as part of its consideration. The requirements around notice of the event and consultation have been met in 2019.

The potential benefits of the motorsport event will be taken into consideration alongside community support when assessing the impact of multiple or repeated road closures.

3. ANALYSIS

For motorsport events covering a number of roads across multiple council areas, the road closure order is normally made by a sub-delegate of the Commissioner of Police, who acts under ministerial delegation. The Council's role, albeit an important one, is limited to providing or withholding consent to the road closure. The actual order is not made by the Council.

Infrastructure and operational staff have advised that no damage was caused to roads or road furniture by the 2018 event, but based on previous experience with rallies in the Adelaide Hills, some damage from the proposed activity could occur. If the event continues to be held annually on the same routes, it is possible that impacts could compound over time, and Council may need to bring forward the re-sheeting of those roads. Council can accommodate the rally within standard road and road furniture maintenance, however, should there be additional costs incurred, these would be covered by the road repair agreement between Council and the event organisers, as determined by pre and post-event dilapidation surveys.

Temporary closure of roads during the rally is requested to ensure the safety of event participants and the public in the area at the time. Event organisers are working with Council staff to communicate how they are mitigating issues with affected residents. The organisers have made minor route changes where possible in response to staff feedback.

As there has been only one previous staging of this rally, economic impacts for the region are hard to quantify. UME have previously projected economic benefits to the region through the accommodation, food and beverage needs of the teams and officials as contained in their 2018 application. It should be noted however, that the event's base of

operations will be at the Mount Barker Showgrounds and that teams will likely seek accommodation and dining nearby within the Mount Barker District Council.

Hosting this event will directly benefit Anderson Hill Winery on Croft Rd, Lenswood as the venue of an official function for VIPs. The event also supports the broader Adelaide Hills Tourism region of which we are a part.

The amount of free/tourist time of the event participants is unknown, however, there is very likely to be interest in the National Motor Museum at Birdwood. It houses Australia's biggest motoring collection and an obvious point of interest for the UME participants into our region either during the event or some point in the future.

The closed road stages proposed for the 2019 event in the Adelaide Hills Council District are as follows:

Kenton Valley Stage

Sunday 22 September 2019

Approximate closure 10:55am – 4:25pm

Turner Road, Mount Torrens – from Burfords Hill Road to Hirthes Road

Maidment Road, Kenton Valley – from Hirthes Road to Lihou Road

Lihou Road, Lobethal – from Maidment Road to Schocroft Road

Schocroft Road, Lobethal – from Lihou Road to Schuberts Road

Andersons Hill Stage

Sunday 22 September 2019

Approximate closure 10:15am – 3:45pm

Croft Road, Lenswood - from Fox Creek/Coldstore Road to Edwards Hill Road

Mawson Road Stage

Sunday 22 September 2019

Approximate closure 10:25am – 3:55pm

Mawson Road, Forest Range – from Harris Road to Lobethal Road

Charlogate Stage

Sunday 22 September 2019

Approximate closure 11:25am – 4:55pm

Harrison Road, Woodside – from 17 Harrison Rd to Pfeiffer Road

Kings Road, Woodside – from Pfeiffer Road to Burnley Road

Burnley Road, Charleston – from Kings Road to Teakles Road

Teakles Road, Charleston – from Burnley Road to Lewis Road

Lewis Road, Charleston – from Teakles Road to Bell Springs Road

Bell Springs Road, Charleston – from Lewis Road to Warmington Run

Warmington Run, Charleston – from Bell Springs Road to Hollows Road (AHC boundary road, route continues into Mid-Murray Council and District Council of Mount Barker)

The road closure times indicated provide for time before and after the competition vehicles pass through for set-up and pack-down of traffic management and competition infrastructure. They also allow for contingencies in actual race timing on the day, but roads will be reopened as soon it is safe to do so once the vehicles have passed.

The results of the public consultation suggest that there are no significant objections to the road closures from residents in the immediate vicinity. Four emails were received supporting the events, 2 phone calls required clarification and provided information (with one of the parties noting previous damage to her beehive from an event though not specifically confirmed as the rally), with one email not supporting the event. The non-supportive email was from Pike & Joyce who have since sent an email of support for the event. Disruption to residents is minimised by holding the event on a Sunday, outside of standard work and schooling hours, and away from major thoroughfares. Amendments to the route have been made to allow continuous public access to Pike & Joyce Winery and Arkaba Kennels throughout the event. Dilapidation surveys completed by event organisers in collaboration with Council determined no significant damage to routes used during the 2018 event and would be conducted again in 2019.

The results of consultation show there are no outstanding negative complaints regarded the proposed road closures and therefore it is recommended that road closures are supported.

4. OPTIONS

Council has the following options:

- I. Receive the report and resolve to consent for the road closures contemplated in this report (Recommended).

Should the Council resolve this way, SA Police are likely to proceed with the road closure order and the event can proceed as proposed.

- II. Resolve not to provide consent for the road closures contemplated in this report. (Not Recommended).

Should the Council not consent to some or all road closures proposed for this event, significant parts of the event, or the event in its entirety, would be unable to proceed as intended.

5. APPENDICES

- (1) UME 2018 AHR Overview Report
- (2) UME 2019 AHR Consultation Report
- (3) UME 2019 AHR Consultation Letter
- (4) UME 2019 AHR Route Maps

Appendix 1

AHR 2018 Overview Report

ARC IN 2019

Exciting new changes to the CAMS Australian Rally Championship will come into effect next year, with a differing event formats, including one day rounds, to provide big challenges and plenty of spectator friendly rally action.

Across six rounds, competitors and fans alike can expect to take in new stages, improved Super Special Stages, new service park locations and more to ensure Australia's best rally drivers can showcase their skills.

As previously confirmed, the 2019 CAMS ARC calendar will start in Perth with the Make Smoking History Forest Rally on 5-7 April, 2019.

The season opener will feature a new service park location next to the Nannup Oval Special Stage, new stages throughout the event and some exciting changes to the Busselton Super Special Stage to be confirmed soon.

Event Director Ross Tapper said competitors could expect a super start to the 2019 season.

"We're really excited about the new stages, including a new Dugite stage, new Snake stage and new Folly stage with roads some competitors will have never driven on before," Tapper said.

Following the season opener, crews will head to Canberra for the Netier National Capital Rally on 11 May, which has undergone a major overhaul for 2019.

The first of the shorter 'sprint' events for the ARC will reduce the costs for competitors, as well as give spectators easy access to all stages, which will be held in Pierces and Uriarra.

Clark of Course Adrian Dudok was excited about the new format.

"The Netier National Capital Rally is going to be great for both competitors and spectators alike, with short transport distances, streamlined documentation and all the rally action being held on one day, it's going to be a great event in the nation's capital," Dudok said.

From Canberra, crews head to the Apple Isle for the second Subaru Rally Tasmania from 21-23 June.

After a super impressive debut on the ARC calendar, the event will again be based in Launceston, with a new June date, and we have been promised less rain.

Despite the damp conditions, 2018's event was a real fan favourite, including the Inveresk Super Special Stage which will undergo some changes to make it even better for the huge crowd that witnessed the event's debut.

Subaru Rally Tasmania Event Manager Graham Malcolm said organisers had condensed the itinerary to ensure shorter recce times and later starts each day of the event.

"The first ever Subaru Rally Tasmania was really well received and we're excited about what lies ahead in 2019. We've taken everyone's feedback on board to ensure we have an even bigger and better second year on the ARC calendar," Malcolm said.

Next on the calendar, competitors venture to Victoria for the new Eureka Rush Rally on 24-25 August.

The second of the sprint style events for the year, the event will ensure a day full of jam-packed rally action.

While the majority of the action will take place on Sunday, a Super Special Stage will be held on Saturday night in Ballarat, perfect for spectators to experience rally for the first time or for those passionate rally fans to get their rally fix.

Sunday will feature about 120 competitive kilometres, with new stages in the Pyrenees region organised by new event managers.

Clerk of Course Andrew Roseman said the new Eureka Rush Rally was an exciting prospect.

"This condensed format promises to make things easier for competitors and their teams, as well as provide spectators with an opportunity to witness the cars up close on our Super Special Stage right in Ballarat on Saturday night," Roseman said.

2019 ADELAIDE HILLS RALLY

The penultimate round will be held in South Australia once more, with the BOTT Adelaide Hills Rally to again be based out of Mount Barker from 20-22 September.

The hugely impressive and very popular Super Special Stage at The Bend Motorsport Park will again take place, as the event returns for its second appearance on the ARC calendar.

Thursday night will see the street festival and scrutineering take place once more, with fans able to get up close and check out some of the best motor sport machinery in Australia.

Event Director Andrew Admiraal was excited about the growing nature of the event.

"We were really happy with the response to the event in 2018 and are expecting even more people to embrace the BOTT Adelaide Hills Rally next year, plus we can confirm we'll also introduce a new regularity category to the event for those who want to experience rally without the high speeds," Admiraal said.

Finally, crews will head to Kennards Hire Rally Australia, alongside the FIA World Rally Championship.

More details about the season finale will be available as the event plan comes together, but it is expected the event will run to a similar format as in previous years.



Event Competitors: 44 Entrants – equates to teams of 6 – 8 on average
Event Officials: 350 plus over 3 days
Super Special Stage: 850plus
Service Park: not assessed but considerable
Stage Spectators: not assessed but considerable

ARC IN 2018

TV GUIDE

The Courier Eureka Rally

TV Views: 83,000

Air dates: 18, 21, 22, 23
March

Subaru Rally Tasmania

TV Views: 140,000

Air dates: 12, 15, 16, 17
August

Kennards Hire Rally Australia

TV Views: 96,000

Air dates: 2, 5, 6, 7
December

DIGITAL STATISTICS

Total reach
1,503,600

Daily engaged viewers
198,400

Facebook followers
15,700

New Facebook followers
2,400

Video views on Facebook
513,400

Increase in video views on
Facebook
112%

Twitter followers
1,800

Twitter impressions
492,700

Instagram followers
1,950

DIGITAL IMPRESSIONS

Total impressions
3,090,800

The Courier Eureka Rally
Impressions:
265,000

Make Smoking History Forest
Rally Impressions:
290,000

Neiter National Capital Rally
Impressions:
258,000

Subaru Rally Tasmania
Impressions:
1,013,000

Adelaide Hills Rally
Impressions:
159,300

Kennards Hire Rally Australia
Impressions:
1,002,600

Appendix 2

AHR 2019 Consultation Report

2019 ADELAIDE HILLS RALLY

September 20th to 22nd, 2019

Anisa Cadd

Events Officer

Adelaide Hills Council



Dear Anisa

CONSULTATION REPORT: ADELAIDE HILLS COUNCIL

Under the direction of the Adelaide Hills Council and using a database supplied by the staff, we mailed 235 residents and business in the Adelaide Hills Council region that would be directly affected by the running of the 2019 Adelaide Hills Rally.

Please note the below feedback, the actions taken and attached documents.

Correspondence In:

We have had 4 emails supporting the event and offering assistance if required.

I have replied and thanked the senders

We have had 2 phone calls querying the events' process and giving advice.

Phone Call 1: I had a call from a lady using a private number (cannot remember name as was driving and could not take notes) on Wednesday 24/04/2019 at 19:52. She advised that at a previous event, all her bees died. She said that some drunk people went into one of the hives and took some honeycomb, and that killed the hive. She also said that one was tipped over. I advised her to email us with her details and we could meet up with her, assess her location and make sure that we put in place a solution and possibly place an official there to make sure that no one went near the hives. I have not yet had an email. Further, I am not sure if it was one of our events that caused the issues as she did not confirm when it happened, nor did she give me her actual location. I did not feel that she was against the event as such, but merely wanted to have a chat and let us know what had occurred. She was very nice and very polite.

Phone Call 2: I had a call from a Malcom 30/04/2019 at 13:53 advising that on the map graphics in the letter had the postcodes wrong. He was having lunch and gave me a call to let me know. Seemed really nice and wasn't against the event.

We have had 1 email not supporting the event. We had already assessed that there would be an issue with this location and have addressed with a solution. I have replied and advised accordingly.

I have spoken with and confirmed the below:

Inside Line Mountain Bike Club - SA Downhill State Championships - 14 & 15 September 2019

Bike SA - Annual Tour 2019 - Eyre Peninsula - 21 - 29 September 2019

Gravity Enduro Round 5 - 8 September 2019

Escape Goat have nothing and have pencilled in no access - 22 September

Orienteering SA Mount Crawford Area Forest - 21 September 2019

Yours sincerely

Andrew Admiraal

Director

andrew@ume.cool

0403 116 400

Michael Clements

Director

michael@ume.cool

0418 804 105

Appendix 3

AHR 2019 Consultation Letter

2019 ADELAIDE HILLS RALLY

September 20th to 22nd, 2019

COMMUNICATION TO RESIDENTS WITHIN THE VICINITY OF

PROPOSED ADELAIDE HILLS ROAD CLOSURES

Monday, 15th April 2019

Dear Owner/Occupier



Re: Proposed Motoring Event

We are writing to inform you that Ultimate Motorsport Events wish to run an event named the 2019 Adelaide Hills Rally in the Adelaide Hills Region during the period of Friday 20th of September 2019 to Sunday 22nd of September 2019.

A road within your vicinity has been selected to host a closed road section within the proposed rally route (see proposed closed road maps overleaf) and we are seeking your feedback as a resident who may be impacted.

The Event:

The 2019 Adelaide Hills Rally will burst into life at Mount Barker from Thursday September 19th to Sunday September 22nd. The event headquarters will be based at the Showgrounds and will be traversing the greater Adelaide Hills Region.

The event brings four days of National Rally Competition to some of the best and most technical roads Australia has to offer, starting with scrutineering and street party in Gawler Street Mt Barker on the Thursday night.

The 2019 Adelaide Hills Rally will host round 5 of the Australian Rally Championship (ARC) and the final round of the South Australian Rally Championship. No doubt the competition is going to be tense and tight, bringing a great spectacle to the region for all that come to watch. The best rally teams Australia and SA have to offer will be on show, and thrillingly they will also be battling hard for event honours. The event is vital for the ARC teams as it will be the decider of who will be the championship leader heading into the final round at the World Rally Championship in Coffs Harbour. The competition will be extremely important for the SA component as this event will determine the 2019 South Australian Rally Champion!

The 2019 Adelaide Hills Rally (AHR) will also present opportunities for those that have the desire to take part in the AHR in the Introductory Rally competition. The introductory rally is designed for novice competitors to learn what rallying is all about.

In a first we will be hosting the Toyota Gazoo Racing Tour experience, where spectators will be bused to key spectator areas/corporate dinner, along with a tour of the Toyota Gazoo Service area with 2 time Australian Rally Champions', Neal Bates and Coral Taylor. You will also have the opportunity to have a chat with the drivers and co-drivers from the team. Currently the team is 1st and 2nd in the Australian Championship.

The Mount Barker Showgrounds, situated in the heart of the town, will be a hive of activity over the weekend of the event. The Showgrounds will be the base of operations for the 2019 AHR and the location for team servicing and regrouping. Adding to the excitement at the showgrounds, there will be a swathe of South Australia's hottest food trucks and a myriad of Adelaide Hills Rally partner displays. Hills radio 88.9FM will be broadcasting from the event epicentre at the Showgrounds giving updates on what is happening out on the roads, and interviews with leading competitors throughout the duration of the event.

A brand-new exhibition of the Adelaide Hills Virtual Rally Experience; open to all ages and skill levels, will allow punters to test their skills on state of the art equipment, whilst also competing against each other and the skilful competitors of the event. The showgrounds will have an area for kids and kids at heart to have some fun.

Day 1 of competition on Saturday will see competitors taking part in stages throughout the Adelaide Hills western and eastern regions. The teams will compete from Clarendon to Monarto with several returns to the Adelaide Hills Rally Service Park for vehicle checks, refreshments and some time with the public. Day 1 will conclude with two Super Special Stage (SSS) at the new Bend Motorsport Park in the evening of Saturday 21st. The format of the SSS will allow the competitors to compete head to head, as there will be two cars on the track at a time. This will be a thrilling spectacle and spectators will be able to see firsthand the professionalism of the rally teams and an exhibition of the incredibly skilled crews. Once the SSS is complete, all competitors will transport back to the Adelaide Hills Rally Service Park and Headquarters at the Mount Barker Showgrounds. This is where the public will take part in the country fair atmosphere melded within a motorsport festival

Day 2 of competition on Sunday will find the crews heading out to the northern areas of the Adelaide Hills and Mt Crawford Forest, again returning to the Adelaide Hills Rally Service Park. The day will host our corporate lunch at Anderson Hill Winery where spectators will be able to watch the cars compete past the winery from the balcony. The event will conclude with a podium presentation on Sunday afternoon. Following the presentations, all competitors and event officials will have the opportunity to mingle and chat and enjoy a well-deserved post event celebration.

We are seeking the Adelaide Hill Council consent to road closures and are undertaking consultation with affected residents such as yourself as part of this process.

Please see information about how to participate in the following pages. [Ac1]Yours sincerely

Andrew Admiraal
Director
andrew@ume.cool
0403 116 400

Michael Clements
Director
michael@ume.cool
0418 804 105

The Compliance:

To ensure the safety of the competitors and the general public we request a short-term closure under Section 33 of the Road Traffic Act, of the roads, which we would like to add to the competitive part of the route.

If Council approves our request, we will make every effort to run the rally with minimum inconvenience to residents.

Additionally, we will:

- Notify adjoining landowners in writing at least 4-6 weeks [AC2] beforehand
- Compile a Traffic Management Plan
- Employ a Traffic Management company to undertake the Traffic Management Plan
- Convene a residents meeting
- Leave all control areas in a clean and tidy state and repair any damage caused
- Notify the police of the running of the event and obtain permission to close the roads under Section 33 of the Road Traffic Act
- Notify the emergency services in the area
- Affect a public risk insurance policy through the Confederation of Australian Motor Sport (CAMS) which includes \$100 million public liability insurance. (A copy of the permit and insurance cover can be supplied if required).
- Place advice signs along all roads 4 weeks before the event to forewarn road users of impending road closure
- Advertise the road closures in the local papers the week before the event
- During the event, man the access points to these roads to advise users of the temporary restrictions

We run our events to Australia's best standards and have medical vehicles at the start of each competitive stage. If a land owner has an emergency during the road closure period, upon receiving notification we will stop the event and send in our medical vehicles which have trained Paramedics and a Fire Marshal. If an emergency worker lives on one of the roads we are using, and is called for duty, we will stop the event to let them attend the emergency.

We appreciate the consideration extended to us in our efforts to organise this event.

The Community:

The event will be utilising and supporting many sporting, volunteer emergency service and social groups through the region to aid in the running of the event. From an event perspective, all these groups will be getting both financial and social benefits.

With the national focus on the Adelaide Hills Region through the fact that it is a true Motorsport National Championship, the media coverage that the event will bring as well as all the teams that will be competing will highlight and showcase all the wonderful benefits that we know we have here. This will have positive financial flow on to businesses in the region.

Consultation Process:

We are accepting written feedback in relation to the proposed road closures via email and post prior to 5/05/2019^[AC3]. If you do not reside on the affected property and have a tenant on site please forward this information to them.

There will be a community meeting at Mount Barker Town Hall, 34-38 Gawler St, Mount Barker SA 5251, on Monday 24/06/2019 at 7:30pm where you are able to discuss the event with the team. **The results of this consultation will be provided to the Adelaide Hills Council as part of the road closure approval process.^[AC4]**

WE WILL KEEP YOU INFORMED OF THE PROPOSED TEMPORARY ROAD CLOSURES VIA POST PRIOR TO THE EVENT

Please send feedback to:

Email: secretary@ume.cool

or

Post: PO Box 10213

Adelaide BC, SA, 5000

Appendix 4

AHR 2019 Route Maps

The Request :

We would like to apply for the following roads to be closed by the Event.

The roads, the day & date and the times are:

Sunday 22nd of September 2019:

Charlogate (Woodside) 11:25am – 4:55pm

Harrison Road – from Mount Charles Track to Kings Road/Pfeiffer Road

Then Kings Road – from Pfeiffer Road/Harrison Road to Vos Road

Kings Road – from Vos Road to Burnley Road

Then Burnley Road – from Kings Road to Sandy Waterhole Road

Burnley Road – from Sandy Waterhole Road to Teakles Road

Then Teakles Road – from Burnley Road to Lewis Road

Then Lewis Road – from Teakles Road to Newman Road

Lewis Road – from Newman Road to Bell Springs Road

Then Bell Springs Road – from Lewis Road to Fox Road

Bell Springs Road – from Fox Road to Warmington Road

Then Warmington Road – from Bell Springs Road to Hollows Road (AHC boundary road)

Then Hollows Road – from Warmington Road to Curtis Road/Mount Torrens Road (AHC)

Hollows Road – from Curtis Road/Mount Torrens Road to Gladigau Road/Bloomingdale Road (AHC)

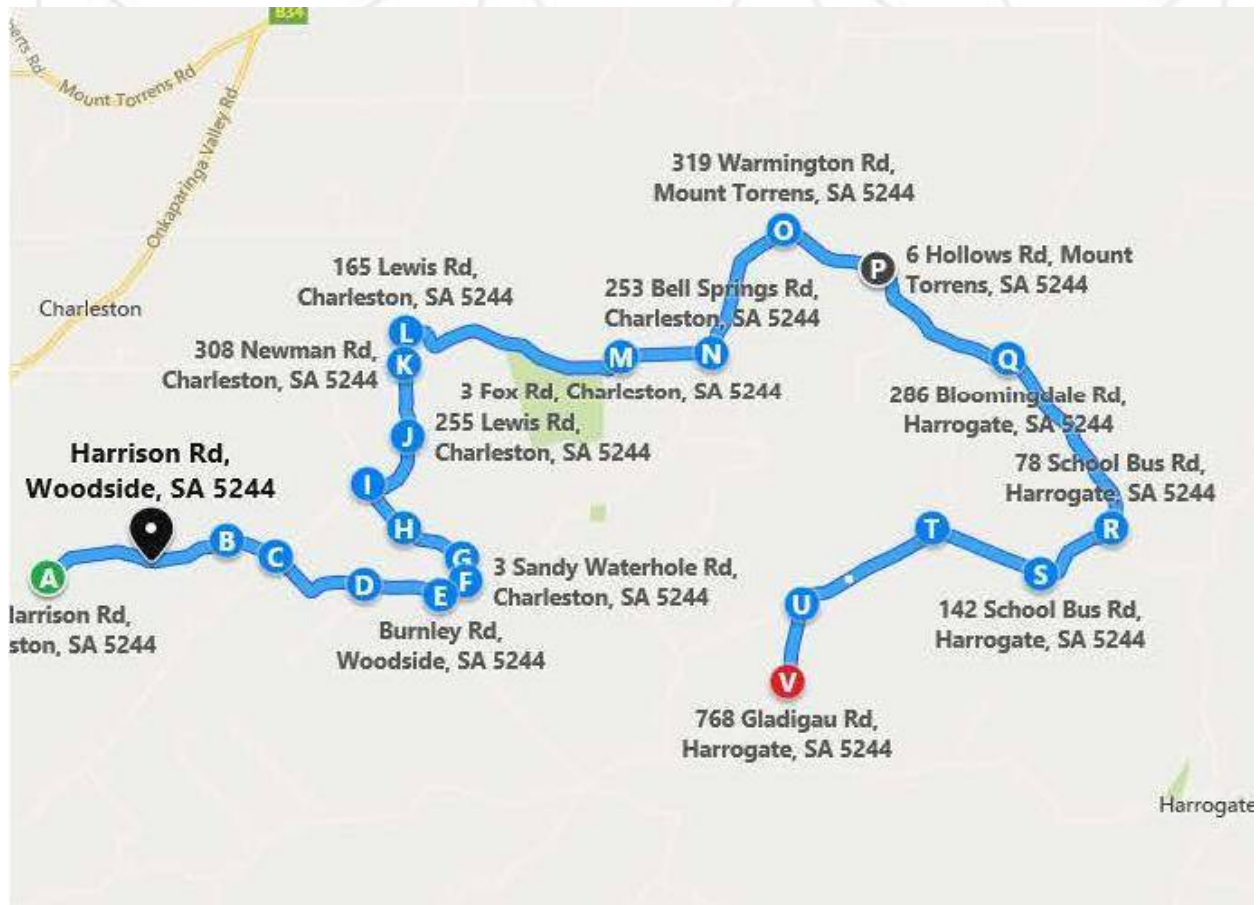
Then Bloomingdale Road – from Gladigau/Hollows Road to School Bus Road (AHC)

Then School Bus Road – from Bloomingdale Road to Gladigau Road (AHC)

Gladigau Road – from School Bus Road to Whimpress Road (AHC)

Gladigau Road – from Whimpress Road to Mail Road/Charcoal Pit Road (AHC)

Charlogate (Woodside)(Adelaide Hills Council) map overview:



The Request :

We would like to apply for the following roads to be closed by the Event.

The roads, the day & date and the times are:

Sunday 22nd of September 2019:

Row Mawson (Mawson Road) 10:25am to 3:55pm

Mawson Road – from Harris Road to Big Range Road

Mawson Road – from Big Range Road to Plummers Road

Mawson Road – Plummers Road to Hewletts Road

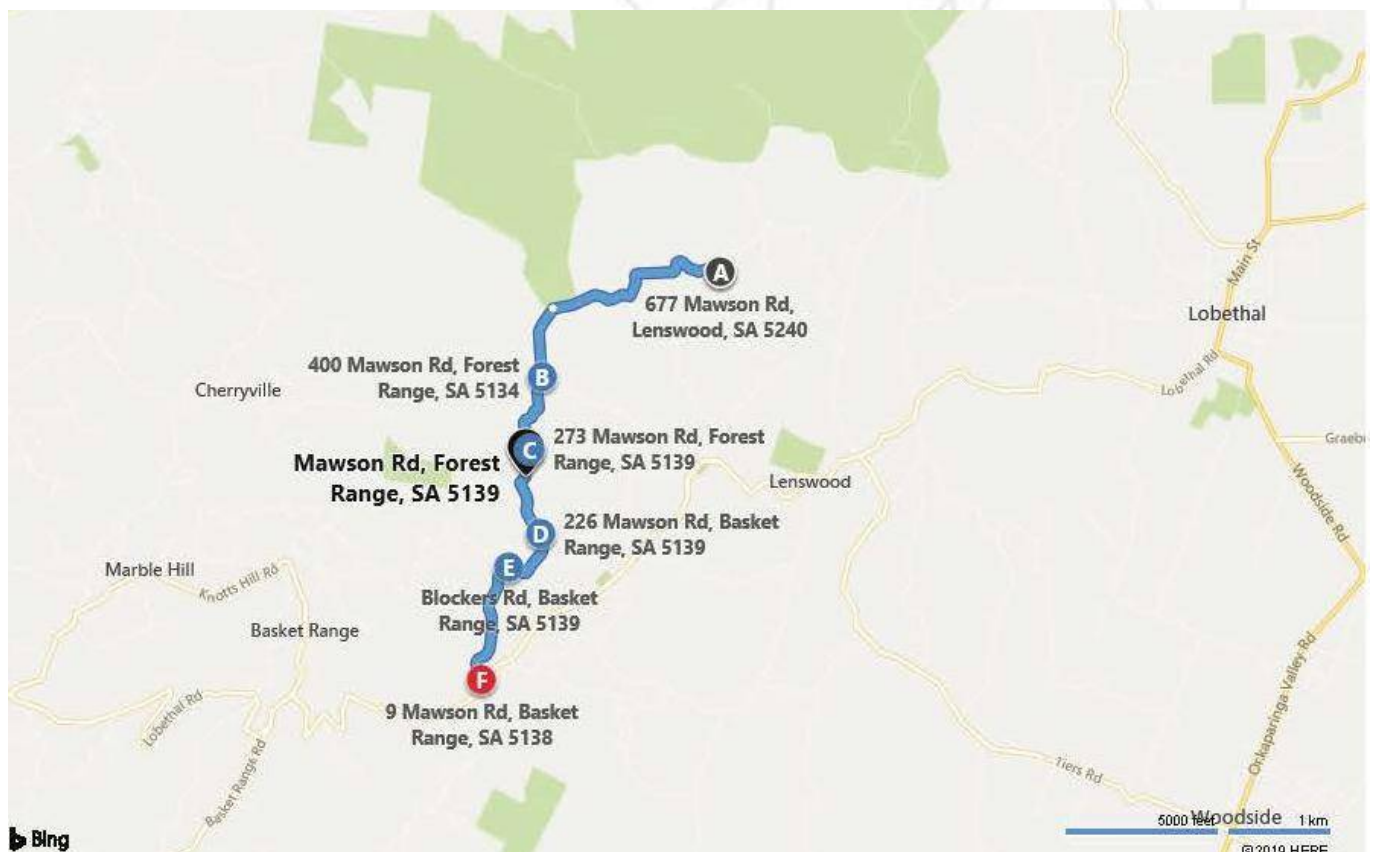
Mawson Road – Hewletts Road to Masons Road

Mawson Road – Masons Road to Blockers Road

Mawson Road – Blockers Road to Norton Road

Mawson Road – Norton Road to Lobethal Road

Row Mawson (Mawson Road) (Adelaide Hills Council) map overview:



The Request :

We would like to apply for the following roads to be closed by the Event.

The roads, the day & date and the times are:

Sunday 22nd of September 2019:

Kenton Valley 10:55am to 4:25pm

Turner Road – from Burfords Hill Road to Old Mount Road

Turner Road – from Old Mount Road to Hirthes Road

Then Maidment Road – from Hirthes Road to Woodlands Road

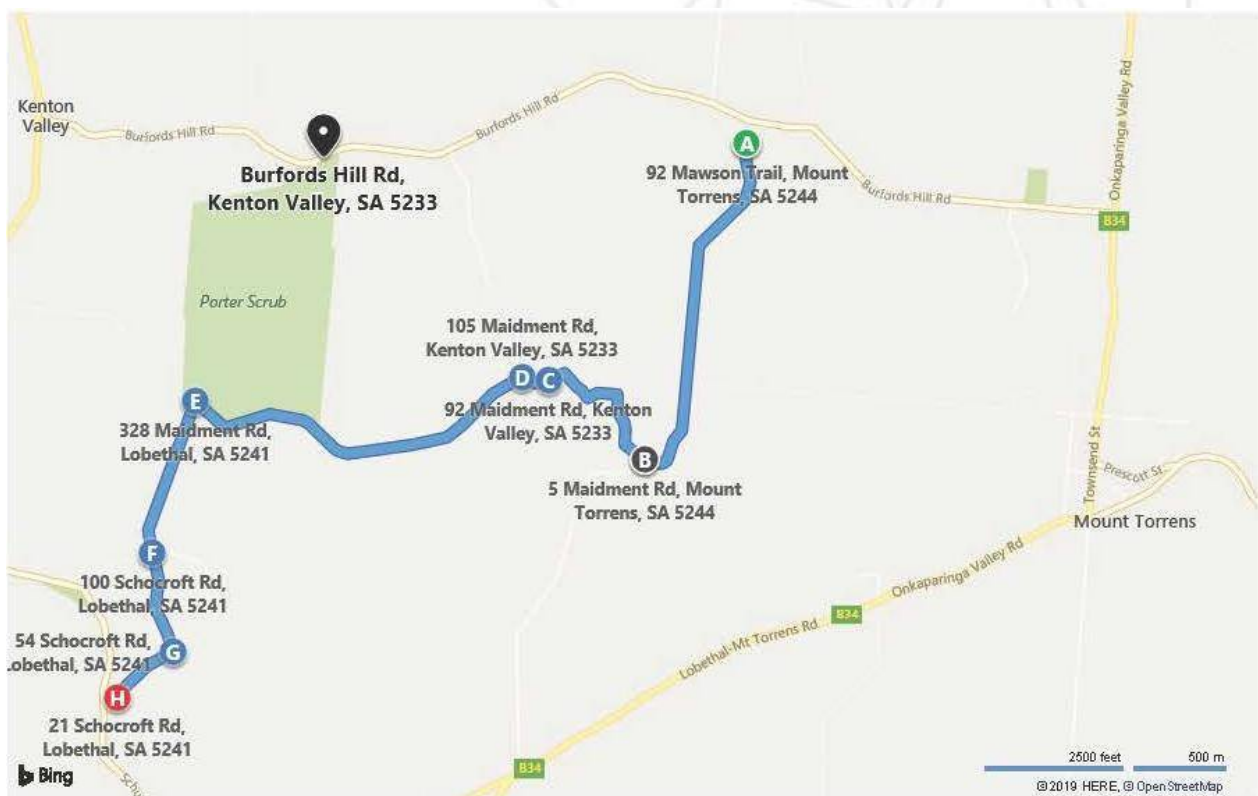
Maidment Road – from Woodlands Road to Lihou Road

Then Lihou Road – from Maidment Road to Schocroft Road

Then Schocroft Road – from Lihou Road to Rosin Road

Schocroft Road – from Rosin Road to Schuberts Road

Kenton Valley(Adelaide Hills Council) map overview:



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 12.3

Originating Officer: Jennifer Blake, Manager Communication, Engagement and Events

Responsible Director: David Waters, Director Community Capacity

Subject: Festivals and Events Policy Review

For: Decision

SUMMARY

A review of the Council's *Festivals and Events Policy* has identified a number of areas where amendments to the policy can improve clarity, increase proactivity and provide further flexibility to take advantage of tourism opportunities. A revised policy which incorporates these updates is now proposed for endorsement for consultation purposes.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To endorse the Draft *Festivals and Events Policy*, as contained in *Appendix 1*, for consultation purposes.
 3. That the CEO be authorised to:
 - a. Make any formatting, nomenclature or other minor changes to the Policy prior to being released for public consultation and;
 - b. Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of Council's *Public Consultation Policy*.
-

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal 2	Connect
Strategy 2.6	We will seek to bring events to our districts that have social, cultural, environmental and economic benefits.

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

➤ **Legal Implications**

The development of this policy has taken into account requirements of the *Local Government Act 1999*, *Road Traffic Act 1961*, *Liquor Licensing Act 1997* and *Codes of Practice, Development Act 1993*, *Development Regulations 2008*, and *Food Act 2001*.

➤ **Risk Management Implications**

The adoption of the updated Policy will assist in mitigating the risk of:

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

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

The Policy review also addresses issues that have been raised by community members around certain types of events and entertainment.

➤ **Financial and Resource Implications**

Not applicable.

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

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

➤ **Environmental Implications**

While there are no environmental implications associated directly with the Policy, Council's support of community events may include the issuing of public bins and general waste management support, with an emphasis on waste minimisation and recycling.

➤ **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: *Festivals and Events Policy Review Workshop 12 March 2019*

Advisory Groups: Not Applicable

Administration: Events Officer
Manager Property Services

Manager Economic Development
Team Leader Regulatory Services
Executive Manager Governance and Performance
Director Fabrik

Community: Meeting with Mr Eberhard (Joe) Frank on 27 February 2019.
Meeting with the Mylor Bonfire night organising committee and Mylor Oval Committee on 4 March 2019.
Meeting with Mr Tim Possingham event organiser for the Adelaide Rally on 8 March 2019.
These parties were engaged to assist staff better understand particular issues for contemplation in the Policy.

2. BACKGROUND

The current Policy was adopted by Council on 12 April 2016. At the time, there was a heavy focus on dealing with applications for competitive motorsport events and amendments were made in relation to this type of event. Competitive motorsports remains an area of concern for some community members and the review addresses those concerns with regard to the rigor of the process for approving event related road closures.

A number of other minor amendments are based on community feedback in order to provide more flexibility to support local events and focus on encouraging events that align with Council's current strategic objectives.

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

At its meeting held on 26 March 2019, Council considered a revised policy for adoption for consultation purposes, however, no resolution was made in respect to the matter. The Administration has done further work on the proposed draft Policy and it is resubmitted for consideration. Key changes to the version considered by the Council on 26 March 2019 are:

- Further emphasis placed on the need for event organisers to provide evidence of community benefits where significant community inconvenience is likely to be caused by the event
- Further clarity to the principle that overall benefits should outweigh detriments in order for Council support to be given to an event
- Encouragement for event organisers to provide an SMS or email reminder system for those people who wish to receive them, for road closures associated with their event
- Changes to definitions, including that of competitive motorsport events
- Additional references to 'festivals' (as opposed to just 'events').

The Analysis section of this report describes proposed changes to the existing policy, including those latest revisions.

3. ANALYSIS

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

The review took into account information gathered through:

- Written and verbal feedback received by Council during pre-event consultation
- Post event phone calls to impacted businesses and residents
- Meetings and conversations with event organisers and concerned residents
- The experience of staff over the last three years since the previous Policy review
- Feedback from Council Members and other departments involved in supporting events including Property Services, Economic Development, Regulatory Services, Infrastructure and Maintenance.

Key themes

Key themes emerging are summarised below:

Competitive motor sport

- Road closures need to be justified by demonstrated community and economic benefit
- The decision-making process for approving road closures could be more robust
- These events may encourage hoon driving
- The Adelaide Rally is endorsed by the South Australian Tourism Commission and evidence of community support is received each year in addition to complaints regarding road closures
- Stages within the Adelaide Hills are only a part of the Adelaide Rally event. Several other Councils are involved and closing roads (most of them without consultation and with multiple year agreements)
- Road closure advanced notice signage needs to be bigger and clearer
- Community consultation can be improved with regards to reach and timing
- Public communication of routes and road closure information prior to the event could be improved
- There is potential for harm to animals and livestock caused by helicopters and car noise
- One party felt the closure of roads contravenes a person's civil rights and should only occur when absolutely necessary.

Concerns relating to competitive motorsport events have primarily related to the impact of road closures. Depending on the timing of the event, road closures can impact businesses relying on farm-gate or cellar-door style visitation. Road closures also impact on people's usual access to the public road network. The same can be said for road closures for other events like Christmas Pageants and the Tour Down Under, but those are usually confined to commercial main streets. The road closure theme is addressed through more stringent decision making guidelines for competitive motor sport events and the consultation process.

Fireworks

- Have the potential to cause harm to animals due to loud bangs and Council should work with event organisers to encourage quieter or 'silent' fireworks.

Concerns relating to fireworks do arise from time to time, normally from people who were unaware that fireworks were planned and who therefore did not have the chance to plan for animal welfare. However, in 2018 a concerted effort was made by a small number of people objecting to fireworks at the annual Mylor Bonfire Night. At the same time, events including fireworks are generally extremely popular and much valued by the community.

Consideration was given to including special provisions in the Policy regarding fireworks but it was felt that a policy provision mandating quieter fireworks for events on Council land would be an extreme response at this stage. Council staff feel they can continue to encourage the use of quieter fireworks as part of the usual event application process.

Community feedback after events

- Should information be gathered from the public after major events to inform future decision making regarding the event e.g. Santos Tour Down Under, Stirling Fringe?

Staff currently produce internal debrief documents for all major events including telephone feedback from stakeholders but do not seek public feedback. It would add a significant resource burden to undertake public engagement following all events.

Key proposed updates

The adoption of an updated *Festivals and Events Policy* will supersede the *Festivals and Events Policy* (COM -11) adopted on 12 April 2016. The proposed Policy update as contained in **Appendix 1**, includes a range of formatting and grammatical 'tidy ups' as well as the substantive changes described below.

Objectives (Section 2)

- Added reference in the first dot point to setting out criteria for assessing level of support provided

Definitions (Section 3)

- Added two new definitions for Competitive and non-Competitive motor sports events

Policy Statement (Section 4)

Incorporate the Event Application Process Section (Section 5) into the Policy Statement Section and create the sub-headings listed below. The proposed changes clarify the expectations of Council and event organisers with regards to provision of Council support, the application process and criteria.

Sub-headings to be created:

- 4.1 Council's Role
- 4.2 Trading opportunities at Council operated events
- 4.3 Support for non-Council operated events
- 4.4 Eligibility for Council support
- 4.5 Expectation regarding timing, support or approval
- 4.6 Festival and Event application process
- 4.7 Assessment criteria

Proposed changes:

- S4.1 Council's role - new statement on Council's role with more definition around types of events and types of support considered
- S4.2 Commercial trading – new subsection and minor edits to previous content to improve clarity around trading opportunities
- S4.3 Support for non-Council events - new subsection using existing text (previously under Council's Role S4) describing how Council supports events with improved reference to regulatory and contractual responsibility
- S4.4 Eligibility for Council support has minor edits to previous text updating forms of support available
- S4.5 Expectations around support or approval - new sub heading with information previously included under 'Process expectations' to manage expectations when seeking support for an event
- S4.6 Festival and Event Application Process – now a subsection (previously Section 5 Event Application Process). Minor updates to process
- S4.6 Guideline No. 5 for Artistic, Cultural and Performance Events was deleted from specific guidelines and appendices (see explanation below under Removal of Event Guideline No. 5)
- S4.7 Assessment of Criteria – updated to reflect the current Strategic Plan
 - Included the mandatory requirement for public liability insurance
 - Included reference to benefits outweighing detriments
 - Reordered all considerations under each impact to show favourable first followed by non-favourable
 - Community impact criteria added reference to increasing opportunities for volunteering and connection, benefit to community groups. Also separated negative impacts into separate points
 - Economic impact – added impact on surrounding businesses
 - Environmental impact – added 'potential for detrimental impact to environment.... flora and fauna'
 - Timing – included reference to impact on seasonal economic activity and extended safety and risk consideration to include seasonal factors all year round e.g. extreme weather not just fire ban season
 - Assessment of Criteria – added a paragraph after Timing on the need for organiser to provide evidence of benefits to community especially if major inconvenience is likely
 - Also added the requirements for Public Events on Private land to clarify regulatory requirements and ensure Council is aware of any risks to public safety
 - Added sentence regarding the Consultation Report informing decision making
 - Minor text updates in relation to the Event Organisers Toolkit.

Cost recovery Section 5

Proposed changes:

- Removed paragraph saying we do not charge for consultation as not relevant
- Added subsections:
 - S5.1 Damages
 - S5.2 Event Cancellation – added a sentence relating to cancellation on catastrophic fire danger days
 - S5.3 Fees and Charges
 - Note the Event Cancellation and Fees and Charges subsections were previously Subsection 7 and 8.

Event Guideline No. 1 for Competitive Motoring Events

Proposed changes:

- Council Decision
 - removed the sentence stating Council could choose to approve multiple years
 - new content including listing criteria around community, economic and environmental impacts to assist with decision making
- Road Closure Applications (renamed from 'Frequency of Road Closures') deleted reference to approving repeated road closures for multiple years. Also modified the need to substantially change routes to allow for repeat use of routes where there is little or no community impact
- Planning and Notice of Road Closures – streamlined for clarity and altered timeframe to require Event Application and Consultation Report 3 months prior to the event instead of four and added encouragement to event organisers to remind residents of road closures
- Required Council approval of road closure notification signage three weeks prior to the event before installation two weeks prior
- More stringent requirements for public notification of detours
- Practise Prohibited – no change
- Consultation with residents and businesses (previously 'Resident Surveys') – tightened up requirements to include;
 - provision of a consultation methods to ensure a balanced approach and the consultation letter to AHC staff for approval prior to distribution
 - the conditions of resident contact information provision
 - the submission of a final Consultation Report to Council
 - the need for advance road closure notice direct to all residents if closures are approved plus that multiple sources of advance notice would be favourably viewed.

Event Guideline No. 2 for non-Competitive Motoring Events

Proposed changes:

- Council Decision
 - new content listing criteria around community, economic and environmental impacts to assist with decision making
- Road Closure Applications (renamed from ‘Frequency of Road Closures’) – removed requirement that the route is substantially changed every year as events like Bay to Birdwood use the same or similar routes
- Planning and Notice of Road Closures – streamlined for clarity and consistency with Guideline No.1
- Consultation with residents and businesses – added this section for inaugural events or applications for approval of road closures over multiple years.

Event Guideline No. 3 for Events Involving Animals – no change

No change.

Event Guideline No. 4 for Sporting Events

Proposed changes:

- Updated requirements for events involving speed restrictions in line with current legislation
- Updated information on road closures for consistency
- New section on community consultation to cover circumstances where it may be required.

Removal of Guideline No. 5: for Artistic, Cultural and Performance Events

Proposed changes:

- Removed this section as not required given these types of events are covered under the general policy and there are not special requirements. It may also impose restrictions on events held at Fabrik or other cultural or arts venues.

Minor proposed updates

- Introduction (Section 1) updated to reflect current Strategic Plan, associated policies and legislation
- Objectives (Section 2) moved the statement on what is governed by the policy from the Definitions (Section 3) section into Objectives
- Definitions (Section 3) that were not used in the body of the Policy (‘Reasonable’ and ‘Significance’). Minor edits to definitions to improve clarity
- Delegation (S 6) updated in line with the current policy template
- Deleted the bracketed words (But is not limited to) from Guidelines 1 and 2 and 4 at the end of consultation - *For the purposes of resident consultation in relation to road closures, an “affected resident” includes (but is not limited to) any resident who will be denied road access to their property during the closure period...

Community Consultation

Council will be aware of community interest in the Council's approach to endorsing certain events in the district. That being the case, it is suggested that the draft Policy be put out to public consultation.

It is proposed to undertake public consultation using the standard approach outlined in the Council's Public Consultation Policy, that is:

- An advertisement being placed in a newspaper circulating in the area
- The draft Policy being made available for review at service centres and online
- Submissions being invited for a period of 21 clear days from the date of advertisement.

In addition, staff will utilise social media and the Council's e-news subscriber list to promote the opportunity.

The results of the consultation will be presented to Council as part of considering the final Policy.

4. OPTIONS

Council has the following options:

- I. To endorse the Draft *Festivals and Events Policy* as prepared without making any further amendments to enable community consultation to be undertaken. (Recommended).
- II. Decline to endorse the Draft *Festivals and Events Policy*, and make further amendments prior to consultation. (Not recommended).

Should Council identify the need for substantial amendments to the revised Policy, it is recommended that they be referred to staff for review to allow for analysis of the implications of the amendments, prior to the matter being brought back to Council for further consideration.

5. APPENDIX

- (1) Draft *Festivals and Events Policy* 2019

Appendix 1

Draft *Festivals and Events Policy 2019*

ORGANISATIONAL POLICY

 <p>Adelaide Hills COUNCIL</p>	<h2>FESTIVALS AND EVENTS</h2>
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Policy Number:	The Governance team will allocate the policy number.
Responsible Department(s):	Communications, Engagement & Events
Responsible Officer	Manager Communications, Engagement & Events - Jennifer Blake
Other Relevant Policies:	Public Consultation Policy Liquor Licensing Policy Tributes for Commemorative Services Policy
Relevant Procedure(s):	None
Relevant Legislation:	Local Government Act 1999 Road Traffic Act 1961 Liquor Licensing Act 1997 and Codes of Practice Development Act 1993 Development Regulations 2008 Food Act 2001
Policies and Procedures Superseded by this policy on its Adoption:	Festivals and Events Policy 08/10/13 Item 13.4, 179 Equitable Commercial Trading Opportunities at Council Operated Event 02/06/09, Item 10.13, 190 Festivals and Events Policy 12/04/16, Item 12.1, 10
Adoption Authority:	Council
Date of Adoption:	<i>To be entered administratively</i>
Effective From:	<i>To be entered administratively</i>
Minute Reference for Adoption:	<i>To be entered administratively</i>
Next Review:	No later than March 2022 or as required by legislation or changed circumstances

FESTIVALS AND EVENTS POLICY

1. INTRODUCTION

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

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

2. OBJECTIVES

The objectives of this policy are to:

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

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

3. DEFINITIONS

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

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

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

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

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

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

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

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

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

“Competitive Motor Sport Events” means a motorsport event that is licensed by The Confederation of Australian Motor Sport Limited (CAMS). CAMS is the National Sporting Authority (ASN) for motor sport in Australia, delegated this responsibility by the Federation Internationale de l'Automobile (FIA).

“Non-Competitive Motor Sport Events” means motoring events that are not licensed by CAMS.

4. POLICY STATEMENT

4.1 Council's Role

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

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

4.2 Trading opportunities at Council operated events

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

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

4.3 Support for non-Council operated festivals or events

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

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

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

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

4.4 Eligibility for Council support

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

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

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

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

4.5 Expectations regarding timing, support or approval

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

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

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

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

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

4.6 Festival and Event application process

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

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

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

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

4.7 Assessment criteria

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

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

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

Community impact

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

Economic impact

- Potential for significant fundraising for projects within the community
- Potential to attract additional visitors and economic activity within the region
- Impact on surrounding businesses

Environmental impact

- Opportunities to enhance environmental outcomes by embracing sustainability themes and principles (including in waste management)
- Potential for detrimental impact on the environment including factors such as damage to flora and fauna and excessive waste left on site

Timing

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

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

Public Events on private land may require the organisers to advise or confirm proof of: Council development approval under State Development Laws, a Liquor Licence, public liability insurance, food supplier registration with Council, a Pyrotechnics Licence, and/or a Roadside Trading Permit in certain cases.

Events that fall under exceptional categories (see policy appendices) must also meet all relevant guidelines for their type of event. The Consultation Report provided by the organiser will be used to inform Council assessment and decision-making where consultation is required.

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

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

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

5. COST RECOVERY

5.1 Damages

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

5.2 Event Cancellation

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

5.3 Fees and Charges

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

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

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

6. DELEGATION

The CEO has the delegation to:

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

7. AVAILABILITY OF THE POLICY

This Policy is available on Council's public website and Council's internal intranet site.

8. APPENDICES

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

Appendix 1

Event Guideline No.1

For Competitive Motoring Events



Guideline No.1 for Competitive Motoring Events

Adelaide Hills Council Festivals and Events Policy

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

An event application or proposal document must be submitted for these events. Details of the application process can be discussed with Council's events staff.

Council Decision

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

Community impact

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

Economic impact

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

Environmental impact

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

Road Closure Applications

Each Motorsport Event Application received by Council will be assessed on a case by case basis in regards to road closures. The applicant must demonstrate that the section of road to be closed has a low impact on the community, or that there is a high level of support (or low level of opposition) in relation to a road closure through consultation with all affected residents. Organisers should ensure that routes impacting more than 20 residents or where there has been negative feedback regarding the event, are substantially changed each year.

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

Planning and Notice of Road Closures

For events requiring road closures notice of **intention to run the event** requires a minimum of six months' notice, with formal application and consultation report to be received with a minimum of three months' notice.

Event organisers that receive consent for road closures must arrange advanced warning and detour signage to be placed in appropriate locations around the area for at least two weeks before the event occurs. Council must approve the size and content of these signs at least three weeks before the event occurs. Event organisers are encouraged to remind affected residents and businesses of the road closure by text message or email at periodic intervals in the days leading up to the event. Organisers must also make traffic detour information (including maps) available to Council and the community a minimum of two weeks before the event is conducted.

Preliminary information about these arrangements is required at the time of submitting the event application. A route should be reconsidered if there is the potential for significant impact on usual local services (e.g. product deliveries or school bus services).

Practice Prohibited

Motorsport event organisers must instruct event participants that practising on the designated road before the event in competition cars is prohibited. The exception is where the event involves legal road vehicles and that practice occurs informally under normal road rules and conditions.

Consultation with affected residents and businesses

Event organisers must undertake a consultation with all affected residents* and supply the results of this consultation to Council in a Community Consultation Report before a final decision will be made within the timeframe stipulated above. Preliminary information about consultation methods is required at the time of notification of the event to ensure a balanced approach is undertaken.

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

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

Public reminder notice of the event is required in conjunction with advance road closure notice. It could include one or more of the following: advertising, signage, letters, emails or sms reminders. Action by the event organiser to provide multiple sources of advance notice will be favourably considered including using the initial consultation letter to invite impacted residents to 'opt in' to receive further sms or email updates.

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

Appendix 2

Event Guideline No.2

For Non-Competitive Motoring Events



Guideline No.2 for Non-Competitive Motoring Events

Adelaide Hills Council Festivals and Events Policy

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

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

Council Decision

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

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

Community impact

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

Economic impact

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

Environmental impact

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

Road Closure Applications

Each Non-Competitive Motoring Event Application received by Council will be assessed on a case by case basis in regards to road closures. If the applicant can demonstrate that there is a high level of support (or low level of opposition) in relation to a road closure, or that the section of

road to be closed has a low impact on the community, then repeated use of that road may be approved.

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

Planning and Notice of Road Closures

For events requiring road closures notice of **intention to run the event** requires a minimum of six months' notice. A formal application is to be received with a minimum of three months' notice. If repeated use of the road has not already been approved by Council a consultation report will also be required at this time.

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

Consultation with affected residents and businesses

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

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

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

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

Appendix 3

Event Guideline No.3

For Events Involving Animals



Guideline No.3 for Events Involving Animals

Adelaide Hills Council Festivals and Events Policy

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

An Event Application must be completed for these events. Details of the application process can be discussed with Council's Events Officer.

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

A formal Council decision may be required for support of events involving animals in entertainment activities, where there is potential to cause harm or distress to those animals. Organisers of events involving animals must comply with all RSPCA recommendations and standards as a minimum in order to minimise or prevent the harm or distress suffered to animals.

Events involving animals should also demonstrate appropriate consideration for:

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

Wildlife and Conservation Establishments

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

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

Appendix 4

*Event Guideline No.4
For Sporting Events*



Guideline No.4 for Sporting Events

Adelaide Hills Council Festivals and Events Policy

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

An Event Application must be completed for these events. Details of the application process can be discussed with Council's Events Officer.

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

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

Events that involve road closures will be subject to Council formal decision on every occasion.

For events requiring road closures notice of **intention to run the event** requires a minimum of six months' notice, with formal application and consultation report to be received with a minimum of four months' notice.

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

Consultation with affected residents

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

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

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

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

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

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

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

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 12.4

Originating Officer: David Waters, Director Community Capacity

Responsible Director: David Waters, Director Community Capacity

Subject: Gumeracha Civic Centre – 20th anniversary

For: Decision

SUMMARY

The purpose of this report is to provide the Council, for consideration, with options to celebrate the 20th anniversary of the development of the Gumeracha Civic Centre, as resolved by the Council in April 2019.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That an initiative be included in the 2019-20 Annual Business Plan, with a budget of \$3,000, to hold an appropriate event, involving community groups and community members, to celebrate the 20th anniversary of the development of the civic precinct at Gumeracha and showcase the activities and opportunities available at the site.
-

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal 2	Activities and opportunities to connect
Strategy 2.5	We will support opportunities for learning in our community to increase the confidence, wellbeing and health of our citizens.

There is no direct link in the Strategic Plan to the concept of celebrating the 20th anniversary of the development of a particular community facility, however, if done in an appropriate way, the celebration could be used as an opportunity to improve community awareness of services and programs available at the Gumeracha Civic Centre, leading to improvements in community wellbeing.

➤ **Legal Implications**

Not applicable.

➤ **Risk Management Implications**

Celebrating the 20th anniversary of the Gumeracha Civic Centre development will assist in mitigating the risk of:

Failure to provide for the welfare, well-being and interests of the community leading to decreased health and wellbeing across the community.

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

The act of celebrating the 20th anniversary has a relatively small contribution to the mitigation of this particular risk.

➤ **Financial and Resource Implications**

A modest budget would be required to enable a community celebration to take place. This would include catering, promotion and possibly some materials (including a plaque to permanently recognise the occasion).

A budget of \$3,000 is suggested, and this would need to be added to the Council's 2019-20 Operating Budget, which is currently out for public consultation.

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

Implications in this space are minimal. Doing something to recognise the anniversary could provide a vehicle for promoting services and opportunities at the site, thus having positive community effects in the catchment area for the site, and may provide impetus for increasing activity there.

➤ **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: Manager, Communications, Engagement and Events
Events Officer
Manager Libraries and Customer Service
Manager Community Development

Community Development Officer – Torrens Valley Community Centre
Manager Financial Services

Community: Nil.

2. BACKGROUND

At its meeting held on 23 April 2019, the Council considered a Motion on Notice from Cr Herrmann regarding the holding of a celebration for the 20th anniversary of the development of the Gumeracha Civic Centre. Following consideration of the matter, the Council resolved as follows:

11.3 20th Anniversary of Gumeracha & District Civic Centre

Moved Cr Malcolm Herrmann
S/- Cr Pauline Gill

65/19

That the CEO provides a report to Council at the 28 May 2019 meeting on options to celebrate the 20th anniversary of the Gumeracha and District Civic Centre on 29 April 2020.

Carried Unanimously

Shortly after the 1997 amalgamation, the Council commenced planning for the future provision of Council services (including library services) at Gumeracha. It was ultimately determined to develop a new library and history centre facility at the site of the Gumeracha Town Hall and a new building was developed which effectively joined the Town Hall and existing RSL building into a single complex. The new building provided a foyer and toilet facilities for the complex, a library space, a purpose built history centre and a customer service counter. The Torrens Valley Community Centre (TVCC) was later added at the rear of the complex.

The newly developed complex was opened on 29 April 2000. Since that time, it has operated as something of a hub for community and civic activity. The Hall is managed by a community committee and the RSL building is leased by the Gumeracha RSL sub-branch. Gumeracha and District History Centre Inc occupies and operates the history centre. While originally run by a community committee, the TVCC (opened in 2005) is now operated by the Council as part of its Community Development Program. A repurposed CWA Hall is also located on the site and now houses an op-shop under the auspice of the TVCC. The Library operates as a staffed site (also providing general council customer service) 18 hours a week, but remains open as a self-serve and volunteer assisted facility at all times that the TVCC is open.

Programs and services at the site are heavily reliant on volunteers and volunteer based organisations.

3. ANALYSIS

If an anniversary celebration is to be held, the opportunity should be taken to leverage the event for community benefit.

Staff members have considered opportunities and propose that an event could be held to showcase everything the complex has to offer, following a model recently used by The Hut Community Centre to celebrate its 40th anniversary. That is, something of an 'open day' could be held on a weekend with activities and displays across 3-4 hours in all parts of the complex to give visitors a taste for what programs and services they can access at the site.

The objective would be to get as many people as possible from the catchment community to engage with the site, which will lead to increased awareness and potential participation in programs and activities.

TVCC and Library staff would work together with volunteers and representatives of the Hall committee, History Centre and RSL to develop the event. Other local community groups could get involved and raise funds through selling food and beverages. The day would incorporate a short formal component to specifically recognise the anniversary.

Staff consider this option to fulfil not only a desire to recognise the 20th anniversary but to add value by potentially engaging community members in the site who may not otherwise have done so.

4. OPTIONS

Council has the following options:

- I. To resolve to hold an event to celebrate the 20th anniversary of the Gumeracha Civic Centre in 2020, with the detail of the event to be developed in conjunction with other site users. (Recommended)
- II. To hold an event taking a form at significant variance to that described in this report. (Not Recommended)
- III. Not hold an event to mark the 20th anniversary.

5. APPENDICES

Nil.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 12.5

Originating Officer: Deryn Atkinson, Manager Development Services

Responsible Director: Marc Salver, Director Development & Regulatory Services

Subject: Appointment of the Adelaide Hills Building Fire Safety Committee

For: Decision

SUMMARY

The membership of the Building Fire Safety Committee (the Committee) was last considered by Council on 26 April 2016.

Section 71 of the *Development Act 1993* requires Council to appoint a Building Fire Safety Committee to inspect buildings in relation to adequate levels of fire safety and limits the term of membership of the committee to three years. The current Committee term has recently expired and it is necessary for Council to appoint a new Committee.

Section 71 of the *Development Act 1993* also specifies the expertise of members and this includes a member with expertise and qualifications in building surveying, a member from the Country Fire Service and two authorised officers from Council, including one with expertise and qualifications in building surveying and building fire safety.

The current Committee members are Peter Harmer (Contract Building Surveyor Engineer), Colin Paton (CFS), Jeff Grinnell (AHC Team Leader Building Services) and Deryn Atkinson (AHC Manager Development Services). It is recommended that the same members be reappointed for another three year term with new deputy members in response to staff changes. In recognition of the uncertainty around the transition to the *Planning, Development and Infrastructure Act 2016*, and the envisaged need to reappoint the Committee under the new legislation, it is further recommended that the appointment is for three years or until such time that Section 157(17) of the *Planning, Development and Infrastructure Act 2016* is operational, whichever occurs first.

An update on the activities of the Building Fire Safety Committee is provided in this report.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
2. That Council appoints the following members to the Adelaide Hills Building Fire Safety Committee as the appropriate Authority for the purposes of Section 71 of the *Development Act 1993* for a three year period commencing on 29 May 2019 and expiring on 31 May 2022 or, until such time that Section 157(17) of the *Planning, Development and Infrastructure Act 2016* is operational, whichever occurs first:
 - a) Peter Harmer (Contract Building Surveyor Engineer) as a person with expertise and qualifications in building surveying, engineering and building fire safety
 - b) Colin Paton, as a person nominated by the Country Fire Service with Julian Aggiss, Joel Taggart, Kevin Churchward and Phil McDonough nominated as deputy members
 - c) Jeff Grinnell as Team Leader Building Services as an authorised Council Officer with expertise and qualifications in building surveying and building fire safety with Tom Warneke as deputy member, and
 - d) Deryn Atkinson as Manager Development Services as an authorised Council Officer (with Marc Salver appointed as deputy member).

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal People & Business Prosper
 Places for People & Nature

As a specialised Committee it is necessary to have suitably qualified and experienced members to ensure there is rigour in the review of adequate building safety in the Council area.

➤ Legal Implications

It is a statutory requirement for the Council to establish a Building Fire Safety Committee in accordance with Section 71(19) of the *Development Act 1993*.

Clause 19 requires that

- (a) The Building Fire Safety Committee will be constituted of—
 - (i) A person who holds prescribed qualifications in building surveying appointed by the Council and
 - (ii) a person nominated by the Chief Officer of the SA Metropolitan Fire Service or the Chief Officer of the SA Country Fire Service and
 - (iii) a person with expertise in the area of fire safety appointed by the Council; and
 - (iv) if so determined by the Council —a person selected by the Council;
- (b) The term of office of a member of the Building Fire Safety Committee will be for a period not exceeding three years, as determined by the Council.

The Building Fire Safety Committee may inspect buildings to check that the buildings have an adequate level of fire safety for the occupiers. Any action taken as a result of the inspections seeks to achieve, in order of priority:

- (1) a reasonable standard of fire safety for the occupiers of the buildings
- (2) minimal spread of fire and smoke, and
- (3) An acceptable fire-fighting environment for the occupiers of the building(s).

The powers of the Building Fire Safety Committee (BFSC) are separate to the development assessment responsibilities of the Council and are only able to be exercised by an “appropriate authority” established by the Council (i.e. the BFSC).

➤ **Risk Management Implications**

The appointment of appropriately qualified and experienced members to the Council’s Building Fire Safety Committee will assist in mitigating the risk of:

Invalid member appointment or non-compliance with the statutory requirements regarding appointments resulting in poor decision making and possible legal challenges to enforcement notices and fire safety upgrade requests.

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

Appointment of suitably qualified and experienced members ensures compliance with the legislation in this instance and adds rigour to the fire safety audit process for building inspections. This reduces the risks in relation to decision making about adequate levels of building fire safety and provides the necessary technical expertise to inform the decision making process.

The focus for the Committee in recent years has been on achieving adequate fire safety for buildings providing accommodation to vulnerable groups, such as children and the elderly, and for commercial, industrial and public buildings with an area larger than 2000 square metres.

➤ **Financial and Resource Implications**

Council’s Budget provides for the operational costs of the Building Fire Safety Committee. Note however that other than the consultant member, no members are paid a sitting fee for attending Committee meetings and site inspections. Further, the CFS does not charge Council for their member’s attendance at the Committee meetings and site inspections.

The Committee generally meets quarterly with a separate day for building inspections. However, the frequency of meetings and site inspections is dependent on the workload of the Committee.

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

The process and operation of the Committee is to identify, inspect and require fire safety upgrade work where necessary to existing buildings in the Council area in order to achieve a satisfactory level of life safety in such buildings. Any action taken by the Committee seeks to achieve, in order of priority, the following fire safety objectives and performance criteria of the Building Code of Australia:

- (1) A reasonable standard of fire safety for the occupiers of the relevant building
- (2) The minimal spread of fire and smoke
- (3) An acceptable fire-fighting environment.

All buildings including commercial, industrial, accommodation and public community buildings may be inspected. However, those buildings owned by the Crown are not bound by the legislation in this instance.

➤ **Environmental Implications**

The provision of early warning and adequate fire-fighting provisions assists to reduce the risk and spread of fires and the potential pollution that can be caused by building fires, noting that some buildings are constructed of materials which are hazardous when their state is altered by fire, or may contain the storage of hazardous materials.

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

Consultation was undertaken as follows:

Council Committees: Section 71 (19)(e) of the *Development Act 1993* provides that the Building Fire Safety Committee may determine its own procedures (including an appropriate quorum) subject to a determination of the Council.

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Director Development & Regulatory Services
Team Leader Building Services

Community: CFS Administration

2. BACKGROUND

At the Ordinary Council Meeting of 26 April 2016, Council considered a report on the Appointment of the Building Fire Safety Committee and resolved as follows:

14.1. Building Fire Safety Committee Appointments

Moved Cr Malcolm Herrmann
S/- Cr John Kemp

73

Council resolves:

1. That the report be received and noted; and
2. Appoints the following members of the Adelaide Hills Building Fire Safety committee as the appropriate Authority for the purposes of Section 71 of the *Development Act 1993* as amended until the 26 April 2019:
 - a) Peter Harmer (Contract Building Surveyor Engineer) as a person with expertise and qualifications in building surveying, engineering and building fire safety;
 - b) Colin Paton, as a person nominated by the Country Fire Service with Ray Jackson and Julian Aggiss nominated as deputies;
 - c) Incumbent to the position of Team Leader Building Services (currently Jeff Grinnell Team Leader Building Services) as an authorised Council Officer with expertise and qualifications in building surveying (Level 2) and building fire safety with Anthony Skara and Scott Shaw as deputies; and
 - d) Deryn Atkinson as Manager Development Services as an authorised Council Officer (with Marc Salver appointed as deputy)

Carried Unanimously

Building Surveyor

This consultant member is Council's appointed Building Surveyor/Engineer and the Committee membership is therefore aligned with the contract for the building surveyor.

Expressions of interest in the provision of building surveying and engineering services were sought in accordance with Council's Procurement Policy during April 2019. Two proposals were received and following evaluation of the proposals in relation to the ability to provide engineering advice, the proposed fee structure and, experience with building fire safety, the contract was awarded to Peter Harmer Consulting, with Peter Harmer as the principal.

Operation of the Committee

The focus for the Committee in recent years has been on achieving adequate fire safety for buildings providing accommodation to vulnerable groups, such as children and the elderly, and for commercial, industrial and public buildings with an area larger than 2000 square metres.

The Committee determines its own terms of reference and meeting procedures.

The Committee generally meets quarterly with a separate day for building inspections given the current workload. In the last 12 months, the Committee has met seven times (including inspection days) and considered 18 ongoing matters. The Committee has undertaken 18 inspections of buildings to review progress and inspect works completed in the last 12 months. Works have progressed to a stage where two properties have been removed from the agenda. One more property is likely to complete their upgrade this financial year, reducing the number of premises under review to 15. This compares with 19 premises under review in 2017/18.

No new properties have been inspected in the last 12 months due to the current workload with complex upgrades of older buildings.

The table below indicates the locality of premises currently being dealt with:

Building Fire Safety Defect Notices by Suburb	
Ashton	2
Basket Range	1
Kersbrook	1
Lenswood	2
Balhannah	1
Lobethal	1
Lower Hermitage	1
Piccadilly	1
Mylor	4
Norton Summit	1
Woodside	3
Total	18

3. ANALYSIS

The three year membership term of the Building Fire Safety Committee finished on 26 April 2019 and it is necessary to appoint a new Committee for the next meeting, scheduled for 13 June 2019.

As the expertise of the Committee is legislated, the CFS nominate their representative for the Committee. They have nominated Colin Paton who is a member of most regional Council Building Fire Safety Committees. Julian Aggiss, Joel Taggart, Kevin Churchward and Phil McDonough of the CFS have been nominated as deputies for Colin Paton.

In the past Council has also appointed the person who is the consultant Building Surveyor to the Committee and two Council staff members with deputies. It is considered that this has worked well and there is no limitation in the legislation on the reappointment of existing members. A number of staff changes have occurred in the last three years that necessitate a change in deputy members of the Committee.

The following people have agreed to be appointed/reappointed as members and deputy members of the Building Fire Safety Committee:

- Peter Harmer (Contract Building Surveyor Engineer) as a person with expertise and qualifications in building surveying, engineering and building fire safety
- Colin Paton, as a person nominated by the Country Fire Service with Julian Aggiss, Joel Taggart, Kevin Churchward and Phil McDonough nominated as deputy members
- Jeff Grinnell, Council's Team Leader Building Services as an authorised Council Officer with expertise and qualifications in building surveying and building fire safety with Tom Warneke appointed as a deputy member, and
- Deryn Atkinson, Manager Development Services as an authorised Council Officer and Manager of the Development Team, with Marc Salver appointed as deputy member.

It is recommended that the appointments be for another 3 year term. However, it is noted that the Planning, Development and Infrastructure Act has provisions for a similar Committee and implementation will require a further appointment under Section 157 (17) of the *Planning, Development and Infrastructure Act 2016* (the PDI Act) when it is activated. Council cannot yet appoint the Committee under the new legislation as implementation is being staged with the relevant section yet to come into operation. It is envisaged that a separate appointment will be required towards the end the 2019/20 financial year under the new legislation, but the transition arrangements in this regard are currently unknown. Out of caution it is therefore recommended that the members be appointed for the three year term until 31 May 2022 or until such time that Section 157(17) of the PDI Act is operational, whichever occurs first.

4. OPTIONS

Council has the following options:

- I. To resolve to appoint the Committee membership as recommended in this report for a 3 year term or until such time that Section 157(17) of the *Planning, Development and Infrastructure Act 2016* is operational, whichever occurs first (Recommended)
- II. To resolve to make other changes to the Committee membership (Not Recommended)
- III. To resolve to appoint the Committee membership for a shorter term (30 June 2020) noting the transition to the Planning, Development and Infrastructure Act is expected to occur on 1 July 2020 (Not Recommended)

Option I is the preferred option as it recognises the staffing changes and provides for a further appointment once the establishment date for Committees under Section 157(17) of the *Planning, Development and Infrastructure Act 2016* is released.

5. APPENDICES

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 12.6

Originating Officer: Richard Fox, Senior Property Projects Officer

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Options for Crown Reserves

For: Decision

SUMMARY

A review of all of Council's Crown land holdings has identified several parcels that are not of strategic value to Council, or could more appropriately be held by another entity. This report recommends options for the various parcels of Crown Land, including reversion to The Crown for disposal, custodianship by another entity and incorporation into the protected area system.

As Crown land is administered by the Department for Environment and Water (DEW), a formal approach to DEW will be required to progress this matter.

This report also includes information on all 87 parcels of Crown Land that are dedicated to the Adelaide Hills Council for defined purposes, as well as the 8 parcels of land subject to Crown condition agreements.

RECOMMENDATION

Council resolves that:

1. The report be received and noted
2. A formal approach be made to the Department for Environment and Water to seek its support for
 - a. the revocation of dedications for the following Crown Records
 - i. CR 5752/186, Lot 32 Fullgrabe Road, Crafers
 - ii. CR 5753/725, Section 1609 Illert Road, Mylor
 - iii. CR 5753/729, Section 1657 Scott Creek Road, Scott Creek
 - iv. CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside
 - v. CR 5753/742, Section 547 Schuberts road, Lobethal
 - vi. CR 5753/744, Section 553 Pedare Park Road, Woodside
 - vii. CR 5753/745, Section 556 Tiers Road, Woodside
 - viii. CR 5753/746, Section 565 Old Carey Gully Road, Stirling
 - ix. CR 5753/751, Section 489 Chapman Road, Inglewood
 - x. CR 5753/754, Section 511 North east Road, Inglewood
 - xi. CR 5753/758, Section 262 Reserve Road, Forreston

- xii. CR 5763/631, Section 1591 Silver Road, Bridgewater
 - xiii. CR 5763/634 Section 71 Magarey Road, Mount Torrens
 - xiv. CR 5763/635 Section 72 Magarey Road, Mount Torrens
 - xv. CR 5763/636, Section 84 Forreston Road, Forreston
 - xvi. CR 6142/329, Lot 501 Greenhill Road, Balhannah
 - b. a change in custodian of Crown records CR 5753/718, Section 1544 Reserve Terrace Aldgate, and CR 5753/753, Section 495 off Kersbrook Road Kersbrook, subject to no objections being received from the proposed custodians of Meals on Wheels (SA) Inc and the delegate to the Minister for Forests respectively.
 - c. the revocation of dedication for Crown Record CR 5926/487, Lot 20 Bell Springs Road Charleston, to be incorporated into the protected areas system.
 - d. In principle support for division of Crown condition agreements CT 5168/474, 140 Upper Sturt Road Upper Sturt, and CT 5880/219, Section 83 Cromer Road, Birdwood, with part to revert to The Crown for incorporation into the protected area system, subject to further determination by Council as to the appropriate areas (if any).
3. Following a formal response from the Department for Environment and Water, community consultation be undertaken with the public being offered a minimum of 21 days in which to comment on the recommendations.
4. A further report be presented to Council following conclusion of the consultation period.
-

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal	Organisational Sustainability
Strategy	Financial Sustainability
	Risk and Responsibility

➤ Legal Implications

Sections 19, 20 and 26 of the *Crown Land Management Act 2009* cover revocations of dedicated Crown land and variation and revocation of Crown condition agreements. Sections 189 and 194 of the *Local Government Act 1999* cover ownership of dedicated land and revocation of land as community land.

➤ Risk Management Implications

The reversion to The Crown of the land subject to this report will assist in mitigating the risk of:

Future liabilities in relation to bushfire risks, proclaimed species control and public liability resulting in insurance claims.

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

The land subject to this report has either no or very little management from Council. Whilst the land remains under the care, control and management of Council, Council may still face liabilities for this land relating to fire risks, proclaimed species control and public liability risks.

The return of the land to The Crown for disposal, change of custodian or incorporation into the protected area system will permanently remove any future liabilities.

➤ **Financial and Resource Implications**

Council currently commits limited resources to any of the land proposed in this report for reversion to The Crown, however reversion would remove any future potential liabilities from Council.

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

Not applicable

➤ **Environmental Implications**

There will be some small gains in biodiversity protection if land becomes subject to the *National Parks and Wildlife Act 1972*.

➤ **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: A presentation on Council's Crown reserves was given at the Council Workshop of 9 April 2019

Advisory Groups: Property Advisory Group

Administration: Biodiversity Officers

Community: Not applicable

Council staff have also had preliminary discussions with DEW staff to determine the level of support to this proposal.

All of the land identified within this report are components of Council's community land. Legally, however, Council is not required to follow the processes of section 194 of the *Local Government Act 1999* in relation to the revocation of community land classification as it automatically ceases to be community land if the Minister for Environment and Water revokes a dedication. Nevertheless it is recommended that public consultation still be undertaken for reasons of transparency.

2. BACKGROUND

A review of all of Council's Crown reserves has been completed in order to assess their strategic value to Council and determine preferred futures for them.

Council has substantial holdings of Crown land comprising 87 parcels of dedicated Crown land under Council's care, control and management as well as eight Crown condition agreements. This land is subject to the *Crown Land Management Act 2009*.

Given Council only has custodianship of dedicated Crown land, it cannot sell the land if it is considered surplus to requirements, but it may request the Minister for Environment and Water to revoke a dedication and remove the land from Council's custodianship. While Council does have a title for Crown condition agreements, the land is held in trust for a specific purpose. As the Minister has discretionary powers Council must negotiate through DEW to achieve mutually beneficial outcomes.

Until 2018 either the continuing existence of native title, or uncertainty as to the native title status, of most of Council's dedicated Crown land presented a major impediment to future options for the land. However the recent Kurna Consent Determination has opened the way to consider a range of different options for Crown reserves that are not of strategic value to Council.

3. ANALYSIS

A review of Council's Crown reserves demonstrated that while many of these reserves do have strategic value to Council, there are others that are not required to be under Council's custodianship.

A number of different options are proposed for the Crown reserves that are considered surplus to Council's strategic requirements including reversion to The Crown, a change in custodian or incorporation into the protected area system through the *National Parks and Wildlife Act 1972*.

Council staff have had preliminary discussions with DEW staff to determine the level of support to this proposal, with the following proposed options considered worth progressing with DEW.

Reversion to The Crown for disposal

The review identified 16 parcels of dedicated Crown land which are of no strategic value to Council. None of this land is maintained or occupied by Council. Imagery of these 16 Crown reserves can be seen in **Appendix 1**. Most of these reserves are water or stone reserves that have not been used for those purposes for a long period of time, and in some cases for at least a century.

Change in custodian

Two Crown reserves were identified that would be more appropriately in the custodianship of another entity. Crown Record 5753/718 is the Stirling branch of Meals on Wheels (SA) Inc. The Mount Barker branch of Meals on Wheels is located on Crown land dedicated to that organisation and it would be sensible for it to also be custodian of the Stirling branch, rather than having long term lease or licence arrangements with Council. There was

correspondence between Council, Meals on Wheels and the Crown Lands unit in 2013 which was generally supportive but was not finalised.

Crown Record 5753/753 is completely surrounded by the Mount Gawler Native Forest Reserve. It would be logical for this small reserve to be dedicated to the Minister for Forests so that it can be managed as part of the Native Forest Reserve.

A change in custodian of both of these reserves is likely to be supported by DEW, subject to Council gaining the consent of the proposed custodians. Imagery of these two reserves can be seen in **Appendix 2**.

Reversion to the Crown for incorporation into the protected area system.

Crown Record 5926/487 is a Crown reserve on Bell Springs Road at Charleston and is located within 300 metres of Charleston Conservation Park. While there is very little understorey vegetation on most of the reserve, there has been some revegetation on the western part. The reserve contains permanent springs and rock pools with native aquatic flora and fauna. DEW has indicated an interest in this land as an addition to Charleston Conservation Park. Imagery of the land can be seen in **Appendix 3**.

Division of Crown Condition Agreement with part reverting to The Crown for incorporation into the protected area system.

Initial feedback from DEW on the two properties in this category had not been received at the time of preparation of this report.

CT 5168/474 contains the Melville Park tennis courts at Upper Sturt. The western part of the land has never been developed and remains covered in native vegetation. It adjoins Belair National Park to the south and west and if the land were divided would potentially be a valuable addition to Belair National Park. Progression of this possibility is subject to the Council determining future use of the Melville Park site for sport and recreation purposes and determining what area, if any, would be appropriate to be incorporated into the Belair National Park.

CT 5880/219 contains the Cromer cemetery. DEW has previously expressed an interest in undertaking a land exchange between the cemetery land and surrounding Crown plantation reserve, but the matter has been dormant for the last two years.

Dealing with these two parcels is rather more complicated than the others in this report as each requires the lifting of the Crown condition agreement and the division of the land, rather than a simple revocation of dedication. It will be necessary to negotiate the extent of the land to revert to The Crown. Imagery of this land can be seen in **Appendix 4**.

Once a formal response has been received from DEW, a further report will be presented to Council for consideration.

4. OPTIONS

Council has the following options:

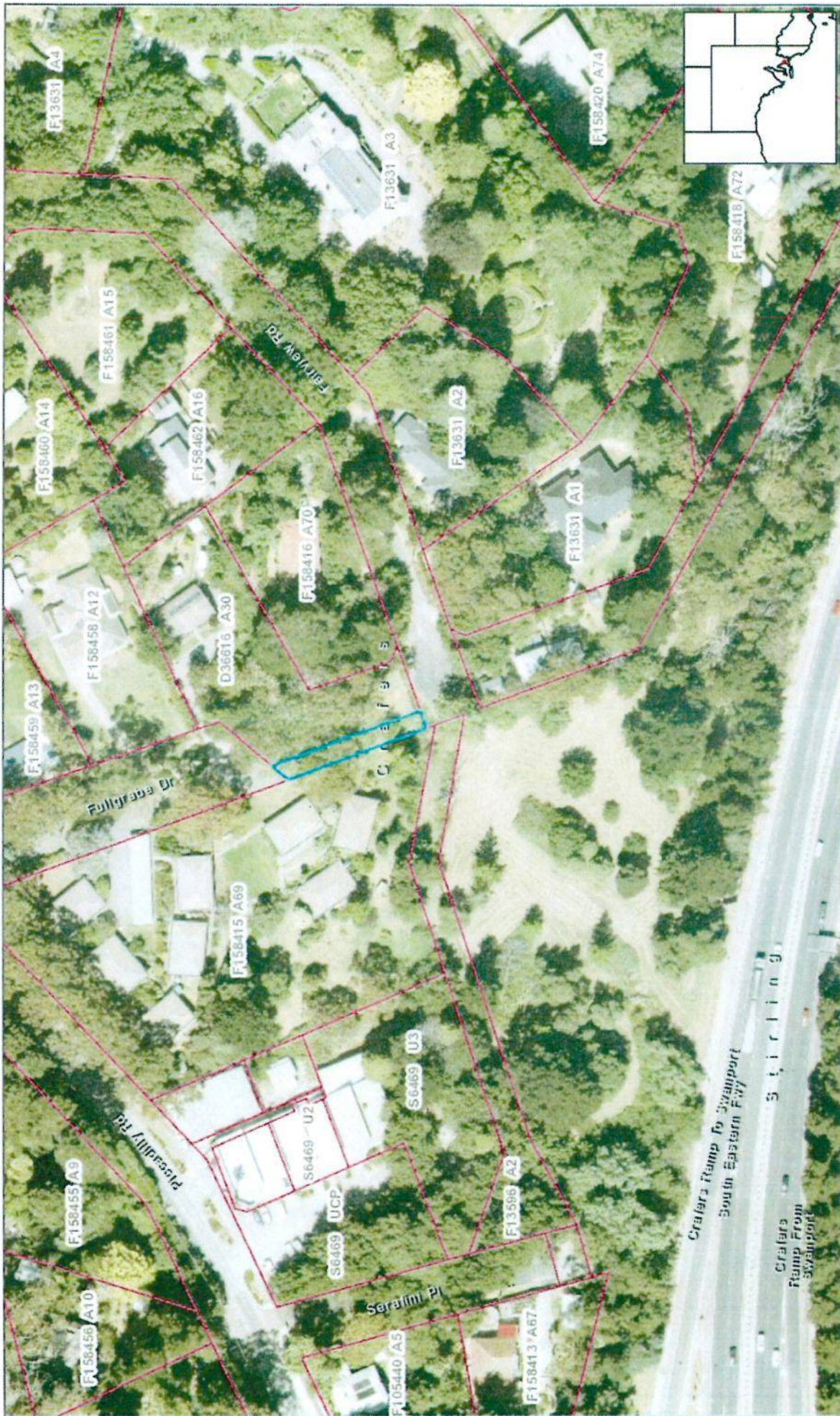
- I. Resolve to formally approach the Department for Environment and Water to seek its support for the revocation of dedications and Crown condition agreements for the land subject to this report (Recommended)
- II. Retain the land the subject of this report in Council's care, control and management, which will result in Council retaining potential future liabilities for the land. (Not Recommended)

5. APPENDICES

- (1) Reversion to The Crown for disposal
- (2) Change in custodian
- (3) Reversion to the Crown for incorporation into the protected area system
- (4) Division of Crown Condition Agreement with part reverting to The Crown for incorporation into the protected area system

Appendix 1

Reversion to The Crown for disposal



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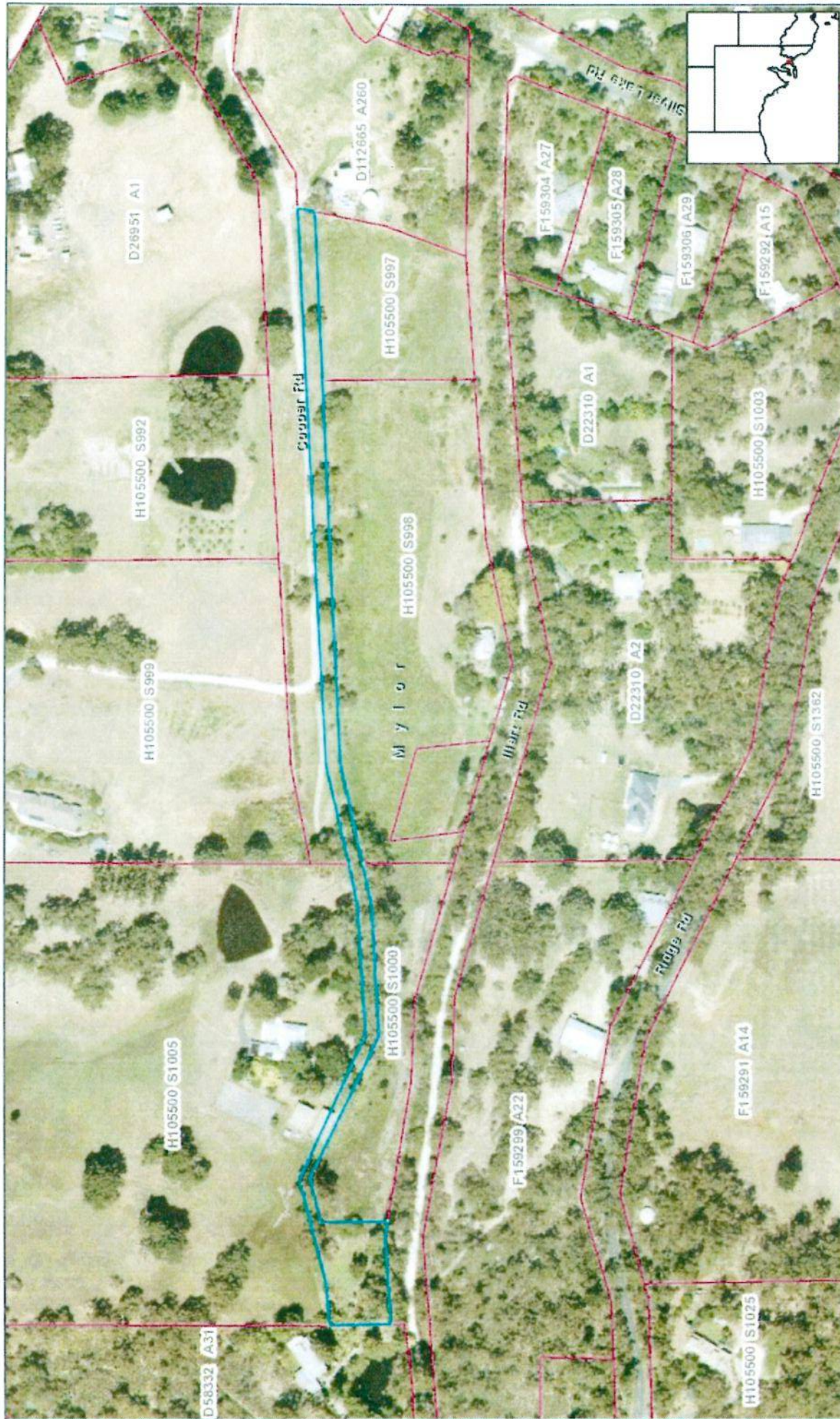
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Government of South Australia
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CR 5753-725



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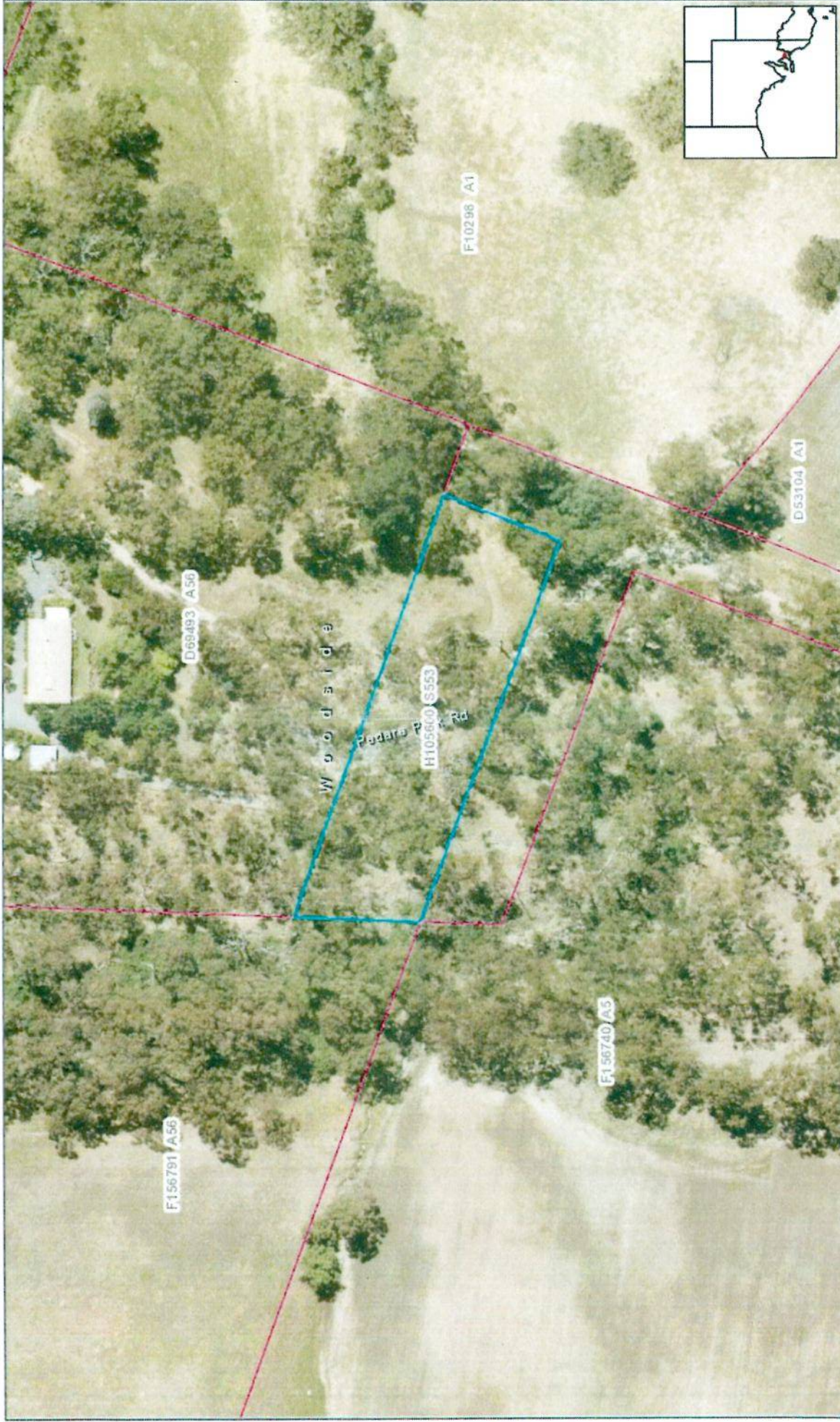
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CR 5763/631



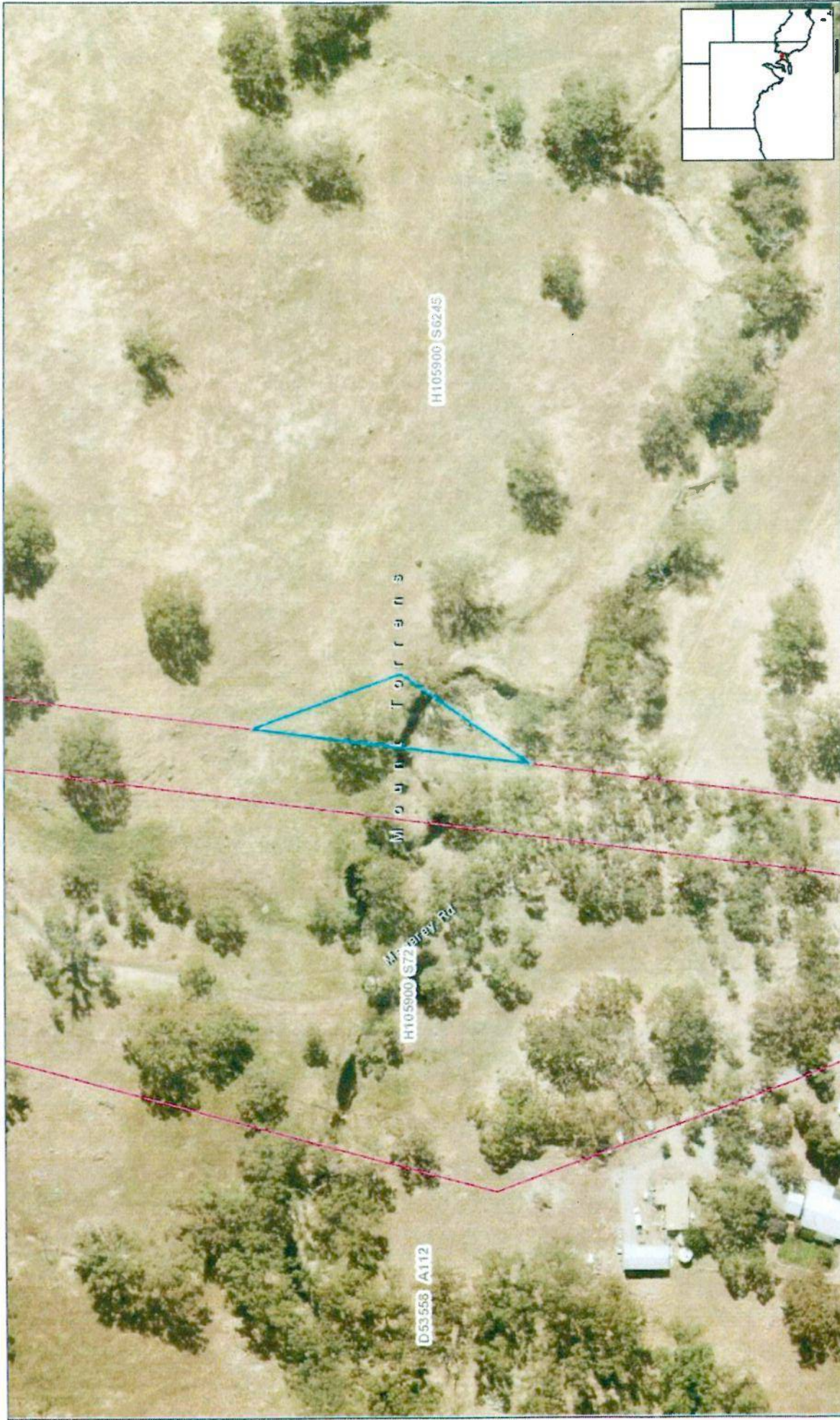
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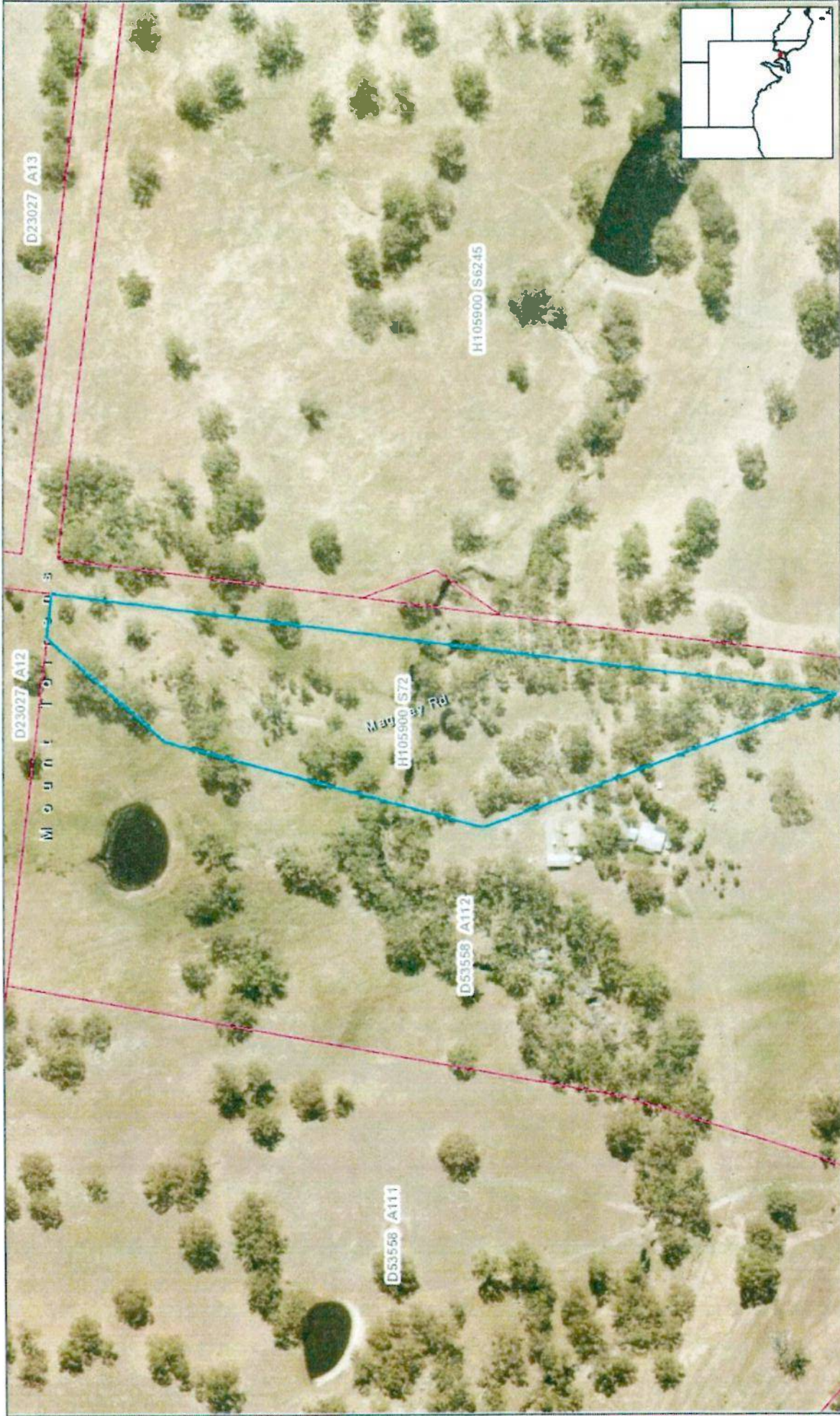


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66 Metres



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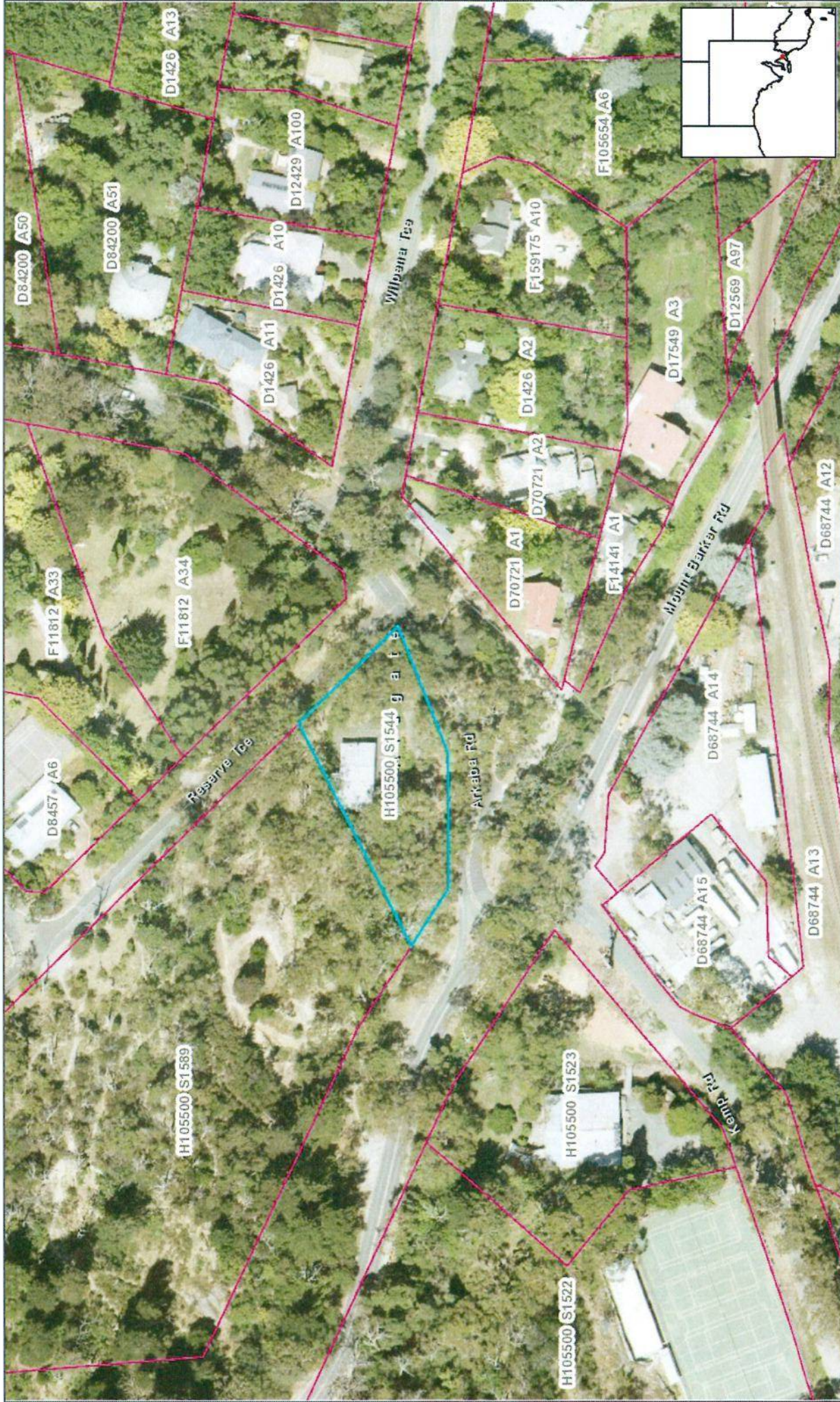
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Appendix 2

Change in custodian



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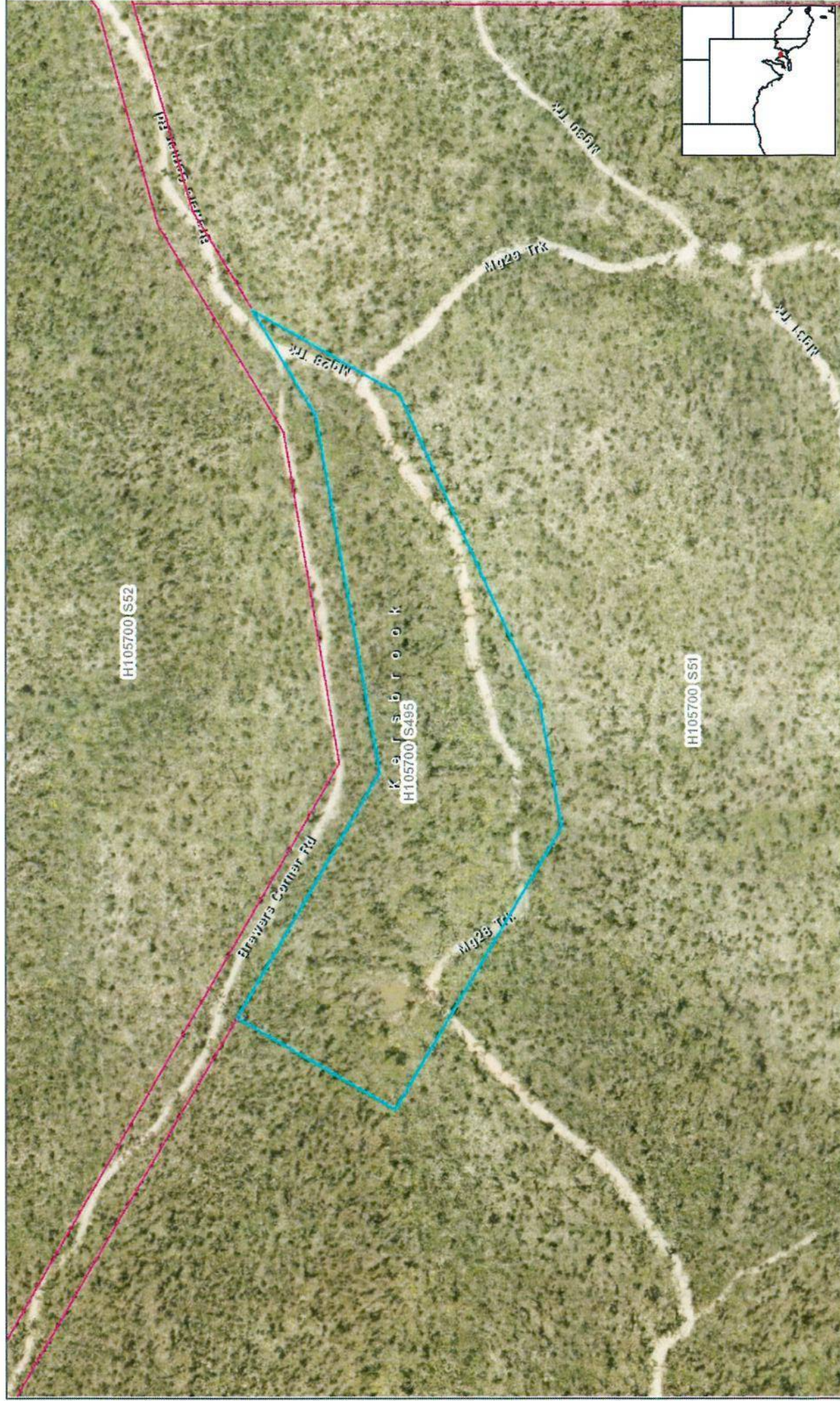
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Appendix 3

*Reversion to the Crown for incorporation into the
protected area system*

CR 5926-487



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Appendix 4

*Division of Crown Condition Agreement with part
reverting to The Crown for incorporation into the
protected area system*



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CT 5880-219



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**ADELAIDE HILLS COUNCIL
ORDINARY MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 12.7

Originating Officer: Mike Carey, Manager Financial Services

Responsible Director: Terry Crackett, Director Corporate Services

Subject: 2018-19 Budget – Budget Review 3

For: Decision

SUMMARY

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

This report presents the third Budget Review (BR3) of the 2018-19 financial year for Council's consideration. Given the timing of meetings this report will be circulated to the Audit Committee out of session. Any feedback from the Audit Committee will be provided by the Presiding Member of the Audit Committee prior to the adoption of resolutions emanating from this report.

The proposed budget changes do not change the Operating Surplus from \$398k. The changes to capital expenditure and revenues largely balance out but do increase net capital expenditure by \$37k. As a result Council's Net Lending Result for the year is reduced by \$37k to \$5.956m from the previously adopted \$5.993m.

RECOMMENDATION

Council resolves to:

1. Receive and note the report.
 2. Adopt the Operating Budget variations presented in Budget Review 3 resulting in no change to the Operating Surplus for the 2018-19 financial year of \$398k.
 3. Adopt the proposed Capital Works variations provided for in Budget Review 3 representing:
 - An increase in Capital Income of \$50k;
 - An increase in Capital Expenditure of \$87k;resulting in a proposed capital expenditure budget of \$17.713m
 4. Adopt the change in Council's current Net Lending Result from \$5.993m to \$5.956m as a result of the capital program amendments.
-

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal 5 Organisational Sustainability
Strategy Financial Sustainability

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

➤ Legal Implications

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

➤ Risk Management Implications

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

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

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

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

➤ Financial and Resource Implications

The proposed variations have no net impact on the operating budget.

In terms of capital it is proposed to increase capital income by \$50k and increase total capital expenditure by \$87k.

As a consequence this has had a minor flow on impact, reducing Council's net lending result for the year by \$37k to \$5.956m.

➤ Customer Service and Community/Cultural Implications

Not applicable.

➤ Environmental Implications

Not applicable.

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

Council Committees: It has been agreed to circulate this Council report to the Audit Committee out of session due to the timing of Council's meeting schedule and for the Audit Committee Presiding Member to provide Audit Committee comments, if any, to the Council Meeting prior to the adoption of resolutions emanating from this report

Advisory Groups: Not Applicable

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

Community: Not Applicable

2. BACKGROUND

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

This report presents the third Budget Review (BR3) of the 2018-19 financial year for Council's consideration with Council's Original Annual Business Plan and Budget adopted on 26, June 2018.

At the Council meeting held on the 26 February 2019, Council adopted the 2018-19 Budget Review 2 with a Budget Operating Surplus before Capital Revenue of \$398k and an estimated Net Lending Result of \$5.993m.

Council's customary practice is to include Budget Reviews as an agenda item at Audit Committee meetings prior to consideration of Council. However, due the timing of Audit Committee meetings it is not possible for the Audit Committee to receive and note Budget Review 3 and recommend it to Council prior to adoption. As noted above Audit Committee comments, if any, will be presented to the Council meeting prior to the adoption of the Budget Review 3 resolutions.

Budget Review Presentation

As a result of changes to the Regulations, the Budget Review Presentation has been simplified for the First and Third Budget Review for the year whereby it is now required to produce under Section 9(1)(a):

"a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances"

In accordance with the Regulations the Uniform Presentation of Finances showing the movements in the current and proposed budgets is shown as **Appendix 2** to this report.

3. ANALYSIS

The budget review has been prepared in consultation with Directors and Managers who have provided information for each budget area.

Budget Review 3 Proposed Adjustments

\$000s	Revised Budget after BR2	Proposed BR3 Adjustments fav/(unfav)	Revised Budget after BR3
Operating Income	44,504	57	44,561
Operating Expenditure	(43,106)	(57)	(44,163)
Operating Surplus	398	-	398
Depreciation	8,758	-	8,758
Capital income	14,463	50	14,513
Capital Expenditure	(17,626)	(87)	(17,713)
Net Lending Result	5,993	(37)	5,956

a. Operating

Key operating variations included in this review are as follows:

Revenue \$57k increase

The proposed revenue increase of \$57k relates to grant funding changes for the following:

- unbudgeted increase of \$48k in grant funding for the Community and Home Support Program for growth which requires matching increase in expenditure
- additional grant of \$22k of relating to the restructuring of grant funding for the Hills Connected Communities Program also requiring a matching increase in expenditure
- a reduction of \$13k in the grant revenue budget to reflect the final claim 2 for Disaster Recovery Funding of \$393k recently submitted to the State Government

Expenses \$57k increase

There is a net increase in Materials, Contract & Other expenses of \$57k relating to:

- increase in grant related expenditure of \$70k as a contra to grant income as discussed above
- reduction of \$14k in budget relating to an insurance premium refund as a result of the retirement village and AHBTC disposals made during the year

As reported at Budget Review 2 the amount in the CEO contingency was \$40k. As a result of the resolution from Council's Meeting of 26 March 2019 for an amount of \$7,500 to facilitate and support the establishment of the Pome Fest event as well as a contribution of \$10,000 to support Hailstorm Hero campaign, the CEO contingency has been reduced to \$23k.

b. Other items not adjusted in BR3

Council has recently been advised that as a result of the 2019-20 Federal Budget, the Federal Government will continue to provide \$40 million in Supplementary Local Road Funding for South Australia for a further period of 2 years. As a result, the Commonwealth Department of Infrastructure, Regional Development and Cities has also advised that they anticipate that the entire pool of the 2019-20 Supplementary Local Road Funding (\$34 million), which

excludes 15% of the funding allocated to the Special Local Roads Program will be paid before the end of June 2019.

However, given that there is still some uncertainty in terms of the timing and exact amount of the payment, and the fact that it relates to 2019-20 funding, it is not proposed to include this in this Budget Review. Council's annual share of supplementary local road funding is in the order of \$345k.

c. Capital

As at Budget Review 3 there are a number of variations in the capital budget spread across asset categories. As a result, project managers have reviewed budgets at an asset category level and considered how variations can be managed within programs. However, for a number of asset categories there have been additional expenditure requirements and in these situations, the capital works team have considered how best to reallocate savings as well as project deferrals and project timings across asset categories.

The net impact resulting from proposed changes in the capital works program increases capital income by \$50k and total capital expenditure by \$87k as summarised below.

Capital Income - increase of \$50k

- Capital Grants for New & Upgraded Assets - \$50k increase relating to a Department of Planning, Transport and Infrastructure (DPTI) grant. This additional grant monies comes from DPTI to cover costs of extra scope they required as part of the Terlinga Footpath project (additional \$50k in expenditure)

Capital Expenditure – increase of \$87k

- Increase in capital renewals of \$476k.
- Reduction in new capital expenditure of \$389k.

Specific comments at a program and project level are detailed in Appendix 1.

d. Carry Forward Review

There have been some projects already identified (as part of the budget review process) that will be carried forward to the 2019-20 financial year. These projects are:

Project	Amount \$	Comment
3670 Stirling East Hall-Roof Replacement	\$135,000	Council staff are undertaking additional assessments of works required to the building to bring it up to an acceptable standard for community use. To ensure we do the works as efficiently as possible it is not proposed to repair the roof in isolation.

Project	Amount \$	Comment
3625 Crafers to Stirling Bikeway-Footpath	\$125,000	These works are linked to the DPTI “Managed Motorways” project, which includes widening a section of the SE Freeway near Crafers. DPTI are now looking to undertake this project in the latter half of 2019/20, and Council staff are currently negotiating with DPTI around potential alignment of the bikeway/ footpath.
3683 Amy Gillet Tiers/ Onkaparinga Road, Woodside, connection-Footpath	\$167,000	Works on this project have commenced, but will not be completed until next financial year. Commencement of works were delayed by the discovery of a number of encroachment issues (sheds, fencing, etc.) from adjoining property owners onto the Commissioner of Highways (rail corridor) land.
3744 Mt Torrens to Birdwood-Amy Gillett Bikeway Stage 4	\$500,000	Rolling budget allocation to allow Council staff to seek funding to complete the Amy Gillet Bikeway. Council staff are currently seeking funding as part of the broader Adelaide Wine Capital Cycle Trail Project, which would allow for construction to commence in late 2019/20.
3766 Roundabout Landscaping Upgrade - Regionwide	\$120,000	The previous design, which focused on hard landscaping and sculptural elements, proved too expensive to construct. Council staff are currently redesigning the roundabouts with a focus on low maintenance plantings, and provisions for future community art. The revised design will not be completed until the end of June 2019, pushing construction out to next financial year. Additional details are to be provided to Council via a separate report at the 28 May 2019 meeting.
3703 Lower Hermitage Rd Millar to Milbrook-Pavement	\$520,000	Works will commence at the Millar Rd junction this financial year, however the bulk of the road widening works along Lower Hermitage Road will not commence until September 2019.

Project	Amount \$	Comment
3651 Stonehenge & Heathfield Courts	\$437,000	These grant funds are to be carried forward, as per the Special Council Meeting on Tuesday 7 May, 2019, where Council resolved to: <ul style="list-style-type: none"> To not proceed with any of the masterplanning options at Stonehenge Reserve at this point in time. To proceed with resurfacing works at both the Stonehenge Reserve and Heathfield sites. To delegate to the CEO to seek variations and finalise arrangements to the grant funding agreements with the Office for Recreation, Sport & Racing, and Tennis SA that allow new court construction at alternative sites.
3716 Birdwood Oval-Playspace Upgrade	\$120,000	See below.
3723 Paracombe Hall-Playspace Upgrade	\$120,000	See below.
	\$2,244,000	

It is noted that for the two playspace projects, initial cost estimates have shown that the design options currently explored will not be able to be achieved within the budgets currently allocated. As such, it is proposed to bring back to Council options relating to revised scopes as well as some reworking of designs and understanding of detailed costs to allow Council to appropriately consider next steps and confirm whether the proposed design options meet council and community expectations. It is anticipated that this information will be provided to Council to the June 2019 Council meeting.

All other capital projects will continue to be monitored in the lead up to the end of the financial year. Carry forwards will be considered by Council in August 2019.

e. Movements in Budgeted Borrowings

As a result of proposed Budget Review 3 changes there is a minor increase of \$37k to borrowings, resulting in a forecast of \$12.153m at 30 June 2019 with the borrowing movements for the year shown below.

The minor increase in borrowings can be accommodated by drawing down on Council's Cash Advance Debenture (CAD) Facility. Council has an overall CAD facility of \$10.2m spread across 4 debentures.

In summary, the updated Net Lending Result of \$5.956m has been applied to repay \$2.747m of Council's CAD facility as shown above, with the other significant financing transaction relating to the repayment of \$3.112m of debentures associated with the retirement village disposal.

A full reconciliation of the financing transactions relating to the Net Lending Result is shown at the bottom of Appendix 1 Budget Review 3 Uniform Presentation of Finances.

In addition, it is noted that where capital projects are carried forward to next year, this will also move the funding requirement for those projects to the 2019-20 year and hence reduce the amount of borrowings forecast as at 30 June 2019.

Borrowings	Balance July 2018 \$'000s	New Borrowings \$'000s	Repayments \$'000s	Forecast June 2019 \$'000s
CAD (Short Term Drawdown)	4,900	-	(2,747)	2,153
Current Fixed Term Borrowings	18	-	(18)	-
Non-Current Fixed Term Borrowings	10,000	-	-	10,000
Total Borrowings	\$14,918	-	(2,765)	\$12,153

f. Summary

The proposed budget changes do not change the Operating Surplus from \$398k. The changes to capital expenditure and revenues largely balance out but do increase net capital expenditure by \$37k. As a result Council's Net Lending Result for the year is reduced by \$37k to \$5.956m from the previously adopted \$5.993m.

4. OPTIONS

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

1. It can adopt the budget review as prepared without making any further amendment to the adopted budget (Recommended).
2. It can determine required changes to the review and adopt a revised Budget Review 3, recognising the likely impact upon future Budget Reviews and Council's Long Term Financial Plan.
3. It can refuse to adopt the review, in which case it will risk breaching the requirements of the *Local Government Financial Management Regulations (2011)* unless an alternative review is adopted.

The recommended option will ensure Council meets the requirements of *Section 7 and 9 of the Local Government (Financial Management) Regulations 2011*.

5. APPENDIX

- (1) Capital Works Budget Review 3 Proposed Changes
- (2) 2018-19 Budget Review 3 Uniform Presentation of Finances

Appendix 1

Capital Works Budget Review 3 – Proposed Changes

Project Name		BR2 Budget \$	Proposed BR3 Adjustment/ (Increase)/ Decrease	2018-19 Proposed BR3 Revised Budget \$	Summary Comment (Please refer to bottom of document for more detailed comment)
Bridges					
Various	Renewal of bridge assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	130,000	78,400	51,600	Avenue Rd Stirling-Bridge Renewal project to be deferred to 21/22.
3654	Balhannah-Pedestrian Footbridge New footbridge near the park, along Onkaparinga Valley Road	50,000	50,000	0	This project represent a Council contribution towards a DPTI project, however DPTI have indicated they will not proceed with constructing this footbridge in the next three years.
3655	Oakbank-Pedestrian Footbridge New footbridge near the northern end of Oakbank, along Onkaparinga Valley Road	50,000	50,000	0	This project represent a Council contribution towards a DPTI project, however DPTI have indicated they will not proceed with constructing this footbridge in the next three years.
Bridges Total		\$230,000	\$178,400	\$51,600	
Buildings					
New	Stirling Fire Main Renewal Renewal of the fire main servicing the Stirling Main Council office and Library, including emergency works upon discovery of a leak.	0	(40,000)	40,000	This project represents additional/ unplanned works to ensure ongoing fire protection of Council assets.
New	Mylor Hall Retaining Wall and Drainage Renewal of failed retaining wall at rear of Mylor Hall.	0	(80,000)	80,000	These works were considered urgent as Council staff believed the existing retaining wall was at imminent risk of failure. Renewal of the retaining wall also required drainage upgrades to ensure the ongoing protection of the wall.
Buildings Total		\$0	(\$120,000)	\$120,000	

Project Name		BR2 Budget \$	Proposed BR3 Adjustment/ (Increase)/ Decrease	2018-19 Proposed BR3 Revised Budget \$	Summary Comment (Please refer to bottom of document for more detailed comment)
Footpaths					
Various	Footpath renewal program Renewal of footpath assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	388,000	(134,700)	522,700	Additional expenditure related to: - Mt Barker Rd, Stirling - Murray St, Gumeracha, - Townsend St, Mt Torrens
3650	Frick Street Lobethal Footpath New asphalt footpath	70,000	18,400	51,600	Cost less than estimated.
3684	Golflinks Road Stirling Footpath Provide new footpath safety area through curved section	30,000	(18,000)	48,000	Additional works
3685	Longwood Road Heathfield Footpath New refuge and footpath from School to Bus Stop	65,000	(24,000)	89,000	Cost more than estimated.
3686	Sturt Valley Road Stirling Footpath New footpath including kerbing and footbridges	250,000	247,200	2,800	Project cancelled. Council staff will explore some minor repairs where appropriate, and will not look to install any further guardrail except where absolutely necessary
3688	Talunga Street Footpath Birdwood Footpath Upgrade to Asphalt Footpath	50,000	15,000	35,000	Cost less than estimated.
3689	Terlinga Road Mount Torrens Footpath New footpath including kerbing and footbridges	150,000	(50,000)	200,000	Additional works, offset by increased grant.
3743	Key Walking & Cycling Trails-Region wide Capital Investment in delivering on improved Walking and Cycling trails in the Adelaide Hills Council Area.	150,000	100,000	50,000	Preparation of trails strategy has delayed implementation.
Footpath Total		\$1,153,000	\$153,900	\$999,100	

Project Name		BR2 Budget \$	Proposed BR3 Adjustment/ (Increase)/ Decrease	2018-19 Proposed BR3 Revised Budget \$	Summary Comment (Please refer to bottom of document for more detailed comment)
Kerb					
Various	Renewal of kerb assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	318,000	(58,000)	376,000	Additional expenditure relates to Mt Barker Rd, Stirling, with other project variations managed within the program.
Other					
Various	Renewal of miscellaneous assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	597,891	35,991	561,900	Reduced expenditure relates to climate change adaptation budget.
Pavement					
Various	Renewal road pavement assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	1,491,680	(295,000)	1,786,680	Additional expenditure related to the following one-off items: - Frick St, Mt Torrens, - Mattner Rd, Balhannah.
Seals					
3708	Hartley Vale Gumeracha Sealing to Cherry Farm New sealing of 300m of Hartley Vale Road to Cherry Farm - include the extension of culvert	110,000	(30,000)	140,000	Cost more than estimated.
Roads - Unsealed					
Various	Renewal of unsealed road assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	1,532,492	23,692	1,508,800	Minor savings across all projects.

Project Name		BR2 Budget \$	Proposed BR3 Adjustment/ (Increase)/ Decrease	2018-19 Proposed BR3 Revised Budget \$	Summary Comment (Please refer to bottom of document for more detailed comment)
Sport & Recreation					
Various	Renewal of Sports and Recreation assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	1,574,753	45,953	1,528,800	Reduced expenditure primarily relates to: - Aldgate Oval Drainage renewal, - Montacute Tennis Courts Renewal, with other variations managed within the program
Stormwater					
Various	Renewal of Stormwater assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	546,909	(24,791)	571,700	Additional expenditure relates to minor stormwater works at Hurst Rd, Paracombe.
3409	Bridgewater Cox Creek - Rectification Works Cox Creek adjacent Bridgewater Oval suffered significant damage as part of the 2016 storm events. In particular, the creek banks were badly eroded and flood wall compromised. This project seeks to construct new rock armouring to the creek banks as well as reinstate the flood wall.	150,000	40,000	110,000	Cost less than estimated.
3610	Grivell Road-Verdun Install new stormwater pipes and pits	60,000	(10,000)	70,000	Cost more than estimated.
3735	Mill Street Lobethal-Pipe Network Install new pipe network to reduce flooding and erosion	15,000	15,000	0	Completed by operational activities.
3753	Montacute Creek-Erosion & Reshaping Works Undertaking reshaping of the Montacute creek line, and priority new erosion control works within the Michael Moran Reserve area.	22,000	(15,000)	37,000	Additional scope.
Stormwater Total		\$793,909	\$5,209	\$788,700	

Project Name		BR2 Budget \$	Proposed BR3 Adjustment/ (Increase)/ Decrease	2018-19 Proposed BR3 Revised Budget \$	Summary Comment (Please refer to bottom of document for more detailed comment)
ICT					
Various	Renewal of ICT assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	535,844	(27,756)	563,600	Additional expenditure relates to Asset Management System.
Proposed Capital Expenditure Adjustments			(\$87,611)		

Project Name		BR2 Budget \$	Proposed BR3 Adjustment/ (Increase)/ Decrease	2018-19 Proposed BR3 Revised Budget \$	Comment
CAPITAL INCOME					
Footpaths					
New	Terlinga Road Mount Torrens-Footpath Grant from Department of Planning, Transport and Infrastructure	\$120,000	\$50,000	\$170,000	This additional grant monies comes from DPTI to cover costs of extra scope they required as part of the Terlinga Footpath project.
Proposed Capital Income Adjustments			\$50,000		

Project Name		Detailed Commentary
Bridges		
Various	Renewal of bridge assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	A reduction is proposed for the 2018/19 Bridge Renewal budget. This is due to a proposal to defer the Avenue Rd Bridge Renewal project. This project comprised the proactive renewal of corrosion protection elements to the bridge superstructure. However, upon seeking quotes for these works from the open market it was found that it was not economically feasible to undertake these works on their own. This is because of the high cost of scaffolding, rail access, and traffic control required to facilitate these works, which amounted to over half the quote. A better approach is to defer these works until the 2021/22 financial year, when other bridge renewal works can be undertaken at the same time, such as concrete spall repairs, crack sealing and other restorative works. There is no risk to bridge integrity by delaying these works, as the proposed corrosion protection works were proactive, and the existing corrosion protection has not reached the end of its useful life. The lighting renewal component of this project will be completed as an operational activity.
3654	Balhannah-Pedestrian Footbridge New footbridge near the park, along Onkaparinga Valley Road	Onkaparinga Valley Road is under the care and control of DPTI. Currently, there are culvert crossings in Balhannah and Oakbank that provide for pedestrian movement over their respective creeks, but do not necessarily meet current preferred standards. A proposal exists to upgrade these footbridges, and was to be a joint project between DPTI and Council, as the culvert/ footbridges are DPTI assets, but they connect to Council’s footpath network. Council was to contribute \$50,000 to each of the footbridges, however DPTI has since advised that these projects are not a priority for them, and they do not intend to undertake these works within the next three years. Accordingly, the Council contribution is no longer required.
3655	Oakbank-Pedestrian Footbridge New footbridge near the northern end of Oakbank, along Onkaparinga Valley Road	
Buildings		
New	Stirling Fire Main Renewal Renewal of the fire main servicing the Stirling Main Council office and Library, including emergency works upon discovery of a leak.	As per project description, this new project represents additional unplanned works to ensure ongoing fire protection of the Stirling Main Office and Library. Works included: upgrade to the fire booster system and cabinet, pressure testing, excavation and repairs to found leaking fire main, and as-constructed documentation for fire service compliance.
New	Mylor Hall Retaining Wall and Drainage Renewal of failed retaining wall at rear of Mylor Hall.	Whilst undertaking general asset condition assessment, the retaining wall at the rear of the Mylor Hall was found to be at imminent risk of failure. Urgent renewal was considered required to ensure ongoing slope stability and protection of the Mylor Hall asset. Works required included: initial survey, detailed design, demolition and reconstruction of the retaining wall, and upgrade of drainage infrastructure to ensure ongoing protection of the wall and hall.

Project Name		Detailed Commentary
Footpaths		
Various	<p>Footpath renewal program Renewal of footpath assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.</p>	<p>An increase in budget is proposed for the 2018/19 Footpath Renewal Program. The Footpath Renewal Program involves the reconstruction of footpaths throughout the regional network that have reached the end of their useful life. Specific works include demolition of existing failed or poor condition footpath, reconstruction of base to meet current standards, and then sealing of the footpath in a like-for-like material, such as asphalt. Where the footpath abuts a kerb, the kerb is often required to be renewed at the same time, as poor condition kerb will fail when demolishing the footpath.</p> <p>The sites chosen are prioritised based on condition and their place in the network hierarchy, and are consistent with the requirements of Council's Asset Management Plan and are in line with Council's Annual Business Plan.</p> <p>Three sites in particular are primarily responsible for the increased costs in the program, with works beyond the initial scope as follows:</p> <ul style="list-style-type: none"> • Mt Barker Rd, Stirling: <ul style="list-style-type: none"> ○ additional costs to meet DPTI stormwater drainage requirements for Mt Barker Rd including stormwater pit upgrades, ○ requirement to adjust Telstra pits to match footpath levels, ○ retaining wall to meet current bus stop standards • Murray St, Gumeracha: footpath width on site was wider (1.5 m) than allowed for in the Asset Management System (1.2 m), • Townsend St, Mt Torrens: substantial vertical alignment changes to meet DPTI's current flood protection levels along Townsend Rd.
3650	<p>Frick Street Lobethal Footpath New asphalt footpath</p>	<p>A reduction in budget is proposed for the new footpath along Frick St, Lobethal, as the required works were completed under budget. This is due to a portion of the new footpath falling within the scope of works of DPTI's Mt Torrens Rd/ Frick St junction upgrade.</p>
3684	<p>Goflinks Road Stirling Footpath Provide new footpath safety area through curved section</p>	<p>An increase in budget is proposed for the Goflinks Rd, Stirling, new footpath project. This is because additional works beyond the original scope were found to be required where the new footpath meets the existing CWMS pump station on Goflinks Rd. It was found that alterations to the verge levels required to accommodate the footpath would direct stormwater runoff from the road into the pump shed, so additional kerbing had to be constructed to protect the pump shed and the infrastructure held inside.</p>

Project Name		Detailed Commentary
3685	Longwood Road Heathfield Footpath New refuge and footpath from School to Bus Stop	An increase in budget is proposed for the Longwood Rd, Heathfield, new footpath and pedestrian refuge project. This was an important project to ensure the safety of students trying to cross to bus stops on the opposite side of Longwood Rd, however there were some extra costs incurred to upgrade street lighting to meet the required standard of a school crossing, that were beyond those included in the initial budget estimate. Other cost pressures arise from the large concrete islands costing slightly more per m2 than initially estimated.
3686	Sturt Valley Road Stirling Footpath New footpath including kerbing and footbridges	The Sturt Valley Rd footpath project intended to create footpath in lieu of the road shoulder that some pedestrians chose to walk along prior to the upgrade and kerbing of Sturt Valley Rd in a previous year. This project has been discussed by Council a number of times, with funding provided on the understanding that this footpath could form part of a broader footpath network or walking loop. To achieve this, a land swap would need to occur with an adjoining land owner where the private property boundary abuts the back of kerb, and an easement would need to be provided through another portion of private land to allow a link through to Upper Sturt Rd. Unfortunately, neither party were amenable to Council's proposal, meaning that Sturt Valley Rd footpath cannot link through to Upper Sturt Rd nor Heather Rd, rather it would have to be stopped short, servicing only a small number of houses. Accordingly, it is recommended that this project is cancelled.
3688	Talunga Street Footpath Birdwood Footpath Upgrade to Asphalt Footpath	A reduction in budget is proposed for the Talunga Street, Birdwood, footpath upgrade, with works costing less than the initial conservative estimate. The full scope of works have been delivered within the revised budget figure.
3689	Terlinga Road Mount Torrens Footpath New footpath including kerbing and footbridges	An increase in budget is proposed for the Terlinga Rd, Mt Torrens, new footpath project. Additional cost pressures have arisen due to DPTI requirements that are beyond the original scope, such as requiring kerbing to separate the footpath from Terlinga Rd where the alignment brings the path within 1 m of the edge of seal. The cost of extending the culvert to allow pedestrians to cross the creek is also higher than initially budgeted. Fortunately, these extra costs are to be offset by an increase in DPTI grant for this project, refer above.
3743	Key Walking & Cycling Trails-Region wide Capital Investment in delivering on improved Walking and Cycling trails in the Adelaide Hills Council Area.	A reduction in budget is proposed for the Key Walking and Cycling Trails – Regionwide project. This is due to Council staff only delivering a few walking trail projects this year under this initiative, such as Kersbrook Walking Track and further works on the Mt Torrens Walking Loop. Works on the trails strategy have been ongoing, which will facilitate the delivery of a more extensive program next financial year.

Project Name		Detailed Commentary
Kerb		
Various	Renewal of kerb assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	An increase in budget is proposed for the 2018/19 Kerb Renewal Program. The Kerb Renewal Program involves the demolition and reconstruction of kerb throughout the network that has reached the end of its useful life, and is typically tied to the Footpath Renewal Program due to the interrelated nature of those assets. The cost pressures in this year's program mainly relate to the Mt Barker Rd, Stirling, Footpath and Kerb Renewal Project, where the cost of the large extent of kerb required to be renewed was more than had been allowed for, compared to unit rates from the Asset Management System. Other project variations were managed within the program.
Other		
Various	Renewal of miscellaneous assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	A decrease in budget is proposed for the 2018/19 Other Renewal Program. This is primarily due to underspend in the Climate Change Adaptation Project. This project aims to support the incorporation of climate change adaptation requirements into infrastructure projects to increase resilience. Unfortunately, only some projects within the 2018/19 Capital Works Program could be amended to incorporate climate change adaptation, with notable projects being WSUD for the Stirling Carpark and Woodside Recreation Ground. Other lower cost deliverables from this project in 2018/19 was input into climate change adaptation design options for projects to be delivered next financial year. Accordingly, the planning done this financial year should result in greater utilisation of the Climate Change Adaptation budget next financial year.

Project Name		Detailed Commentary
Pavement		
Various	<p>Renewal road pavement assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.</p>	<p>An increase in budget is proposed for the 2018/19 Pavement Renewal Program. The Pavement Renewal Program involves the reconstruction of road pavements that have reached the end of their useful life. Specific works include geotechnical testing and pavement design to meet current design criteria and standards, box out of existing failed or poor condition pavement, recompaction of subgrade, construction of subbase and base in either granular material or deep lift asphalt, then laying asphalt wearing course.</p> <p>The sites chosen are prioritised based on condition and their place in the network hierarchy, and are consistent with the requirements of Council's Asset Management Plan and are in line with Council's Annual Business Plan.</p> <p>Two sites in particular are primarily responsible for the increased costs in the 2018/19 program as follows:</p> <ul style="list-style-type: none"> • Frick St, Mt Torrens: initial cost estimates were based on a granular pavement design, which has a lesser material cost but a substantially longer construction timeframe (up to 8 weeks). Given the additional heavy vehicle movements along Frick St, and associated disruption to residents, it was decided to adopt a deep lift asphalt design, which although has a higher material cost, also has a greatly reduced construction period (5 days). This design matches the DPTI's pavement design being used at the junction of Frick and Mt Torrens Rds, so has the added benefit of tying in with their work better. • Mattners Rd, Balhannah: despite extensive testing prior to construction, a latent condition was found upon demolition of the existing pavement courses. Large sections of unsuitable subgrade material were discovered, which was required to be over-excavated, removed from site, and replaced with suitable material. This represented a substantial cost to the project.
Seals		
3708	<p>Hartley Vale Gumeracha Sealing to Cherry Farm New sealing of 300m of Hartley Vale Road to Cherry Farm - include the extension of culvert</p>	<p>An increased budget is proposed for this project due to the market response via open tender being higher than the initial cost estimate.</p>

Project Name		Detailed Commentary
Roads - Unsealed		
Various	Renewal of unsealed road assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	A modest budget reduction is proposed for the Unsealed Roads Renewal program due to minor savings achieved across all projects. All required scope of works has been delivered within the allocated budget.
Sport & Recreation		
Various	Renewal of Sports and Recreation assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	<p>A decreased budget is proposed for the 2018/19 Sports and Recreation Renewal Program. The Sports and Recreation Renewal Program involves the renewal of various Sports and Recreation assets regionwide, including assets as diverse as playgrounds and playing courts through to recreation ground carparks and oval drainage.</p> <p>The sites chosen are prioritised based on utilisation and condition rating, and are consistent with the requirements of Council's Asset Management Plan and are in line with Council's Annual Business Plan.</p> <p>Two sites in particular are primarily responsible for the reduced costs in the 2018/19 program as follows:</p> <ul style="list-style-type: none"> • Aldgate Oval Drainage: efficient delivery of works at this site allowed for the required scope to be delivered under budget, • Montacute Tennis Courts: Due to site access restrictions, the initial cost estimate for these works was high. However, due to a favourable market response, the successful tenderer was able to deliver all required works under budget. <p>Other project variations were managed within the program.</p>

Project Name		Detailed Commentary
Stormwater		
Various	Renewal of Stormwater assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	<p>An increased budget is proposed for the 2018/19 Stormwater Renewal Program. The Stormwater Renewal Program involves the renewal of various Stormwater assets regionwide, with work typically involving replacement of failed pit and pipes, or modification to existing stormwater infrastructure that no longer meets requirements.</p> <p>The sites chosen are prioritised based on flood risk (both nuisance and property) and condition rating, and are consistent with the requirements of Council's Asset Management Plan and are in line with Council's Annual Business Plan.</p> <p>The main project responsible for the increased costs in the 2018/19 program is the Hurst Rd, Paracombe, spoon drain, which is a project designed to reduce nuisance flooding along Hurst Rd in the vicinity of key parking and drop off areas servicing the Paracombe Primary School. Works included: box out of ineffective swale drain, create base for spoon drain, lay spoon drain with high point in the middle to facilitate drainage down Hurst Rd and to Harvey Rd, seal pavement either side of spoon drain to reduce time of concentration of stormwater flows and provide all weather access to users.</p> <p>Other project variations were managed within the program.</p>
3409	Bridgewater Cox Creek - Rectification Works Cox Creek adjacent Bridgewater Oval suffered significant damage as part of the 2016 storm events. In particular, the creek banks were badly eroded and flood wall compromised. This project seeks to construct new rock armouring to the creek banks as well as reinstate the flood wall.	A budget reduction is proposed for this project. Due to the uncommon nature of these works, the initial cost estimate was conservatively high. However a very competitive tender process yielded favourable prices from the market, and the successful tenderer has been able to deliver all required works under budget.
3610	Grivell Road-Verdun Install new stormwater pipes and pits	It is proposed to increase the budget for this project as the work required cost more than initially estimated. This is part due to the extent of concrete work being more than initially thought, with the remainder of overspend being attributed to market conditions i.e. higher quotes than estimated.

Project Name		Detailed Commentary
3735	Mill Street Lobethal-Pipe Network Install new pipe network to reduce flooding and erosion	It is proposed to reduce the capital budget for this project to \$0, as upon further investigation it was determined that the problem could be solved as an operational activity, utilising in house resources.
3753	Montacute Creek-Erosion & Reshaping Works Undertaking reshaping of the Montacute creek line, and priority new erosion control works within the Michael Moran Reserve area.	A number of sections of Montacute Creek were badly eroded requiring remedial work to prevent further deterioration and transport of sediments downstream. Initially proposed to be undertaken in two stages, upon commencement of stage one it became apparent that only undertaking both stages could the health of the creek be assured. Accordingly, it is proposed to increase the budget of this project to cover the additional works of stage two as well.
ICT		
Various	Renewal of ICT assets region wide as per requirements of Council's Asset Management Plans and in line with Council's Annual Business Plan.	The minor increase in expenditure in the ICT renewal program is attributed to extra consultant costs associated with the Asset Management System Implementation program. The specialist work involves modifying, configuring, transferring and testing data from the exiting limited asset management systems into Confirm.

Appendix 2

2018-19 Budget Review 3 – Uniform Presentation of Finances

Adelaide Hills Council

BUDGETED UNIFORM PRESENTATION OF FINANCES
2018-19 Revised Budget

	2018-19 Original Budget \$'000	Carry Forwards	BR1	BR2	BR3	2018-19 Revised Budget \$'000
INCOME						
Rates	37,101			85		37,186
Statutory charges	1,080			20		1,100
User charges	1,207			(316)		891
Grants, subsidies and contributions	4,109		200	25	57	4,391
Investment income	28			10		38
Reimbursements	266			111		377
Other income	379			99		478
Net gain - equity accounted Council businesses	100					100
Total Income	44,270	-	200	34	57	44,561
EXPENSES						
Employee costs	16,621			(160)		16,461
Materials, contracts & other expenses	18,121		200	(102)	57	18,276
Depreciation, amortisation & impairment	8,358			400		8,758
Finance costs	868			(200)		668
Net loss - equity accounted Council businesses	-					-
Total Expenses	43,968	-	200	(62)	57	44,163
NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS	302	-	-	96	0	398
Net Outlays on Existing Assets						
Capital Expenditure on Renewal and Replacement of Existing Assets	(10,408)	(1,115)	(215)	(132)	(476)	(12,346)
Proceeds from Sale of Replaced Assets	501	-	35	-		536
Depreciation	8,358	-	-	400	0	8,758
NET OUTLAYS ON EXISTING ASSETS	(1,549)	(1,115)	(180)	268	(476)	(3,052)
Net Outlays on new and Upgraded Assets						
Capital Expenditure on New and Upgraded Assets & Remediation costs	(5,203)	(976)	-	423	389	(5,367)
Capital Grants and Monetary Contributions for New and Upgraded Assets	500	241	-	437	50	1,228
Proceeds from Sale of Surplus Assets	2,257	1,210	-	9,282		12,749
NET OUTLAYS ON NEW AND UPGRADED ASSETS	(2,446)	475	-	10,142	439	8,610
Net Lending/ (Borrowing) for Financial Year	(3,693)	(640)	(180)	10,506	(37)	5,956
Net Financial Liabilities at Beginning of Year	(24,298)	-	-	-	-	(24,298)
Non Cash Equity Movement	(100)	-	-	-	-	(100)
Net Financial Liabilities at End of Year	(28,091)	(640)	(180)	10,506	(37)	(18,442)

In a year, the financing transactions identified below are associated with either applying surplus funds stemming from a net lending result or accommodating the funding requirement stemming from a net borrowing result.

Financing Transactions

New Borrowings	3,900	500	200	(4,600)		-
Community Loans repaid to us	22	-	-			22
(Increase)/Decrease in Cash & Investments	87	(58)	(20)	(2,793)	37	(2,747)
Debenture Payment				(3,112)		(3,112)
Principal Repayments on Borrowings	(216)	198	0			(18)
Non Cash Equity Movement	(100)	-	-			(100)
	3,693	640	180	(10,506)	37	(5,956)

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 12.8

Originating Officer: Mike Carey, Manager Financial Services

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Discretionary Rate Rebates Report

For: Decision

SUMMARY

The purpose of this report is to provide information on a number of discretionary rate rebate applications for Council consideration and endorsement. When rate rebates are applied to properties those rates foregone must then be redistributed to the rest of the community. The principle of equity therefore requires Council to be cognisant of this distribution when considering the use of rebates.

Last year, Council endorsed a revised Rating Policy with a key principle that all ratepayers should contribute an amount towards basic service provision. As such the new Policy proposed a maximum discretionary rebate of 75%, except in very specific circumstances such as Community Halls.

In accordance with legislation, Council cannot make a 'blanket' decision on groups of applicants, but must consider each application on its merits. As such, the recommendations in this report are based on the adopted *Rating Policy* and Administration's consideration of whether the applicants:

- are not-for-profit or profit-based;
- provide services or activities that provide a direct benefit or service to the community that would otherwise be required to be provided by Council;
- provide community services that support the disadvantaged or sections of the community that require assistance;
- undertake services and activities that are primarily the responsibility of Federal or State Government;
- have limited capacity to raise funds; and
- undertake services and activities that are aligned to achievement of one or more of Council's strategies

Under Council's *Rating Policy*, discretionary rate rebates are only to be granted to successful applicants for the period of the Council term.

RECOMMENDATION

Council resolves:

1. The report be received.
2. That the following applications for a discretionary rate rebate under Section 166 (1) (d) of the Local Government Act 1999 be granted a 75% rate rebate for the rating years from 2019-20 until end of the current Council term:
 - Scout Association of Australia (SA Branch) 9 Pye Road Balhannah – Assessment No. 6589
 - Scout Association of Australia (SA Branch) 99 Milan Terrace Stirling – Assessment No. 12628
3. That a discretionary rate rebate requested by the following applicants under Section 166 of the Local Government Act 1999 be declined on the basis that they do not meet the criteria set out in Council's *Rating Policy*:
 - Stirling Hospital Inc – 20 Milan Terrace Stirling – Assessment No. 11270
 - Lobethal and District Aged Homes – 8 Woodside Road Lobethal – Assessment No. 4670
 - KeyInvest – 18A Tolmer Road Woodside – Community Centre – Assessment No. 20383
 - Baptist Care (SA) Inc – 32 Wingrove Road Mylor – Assessment No. 10008
 - Scout Association of Australia (SA Branch)
 - 37 Spring Gully Road Piccadilly – Assessment No. 1069
 - 19 Spring Gully Road Piccadilly – Assessment No. 2813 – vacant land
 - Carinya Road & 21-37 Spring Gully Road Piccadilly – Assessment No. 2001
4. The applicants be formally advised of Council's decision.

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal	Organisational Sustainability
Strategy	Governance
Strategy	Financial Sustainability

➤ Legal Implications

The primary legislative provisions in the *Local Government Act 1999* relating to rebates are:

Division 5 – Rebates of Rates	
Section 160 – Health Services	Mandatory 100% Rebate
Section 161 – Community Services	Mandatory 75% Rebate
Section 162 – Religious Purposes	Mandatory 100% Rebate
Section 163 – Public Cemeteries	Mandatory 100% Rebate
Section 164 – Royal Zoological Society of SA	Mandatory 100% Rebate
Section 165 – Educational Purposes	Mandatory 75% Rebate
Section 166 – Discretionary rebates of rates	

Council's current *Rate Rebate Policy* was adopted as part of the Council's endorsement of the 2018-19 Annual Business Plan and Budget on the 26 June 2018.

Minor changes have been made to Council's *Rating Policy* which forms part of the 2019-20 Annual Business Plan document currently out for consultation. This document has been used to assess the discretionary rate rebates given that they are for the 2019-20 financial year.

➤ **Risk Management Implications**

Managing rate rebates and in particular discretionary rebates in accordance with its Rating Policy will assist in mitigating the risks of:

Failure to manage, improve and develop financial resources available to Council and failure to provide for the welfare, well-being and interests of the community.

Inherent Risk	Residual Risk	Target Risk
Extreme	Medium	Medium

➤ **Financial and Resource Implications**

Each rebate that is granted either reduces Council's revenue and hence its capacity to provide services, or it effectively increases the amount that must be collected from other ratepayers. The principles of equity dictate that Council remains diligent in only awarding rebates where they are warranted.

The financial impact to the 2019-20 budget if all rebates are granted to the maximum requested, as opposed to the current recommendations, is \$24k.

➤ **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: Rate Rebates were briefly discussed at Annual Business Planning workshops.

Advisory Groups: Not applicable.

Administration: Senior Rates Officer

Community: Not applicable.

2. BACKGROUND

The *Local Government Act 1999* (the Act) has provision for the application of mandatory (s159 to s165) and discretionary (s166) rate rebates.

At its meeting on 26 June 2018 Council adopted a revised Rate Policy which provided greater clarity in relation to determining eligibility for discretionary rate rebates in accordance with the:

- rating principles particularly in relation to equity and
- requirements of the *Local Government Act 1999* (the Act).

For the 2019-20 Rating Policy review it was considered that there would be no significant changes, with only minor amendments to the *Rating Policy* to provide increased clarity on Councils' discretionary rate rebates position.

The 2019-20 *Rating Policy* was endorsed by Council for consultation and is currently out for consultation. This draft policy, included as **Appendix 1**, has been used by the administration in its assessment of rate rebate applications.

When rate rebates are applied to properties those rates foregone must then be redistributed to the rest of the community. The principle of equity requires Council to be cognisant of this distribution when considering the use of rebates.

As such, the following key policy positions in relation to discretionary rate rebates were included:

- a discretionary rebate of 100% will only be granted where community organisations seeking a rebate are significantly aligned to Council's outcomes, being services that would be required to be provided by Council if not undertaken/ offered by organisations seeking a rebate
- in all other circumstances, the **maximum** discretionary rebate will be 75% to ensure ratepayers contribute an amount towards basic service provision.
- discretionary rebates should only be considered for organisations which have a limited capacity to raise funds and not be provided to groups and organisations whose purposes are considered to be primarily the responsibility of State or Federal Government or to "for profit" organisations
- that approved discretionary rebates should only be granted for the period of the Council term
- a summary of discretionary rebates be reported to Council on an annual basis

In accordance with the *Rating Policy*, given that a new Council term commenced during 2018-19, an application form was required for all continuing discretionary rate rebates for the 2019-20 financial year and have been considered by administration.

Although the delegation for the assessment of discretionary rebates has been granted to the CEO, it was deemed that, as part of the 2019-20 Annual Business Plan and Budget process, those discretionary rebates that administration consider no longer meet the requirements for a discretionary rebate under Council's *Rating Policy* be brought to the May 2019 Council Meeting for final consideration of Council's position.

Under Section 166 of the Act, Council has no obligation to grant rebates, but rather the obligation to apply equity to similar applications (received now and in the future). Council

cannot make a ‘blanket’ decision on groups of applicants, but must consider each application on its merits, as well as ensuring that applicants meet at least one of the 15 prescribed eligibility criteria set out in Section 166 of the Act as outlined in **Appendix 2**.

In accordance with legislation and Council’s *Rating Policy*, Council must, in deciding whether to grant a rebate of rates or charges under section 166 subsection 1(d), (e), (f), (g), (h), (i) or (j) take into account:

- the nature and extent of Council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area;
- the community need that is being met by activities carried out on the land for which the rebate is sought;
- the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons, and
- may take into account other matters considered relevant by the Council.

As such, the Administration in providing their recommendation to Council has taken into account whether the organisation:

- is not-for-profit or profit-based
- provide services or activities that provide a direct benefit or service to the community that would otherwise be required to be provided by Council, such as Community Halls (maximum 100%)
- provide Community Services that support the disadvantaged or sections of the community that require assistance (maximum 75%)
- undertake services and activities that are primarily the responsibility of Federal or State Government (rebate not granted)
- have limited capacity to raise funds (maximum 75%)
- undertake services and activities that are aligned to achievement of one or more of Council’s strategies resulting in a direct benefit to the residents of Adelaide Hills Council and a significant proportion of users are Adelaide Hills residents (maximum 75%)

3. ANALYSIS

Summary information from each discretionary rebate application is provided below.

- **Stirling Hospital Inc – 20 Milan Terrace Stirling – Assessment No. 11270**

An application has been received from the Stirling Hospital for the above assessment requesting a discretionary rebate of 75% under section 166(1) (f), being “where the land is being used for a hospital or health centre”.

It should be noted that mandatory rebates for health services under Section 160 of the Act only apply where a hospital is incorporated under the *Health Care Act 2008* – previously the *South Australian Health Commission Act 1976*.

Historically, the Stirling Hospital has received a rebate for many years. A Council resolution from the 21 October 2003 exists that grants a 50% rebate of rates for 2003/04 followed by a 100% Rebate to the Stirling Hospital in future years, provided that the Hospital remained a community-owned facility.

Council advised the Stirling District Hospital in May 2018 and July 2018 that their discretionary rebate would reduce from 1 July 2018 and be further reduced in future years

should the 2018-19 rating policy be adopted by Council. The Stirling Hospital's 75% rebate for 2018-19 was \$12,429.

Stirling Hospital was founded in 1927 using fundraising efforts and the generosity of the local Adelaide Hills Community. The hospital provides a comprehensive range of surgical, medical and health services to the Community.

As a registered charity and not-for-profit they have indicated that they are reliant on public donations from community groups. In addition Stirling Hospital advise that they receive no Government funding.

The Administration in providing their recommendation to Council has taken into account that although the organisation is not for profit and does not receive Federal or State Government funding, the provision of health services is not a Council responsibility and it is considered that they do not meet the limited financial capacity requirement given that their revenue is significant and over \$6m per annum and the hospital has made operating surpluses for the last two years.

As such, whilst this ratepayer appears to be a worthy non-for-profit community service organisation, it is recommended that a discretionary rate rebate to Stirling Hospital under Section 166 of the *Local Government Act 1999* be declined in accordance with Council's *Rating Policy*. Note that if this recommendation is adopted by Council, this will rescind the previous Council resolution from 2003 granting a rate rebate to the Stirling Hospital.

- **Lobethal and District Aged Homes – 8 Woodside Road Lobethal – Assessment No. 4670**

An application has been received for the above assessment requesting a discretionary rebate of 75% under section 166(1) (h), being "where the land is being used to provide accommodation for the aged or disabled". The application relates specifically to the whole of the nursing home located on this assessment.

Historically, a 75% Rebate has been granted since 1997 but there is no documentation available to determine the basis on which the rebate had previously been granted. Lobethal & District Aged Homes Inc (Restvale's) 75% rebate for 2018-19 was \$4,495.

Restvale has advised that they have been servicing the community since 1964. The home provides accommodation and other care services for those aged married couples and single persons who because of their age, ill health, accident or infirmity are wholly or part unable to maintain themselves by their own exertion, or who are deserving of assistance, or who are in necessitous circumstances.

They advise that as a not-for-profit organisation they are reliant on fundraising to help subsidise their services. Commonwealth funding is received annually of approximately \$1.1m.

The Administration in providing their recommendation to Council has taken into account that although the organisation is not for profit, they receive federal government funding and the provision of aged accommodation services is not a Council responsibility. In addition, it is considered that they do not meet the limited financial capacity requirement given that their revenue is in the order of \$3.5m with operating surpluses for the last two years of \$480k and \$354k respectively.

As such, whilst this ratepayer appears to be a worthy non-for-profit community service organisation, it is recommended that a discretionary rate rebate under Section 166 of the *Local Government Act 1999* to Lobethal & District Aged Homes Inc be declined in accordance with Council's *Rating Policy*.

- **KeyInvest – 18A Tolmer Road Woodside – Community Centre – Assessment No. 20383**

An application has been received requesting a discretionary rebate of 75% for the above assessment under section 166(1) (h), being “where the land is being used to provide accommodation for the aged or disabled”. The application relates specifically to the Community Centre for the retirement village with all other retirement villages operations fully rateable.

Historically, a 100% Rebate has been granted but there is no documentation available to determine the basis on which the rebate had previously been granted.

As part of Council's 2018-19 Annual Business plan and Budget consultation, Council advised KeyInvest in May 2018 that their discretionary rebate would reduce from 1 July 2018 and be further reduced in future years should the 2018-19 rating policy be adopted by Council. KeyInvest's 75% rebate for 2018-19 was \$2,518.

KeyInvest Retirement Village and Recreation Centre has been established in Woodside since the early 2000s and consists of 60 independent living units and one Recreation Centre.

Financial information provided to Council has been restricted to Woodside Lodge only and does not show any Commonwealth or Government funding received. The operating surplus for the 2017-18 financial year for this retirement village (Woodside Lodge only) was \$6k. However we note that KeyInvest Ltd is a for profit company with shareholders and a large and diversified profit making portfolio.

The Administration in providing their recommendation to Council has taken into account that the parent organisation is a for profit organisation as well as noting that the provision of retirement village services is not a core Council responsibility. In addition, it is considered that they do not meet the limited financial capacity requirement given that KeyInvest's operations are significant.

As such, it is recommended that a discretionary rate rebate under Section 166 of the *Local Government Act 1999* to KeyInvest be declined in accordance with Council's *Rating Policy*.

- **Baptist Care (SA) Inc – 32 Wingrove Road Mylor – Assessment No. 10008**

An application has been received from Baptist Care (SA) Inc requesting a discretionary rebate of 75% for their property at Wingrove Road Mylor under section 166(1) (d) (g), “where the land is being used for educational purposes and to provide facilities or services for children or young persons.

Historically, a 75% Discretionary Rebate has been granted but there is no documentation available to determine the basis on which the rebate had previously been granted. Baptist Care's 75% rebate for 2018-19 was \$3,346.

The property is currently used for school camps and activities; adventure therapy and empowering youth.

Baptist Care (SA) Inc is registered as a Public Benevolent Institution and therefore a non-profit institution.

The Administration in providing their recommendation to Council has taken into account that although the organisation is not for profit and does not receive Federal or State Government funding, the provision of camp activities and services is not a Council responsibility. It is also considered that they do not meet the limited financial capacity requirement given that the parent organisation's revenue is significant at over \$73m and has made an operating surplus of over \$3m in the last financial year.

As such, whilst this ratepayer appears to be a worthy non-for-profit community service organisation, it is recommended that a discretionary rate rebate under Section 166 of the *Local Government Act 1999* to Baptist Care (SA) Inc be declined in accordance with Council's *Rating Policy*.

- **Scout Association of Australia (SA Branch)**
37 Spring Gully Road Piccadilly – Assessment No. 1069 – Woodhouse Activity Centre
19 Spring Gully Road Piccadilly – Assessment No. 2813 – vacant land
Carinya Road & 21-37 Spring Gully Road Piccadilly – Assessment No. 2001 – part of Woodhouse Activity Centre

An application has been received requesting a discretionary rebate of 100% under section 166(1) (d) (g), "where the land is being used for educational purposes and to provide facilities or services for children or young persons. These assessments relate to the Woodhouse Activity Centre and associated land.

Historically, a 75% Discretionary Rebate has been granted to one of these assessments (2001) with a capital value of \$1,275,000 but not the other two with capital values of \$2,100,000 and \$510,000 respectively. There is no documentation available to determine the basis on which the rebate had previously been granted. The 75% rebate for 2018-19 was \$2,791.

The property is visited by over 60,000 people per annum. It is used by schools for school camps; weddings and birthday celebrations; school holiday programs; camping and accommodation.

The Administration in providing their recommendation to Council has taken into account that although the parent organisation is not for profit, they do receive other government funding and the provision of such facilities is not a Council responsibility. In addition, it is considered that they do not meet the limited financial capacity requirement given that the Scout Association's revenue is over \$31m and the organisation had an operating surplus of \$539k for the most recent financial year.

As such, it is recommended that a discretionary rate rebate under Section 166 of the *Local Government Act 1999* to The Scout Association of Australia (SA Branch) for the Woodhouse Activity Centre over three assessments be declined in accordance with Council's *Rating Policy*.

- **Scout Association of Australia (SA Branch)**
9 Pye Road Balhannah – Assessment No. 6589 – Boy Scouts
99 Milan Terrace Stirling – Assessment No. 12628 – Boy Scouts

The Scouts Association also included within their application an additional two assessments relating to properties are owned by Adelaide Hills Council and leased to the Scout Association of Australia (SA Branch). The application requested a discretionary rebate of 100% under section 166(1) (d) (g) and (j), “where the land is being used for educational purposes and to provide facilities or services for children or young persons”.

Historically, a 100% Discretionary Rebate has been granted to both assessments but there is no documentation available to determine the basis on which the rebate had previously been granted. The lease indicates that the Scout Association of Australia (SA Branch) is responsible for the payment of rates but as a 100% rebate has been provided in the past we have been unable to determine whether the rates would be passed on to the local troop.

Both properties are used to provide facilities or services for children or young persons and provide a benefit or service to the local community. It is considered that these operations differ somewhat to the Woodhouse Activity Centre previously considered given that the activities undertaken at these assessments more directly benefit the residents of Adelaide Hills Council and a significant proportion of users, if not all, would be Adelaide Hills residents.

As such, it is recommended that a 75% discretionary rate rebate under Section 166(1) (d) (g) (j) of the *Local Government Act 1999* be granted to The Scout Association of Australia (SA Branch) in accordance with Council's *Rating Policy*.

Council may wish to consider whether the financial capacity of the parent organisation should be taken into account in granting this rebate as opposed to the financial capacity of the local scout group.

- **Valley of Praise Retirement Village – 71 Main Street Lobethal – Community Centre – Assessment No. 5148**

For completeness it is noted that although a 2018-19 discretionary rebate application was received from Valley of Praise for their Community Centre under section 166(1) (h), “where the land is being used to provide accommodation for the aged or disabled”, no application was received for 2019-20.

As part of Council's 2018-19 Annual Business plan and Budget consultation, Council advised Valley of Praise in May 2018 that their discretionary rebate would reduce to 75% from 1 July 2018 and be further reduced in future years should the 2018-19 rating policy be adopted by Council given that retirement villages have financial arrangements in place and therefore the capacity to raise funds.

Under Council's *Rating Policy*, persons or bodies seeking a discretionary rebate are required to submit an application to Council and must do so by 30 April prior to the rating year.

As such, whilst this ratepayer appears to be a worthy non-for-profit community service organisation, given that no application was received for the 2019-20 financial year, it is considered that no further action is required.

Other

As noted above, Administration has also considered a number of other discretionary rate rebates under delegation. These either relate to community halls or the Hills Community Toy Library being services that would otherwise be provided by Council. In accordance with Council's *Rating Policy* a 100% discretionary rebate has been granted.

It is also noted that this report deals only with discretionary rate rebates. Mandatory rebates are applied in accordance with meeting legislative requirements and by their very nature are not discretionary.

A summary of all discretionary rate rebate applications has been provided for Members as **Appendix 3** of this report.

4. OPTIONS

Council has the following options:

- I. Receive the report and adopt the recommendations as detailed in the report (Recommended)
- II. Determine alternative recommendations for specific applications on an individual basis

The recommendations are made with reference to the *Rating Policy*, noting that Council may resolve differently to Council's policy position.

5. APPENDICES

- (1) 2019-20 Draft *Rate Rebate Policy*
- (2) Legislation – Sect 166 of the *Local Government Act 1999*
- (3) Summary of Discretionary Rate Rebate Applications

Appendix 1

2019-20 Draft Rate Rebate Policy

Assessment Number	LG Act Section	Owners Name & Address	Property Address	Land Use	2018-19 Rebate Amount (excluding NRM)	Rebate Type	2018-19 Rebate %	Proposed Rebate for 2019-20	Estimated Impact of Proposed Change (2018-19 Data)
11270	166 (1) (f) Health Care - Hospital	Stirling & Districts Hospital Inc	20 Milan Terrace, Stirling	Rates - Commercial	(12,429)	Discretionary	75%	0%	12,429
1069	166 (1) (g) Services for Children - Camp	Scout Assoc Of Australia	19 Spring Gully Piccadilly	Rates - Other	0	Discretionary	0%	0%	
2001	166 (1) (g) Services for Children - Camp	Scout Assoc Of Australia	Carinya Road & 21-37 Spring Gully Road, Piccadilly	Rates - Other	(2,791)	Discretionary	75%	0%	
2813	166 (1) (g) Services for Children - Camp	Scout Assoc Of Australia	19 Spring Gully Piccadilly	Vacant Land	0	Discretionary	0%	0%	
6589	166 (1) (g) Services for Children - Scout Hall	The Scout Assoc of Australia SA Branch & AHC	9 Pye Road, Balhannah	Rates - Other	(1,233)	Discretionary	100%	75%	308
12628	166 (1) (g) Services for Children - Scout Hall	The Scout Assoc of Australia SA Branch	99 Milan Terrace, Stirling	Rates - Other	(1,893)	Discretionary	100%	75%	473
4670	166 (1) (h) Accommodation for aged/disabled - Nursing Home	Lobethal & District Aged Homes Inc	8 Woodside Road, Lobethal	Rates - Commercial	(4,495)	Discretionary	75%	0%	4,495
10008	166 (1) (j) Local Community - Camp	Baptist Churches Of SA Inc	32 Wingrove Road, Mylor	Rates - Commercial	(3,346)	Discretionary	75%	0%	3,346
20383	166 (1) (j) Local Community - retirement village - community centre	KeyInvest Ltd	18A Tolmer Road, Woodside	Rates - Residential	(2,518)	Discretionary	75%	0%	2,518
1904	166 (1) (j) Local Community - Hall	Piccadilly Community Hall	171 Piccadilly Road, Piccadilly	Rates - Other	(1,049)	Discretionary	100%	100%	
2649	166 (1) (j) Local Community - Hall	Basket Range War Memorial Hall Inc	5 Burdetts Road, Basket Range	Rates - Other	(1,663)	Discretionary	100%	100%	
5729	166 (1) (j) Local Community - Hall	Verdun Fighting Forces Memorial Hall Inc	17 Onkaparinga Valley Road, Verdun	Rates - Other	(1,336)	Discretionary	100%	100%	
6948	166 (1) (j) Local Community - Hall	Lobethal RSL	8 Wattle Street, Lobethal	Rates - Commercial	(1,127)	Discretionary	100%	100%	
8037	166 (1) (j) Local Community - Hall	Upper Sturt Soldiers Memorial Hall	171-173 Upper Sturt Road, Upper Sturt	Rates - Other	(1,820)	Discretionary	100%	100%	
10075	166 (1) (j) Local Community - Hall	Scott Creek Prog Assoc	517 Scott Creek Road, Scott Creek	Rates - Other	(1,167)	Discretionary	100%	100%	
10546	166 (1) (j) Local Community - Hall	The Hut Community Centre Inc SA	Nation Ridge Road, Aldgate	Rates - Other	(1,142)	Discretionary	100%	100%	
12087	166 (1) (j) Local Community - Hall	Aldgate Memorial Hall Inc	2/24 Fenchurch Road, Aldgate	Rates - Other	(1,808)	Discretionary	100%	100%	
12824	166 (1) (j) Local Community - Hall	Aldgate RSL	2 Kemp Road, Aldgate	Rates - Other	(1,360)	Discretionary	100%	100%	
15037	166 (1) (j) Local Community - Hall	Mount Torrens Memorial Hall	34 Townsend Street, Mount Torrens	Rates - Other	(966)	Discretionary	100%	100%	
15812	166 (1) (j) Local Community - Hall	Forreston Community Centre Inc	231 Forreston Road, Forreston	Rates - Other	(975)	Discretionary	100%	100%	
16424	166 (1) (j) Local Community - Hall	Cudlee Creek Soldiers Memorial Ground	4 Redden Drive, Cudlee Creek	Rates - Other	(1,397)	Discretionary	100%	100%	
17920	166 (1) (j) Local Community - Hall	Charleston Community Centre Inc	1 Newman Road, Charleston	Rates - Other	(1,796)	Discretionary	100%	100%	
18741	166 (1) (j) Local Community - Hall	Kersbrook Public Hall Inc	13 Scott Street, Kersbrook	Rates - Other	(1,276)	Discretionary	100%	100%	
18934	166 (1) (j) Local Community - Hall	Oakbank Soldier's Memorial Hall	210 Onkaparinga Valley Road, Oakbank	Rates - Other	(1,457)	Discretionary	100%	100%	
					(49,044)				23,570

 Propose 2019-20 rebate at 75%

 Proposed application be declined for 2019-20

Appendix 2

*Legislation – Sect 166 of the Local Government Act
1999*

166—Discretionary rebates of rates

- (1) A council may grant a rebate of rates or service charges in any of the following cases (not being cases that fall within a preceding provision of this Division):
 - (a) where the rebate is desirable for the purpose of securing the proper development of the area (or a part of the area);
 - (b) where the rebate is desirable for the purpose of assisting or supporting a business in its area;
 - (c) where the rebate will conduce to the preservation of buildings or places of historic significance;
 - (d) where the land is being used for educational purposes;
 - (e) where the land is being used for agricultural, horticultural or floricultural exhibitions;
 - (f) where the land is being used for a hospital or health centre;
 - (g) where the land is being used to provide facilities or services for children or young persons;
 - (h) where the land is being used to provide accommodation for the aged or disabled;
 - (i) where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the *Aged Care Act 1997* (Cwlth) or a day therapy centre;
 - (j) where the land is being used by an organisation which, in the opinion of the council, provides a benefit or service to the local community;
 - (k) where the rebate relates to common property or land vested in a community corporation under the *Community Titles Act 1996* over which the public has a free and unrestricted right of access and enjoyment;
 - (l) where the rebate is considered by the council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to—
 - (i) a redistribution of the rates burden within the community arising from a change to the basis or structure of the council's rates; or
 - (ii) a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations;
 - (m) where the rebate is considered by the council to be appropriate to provide relief in order to avoid what would otherwise constitute—
 - (i) a liability to pay a rate or charge that is inconsistent with the liabilities that were anticipated by the council in its annual business plan; or

- (ii) a liability that is unfair or unreasonable;
 - (n) where the rebate is to give effect to a review of a decision of the council under Chapter 13 Part 2;
 - (o) where the rebate is contemplated under another provision of this Act.
- (1a) A council must, in deciding whether to grant a rebate of rates or charges under subsection (1)(d), (e), (f), (g), (h), (i) or (j), take into account—
- (a) the nature and extent of council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and
 - (b) the community need that is being met by activities carried out on the land for which the rebate is sought; and
 - (c) the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons, and may take into account other matters considered relevant by the council.
- (2) A rebate of rates or charges under subsection (1) may be granted on such conditions as the council thinks fit.
- (3) A rebate of rates or charges under subsection (1)(a), (b) or (k) may be granted for a period exceeding one year, but not exceeding 10 years.
- (3a) A rebate of rates or charges under subsection (1)(l) may be granted for a period exceeding one year, but not exceeding three years.
- (3b) A council should give reasonable consideration to the granting of rebates under this section and should not adopt a policy that excludes the consideration of applications for rebates on their merits.
- (4) A council may grant a rebate under this section that is up to (and including) 100 per cent of the relevant rates or service charge.

Appendix 3

Summary of Discretionary Rate Rebate Applications

Assessment Number	LG Act Section	Owners Name & Address	Property Address	Land Use	2018-19 Rebate Amount (excluding NRM)	Rebate Type	2018-19 Rebate %	Proposed Rebate for 2019-20	Estimated Impact of Proposed Change (2018-19 Data)
11270	166 (1) (f) Health Care - Hospital	Stirling & Districts Hospital Inc	20 Milan Terrace, Stirling	Rates - Commercial	(12,429)	Discretionary	75%	0%	12,429
1069	166 (1) (g) Services for Children - Camp	Scout Assoc Of Australia	19 Spring Gully Piccadilly	Rates - Other	0	Discretionary	0%	0%	
2001	166 (1) (g) Services for Children - Camp	Scout Assoc Of Australia	Carinya Road & 21-37 Spring Gully Road, Piccadilly	Rates - Other	(2,791)	Discretionary	75%	0%	
2813	166 (1) (g) Services for Children - Camp	Scout Assoc Of Australia	19 Spring Gully Piccadilly	Vacant Land	0	Discretionary	0%	0%	
6589	166 (1) (g) Services for Children - Scout Hall	The Scout Assoc of Australia SA Branch & AHC	9 Pye Road, Balhannah	Rates - Other	(1,233)	Discretionary	100%	75%	308
12628	166 (1) (g) Services for Children - Scout Hall	The Scout Assoc of Australia SA Branch	99 Milan Terrace, Stirling	Rates - Other	(1,893)	Discretionary	100%	75%	473
4670	166 (1) (h) Accommodation for aged/disabled - Nursing Home	Lobethal & District Aged Homes Inc	8 Woodside Road, Lobethal	Rates - Commercial	(4,495)	Discretionary	75%	0%	4,495
10008	166 (1) (j) Local Community - Camp	Baptist Churches Of SA Inc	32 Wingrove Road, Mylor	Rates - Commercial	(3,346)	Discretionary	75%	0%	3,346
20383	166 (1) (j) Local Community - retirement village - community centre	KeyInvest Ltd	18A Tolmer Road, Woodside	Rates - Residential	(2,518)	Discretionary	75%	0%	2,518
1904	166 (1) (j) Local Community - Hall	Piccadilly Community Hall	171 Piccadilly Road, Piccadilly	Rates - Other	(1,049)	Discretionary	100%	100%	
2649	166 (1) (j) Local Community - Hall	Basket Range War Memorial Hall Inc	5 Burdetts Road, Basket Range	Rates - Other	(1,663)	Discretionary	100%	100%	
5729	166 (1) (j) Local Community - Hall	Verdun Fighting Forces Memorial Hall Inc	17 Onkaparinga Valley Road, Verdun	Rates - Other	(1,336)	Discretionary	100%	100%	
6948	166 (1) (j) Local Community - Hall	Lobethal RSL	8 Wattle Street, Lobethal	Rates - Commercial	(1,127)	Discretionary	100%	100%	
8037	166 (1) (j) Local Community - Hall	Upper Sturt Soldiers Memorial Hall	171-173 Upper Sturt Road, Upper Sturt	Rates - Other	(1,820)	Discretionary	100%	100%	
10075	166 (1) (j) Local Community - Hall	Scott Creek Prog Assoc	517 Scott Creek Road, Scott Creek	Rates - Other	(1,167)	Discretionary	100%	100%	
10546	166 (1) (j) Local Community - Hall	The Hut Community Centre Inc SA	Nation Ridge Road, Aldgate	Rates - Other	(1,142)	Discretionary	100%	100%	
12087	166 (1) (j) Local Community - Hall	Aldgate Memorial Hall Inc	2/24 Fenchurch Road, Aldgate	Rates - Other	(1,808)	Discretionary	100%	100%	
12824	166 (1) (j) Local Community - Hall	Aldgate RSL	2 Kemp Road, Aldgate	Rates - Other	(1,360)	Discretionary	100%	100%	
15037	166 (1) (j) Local Community - Hall	Mount Torrens Memorial Hall	34 Townsend Street, Mount Torrens	Rates - Other	(966)	Discretionary	100%	100%	
15812	166 (1) (j) Local Community - Hall	Forreston Community Centre Inc	231 Forreston Road, Forreston	Rates - Other	(975)	Discretionary	100%	100%	
16424	166 (1) (j) Local Community - Hall	Cudlee Creek Soldiers Memorial Ground	4 Redden Drive, Cudlee Creek	Rates - Other	(1,397)	Discretionary	100%	100%	
17920	166 (1) (j) Local Community - Hall	Charleston Community Centre Inc	1 Newman Road, Charleston	Rates - Other	(1,796)	Discretionary	100%	100%	
18741	166 (1) (j) Local Community - Hall	Kersbrook Public Hall Inc	13 Scott Street, Kersbrook	Rates - Other	(1,276)	Discretionary	100%	100%	
18934	166 (1) (j) Local Community - Hall	Oakbank Soldier's Memorial Hall	210 Onkaparinga Valley Road, Oakbank	Rates - Other	(1,457)	Discretionary	100%	100%	
					(49,044)				23,570

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 12.9

Originating Officer: Steven Watson, Governance and Risk Officer

Responsible Director: Andrew Aitken, Chief Executive Officer

Subject: Risk Management Policy

For: Decision

SUMMARY

Council has developed a range of policies over time that is reviewed regularly in accordance with the endorsed policy review schedule. On occasion changes to legislation or in this particular case a change to the International Standard, ISO3000 Risk Management Guidelines, initiates a policy review.

Some of these policies have direct relevance to the role and specific functions of the Audit Committee in the fields of risk management, internal audit, fraud & corruption prevention and prudential management. The Audit Committee at its 13 May 2019 Meeting were provided the opportunity to review the Risk Management Policy and make comments/changes (if appropriate) prior to the Policy be being presented to Council for consideration.

The Audit Committee suggested some minor amendments to the Risk Management Policy and also suggested the Corporate Risk Management Guide be included as an attachment to provide further context to the Policy position. The Risk Management Policy is now presented to Council for consideration.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted**
 - 2. With an effective date of 11 June 2019, to revoke the 13 June 2017 Risk Management Policy and to adopt the revised draft Risk Management Policy in Appendix 1.**
 - 3. That the Chief Executive Officer, or delegate, be authorised to make any formatting, nomenclature or other minor changes to the above policies during the period of their currency.**
-

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal	Organisational Sustainability
Strategy	Governance

Updating the Risk Management Policy 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* ('LG Act') require councils to identify and manage the risks associated with its functions and activities.

Section 125 of the LG Act requires Council to ensure that appropriate policies practices and procedures of internal control are implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner to achieve its objectives.

Section 132A of the LG Act requires Council to ensure that appropriate policies, practices and procedures are implemented and maintained in order to ensure compliance with statutory requirements and achieve and maintain standards of good public administration.

Section 134(4)(b) of the LG Act requires Council to adopt risk management policies, controls and systems.

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

There are no direct financial or resource implications from this report.

➤ **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**

There are no direct environmental implications from this report.

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

Consultation on the development of this report was as follows:

Council Committees: The draft Risk Management Policy was considered by the Audit Committee at its 13 May 2019 2018 meeting. The Committee received and noted the report.

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Executive Manager Governance and Performance

Community: 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.

The Risk Management Policy was further reviewed by Council on the 13 June 2017.

The Audit Committee at its 13 May 2019 Meeting were provided the opportunity to review the Risk Management Policy and make comments/changes (if appropriate) prior to the Policy be being presented to Council for consideration. The Audit Committee suggested some minor amendments to the Risk Management Policy and also suggested the Corporate Risk Management Guide be included as an attachment to provide further context to the Policy position.

As such, the Committee resolved as follows:

Moved Peter Brass
S/- Cr Leith Mudge

24/AC19

The Audit Committee resolves that:

- 1. The report be received and noted.**
- 2. The Audit Committee recommends the Risk Management Policy, Appendix 1 to Council for consideration.**

Carried Unanimously

3. ANALYSIS

In undertaking the policy review, the requirements of applicable legislation and Local Government Risk Services (LGRS) guidance/templates were reviewed to determine any required/desirable changes to ensure Council's policy is compliant and contemporary.

The Policy has served Council well and the Administration has not identified any shortcomings or potential improvements that require significant change.

Minimal changes were made to the Policy after the 13 May Audit Committee Meeting and these have been shown in mark-up form in **Appendix 1**.

As part of the Risk Management Policy review, Governance and Performance are also undertaking a review of the Risk Management Framework. The Framework in its current form is an operational document referred to as the Corporate Risk Management Guide. The Corporate Risk Management Guide has not been reviewed or updated to date and it is planned to occur as part of the Framework Review. The Corporate Risk Management Guide is attached in **Appendix 2**.

4. OPTIONS

The Council has the following options:

- I. To adopt the revised draft Risk Management Policy in **Appendix 1**. (Recommended).
- II. To determine not to adopt the Risk Management Policy or to suggest changes are made to the Risk Management Policy.

Should the Council identify the need for substantial amendments to the proposed Policy, it is recommended that they be referred to staff for review, so as to allow for analysis of the implications of the amendments, prior to being brought back for consideration.

5. APPENDICES

- (1) Risk Management Policy
- (2) Corporate Risk Management Guide

Appendix 1

Risk Management Policy

COUNCIL POLICY

	<h2>RISK MANAGEMENT</h2>
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Policy Number:	GOV-19
Responsible Department(s):	Governance & <u>PerformanceRisk</u>
Other Relevant Policies:	Internal Audit Policy Fraud & Corruption Prevention Policy Work Health and Safety and Injury Management Policy
Relevant Procedure(s):	Risk Management Framework
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Emergency Management Act 2004</i> <i>Work Health & Safety Act 2012</i> <u><i>Civil Liabilities Act 1936</i></u>
Policies and Procedures Superseded by this policy on its Adoption:	Risk Management Policy, Item 12.1, 3, 25 February 2014 <u>Risk Management Policy, Item 12.2, 13 June 2017, SP21/17</u>
Adoption Authority:	Council
Date of Adoption:	<u>28 May 2019 (pending Councils consideration)</u>
Effective From:	<u>11 June 2019 (pending Councils consideration)</u>
Minute Reference for Adoption:	<u>Entered Administratively</u>
Next Review:	No later than April 202 9 ⁰ or as required earlier by legislation or changed circumstances.

RISK MANAGEMENT POLICY

1. INTRODUCTION

- 1.1 There is always a degree of uncertainty associated with the decisions and actions Council takes to achieve its objectives.
- 1.2 The effect of uncertainty on objectives is known as 'risk'. The international risk management standard ISO 31000:20092018 uses this definition of risk and elaborates that:
 - 1.2.1 An effect is a deviation from the expected – it can be positive and/or negative
 - 1.2.2 Risk is often characterised by reference to potential events and consequence or a combination of the two
 - 1.2.3 Risk is often expressed in terms of a combination of the consequences of an event and the associated likelihood of the occurrence of the event
 - 1.2.4 Uncertainty arises due to a deficiency of information, knowledge or understanding of an event, its consequences, or likelihood.
- 1.3 This policy provides a definition of risk as it applies to the Council, a clear risk policy statement and principles and sets down the responsibilities for Council Members, the Audit Committee, managers, employees, volunteers and contractors.
- 1.4 The policy should be read in conjunction with the risk management framework and associated guides.

2. POLICY STATEMENT

- 2.1 The Council is committed to maintaining a robust and integrated Governance Framework that assures stakeholders that it is pursuing its objectives and fulfilling its responsibilities with due diligence and accountability.
- 2.2 A fundamental component of this Framework is the effective management of the Council's risks in order to provide greater certainty and security for all its stakeholders. In doing so, Council will be better informed, more decisive and function with increased confidence to achieve its objectives.
- 2.3 To provide consistency and confidence, Council will undertake these risk management activities in accordance with ISO 31000:20092018.

- 2.4 Council aims for high-quality risk management activities to be integrated with all its critical processes, so that before events occur or if there is a change in circumstances that might enhance or prevent Council achieving its objectives, the organisation is able to recognise and respond to the risk in a consistent, proactive way. Equally, when events occur, Council will use systematic processes to learn the lessons from its successes, failures and near misses. In this way Council will drive service improvement and organisational learning and growth.

3. POLICY PRINCIPLES

- 3.1. The principles of the Council's approach to managing risk are to:
- 3.1.1. Embed systematic and effective processes to identify, prioritise and manage existing and emerging risks;
 - 3.1.2. Ensure linkages to strategic goals and objectives;
 - 3.1.3. Develop a risk management methodology that supports and defines the Council's risk appetite;
 - 3.1.4. Foster a culture that encourages employee participation in the risk management process;
 - 3.1.5. Build a reporting framework that facilitates and enhances the disclosure of potential risk to appropriate levels of management;
 - 3.1.6. Demonstrate that a proper level of due diligence is undertaken in decision-making;
 - 3.1.7. Create an environment where all Council employees take responsibility for managing risk.

4. SCOPE

- 4.1. This policy encompasses every member of the organisation, including Council Members, Chief Executive Officer, Leadership Team, employees, volunteers and contractors given that each has responsibility for the effective management of risk with their area(s) of responsibility.

5. RESPONSIBILITIES

- 5.1. The **Council** has ultimate responsibility for risk management across the organisation, adopting the risk management policy and determining an acceptable level of risk (risk appetite).
- 5.2. The **Audit Committee** is responsible for monitoring strategic risk management and the adequacy of internal controls established to manage identified risks and to provide advice to the Chief Executive Officer on these and related matters as required.

- 5.3. The **Chief Executive Officer** is responsible for ensuring that a risk management framework is established, implemented and maintained in accordance with this Policy, allocating risk management responsibilities and monitoring the overall risk profile and mitigating strategies.
- 5.4. The **Leadership Team** members are accountable for the implementation, maintenance and evaluation of risk management within their areas of responsibility in accordance with the risk management framework. They are responsible for creating an environment where each staff member is responsible for and actively involved in managing risk.
- 5.5. **Employees, Volunteers and Contractors** are responsible for identifying potential risks and for the effective management of risk as part of their employment or contractual obligations with the Council.
- 5.6. ~~The Governance & Performance~~**Risk Department** is responsible for the development and continuous improvement of the Council's risk management systems and processes; the development of information resources, training, tools and templates; the monitoring of risk registration; and reporting to the Chief Executive Officer and Audit Committee regarding the Council's risk profile and mitigation strategies.
- 5.7. ~~A~~**Risk Owner** (an employee to whom responsibility for the management of a specific risk has been allocated) is responsible for ensuring that they manage their designated risk in accordance with the Risk ~~M~~anagement Framework.

6. RELATIONSHIP TO INTERNAL AUDIT

- 6.1. One of the key determinants for the selection of activities, systems and processes to be reviewed by the Internal Audit function is the level of risk they pose to the achievement of the Council's objectives.
- 6.2. Risk assessment information will be a key input in the selection of activities, systems and processes to be included in the Council's Internal Audit Plan. The outcomes of these audits/reviews will be entered into the Risk Register to further refine the risk information.

7. DELEGATION

7.1. The CEO has the delegation to:

7.1.1. Approve, amend and review any procedures that shall be consistent with this Code.

7.1.2. Make any formatting, nomenclature or other minor changes to the Code during the period of its currency.

~~The CEO has the delegation to approve, amend and review any procedures that shall be consistent with this Policy.~~

8. AVAILABILITY OF THE POLICY

-
- 8.1. This Policy is available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. Paper copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

Appendix 2

Corporate Risk Management Guide

Why Risk Management?

Risk is defined as “*the effect of uncertainty on objectives*”. Risk is not necessarily harmful. It can lead to benefit or to loss.

Risk is inherent in all our activities at both corporate and community levels, and in the delivery of all our programs and services, projects, processes and decisions, including services delivered by contractors and volunteers.

Risk management is all about making decisions to reduce the impact of risk events on the achievement of your objectives. The focus here is on [corporate risk management \(CRM\)](#) which relates to the systems, processes and activities undertaken throughout AHC to achieve its objectives (outcomes).

Using this Guide

This Guide is designed to assist staff in applying CRM practices in a range of activities. Where possible, these risk management methodologies should be incorporated into existing systems and processes.

CRM practices can be applied at the strategic, operational and task levels.

TIP

Read through the whole Guide first prior to commencing a risk assessment because the quality of your assessment will be enhanced by knowing all of the steps.

The term ‘work team’ is used as a generic grouping to reflect that the risk management process is applicable to a wide variety of settings and activities. Where possible, try to engage members of the work team in the process as this will add to the breadth and quality of the assessment and management outcomes.

Each step of the CRM process is discussed in terms of a risk example to demonstrate how the process builds with each step.

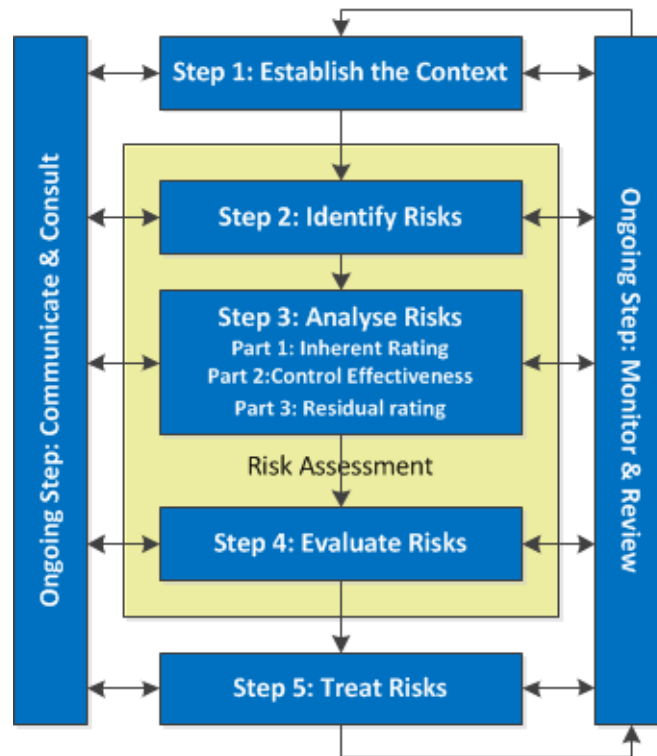
The Guide can be used in conjunction with the AHC Corporate Risk Assessment Worksheet on Workspace. The Worksheet is a formula-based Excel spreadsheet which assists in the calculation of ratings and recording of assessments and mitigation strategies (Appendix 1).

Risk Management Process

The Guide has been developed in accordance with International Standard ISO31000:2009 which sets out the key principles, a framework and process for applying risk management. The process is set out below in Figure 1.

The key steps in the risk assessment process have further been detailed to assist staff in the applying risk management practices to their daily activities.

Figure 1: Risk Management Process



Step 1 – Establish the Context

Establishing the context requires an examination of the external environment (client, political, social, economic, regulatory, environmental), internal environment (organisational structure, culture, resources, WHS, goals & objectives) and risk management environment (policy, rating criteria, tolerances) in which the risk management activities will be considered.

Risk management is all about making decisions to reduce the impact of risk events on the achievement of your objectives (or outcomes). To establish the context and conduct a risk assessment, it is important to be clear about what objectives are to be achieved.

Where the objectives have been clearly defined, the [process-based approach](#) is to focus on the process or strategy failures that may prevent the achievement of those objectives. Realistically though, it is rare for all of the objectives to be documented and so some lateral thinking is required regarding the desired outcomes for your work team and the risk events that may prevent the achievement of those outcomes ([outcome-based approach](#)).

Step 2 – Identify Risks

The aim of this step is to generate a comprehensive list of risks based on those events that might create, enhance, prevent, degrade, accelerate or delay the achievement of objectives (that you identified in Step 1). Include any risks associated with not pursuing an opportunity.

Your initial list should be comprehensive as a risk event not identified at this stage may be excluded from further analysis. There is no need to be too precise on the risk statement at this stage as it is more important to get all of the risk issues on paper. You should include all relevant risks whether or not they are under the control of your work team.

Methods to identify risks can include outcomes of audits and reviews, client feedback, performance indicators, brainstorming sessions with stakeholders, process flows, surveys, and hazard and incident reports.

The following questions can be asked to assist in identifying risks:

- What can or did happen?
- Where and when?
- How and why?

TIP

Many risks can occur but the only ones we are interested in are those that can impact on the achievement of our objectives (outcomes)

At this stage you may have a long list of risk issues, some may be risks in their own right and others may be causes or symptoms of other risks. To move forward with the process and focus on a manageable number of risks, it is useful to review the list for any duplication and then to perform an initial prioritisation. The prioritisation should be on the basis of those risks that seem the most likely and/or have a high impact (likelihood and consequence ratings are described in more detail in Step 3).

Now that your risk list has been prioritised you can spend more effort describing the individual risks (particularly your top 5–10) in terms of risk statements. These should be defined in terms of the **risk source** and the impact of occurrence.

A risk source is an element which alone or in combination has the intrinsic potential to give rise to risk. Examples include: fire, storms, irate customers, isolated worksites, negligence.

When developing risk statements it can be tempting to only describe the risk source rather than phrasing it in terms of an actual risk statement. For example, a 'staff shortage' is a risk source but the risk statement itself would be more along the lines of 'staff shortages leading to an inability to deliver services to customers'.

A useful model for framing risk statements is known as the '**situation – consequence**' technique which structures the statement in terms of the situation (risk source) and its context (the impact on objectives).



Responsibility (ownership) for the identified risks should be clearly allocated to create an accountability mechanism for monitoring the risk and its mitigations and initiating early action if the risk profile deteriorates.

Allocating ownership for a risk however does not mean that other members of the work team can abrogate their responsibility to identify and communicate risks or engage in risk mitigation strategies and activities within their work environment.

The information developed in this step should be recorded in Section 1: Risk Identification of the Risk Worksheet. The below working example is contained in a sample Worksheet at Appendix 1.

Working Example

Risk: IT server failure leading to inability to provide service to customers.

Causes/Catalysts: Power surge, virus, malfunction.

Impact: Inability to access corporate information or undertake processing activities.

Risk Owner: Manager ICT

Step 3 – Analyse Risks

Once the risks have been identified, they need to be analysed (assessed) to determine their potential impact on the achievement of your objectives. The level of risk is analysed by combining estimates of the likelihood of the risk occurring and the consequences if it does occur.

The analysis is conducted in three parts: the first part calculates the *inherent risk*, the second part identifies and rates the current *controls* in place and the third part considers the effectiveness of these controls in calculating the *residual risk*.

Once this step is completed, you will have a good understanding of the level of risk if nothing is done to manage the risk, what is currently in place to manage the risk and the resultant level of risk based on those actions. This can provide useful information on how much reliance is being placed on the controls (i.e. reducing a high inherent risk to a medium residual risk) and assist with decisions regarding the current and future investment in controls (i.e. cost/benefit) to mitigate a particular risk.

TIP

Once you are comfortable at analysing risks under this step, go back and give some more thought to the initial risk prioritisation you did in Step 2. You might find that some of the risks that you rated down the list actually have a higher inherent risk than those higher up.

Part 1 – Inherent Risk Rating

The first task is to calculate the inherent risk rating of the identified risk event.

Inherent risk is the level of risk to the achievement of objectives in the absence of any actions (by Council) that are taken to alter the risk's likelihood and/or consequences (i.e. no controls in place).

The inherent rating is used to understand the level of 'absolute' or 'pure' risk that exists and the impact on the achievement of objectives if nothing is done to manage that risk or if any current controls fail (i.e. the situation is uncontrolled).

This part involves estimating the consequence and likelihood of the risk occurring and impacting on the achievement of your objectives (outcomes).

Assessing the Consequence

The consequences (also known as impact or severity) of a risk occurring can vary however for the purposes of the assessment your focus should be the *worst probable* consequence.

To assist the analysis of risk consequence, Table 1 (next page) contains consequence ratings ranging from Insignificant (1) through to Catastrophic (5) across eight areas of impact with examples of risk impact for each area. These examples are not exhaustive and while the approach should be analytical, some estimation will be required. In most cases, a risk will have a number of areas of impact and it is the highest consequence rating across those areas that should be considered.

Table 1 – Consequence Criteria

	Internal Impact					External Impact		
	Corporate Objectives	Staff Welfare & Engagement	Legal and Regulatory	Finance & Assets	Service Continuity	Community, Social & Reputation	Environment	Economic
1 - Insignificant	No impact on the ability to achieve corporate objectives	No injuries. No effect on staff morale.	Innocent procedural breach, evidence of good faith, little impact; Limited/normal insurance claims. Legal action highly unlikely	Low financial impact - <2% of budget	No material disruption. Small delays in routine needs/tasks for ½ day.	Isolated complaint without media attention. No impact on community confidence or wellbeing.	No environmental damage.	Minor shortfall relative to current forecasts
2 - Minor	Minor impairment in achieving corporate objectives.	First aid treatment. Minor effect on staff morale.	Breach of regulatory or legal obligations with no punitive actions. Internal breach of policy or procedure requiring internal investigation/ corrective action.	Minor financial impact - 2-< 5% of budget	Minor impact in undertaking routine needs or tasks for 1 day or impact on multiple areas within Council.	One-off, localised adverse media event. Loss of confidence by localised community. Minor adverse impact on community wellbeing	Minor environmental damage. Contamination - on-site release contained. Quick clean-up possible with slight, reversible damage to few species. "Nuisance" category under EPA met.	Individually significant but isolated areas of reduction in economic performance relative to current forecasts
3 - Moderate	Moderate impairment in achieving corporate objectives.	Medical treatment required moderate effect on staff morale.	Breach of regulatory or legal obligations with limited litigation. Internal breach of policy or procedure requiring external investigation.	Moderate financial impact - 5-<15% of budget	Moderate impact on stakeholders & routine needs or tasks for up to 1 to 7 days – backlog cleared by additional resources.	Sustained but localised adverse media attention. Limited short term impact on community confidence. Moderate adverse impact on community wellbeing.	Moderate local impact on or off site requiring long term clean-up. "Material" category under EPA met. Some minor adverse effects to a few species that are short term and reversible.	Significant general reduction in economic performance relative to current forecasts
4 - Major	Major impairment in achieving corporate objectives.	Extensive injuries. Significant impact on staff morale.	Breach of regulatory or legal obligations with potential civil/criminal charges or protracted litigation.	Major financial loss - 15-< 30% of budget	Prolonged suspension of work (major impact on stakeholders & routine task) for greater than 7 days.	Significant adverse media event. Significant and prolonged loss of community confidence. Major adverse impact on community wellbeing.	Major but reversible environmental damage. Full clean up difficult and expensive. "Serious" category under EPA met. Loss of habitat and migration of animal population, plants unable to survive, pollution requires physical removal	Regional stagnation such that businesses are unable to thrive and employment does not keep pace with population growth
5 – Catastrophic	Permanent impairment in achieving corporate objectives.	Death related to work incident. Huge effect on staff morale.	Civil/criminal charges or serious litigation.	Huge financial exposure/imp act – >30% of budget	Indeterminate prolonged suspension of work; non performance	Significant sustained adverse media attention. Complete loss of community confidence and widespread outrage. Huge adverse impact on community wellbeing	Catastrophic environmental damage. Full clean-up not possible. "Serious" category under EPA met. Death of animals in large numbers, destruction of flora species, air quality requires evacuation.	Regional decline leading to widespread business failure, loss of employment and hardship

Assessing the Likelihood

Now that you have estimated the consequence when the risk event occurs, it is time to estimate the likelihood of the risk event occurring (with that consequence level). Likelihood analysis (Table 2) considers the frequency or probability of the risk occurring and is rated from Almost Certain (A) through to Rare (E).

Table 2 – Likelihood Criteria

Rating	Description
A – Almost Certain	<i>Is expected to occur in most circumstances.</i> Greater than 90% chance that the event will occur in situations that the risk is present OR significant past history and considered most likely in the circumstances.
B – Likely	<i>Will probably occur in most circumstances.</i> About 30 - 90% chance that the event will occur in situations that the risk is present OR some past history and considered quite likely in the circumstances.
C – Possible	<i>Might occur at some time.</i> About 10 - 30% chance that the event will occur in situations that the risk is present OR some past history and considered possible in the circumstances.
D – Unlikely	<i>Could occur at some time.</i> About 3 - 10% chance that the event will occur in situations that the risk is present OR limited past history, but possible in some circumstances or occasionally.
E – Rare	<i>May occur in exceptional circumstances.</i> Less than 3% chance that the event will occur in situations where risk is present OR no past history and considered unlikely to occur (if ever).

Working Example

Inherent Consequence Rating: 3 - Moderate

Inherent Likelihood Rating: B - Likely

With estimates of consequence and likelihood for the identified risk, you can use the Risk Matrix (Table 3) to calculate the risk rating. The Matrix rates risks from Low through to Extreme. By using the standardised risk likelihood and consequence ratings, all risks to AHC can be plotted on the Matrix and effectively compared for priority and impact.

Table 3 – Risk Matrix

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A Almost Certain	Medium (1A)	High (2A)	Extreme (3A)	Extreme (4A)	Extreme (5A)
B Likely	Medium (1B)	High (2B)	High (3B)	Extreme (4B)	Extreme (5B)
C Possible	Low (1C)	Medium (2C)	Medium (3C)	High (4C)	Extreme (5C)
D Unlikely	Low (1D)	Low (2D)	Medium (3D)	Medium (4D)	High (5D)
E Rare	Low (1E)	Low (2E)	Low (3E)	Medium (4E)	High (5E)

By entering the consequence and likelihood into the drop-down lists in Section 2: Inherent Risk of the Risk Worksheet, the rating will be automatically calculated.

Working Example
Inherent Risk Rating: High

Part 2 – Control Identification

With an understanding of the inherent risk rating, the next task is to identify the controls in place that are designed to mitigate the risk identified.

Controls are the systems, processes, guidance, structures and associated arrangements that are in place to manage risk and assist in the achievement of your objectives (outcomes).

The focus at this stage is only on the controls that currently exist and are in operation. The consideration of proposed controls (i.e. what you might do) will be done in Step 5.

The identification of controls requires careful thought because there are many controls in place that are taken for granted. Often these controls are not implemented or maintained by your work team (e.g. data loss is a key risk for most work teams however one the key controls is the regular back-up regime provided by Information Systems).

For this reason, it can be helpful to identify the 'control owner' and to communicate with that owner about the level of reliance placed on the control to manage your work team risks (more on communication in Step 7).

Working Example
Controls: Virus scanning, surge protectors

Once you have identified the controls and entered them into Section 3 of the Risk Worksheet, the next task is to consider the effectiveness of these controls.

The key question here is how effective are the controls in managing the identified risk. A control may operate very well for the purpose (or risk) that it was designed to mitigate however it may be only partially effective if that risk changes or in its ability to manage other different risks.

In general, a control is more effective if it has been systemised or engineered (automated checks and balances) and cannot be manually overridden or ignored by an individual. Controls that are reliant on an individual's memory or manual compliance with procedures (administrative controls or wearing protective clothing) are not considered to be as strong controls. Additionally, a control that prevents a risk event from occurring (preventative control) such as a deadlock is preferred to a control that detects the risk after it has occurred (detective control) such as a burglar alarm.

Table 4 enables you to rate control effectiveness from Poor through to Good. The descriptors against each control effectiveness rating provide graduated examples of matters to consider in rating controls. These examples are a guide only and some estimation will be required.

Table 4 – Control Effectiveness

Rating	Description
I - Good	Systems and processes exist to effectively manage the risk and management accountability is assigned. There is a high proportion of systemised controls which are well documented and regular monitoring and review indicates high compliance with the process.
II - Marginal	Systems and processes exist which partially manage the risk. A combination of systemised and manual controls. Some improvement opportunities are possible but have not been achieved.
III - Poor	The system and processes for managing the risk are ineffective, have been subject to major change or are in the process of being implemented and their effectiveness cannot be confirmed.

While each control can be rated for its control effectiveness, the aim is to get an overall indication of the effectiveness of the suite of controls in place to manage the identified risk. On this basis, you should determine an overall assessment of effectiveness and enter it into Section 3: Controls on the Risk Worksheet.

Working Example

Control Effectiveness Rating: Good (as most of the controls are systemised)

Part 3 – Residual Risk

With a good understanding of the effectiveness of the controls in place to manage the risk, we can now calculate the risk's residual rating.

Residual risk is the level of risk to the achievement of objectives after considering the effectiveness of the current controls to reduce the likelihood and/or consequences.

This part again involves estimating the consequence and likelihood of the risk occurring using tables 1-4 above. Enter these into Section 4 : Residual Risk of the Risk Worksheet.

Working Example

Residual Consequence Rating: 3 - Moderate

Residual Likelihood Rating: C – Possible

Inherent Risk Rating: Medium

Step 4 – Evaluate Risks

Risk evaluation involves comparing the level of risk with AHC's risk tolerance (or acceptability) thresholds. Each level of risk places certain obligations on the 'Risk Owner' to prudently manage that risk.

Table 5 sets out the risk ratings and the actions (if any) that are required. The rationale behind the ratings and required actions is to ensure that the majority of effort is focused on mitigating (treating) the risks which have the largest potential impact on the achievement of your objectives (outcomes).

The actions listed in Table 5 are the minimum required and work teams may adopt more rigorous assessment and mitigation regimes.

Table 5 – Risk Tolerance Thresholds

Descriptor	Low	Medium	High	Extreme
<i>Tolerance Guidance</i>	All risk events are generally tolerable	All risk events are tolerable however mitigations should be considered	Most risk events are intolerable and require Director approval to proceed	All risk events are intolerable and require CEO approval to proceed
<i>Risk Ownership/ Monitoring</i>	Team Leader	Manager	Director	CEO
<i>Monitoring Frequency</i>	Annually	Biannually	Quarterly	Monthly
<i>Escalation Protocol (new or changing risks)</i>	Reported to Team Leader within 10 working days	Reported to Manager within 5 working days	Reported to Director within 2 working days	Reported to CEO within 1 working day
<i>Treatment Plan Requirement</i>	Optional	Optional	Required	Required
<i>Reporting Protocol</i>	Annually to Manager	Biannually to Director	Quarterly to CEO. Quarterly to Audit Committee.	Monthly to ELT and Council. Quarterly to Audit Committee

Section 5: Evaluation in the Risk Worksheet will automatically calculate the actions required based on the risk rating calculated in Section 3.

Working Example

Risk Evaluation (Medium): Minimum biannual monitoring of risk required or when causes or controls change or mitigations implemented. Risk mitigation (treatment) plan optional.

Step 5 – Treat Risks

In some cases the assessment of residual risk will indicate that the current controls are sufficient and the only actions required are periodic monitoring and assessment. However, if the residual risk has a High or Extreme rating, you will be required to develop and implement a mitigation (treatment) plan to reduce the risk to *As Low As Reasonably Practicable (ALARP)*. Mitigation plans are optional for Low and Medium rated risks.

Risk treatment (or mitigation) involves identifying the range of options for reducing the risk, assessing those options, preparing risk mitigation plans and implementing them. Mitigation options should be assessed on the basis of the degree of risk reduction, the extent of any additional benefits or opportunities created and the cost/benefit tradeoff.

The interrelationships between risks also need to be thought through as mitigating one risk may affect positively or negatively other risks elsewhere in AHC.

One or more of the following mitigation options can be used to treat the risk:

- **Terminate the Risk** – by deciding either not to proceed with the activity that contains an unacceptable risk (Tier 1 of the WHS Hierarchy of Controls – Eliminate) or choosing an alternative more acceptable (less risky) activity which meets the business objectives (Tier 2 of the WHS Hierarchy of Controls – Substitute).
- **Transfer the Risk** – this involves another party external to Council bearing or sharing some part of the risk, commonly through contractual or insurance arrangements. The transfer decision must be well considered as some risks (i.e. reputation risk) cannot be transferred while other risks are taken on (i.e. contractual risk) as part of the transfer.
- **Treat the Risk** – this involves reducing the likelihood and/or the consequences by changing the nature of the risk itself and/or developing additional controls (may include Tiers 3, 4 & 5 of the Hierarchy of Controls –Engineering, Administrative or PPE). There is always a trade-off between the level of risk and the cost of reducing it to an acceptable level.
- **Tolerate the Risk** – after elements of the risk have been transferred or treated, there may be residual risk that has to be tolerated if the work team wants/needs to undertake a certain function. Risks may also need to be tolerated by default where nothing can be done at a reasonable cost to mitigate the risk.

Once mitigation options have been selected, a mitigation plan should be developed. These details should be recorded in Section 6: Mitigation Plan of the Risk Worksheet. The plan should identify the action to be taken, the responsible position and due dates.

Ideally anybody with responsibility for a mitigation action should have been involved in the risk assessment process.

Where this has not occurred, the risk owner should ensure that mitigation action responsible officer has a clear understanding of the risk, its causes and consequences and how the proposed action is intended to mitigate the risk.

Once the risk mitigations have been developed you should estimate the residual risk with the new controls in place (Target Rating). This will give you an indication as to whether the mitigations will achieve the desired reduction in the residual risk rating. If not, alternative mitigations should be considered.

TIP

Be realistic when developing mitigation plans in terms of what can be done, by whom and when with the resources available

Working Example

Risk Mitigation: Install parallel servers

Responsible Position: Manager ICT

Due Date: 30/4/14

Target Rating: Low

As with any change process the Plan, Do, Check, Act (PDCA) methodology is useful for developing and implementing mitigations. The methodology is:

Plan—establish the process/actions necessary to mitigate the risk;

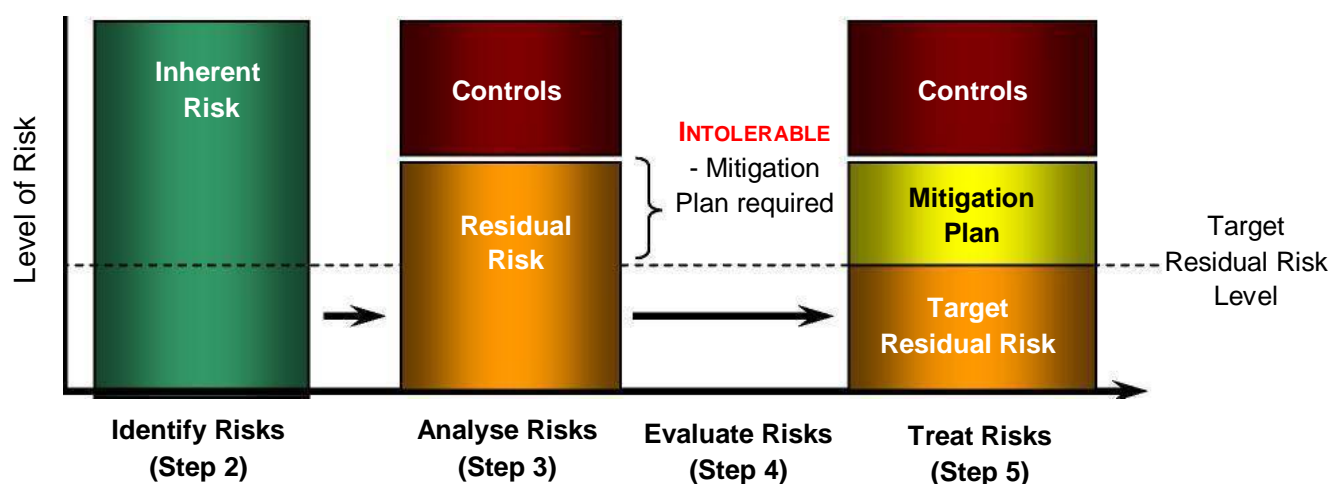
Do—implement the process/activity;

Check—monitor whether the mitigation has the desired impact on the risk profile; and

Act—take action to improve the mitigation options.

Summary of Steps 2 - 5

A visual representation of the last four steps from analysing through to mitigating the risk is shown below.



Ongoing Step - Monitor and Review

Risks and the effectiveness of controls need to be monitored to ensure that changing circumstances do not alter risk profiles. Ongoing review of mitigation plans and strategies is also essential as factors that affect the suitability or cost of various mitigation options may change over time.

Monitoring and review can take a number of forms ranging from day-to-day operational monitoring regimes, through formal risk and control self-assessment exercises to third party audits.

When a risk event does occur, it provides an excellent opportunity to review if:

- it had been identified;
- (if so) it was rated accurately;
- the controls mitigated it effectively; and
- more needs to be done to manage it in the future.

Risk owners will need to monitor and report on the status of their risk ratings and mitigation plans (at minimum) as per the requirements of the Residual Risk Thresholds (Table 5). This is especially important in terms of the Escalation Protocol in Table 5.

When a risk owner leaves a work team, it is essential that the responsibilities for managing the allocated risks are formally handed over to another staff member.

Ongoing Step - Communication and Consultation

Communication and consultation should take place throughout the risk management process ensuring that it is truly consultative rather than a one-way flow of information.

Consultation with stakeholders (clients, staff, service providers, risk owners, control owners, etc.) on issues such as the context, risk statement, causes and impacts, controls and their effectiveness and mitigation strategies is essential to ensure that your work team manages its risks in a coordinated and cost-effective manner.

Risk management information should also be communicated and made available, where appropriate, to stakeholders to increase their level of understanding and engagement with risk matters impacting on the achievement of your (and their) objectives.

Some examples of ways to communicate risk matters include:

- Formal reporting as per the Reporting Protocol in Table 5;
- Involving staff members in business and project planning processes which incorporate risk assessment activities;
- Having risk management as a standing meeting agenda item;
- Providing access to the risk register for all staff; and
- Incorporating a discussion on work team risks and controls into new staff induction programs.

Risk management is a key management control and as such records relating to risk assessments, registers and mitigation strategies should be maintained in Departmental files and/or approved risk management software.

APPENDIX 1

In working through the Risk Management Process in this Guide, a working example has been built step by step (1-5).

The working example is displayed in the Risk Worksheet below. The Worksheet captures the same information as the Risk Register which will be maintained on Workspace by the Governance & Risk team.

Work unit/activity being assessed: Corporate Services										Assessment conducted by: Director Corporate Services					Assessment date: 1/3/2014				
Context:																			
Section 1: Risk identification				Section 2: Inherent Risk				Section 3: Controls		Section 4: Residual Risk				Section 5: Risk Evaluation		Section 6: Risk Mitigation			
No	Risk Statement	Causes & Impact	Risk Owner	Category	Consequence	Likelihood	Risk rating	Details	Effectiveness	Consequence	Likelihood	Risk rating	Date of assessment	Mitigation actions required	Next assessment no later than	Mitigation Action	Responsible Officer	Due Date	Target Rating
	IT server failure leading to inability to provide service to customers	Cause: Power surge, virus, malfunction Impact: Inability to access corporate information or undertake processing activities	Manager ICT	Service Continuity	Moderate	Likely	High	Virus scanning, surge protectors	Good	Moderate	Possible	Medium	1/03/2014	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations implemented. Risk mitigation (treatment) plan optional	1/08/2014	Install parallel servers	Manager ICT	30/04/2014	Low

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 12.10

Originating Officer: Lachlan Miller, Executive Manager Governance & Performance

Responsible Director: Andrew Aitken, Chief Executive Officer

Subject: Nomination to Libraries Board SA

For: Decision

SUMMARY

The Local Government Association (LGA) is seeking nominations for the three (3) positions on the Libraries Board of South Australia (Libraries Board) to be local government representatives (**Appendix 1**).

Nominees can be:

- council members (elected members)
- librarians employed in a public library
- community information officers employed by a council
- any other officers or employees of a council or
- any other people with experience in local government.

Mayor Jan-Claire Wisdom is currently a member of the Libraries Board and, due to the Board's nine year rule, is eligible to renominate for a further 22 month term (to 13 May 2021). Mayor Wisdom has expressed an interest in being nominated for another term.

Notwithstanding that there are three (3) positions, the LGA's *Appointments or Nominations to Outside Bodies Policy* only allows two (2) nominations from each council. Council's endorsement for the nomination(s) is required by the LGA.

Nominations are due by 5.00pm Thursday 6 June 2019. Nominations must include Part A and Part B (**Appendix 2**) and include a current CV/resume.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To determine that the method of selecting the Council Members to be nominated for the Libraries Board of South Australia be by an indicative vote utilising the process set out in this Agenda report.
 3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person(s) for nomination for the Libraries Board of South Australia and for the meeting to resume once the results of the indicative vote have been declared.
 4. To endorse the nomination of _____ & _____ for the Libraries Board of South Australia and authorise the Chief Executive Officer to lodge the completed nomination form(s) to the Local Government Association by 6 June 2019.
-

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal	Organisational Sustainability
Strategy	Collaboration on Public Policy Setting

➤ Legal Implications

There is no legal requirement for a member of the Adelaide Hills Council to become a member of the Libraries Board.

The Libraries Board has been established pursuant to the *Libraries Act 1982*.

Sections 73 and 74 of the *Local Government Act 1999* (the Act) set out the provisions regarding Material Conflicts of Interest. A Council Member registration of interest for membership of the Libraries Board may possibly constitute a personal benefit under s73 of the Act.

Sections 75 and 75A of the Act set out the provisions regarding Actual and Perceived Conflicts of Interest. A Council Member registration of interest for membership of the Libraries Board may in actuality, or could be perceived by an impartial person to, have a conflict between their personal interests and the public interest that might lead to a decision that is contrary to the public interest.

Therefore a Council Member seeking to have a registration of interest for membership of the Libraries Board nominated by Council could have a Material, Actual or Perceived Conflict of Interest and would need to consider declaring the interest and leave the Chamber prior to the discussion of the matter under s74(1) or s75A(2), as appropriate.

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. Council's *Informal Council and Council Committee Gatherings and Discussions Policy* created under s90(8a) of the Act sets out the provisions for the conduct of a Designated Informal Gathering.

➤ **Risk Management Implications**

As the Libraries Board is entirely separate from Adelaide Hills Council, there is no direct risk in relation to the operations of the Libraries Board itself.

The nomination of appropriately qualified persons and the management of conflicts of interest are pertinent risk issues in relation to this matter and there are existing controls in place to assist in managing the risk of:

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

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

Note: there are many other controls that also assist in managing this risk.

➤ **Financial and Resource Implications**

Sitting fees are paid by the Libraries Board of South Australia.

- Presiding Member \$885 per meeting, up to a maximum of \$10,615 per annum,
- Board Members \$590 per meeting, up to a maximum of \$7,076 per annum

The *Council Member Allowance & Support Policy* does not provide for the reimbursement of any costs for attendance at bodies such as the Libraries Board and therefore there are no financial implications regarding nomination.

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

The community can reasonably expect that the AHC Council Members will have representation on external bodies relating to local government.

➤ **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: Not Applicable

Community: Not Applicable

2. BACKGROUND

The Libraries Board is established pursuant to the *Libraries Act 1982*. Under the Act, the LGA nominates three people to the Board who may be:

- council members (elected members)
- librarians employed in a public library
- community information officers employed by a council
- any other officers or employees of a council or
- any other people with experience in local government

The remaining five members are nominated by the Minister, with one member appointed as the Presiding Member. Members of the Board are nominated for a period of three years, up to a maximum of nine years (s10).

The Libraries Board meets on the third Monday of every month at the State Library, except January and the month of Easter. Meetings commence at 12 noon and run for approximately two hours. Regional and metropolitan tours also occur.

Council last considered a nomination to the Libraries Board at its 23 February 2016 meeting, at which it resolved:

**Moved Cr Jan Loveday
S/- Cr John Kemp**

40

That Council submits, by close of business 4 March 2016, the required documentation to the Local Government Association (LGASA) endorsing Cr Jan-Claire Wisdom as a candidate for consideration for re-appointment to the State Libraries Board.

Carried Unanimously

Current Board Members

The current LGA-nominated members of the Board are:

- Ms Lynn Spurling, Library & Tourism Coordinator, Copper Coast Council
- Mayor Jan-Clare Wisdom, Adelaide Hills Council
- Mayor Jill Whittaker, Campbelltown City Council

All are eligible for re-appointment. Because of the nine year rule, Ms Spurling is eligible for reappointment for up to 18 months (to 22/11/2020) and Mayor Wisdom is eligible for reappointment for up to 22 months (to 13/05/2021). Mayor Whittaker can be reappointed for a further three years.

In response to the LGA Circular, Mayor Wisdom has expressed an interest in being nominated for another term.

The LGA Board of Directors will consider nominations received at its meeting on Thursday 20 June 2019.

3. ANALYSIS

Libraries Board of South Australia

The functions of the Board are as follows:

1. to formulate policies and guidelines for the provision of public library services
2. to establish, maintain and expand collections of library materials and, in particular, collections of such materials that are of South Australian origin, or have a particular relevance to this State
3. to administer the State Library
4. to establish and maintain such other public libraries and public library services as may best conduce to the public interest
5. to promote, encourage and assist in the establishment, operation and expansion of public libraries and public library services by councils and others
6. to collaborate with Public Library Services in the provision of library and information services
7. to make recommendations to the Minister upon the allocation of funds that are available for the purposes of public libraries and public library services
8. to initiate and monitor research and experimental projects in relation to public libraries and public library services
9. to keep library services provided in the State under continuing evaluation and review
10. to carry out any other functions assigned to the Board under this or any other Act or by the Minister.

The Board provides significant funding to public libraries (such as AHC's) and it is important that the Board consists of people with the appropriate qualifications and acumen along with an understanding of the local government library context.

Indicative Voting Process for Determining Council Appointed Positions

Due to the potential implications of the Conflict of Interest provisions (see Legal Implications above) regarding the nomination of a Council Member, it is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred person to be nominated.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is a Designated Informal Gathering for the purposes of s90 and the *Informal Council and Council Committee Gatherings and Discussions Policy* (the Policy). As a Designated Informal Gathering, the Chief Executive will conduct the meeting in accordance with the Policy.

The proposed Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Code of Practice for Council Meeting Procedures* with modifications to suit the legislative requirements of the conflict of interest and informal gatherings provisions.

The proposed Indicative Voting Process is:

- a) Chief Executive Officer calls for self-nominations for the position.
- b) If the number of nominees is equal to or less than the number of positions, no election will be required. If the number of nominees is greater, an election will be necessary.
- c) The CEO (or another Council staff member) will be appointed as the Returning Officer and may enlist other Council staff to assist with the conduct of the vote and the count.
- d) The method of voting will be by secret ballot utilising the preferential counting system
- e) Each Council Member (including the Mayor) shall have one vote.
- f) Ballot papers will be provided to each Council Member
- g) The nominee's names will be drawn to determine the order on the ballot paper.
- h) Each nominee will have two (2) minutes to speak to the Gathering in support of the candidacy. The speaking order will be as listed on the ballot paper.
- i) Completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer (another Council staff member) present.
- j) In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
- k) After all votes have been counted, the Returning Officer shall formally declare the result of the election (i.e. the preferred person).
- l) The ballot papers will be shredded.

Proposed Chronology of Events

The mechanics are relatively complicated due to the legislative provisions regarding conflict of interest and informal gatherings.

The following chronology has been based on guidance from the LGA regarding the election of Council Members to Committee and Presiding Member positions:

- I. Council will then consider the process that it will use to choose the preferred persons for the nomination to the LGA. Council would give effect to this by dealing with Recommendation 2 (or a variant) at this time.
- II. Having decided the method, Council will then have to adjourn the meeting to enable the process to be undertaken. Council would give effect to this by dealing with Recommendation 3 (or a variant) at this time.
- III. Once the Indicative Voting Process has been completed the Council meeting will resume in accordance with the previous resolution.

Upon resumption, the Council Members who nominated for the Libraries Board role would be advised to consider their obligations to declare a Material, Actual or Perceived Conflict of Interest as appropriate.

- IV. Council can then resolve for the preferred person to be nominated to the LGA. Council would give effect to this by dealing with Recommendation 4 (or a variant) at this time.

Once this matter is resolved, the Members who have declared Conflicts of Interest and left the Chamber can return to the Chamber.

4. OPTIONS

Council has the following options:

1. Endorse the nomination of up to two (2) persons to the Libraries Board of South Australia (recommended)
2. Determine not to nominate any persons to the Libraries Board of South Australia

5. APPENDICES

- (1) LGA Circular 19.2
- (2) Part A & Part B

Appendix 1

LGA Circular 19.2

Circulars

Nominations sought for the Libraries Board of SA - Circular 19.2

To

Chief Executive Officer
Elected Members
Librarian - Information Staff
Policy and Strategic Planning Staff

Date

3 May 2019

Contact

Katherine Russell
Email: katherine.russell@lga.sa.gov.au

Response Required

Yes

Respond By

6 June 2019

Summary

Nominations are invited for three people to be local government representatives on the Libraries Board of South Australia for terms of three years. Nominations must be forwarded to the LGA by COB Thursday 6 June 2019.

The Libraries Board of South Australia

The Libraries Board of South Australia (the Board) is established pursuant to the [Libraries Act 1982](#).

Under the Act, the LGA nominates three people to the Board who may be:

- council members (elected members)
- librarians employed in a public library
- community information officers employed by a council
- any other officers or employees of a council or
- any other people with experience in local government.

The remaining five members are nominated by the Minister, with one member appointed as the Presiding Member. Members of the Board are nominated for a period of three years, up to a maximum of nine years (s.10).

Current Board Members

The current LGA-nominated members of the Board are:

- Ms Lynn Spurling, Library & Tourism Coordinator, Copper Coast Council
- Mayor Jan-Clare Wisdom, Adelaide Hills Council and
- Mayor Jill Whittaker, Campbelltown City Council.

All are eligible for re-appointment. Because of the nine year rule, Ms Spurling is eligible for reappointment for up to 18 months (to 22/11/2020) and Mayor Wisdom is eligible for reappointment for up to 22 months (to 13/05/2021). Mayor Whittaker can be reappointed for a further three years.

Board functions

The functions of the Board are as follows:

1. to formulate policies and guidelines for the provision of public library services
2. to establish, maintain and expand collections of library materials and, in particular, collections of such materials that are of South Australian origin or have a particular relevance to this State
3. to administer the State Library

Appendix 2

Part A & Part B

Nominations to Outside Bodies - Part A

Libraries Board of SA	
Legal Status of Body	Statutory Authority
Summary Statement	The Libraries Board of South Australia is a statutory authority created under the Libraries Act with responsibility for allocating grants to Councils for libraries, among other matters including policy framework.
Selection criteria	
<i>The following selection criteria must be addressed when completing Part B</i>	
Qualifications <i>(formal qualifications relevant to the appointment)</i>	A librarian employed in a public library; or a community information officer employed by a Council; or a Council Member (refer Section 9, (1) (a) of the Act).
Industry Experience	Experience in the operation of a Library or setting the policy framework for a Library and in intergovernmental relations is essential.
Board / Committee Experience	High level Board / Committee experience would be desirable.
Key Expertise <i>(other relevant experience i.e. those requirements established for a Board/Committee under an Act)</i>	Experience in Libraries and intergovernmental relationships would be an advantage.
Liability and indemnity cover	
<i>The LGA requires that persons appointed to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the outside body (on an annual basis)</i>	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are valid & current	Yes



Nominations to Outside Bodies - Part B

This form:

- must not exceed 2 pages;
- must be submitted by a council;
- must be emailed in PDF format to lqasa@lga.sa.gov.au; and
- upon receipt at the LGA, will be acknowledged by return email.

Libraries Board of SA

Council details			
Name of council submitting the nomination			
Name of council officer submitting this form – refer <u>LGA Policy</u>	Name: Position: Email: Telephone:		
Nominee details			
Name of Nominee			
<input type="checkbox"/> Current Elected Member or <input type="checkbox"/> Current council officer			
Home / Postal Address			
Phone		Mobile:	
Email			
Is a CV attached or will it be forwarded separately?			
Information relevant to the appointment sought (address the selection criteria from Part A)			
Qualifications:			
Industry Experience:			
Board/Committee Experience:			
Key Expertise:			
Any other comments:			
Undertaking:			



The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?

Yes ☐ No ☐

Signature of Nominee: _____

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 12.11

Originating Officer: Lachlan Miller, Executive Manager Governance and Performance

Responsible Director: Andrew Aitken, Chief Executive Officer

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

For: Decision

SUMMARY

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

In March 2015, Council resolved that outstanding resolutions passed before 31 March 2013 would be the subject of a report outlining the reasons why the resolutions have not been completed, detailing what actions have been taken and an estimated date of completion.

While the above resolution referred to a date, the duration was two (2) years and the intent of the Council's resolution has been carried forward as a prudent accountability mechanism.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
2. The following completed items be removed from the Action List:

Date	Meeting	No	Heading
24/07/2018	Ordinary Council	176/18	Mobile Skate Ramp
28/08/2018	Ordinary Council	205/18	Regional Transport Study Funding Request
4/12/2018	Special Council	317/18	Appointment to CAP Selection Panel for Independent Members
18/12/2018	Ordinary Council	328/18	Appointments to AHC Advisory Groups
18/12/2018	Ordinary Council	329/18	Acquisition of Private Roads - Garrod Place and Crescent, Stirling
22/01/2019	Ordinary Council	3/19	Rescission of LMA Kareda Close Balhannah
22/01/2019	Ordinary Council	6/19	Annual Business Plan Development
26/02/2019	Ordinary Council	30/19	Code of Practice Access to Council Meetings, Committees & Documents Policy
26/02/2019	Ordinary Council	55/19	Reconciliation Working Group - CONFIDENTIAL
26/02/2019	Ordinary Council	56/19	Reconciliation Working Group - Period of Confidentiality
26/03/2019	Ordinary Council	68/19	Festival & Events Policy
23/04/2019	Ordinary Council	64/19	MON - Membership of SPDPC
23/04/2019	Ordinary Council	65/19	20th anniversary of Gumeracha & District Civic Centre
23/04/2019	Ordinary Council	66/19	LG Reform Discussion Paper Submission
23/04/2019	Ordinary Council	67/19	Review of Council Assessment Panel & S41 Committee Member Sitting Fees
23/04/2019	Ordinary Council	68/19	LTFP Consultation Results and Adoption
23/04/2019	Ordinary Council	69/19	GRFMA Business Plan & Draft Budget 2019/20
23/04/2019	Ordinary Council	70/19	2019-20 Draft Annual Business Plan for Community Consultation
23/04/2019	Ordinary Council	72/19	National General Assembly - Attendance by Mayor
23/04/2019	Ordinary Council	74/19	NGA - attendance by Cr Pauline Gill
23/04/2019	Ordinary Council	75/19	Draft Code of Practice for Access to Council, Committee & Designated Informal Gathering
23/04/2019	Ordinary Council	84/19	East Waste Kerbside Recycling Contract - CONFIDENTIAL
23/04/2019	Ordinary Council	87/19	Appointment of Independent CAP Members - CONFIDENTIAL
7/05/2019	Special Council	100/19	Garrod Crescent & Place Declaration of Public Road
7/05/2019	Special Council	103/19	CONFIDENTIAL ITEM - Unsolicited Approach to Purchase Community Land – Confidential Item

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.

4. OPTIONS

Council has the following options:

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

5. APPENDIX

- (1) Action List

Appendix 1

Action List

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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. We are working with members of the Birdwood institute regarding the wording for the plaque. Small pieces of timber were made available to the Birdwood Institute but the timber was not suitable for turning. Update 5/9/19 A local artisit has been commisioned to undertake to build a suitable seat, plans are currently being drawn up. Information for a sign has been recieved and will be included in the project.
24/03/2015	Ordinary Council	57/15	Confidential Item - Morella Grove	As per confidential minute	Peter Bice	In Progress	Report to Council by mid 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 Adelaide Wine Capital Cycling Trail project. The Mayor and CEO attended a briefing in early May with other participating Councils, with an update for Council Members to be distributed shortly,
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 discussions with key landowners regarding construction of a walking loop along Sturt Valley Rd which required access through their property to connect thorough to Upper Sturt Rd have been unsuccessful. It will be proposed to cancel this project as part of BR3.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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. Council staff met with the State Diocese to discuss the matter and work through some of their queries. It is now in the hands of the State Diocese to present a formal position to Council for consideration.
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	Consideration to any future project investment is being discussed with the funding application partners, and may form part of the 2019/20 Capital Program consideration. Forestry SA have expressed their continued support for potential sealing. This project has also been included as a potential priority project with Election Candidates.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
24/05/2016	Ordinary Council	105/16	Land at Houghton Request to Purchase	<p>The acquisition of the land described as CT 5363/842 and CT 5363/452 consisting of two parcels of land, one 819m2 the other 36m2 respectively, and currently owned by R J Day and B E Day for nil consideration. Council to pay all transfer fees, charges and GST that may be applied.</p> <p>To undertake a Section 210 process for the conversion of private road to public road for the land described as CT 5343/355 of 27m2 currently owned by Marinus Maughan and Alick Stephen Robinson.</p> <p>To negotiate and accept a transfer of the land described as CT 5343/354 of 476m2 from the City of Tea Tree Gully for nil consideration.</p> <p>To negotiate and accept a transfer or vesting of the land described as CT 5421/887 from the Department of Planning, Transport & Infrastructure for nil consideration.</p>	Terry Crackett	In Progress	<p>The acquisition from RJ & BE Day has been completed and registered at the Lands Titles Office.</p> <p>Title for the land held by City of Tea Tree Gully has been reissued in the name of Adelaide Hills Council.</p> <p>The request to DPTI for the transfer of land has been made and awaiting a response. Follow ups continue to be undertaken with DPTI.</p> <p>The Section 210 process has been commenced with Gazette notice appearing in Govt Gazette on 14 February which commenced the 3 month notification period to covert to public road. Report being presented to Council at the June meeting for a resolution to declare as public road.</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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 assesment of the native vegetation on the land, this is likely to take some months. DEW advised on 4/12/18 that there are some impediments to the progression of the proposed boundary realignment due to the mining operations on the adjacent land, which are being negotiated with the Dept for Mining. Advice is that these negotiations could take considerable time (2yrs). In the interim, consideration will be given to the granting of a right of way to ensure that the cemetery has legal access. DEW staff member dealing with this matter has left DEW so there may be an extended delay whilst it is reallocated and assessed.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
25/07/2017	Ordinary Council	155/17	Reserve Gifting Proposal - Dunnfield Estate, Mt Torrens	<p>Subject to the approval of the land division variation application 473/D38/2011 by the Development Assessment Commission and the required Council engineering approvals for the infrastructure, being obtained:</p> <p>1. That council accepts from Paul & Michele Edwards (the Developer), the donation of additional reserve land as described in Appendix 6 – Amended Plan of Division rev K dated 16.06.2017 Agenda Item 14.1, subject to the following conditions:</p> <p>The Council specified construction standards are metThe cost of all works are to be met by the DeveloperThe Developer enters into a legally binding Landscape Maintenance Agreement to agreed maintenance standards for a period of ten (10) yearsThe landscaping works are completed within two (2) years from the date of final approval.</p> <p>2. That, in the event that there is a dispute between the Council and the Developer, the dispute is referred to an Independent Arbiter for resolution, with costs being shared equally by the parties.</p>	Peter Bice	In Progress	<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> <p>Final Approvals were obtained by the Developer on 5 February 2018, and Landscape works remain ongoing, with vesting of the reserve land occurring once these are completed, and Section 51 clearance is provided for the relevant stage.</p>
26/09/2017	Ordinary Council	207c/17	Heritage Agreement Reports - Woorabinda Bushland Reserves	<p>That the Community Land Management Plans for the above properties be reviewed and updated to reflect the provisions of the Heritage Agreements including community consultation (where necessary) as required under section 197 of the Local Government Act 1999.</p> <p>That the Chief Executive Officer be authorised to sign all necessary documentation to effect this resolution.</p>	Peter Bice	In Progress	With the Memorandum of Agreement having been signed by Council and returned to the Department of Environment and Water, the CLMP review can now be undertaken.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
24/10/2017	Ordinary Council	246/17	Road Closure and Disposal – Schapel Road, Lobethal	To make a Road Process Order pursuant to the <i>Roads (Opening & Closing) Act 1991</i> to:close and merge the land identified as "A" in Preliminary Plan No 16/0020 (<i>Appendix 3</i>) with Allotment 28 in Filed Plan No 155743 comprised in Certificate of Title Volume 5502 Folio 372create an easement for transmission of electricity in favour of Distribution Lessor Corporationcreate a free and unrestricted right of way in favour of Allotment 13 being the land in CT Volume 5502 Folio 373accept consideration in the amount of \$40,000 (excl. GST) as detailed in <i>Appendix 3</i> of this report.The issuing of the Road Process Order is subject to:Boral Resources (SA) Ltd agreeing to enter into a Land Management Agreement with Council for the preservation of the native vegetation for the protection of native flora and fauna on the areas identified in the report attached as <i>Appendix 7</i> which is to be lodged with the Land Titles Office in conjunction with the Road Process Order.Boral Resources (SA) Ltd paying all fees and charges associated with the road closure process.The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i> .To authorise the Chief Executive Officer (or delegate) to finalise and sign all necessary documentation to close and sell the above portion of closed road pursuant to this resolution.	Terry Crackett	In Progress	Surveyor has prepared final plan and road process order. LMA has been executed by both parties. Boral have indicated that completion will likely be in July 2019.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
24/10/2017	Ordinary Council	250/17	DEW 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	2018 spring burns completed on Lobethal Bushland Park, Yanagin Reserve, Belair (Upper Sturt) site and Mylor Oval (recently included in the DEW Burning on Private Lands Program). Heathfield Waste Facility site has been completed as part of the 2019 autumn burn schedule. Council will collaborate with DEW on post weed management activities. Weed management activities by DEW and AHC were undertaken at Heathfield Stone Reserve on June 28th 2018 and more is planned for Thursday 16 May and the coming 5 year period. An information report was provided to Council at its 25 September Ordinary Council Meeting. Draft Weed Management Plans have been submitted for Council staff to review for Lobethal Bushland Park and Mylor Oval site.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
28/11/2017	Ordinary Council	281/17	LED Streetlight Review	<p>That Council awaits on the outcomes from the LGASA process and for the outcomes of this report to inform a transition to LED street lighting</p> <p>A further report to Council to be provided following the completion of the LGASA process and subsequent review of the most appropriate model for Adelaide Hills Council to adopt.</p>	Peter Bice	In Progress	<p>SAPN has lodged their submission to the Australian Energy Regulatory (AER) for the July 2020 to 2025 regulatory period that includes public lighting as an Alternate Control Source for the first time.</p> <p>The LGA SA is submitting a response to the AER regarding the proposed tariff and services proposed. The AER will make a draft determination in September 2019.</p> <p>Public Lighting will move from a Negotiated Service (agreement between Council and SAPN) to an Alternate Control Service.</p> <p>This means that the maximum tariff price will be set by the Australian Energy Regulator (AER). This will not occur until 1 July 2020.</p> <p>The working group being established will look to understand the service levels (to get agreement with/ across LGA) and establish cost base on those service levels and a joint understanding between LGA</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
23/01/2018	Ordinary Council	4/18	Road Exchange - Mt Torrens Walking Loop	<p>To issue a Road Process Order pursuant to the <i>Roads (Opening & 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</p> <p>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</p> <p>The closed road be excluded as Community Land pursuant to the Local Government Act 1999</p> <p>To undertake the road exchange for nil consideration with the Council to pay all necessary costs to effect this resolution</p> <p>To authorise the Chief executive Officer (or delegate) to finalise and sign all necessary documentation to effect the road exchange and this resolution</p>	Terry Crackett	In Progress	<p>Mr Willison passed away in late January '18 prior to road exchange documents being signed.</p> <p>Probate has been granted and documents have been prepared for execution to finalise the matter, likely to be fully executed in May.</p> <p>Conveyancer has confirmed that they have re-engaged with the surveyor for the final plans to be prepared and lodged for consultation</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
27/02/2018	Ordinary Council	31/18	Arts & Heritage Hub	That the report be received and noted. That the Business Development Framework for the establishment of an Arts and Heritage Hub in the Old Woollen Mill at Lobethal, contained in Appendix 1, be noted. That the Administration proceeds with the establishment of an Arts and Heritage Hub using the Business Development Framework as a guide. That the development of a Hub Evaluation Framework, as envisaged in the Business Development Framework, occur as early as possible and include key performance and results targets, and mechanisms for review of the implementation by Council to ensure alignment with budget allocations and strategic objectives. That \$50,000 be allocated to the 2017-18 Operating Budget from the Chief Executive Officer's contingency provision to enable the initial actions to be taken. The CEO provides a progress report on the implementation of the Business Development Framework within 6 months from the date of appointment of the Director.	David Waters	In Progress	<p>The Hub Director commenced on 23 July 2018.</p> <p>The progress report was received by Council on 22 January 2019.</p> <p>The Evaluation Framework is in draft form and is being finalised for presentation to ELT.</p>
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	<p>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.</p> <p>Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i>, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.</p>	Terry Crackett	In Progress	Progressing per confidential minutes
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. One remaining property that is working towards resolution.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
17/07/2018	Special Council	156/18	LED Street Lighting Program	That the report be received and noted. That further investigation is undertaken to understand the best approach and tariff structure for transitioning to LED street lighting as soon as practicable.	Peter Bice	In Progress	As per LED review resolution 281/17
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. Additionally, staff have been requesting Recycled Material Usage be used by State Government where opportunities arise (e.g. Deep Lift intersection works along Freight Route Upgrade or Bridge Renewal Program), and we will report on volumes once these are known.
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	Completed	The Skate Ramp was moved to Lobethal in May 2019. As per the permit, the ramp will remain at Lobethal until late 2019 / early 2020.
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 approval obtained. Final review of agreement by all parties completed. Execution of agreement completed. On ground construction works commenced May 2019.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves into Heritage Agreements 2018	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. That the Biodiversity Officer be authorised to enter: Doris Coulls Reserve, 152 Old Mt Barker Road, 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 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	<p>Heritage Agreement applications lodged for: Following CTs (13/11/18) TRIM reference OC 18/16631</p> <ul style="list-style-type: none"> • 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 • Kyle Road Nature Reserve, Kyle Road, Mylor <p>Following CRs (27/11/18) TRIM reference OC18/17474</p> <ul style="list-style-type: none"> • Leslie Creek Reserve, Leslie Creek Road, Mylor • Aldgate Valley 2 Reserve, 114 Aldgate Valley Road, Mylor • Mylor Parklands, Stock Road, Mylor <p>We have another \$10,000 budget approved for Heritage Agreement expenses in FY 19/20 (item 661 in the AHC Annual Business Plan), so will use that budget on HA reports for:</p>

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	Peter Bice	In Progress	In collaboration with project partners currently progressing with preparation of request for tender process and documentation.
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	Completed	RDA led this project and appointed GTA Consultants to undertake the study. A final report has been delivered and is available to the public on the RDA website
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	In Progress	The review is scheduled to be workshopped in July and go before the July Council Meeting for a decision.
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. This will incorporate outcomes from the Community Consultation to get underway in July 2019.

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 <i>Local Government Act 1999</i>.</p> <p>Council approves the sale of the differential between the total area of closed road and the total area of opened road of approximately 1,242m² to Boral 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</p>	Terry Crackett	In Progress	Road exchange documentation has been executed and provided to Boral for lodgement with the Surveyor-General. Submission has been prepared and lodged with the Boundaries Commission jointly on behalf of the City of Burnside and Adelaide Hills Council, not feedback received as yet.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
11/09/2018	Special Council	232/18	Revocation of Community Land – Bridgewater Retirement Village	<p>To commence a process to revoke the Community Land classification of the land located on the corner of Mt Barker Road and Second Avenue Bridgewater known as 511 Mt Barker Road Bridgewater contained in Certificate of Title Volume 5488 Folio 788 (Land) on which a portion of the Bridgewater Retirement Village is located by:Preparing a report as required under section 194(2)(a) of the Local Government Act 1999 and making it publicly available.Undertaking consultation in accordance with its Public Consultation Policy as required under section 194(2)(b) of the Local Government Act 1999.</p> <p>To commence a process to vary the charitable trust affecting the Land by investigating land parcels owned by the Adelaide Hills Council, including Carripook Park, Candlebark Reserve and Vincent Playground Reserve, that may be suitable for the development of a landscaped garden for the benefit of the community and for the construction of a memorial to the Ash Wednesday Bushfires of 1983 as contemplated by the charitable trust over the Land and invite community suggestions and feedback in relation to any appropriate land parcels.</p> <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</p>	Terry Crackett	In Progress	<p>Initial consultation to identify possible locations for the establishment of a garden and memorial concluded on 28 January 2019 with only one submission received being a suggestion from the Retirement Village residents to investigate Carripook Park as their preferred option.</p> <p>Consultation will now be undertaken in relation to the revocation of community land with a report to be presented to Council following conclusion of the consultation</p>
11/09/2018	Special Council	238/18	Ashton Landfill – Confidential Item	<p>Until 10 September 2019.</p> <p>Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i>, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.</p> <p>Refer to confidential minute</p>	Peter Bice	In Progress	Council continues to progress the matter.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
27/11/2018	Ordinary Council	297/18	Magarey Road Emergency Services Access	<ol style="list-style-type: none"> 1. The report be received and noted 2. The administration undertake the process to rename Magarey Road Mount Torrens in accordance with Council's <i>Public Place and Road Naming Policy</i>. 3. Subject to the <i>Public Place and Road Naming Policy</i> requirements being met and there being no objections following public consultation, that the two sections of Magarey Road Mount Torrens (as shown in <i>Appendix 1</i>) be renamed Magarey Road North and Magarey Road South. 	Peter Bice	In Progress	Objection to road renaming process received. Further feedback obtained from residents and further report to be provided to Council at 4 June 2019 Special Council meeting.
4/12/2018	Special Council	317/18	Appointment to CAP Selection Panel for Independent Members	<p>That the Mayor and Councillors John Kemp and Kirsty Parkin be appointed to a Council Assessment Panel Independent Member Selection Panel, assisted by the CEO and Director Development & Regulatory Services, to undertake the short-listing and interviews of the candidates with a view to selecting an Independent Presiding Member and three (3) Independent Ordinary Members.</p> <p>That the Council Assessment Panel Independent Member Selection Panel report their recommendations to Council for approval by no later than April 2019.</p>	Marc Salver	Completed	The selection panel has completed its process and resported its recommendations to Council who appointed the CAP members at its meeting on 23 April 2019

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
18/12/2018	Ordinary Council	328/18	Appointments to AHC Advisory Groups	<p>1. That in relation to each Advisory Group listed below to appoint the Council Members identified against the relevant Group for a 24 month term to commence 18 December 2018 and conclude on 17 December 2020 (inclusive).</p> <p>a. Bushfire Advisory Group – Cr Chris Grant, Cr Pauline Gill</p> <p>b. Biodiversity Advisory Group – Cr Chris Grant, Cr John Kemp, Cr Nathan Daniell</p> <p>c. Cemetery Advisory Group – Cr Pauline Gill, Cr Malcolm Herrmann, Cr Ian Bailey</p> <p>d. Property Advisory Group - Cr Malcolm Herrmann, Cr Kirsty Parkin, Cr Ian Bailey, Cr John Kemp</p> <p>e. Rural Land Management Advisory Group – Cr Pauline Gill, Cr Chris Grant, Cr Ian Bailey, Cr John Kemp</p> <p>f. Sustainability Advisory Group – Cr Chris Grant, Cr Ian Bailey, Cr Leith Mudge, Cr Nathan Daniell</p> <p>2. To establish Selection Panels for the recruitment of Independent, Agency and Community Members for the retained Advisory Groups with the following Council Members, assisted by the respective Executive Officers, to undertake the short-listing and interviews of the candidates with a view to making recommendations for appointment at a future Council meeting(s): Biodiversity Advisory Group – Cr John Kemp, Cr Chris Grant Cemetery Advisory Group – Cr Ian Bailey, Cr Malcolm Herrmann Rural Land Management</p>	Andrew Aitken	Completed	Report of the outcomes of the selection processes approved at the 23 April 2019 Ordinary Council meeting. Applicants have been advised of outcomes.
18/12/2018	Ordinary Council	329/18	Acquisition of Private Roads - Garrod Place and Crescent, Stirling	<p>That the report be received and noted To accept a transfer of Allotments 89 and 90 in Filed Plan No. 158344 Private Roads being portion of the land in Certificate of Title Volume 5938 Folio 729 ("Land") from Stephanie Jane Evans as executor for Peter Richard Sergeant (deceased) for no consideration subject to the Council paying the costs of the transfer of the Land That the Land be excluded as Community Land pursuant to s193(4) of the <i>Local Government Act 1999</i> That following the transfer of the Land, the Land be declared as public road</p> <p>That the Mayor and CEO be authorised to sign all necessary documentation to give effect to this resolution</p>	Terry Crackett	Completed	<p>Settlement occurred on 27.2.2019</p> <p>Gazette notice to confirm exclusion of land as community land to occur.</p> <p>Council resolved at meeting of 7 May 2019 to declare as public road.</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
22/01/2019	Ordinary Council	3/19	Rescission of LMA Kareda Close Balhannah	The report be received and notedThe Council agrees to rescind the registered LMA No. AG 108216630 from 3A Kareda Close (Lot:1 Sec: P4208 DP:76398 CT:6009/480) andThe CEO be authorised to sign the Note of Rescission of Land Management Agreement AG 108216630.	Marc Salver	Completed	Documents for rescission have been executed by the parties and this matter in now concluded
22/01/2019	Ordinary Council	6/19	Annual Business Plan Development	That the report be received and notedTo adopt the 2019-20 Annual Business Plan & Budget indicative key activities and indicative timelines as below (see minute).	Terry Crackett	Completed	The draft ABP was approved by Council for public consultation at its 23 April 2019 meeting.
22/01/2019	Ordinary Council	10/19	Jungfer Road Charleston Speed Limit	That the report be received and notedThat Council undertake the installation of the extended 60km/h speed zone on Jungfer Road, Charleston, by 800m to immediately West of Juers Road, if approved by the Department for Planning, Transport and Infrastructure (DPTI).	Peter Bice	In Progress	Awaiting final approval paperwork from DPTI for speed limit and then installation will occur. DPTI has completed its assessment and approved an extension of 350m to cover the slow points - this extension is about 450m less than that requested by Council. Submission with supporting documentation provided to DPTI requesting extension of 60km/h. Contact made with DPTI to initiate review process on the speed limit.
26/02/2019	Ordinary Council	29/19	Road Closure adjacent Charleston Conservation Park	the report be received and notes that following receipt of a valuation for the land parcel that consultation will be undertaken in relation to the closure of the unmade road. the CEO takes all possible steps to prevent further degradation of the road reserve by unauthorised activities while this land remains in its custody.	Terry Crackett	In Progress	A Valuation has been received from DEW. The Preliminary Plan has been signed for submission to the Surveyor-General. Community consultation will now proceed, both by the Surveyor-General and Council with a report to be presented to Council following the consultation period.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
26/02/2019	Ordinary Council	30/19	Code of Practice Access to Council Meetings, Committees & Documents Policy	That the report be received and notedTo approve the proposed Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents at Appendix 1 for public consultation in accordance with the provisions of Council's Public Consultation Policy and for the further report to be provided to Council following the consultation process. That the CEO be authorised to: a. Make any formatting, nomenclature or other minor changes to the Code prior to being released for public consultation and b. Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's Public Consultation Policy.	Andrew Aitken	Completed	A revised Code was approved at the 23 April 2019 Council meeting and has been placed on Council's website..
26/02/2019	Ordinary Council	31/19	Community Forums 2019	That the report be received and noted.That Community Forums be held in 2019 according to the following indicative schedule:Tuesday 30 April 2019 at HoughtonTuesday 30 July 2019 at GumerachaTuesday 29 October 2019 at Norton SummitThat the Chief Executive Officer be and is hereby authorised to make changes to the Community Forum schedule to accommodate venue availability or other matters arising which necessitate change.	David Waters	In Progress	The first forum of the year was held on 30 April at Houghton as per the resolution. The next forums will be held at Gumeracha on 30 July 2019 and Norton Summit on 29 October 2019.
26/02/2019	Ordinary Council	33/19	Electricity Procurement	That the report be received and notedThat a further report be provided to Council following the completion of the evaluation of contract offers by Local Government Association Procurement (LGAP).	Terry Crackett	In Progress	Report to be prepared for Council Meeting 28 May 2019. Tenders received week ending 17 May 2019
26/02/2019	Ordinary Council	39/19	Proposal to Undertake CEO Performance Review Internally	That the report be received and notedTo undertake the 2019 CEO Performance Review using an internal process incorporating all of the Elected Members and utilise a consultant to undertake the Total Employment Cost package review.	Andrew Aitken	In Progress	Currently preparing schedule and associated documents in preparation for the review.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
26/02/2019	Ordinary Council	47/19	Boundary Reform Proposal - Woodforde & Rostrevor	Council resolves that the report be received and noted. That if a Stage 2 submission is invited by the Boundaries Commission, a community meeting is arranged for residents of the Woodforde & Rostrevor communities to attend.	Andrew Aitken	In Progress	The Boundaries Commission has recently advised that a Stage 2 submission is able to be lodged by the Campbelltown City Council. Planning is in progress for the community meeting.
26/02/2019	Ordinary Council	55/19	Reconciliation Working Group - CONFIDENTIAL	As per Confidential Minute	David Waters	Completed	The matter has now been released from confidence. Memberships of the RWG have now been confirmed.
26/02/2019	Ordinary Council	56/19	Reconciliation Working Group - 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 appointments have been confirmed, but not longer than 3 months	David Waters	Completed	
26/03/2019	Ordinary Council	61/19	Climate Emergency	Notes the October 2018 report of the Intergovernmental Panel on Climate Change; Notes the Federal government's latest greenhouse gas emissions data shows Australia's total greenhouse gas emissions have increased compared to 2012, not decreased; Recognises we are in a state of climate emergency that requires urgent action by all levels of government, including by local councils; Reaffirms its commitment to both mitigating against and adapting to the adverse impacts of climate change within the Adelaide Hills Council; Commits to finalising the Carbon Management Plan by December 2019 and that it includes a target of 100% renewable energy (electricity) for the Adelaide Hills Council (as an Organisation) by a defined date as well as a series of staged targets over the intervening period; Requests the CEO write to State and Federal Members of Parliament, which represent the Adelaide Hills Council region, advising them of Council's resolution and request they also act with urgency to address climate change.	Peter Bice	In Progress	Carbon Management Plan has commenced.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
26/03/2019	Ordinary Council	62/19	Policy Position - Telecommunications Installation (Low-Impact Facilities)	That the Chief Executive Officer formulate a policy position in relation to the future installation of low impact telecommunications facilities, specifically, antennae attached to stobie poles, by telecommunications providers, for Councils consideration by no later than 30 June 2019. That the policy position address (yet not be limited to) such issues as:Siting (Preference - Non-Public Land)DesignHeightColours and FinishesCharacter and AmenityLocal EnvironmentObjection ProcessThe need to balance the above with the requirement to address mobile black spots and provide adequate mobile coverage to Adelaide Hills residents, businesses and visitors for public safety, commerce and accessibility.	Marc Salver	In Progress	Staff have commenced the development of such a policy position which will be reported to Council for adoption at its meeting in June 2019.
26/03/2019	Ordinary Council	68/19	Festival & Events Policy	Action from Discussion: Include definitions for competitive & non-competitive events. Expand CAMS within policy. Remove '(but is not limited to)' from Guideline No. 1. Event Signage to display legible date/time. Incorporate 'Festivals' into the Policy	David Waters	Completed	This action has been completed and a revised draft policy will be presented to the Council for reconsideration at its May 2019 meeting.
26/03/2019	Ordinary Council	70/19	Aboriginal Place Naming	That advice on the potential for Aboriginal place naming be sought from the Reconciliation Working Group, including a proposed approach for progressive implementation	David Waters	In Progress	The matter will be raised at the first meeting of the Reconciliation Working Group, which is meeting on 22 May 2019. It is likely to take some time to work through this matter.
26/03/2019	Ordinary Council	71/19	Proposed Pome Fest Event	That in-principle support is provided to the establishment of Pome Fest 2019. That the Council contributes up to \$7,500 and in kind support in 2018/19 to facilitate and support the proposed event.	David Waters	In Progress	Planning has commenced for Pome Fest 2019 on 31 May and 1 June 2019 Visit pomefest.com.au for details of the event
26/03/2019	Ordinary Council	72/19	Strategic Plan Review Approach	That the Strategic Plan Review indicative key activities and timelines be received and adopted. That the Strategic Plan Review Engagement Plan, contained in Appendix 1, be adopted.	Terry Crackett	In Progress	Strategic Plan Review has commenced in accordance with the adopted indicative timetable. Stage 1 is in progress. Council workshop have been conducted on 14 and 21 May 2019.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
26/03/2019	Ordinary Council	75/19	Harms Avenue, Birdwood	Additional signage be provided that highlights and numbers the identified properties as Harms Avenue, Birdwood	Peter Bice	In Progress	Appropriate signage will be ordered, and CASES riased to have them installed.
26/03/2019	Ordinary Council	76/19	Kenton Valley War Memorial Park	<p>To commence a Community Land Revocation process in regards to the land comprised in Certificate of Title Register Book Volume 5718 Folio 775 being Allotment 64 in Filed Plan No. 155479 ("Land") with a view to the land being sold As a first step in the revocation process, a letter be sent to the residents of Kenton Valley informing them of Council's decision and inviting them to attend an information session to explain the project.</p> <p>As part of the consultation for the revocation of community land, seek feedback from the community about the expenditure of funds from a sale (if progressed).</p> <p>Following community consultation, that a report be presented to Council detailing the outcomes of the consultation and suggestions for the expenditure of sale proceeds.</p> <p>Action from discussion: Staff to identify and advise Council Members if any biodiversity studies have been undertaken on the parcel of land</p>	Terry Crackett	In Progress	Community meeting is scheduled for Monday 20 May at trhe Kenton Valley Golf Club. Council's biodiversity officers have been asked to undertake a vegetation assessment of the land.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
26/03/2019	Ordinary Council	77/19	Randell's Cottages, Beavis Court, Gumeracha	<p>That, acknowledging that a land division in Watershed (Primary Production) is non-complying, an initial approach be made to the State Commission Assessment Panel to determine the possibility of a land division to create a separate allotment for the potentially local heritage listed building located at 1 Beavis Court, Gumeracha known as Randell's Cottages being supported.</p> <p>That subject to the response from the State Commission Assessment Panel, a Development Application be lodged for a non-complying land division.</p> <p>That, if a land division is not supported, an expression of interest (EOI) process be undertaken in respect of the local heritage listed building located at 1 Beavis Court, Gumeracha known as Randell's Cottages to determine any interest in restoring the building for tourism or other purpose (other than long term residential) under a long term lease arrangement.</p> <p>That the CEO be delegated to prepare the necessary documentation to undertake the EOI.</p> <p>That a report be presented to Council following the EOI detailing the results of that process and providing further options.</p>	Terry Crackett	In Progress	The initial approach to the State Commission Assessment Panel will be made in May.
26/03/2019	Ordinary Council	78/19	Scott Creek Cemetery Reserve Fund	<p>That the reserve funds held in relation to the Scott Creek Cemetery be expended to achieve the following outcomes: Marking of unmarked graves with a small and simple identification piece detailing the name and date of death of the deceased; Installation of a single plaque with the names of the deceased who are buried in unmarked graves where the exact location of the graves is unknown; Renewal of existing gravel driveways; and Creation/extension of driveways to facilitate expansion of the cemetery</p>	Terry Crackett	In Progress	Investigations as to options for marking of graves has commenced and once collated, Council staff will meet with the Scott Creek Progress Association Committee to progress.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
26/03/2019	Ordinary Council	80/19	Road Widening – Lower Hermitage Road, Lower Hermitage	<p>To purchase the area of land being 481.718 sqm identified in red on the Land Acquisition Plan attached as Appendix 2 ("land") from Dean Roger Cottle the land owner at 579A Lower Hermitage Road, Lower Hermitage, and to negotiate a purchase price of up to \$7,000 (excl GST) plus all reasonable costs to vest the Land as public road.</p> <p>To purchase the area of land being 817.138sqm, identified in red on the Land Acquisition Plan attached as Appendix 2 ("land"), from Carissa Ann Courtney & David Ian Courtney, the land owners of the land at 579B Lower Hermitage Road, Lower Hermitage, and to negotiate a purchase price of up to \$12,000 (excl GST) plus all reasonable costs to vest the Land as public road.</p> <p>To purchase the area of land being 888.686sqm, identified in red on the Land Acquisition Plan attached as Appendix 2 ("land"), from Peter Ronald Browning and Alison Rosemary Browning, the land owners at 579C Lower Hermitage Road, Lower Hermitage, and to negotiate a purchase price of up to \$13,000 (excl GST) plus all reasonable costs to vest the Land as public road.</p> <p>To purchase the area of land being 725.619sqm, identified in red on the Land Acquisition Plan attached as Appendix 2 ("land"), from Anthony James Holland and Janice Irene Holland, the land owners at 579D Lower Hermitage Road, Lower Hermitage, and to negotiate a purchase price of up to \$10,500 (excl GST) plus all reasonable costs to vest the Land as public road.</p>	Peter Bice	Not Started	Negotiations are currently underway with relevant landowners.
26/03/2019	Ordinary Council	86/19	Sale of land at the former Onkaparinga Woollen Mills site at Lobethal	As per confidential resolution	Terry Crackett	In Progress	Progressing in accordance with the resolution
23/04/2019	Ordinary Council	63/19	MON Ban of enclosed yabby nets in South Australia	I move that the Chief Executive Officer writes to Hon David Speirs, Minister for Environment and Water, to highlight the issue of Rakali drownings and other aquatic wildlife, eg platypus and fresh water turtles, associated with enclosed yabby nets and encourage the Minister to ban the use of enclosed yabby nets and their retail sale in South Australia.	Peter Bice	In Progress	Letter has been sent, and positive media coverage has resulted from Council's Resolution..
23/04/2019	Ordinary Council	64/19	MON - Membership of SPDPC	I move that Council appoints Cr Kirrilee Boyd to the Strategic Planning & Development Policy Committee for the term of the current Council.	Andrew Aitken	Completed	

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
23/04/2019	Ordinary Council	65/19	20th anniversary of Gumeracha & District Civic Centre	That the CEO provides a report to Council at the 28 May 2019 meeting on options to celebrate the 20th anniversary of the Gumeracha and District Civic Centre on 29 April 2020.	David Waters	Completed	Report included in the agenda for the May meeting.
23/04/2019	Ordinary Council	66/19	LG Reform Discussion Paper Submission	That the report be received and noted To lodge its Local Government Reform Submission at Appendix 2 to the Local Government Association for input into that organisation's advocacy position. To delegate to the Chief Executive Officer the authority to make any minor changes to the Submission to reflect matters raised in the debate on the Local Government Reform Submission report.	Andrew Aitken	Completed	Submission was lodged with the LGA on Friday 26 April 2019.
23/04/2019	Ordinary Council	67/19	Review of Council Assessment Panel & S41 Committee Member Sitting Fees	That the report be received and noted That in relation to the Audit Committee: To determine the sitting fees for Members, effective immediately, as follows: Independent Presiding Member - \$550 (excl GST) per attended meeting. Independent Ordinary Member - \$400 (excl GST) per attended meeting. Authorised Training - \$75 (excl GST) per hour of training attended excluding travel time but with a travel allowance being paid at the standard Council rate. That in the event that an Independent Ordinary Member is required to preside at a meeting in the absence of the Presiding Member, then that Member receives the \$550 (excl GST) sitting fee for that meeting. That in relation to the Chief Executive Officer Performance Review Panel: a. To determine the sitting fees for Members, effective immediately, as follows: Independent Presiding Member - \$550 (excl GST) per attended meeting. Independent Ordinary Member - \$400 (excl GST) per attended meeting. Authorised Training - \$75 (excl GST) per hour of training attended excluding travel time but with a travel allowance being paid at the standard Council rate. That in the event that an Independent Ordinary Member is required to preside at a meeting in the absence of the Presiding Member, then that Member receives the \$550 (excl GST) sitting fee for that meeting. 4. That in relation to the Council Assessment Panel: To determine the sitting fees for Members, effective from the	Andrew Aitken	Completed	Committee Members advised of the new rates.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
23/04/2019	Ordinary Council	68/19	LTFP Consultation Results and Adoption	That the report be received and noted. 2. To adopt the Long Term Financial Plan, as contained in Appendix 1 to this report, in accordance with <i>Section 122 of the Local Government Act 1999</i> .	Terry Crackett	Completed	Adopted 2019/20 Long Term Financial Plan included under Council Documents on Council's website
23/04/2019	Ordinary Council	69/19	GRFMA Business Plan & Draft Budget 2019/20	That the report be received and noted.To advise the Board of the Gawler River Floodplain Management Authority that it has reviewed its 2019/22 Business Plan and approves the Adelaide Hills Council's contribution of \$25,642 as set out in the draft 2019/20 Draft Budget.	Marc Salver	Completed	GRFMA advised of Council's resolution in this regard
23/04/2019	Ordinary Council	70/19	2019-20 Draft Annual Business Plan for Community Consultation	1. That the report be received and noted. 2. The draft 2019-20 Annual Business Plan included as Appendix 1 to this report be endorsed for community consultation. 3. The period of consultation for the draft 2019-20 Annual Business Plan be from 26 April 2019 to 31 May 2019. 4. That the 28 May 2019 Ordinary Council meeting will, in accordance with s123(4)(i)(B) of the <i>Local Government Act 1999</i> , be the meeting at which members of the public may ask questions and make submissions. 5. That the Chief Executive Officer, or delegate, be authorised to make any formatting or other minor content changes to the draft 2019-20 Annual Business Plan prior to its release for community consultation.	Terry Crackett	Completed	Draft ABP document has been finalised and public consultation commenced on 26 April, to conclude on 31 May. An item has been placed on the 28 May 2019 Ordinary Council meeting agenda for members of the public to address Council in relation to the draft ABP.
23/04/2019	Ordinary Council	72/19	National General Assembly - Attendance by Mayor	That the report be received and noted. 2. To approve Mayor Jan-Claire Wisdom's attendance in a representative capacity at the National General Assembly of Local Government in Canberra in June 2019 and coverage of related costs estimated at \$3,700, in accordance with the <i>Council Member Training and Development Policy</i> .	Andrew Aitken	Completed	Conference attendance, travel and accommodation booked.
23/04/2019	Ordinary Council	74/19	NGA - attendance by Cr Pauline Gill	That Council approves Cr Pauline Gill's attendance as a developmental opportunity at the National General Assembly of Local Government in Canberra in June 2019 and coverage of related costs estimated at \$3,700, in accordance with the <i>Council Member Training and Development Policy</i> .	Andrew Aitken	Completed	Conference attendance, travel and accommodation booked.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
23/04/2019	Ordinary Council	75/19	Draft Code of Practice for Access to Council, Committee & Designated Informal Gathering	<p>That the report be received and noted</p> <p>That with an effective date of 7 May 2019, to revoke the 14 November 2017 <i>Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents</i> and to adopt the proposed <i>Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents</i> as contained in Appendix 1 with a revision to the first sentence of clause 6.1 as follows: 'Not less than three (3) clear days prior to a designated informal gathering the CEO will make every reasonable effort that the following information will be published on the Council's website:'</p> <p>3. To amend the first sentence of clause 8.1 of the <i>Informal Council and Council Committee Gatherings and Discussions Policy</i> as follows: 'Not less than three (3) clear days prior to a designated informal gathering the CEO will make every reasonable effort that the following information will be published on the Council's website:'</p>	Andrew Aitken	Completed	Policies revised and uploaded to the Council website.
23/04/2019	Ordinary Council	76/19	Delegations Review Report	Refer to Agenda, noting changes under LG Act: <i>The removal of the proposed delegation to the CEO for paragraphs:39.141.146.190.193.193.2162.1</i> The addition of a condition on paragraph 52.1 for reporting to the Audit Committee Instrument of Delegation under the Electricity Act 1996 (New Instrument) with the removal of the proposed delegation to the CEO for paragraph 7.1	Terry Crackett	In Progress	Delegations are a time consuming manual process with work scheduled to meet competing priorities.
23/04/2019	Ordinary Council	79/19	Adelaide Hills Council Roundabouts	That a status report on the Adelaide Hills Roundabouts beautification program be presented to Council at the 28 May 2019 meeting	Peter Bice	In Progress	Report to be tabled at 28 May Council Meeting.
23/04/2019	Ordinary Council	84/19	East Waste Kerbside Recycling Contract - CONFIDENTIAL	Refer to Confidential Minute	Peter Bice	Completed	Requirements of Council resolution completed.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
23/04/2019	Ordinary Council	87/19	Appointment of Independent CAP Members - CONFIDENTIAL	Refer to Confidential Minute	Marc Salver	Completed	All CAP members have been advised of and accepted their appointments to the Panel.
23/04/2019	Ordinary Council	91/19	Appointment of Advisory Group Independent Members - Confidential	Refer to Confidential Minute	Andrew Aitken	In Progress	Candidates are being advised of the Council's resolution.
7/05/2019	Special Council	96/19	Road Closure Tay Crescent, Woodforde	That the report be received and noted.To make a Road Process Order pursuant to the <i>Roads (Opening & Closing) Act 1991</i> to close and merge the piece of land identified as "A" in the Preliminary Plan No. 18/0057 and being portion of the land in Certificate of Title Volume 2546 Folio 56 with Allotment 11 in Deposited Plan No. 6530 comprised in Certificate of Title Volume 5637 Folio 217.Subject to the closure of the road identified in the Preliminary Plan attached, that:The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i> ; andThe piece marked "A" be sold to Mr Robert Walter & Mrs Sharyn Walter, the owners of the property with which it is merging for the amount of \$65,000 incl GST (if applicable) and all fees and charges associated with the road closure process. 4. Authorise the Chief Executive 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	Progressing in accordance with the resolution

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
7/05/2019	Special Council	97/19	Road Closure Peake Road, Birdwood	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. To make a Road Process Order pursuant to the Roads (Opening & Closing) Act 1991 to close and merge the pieces of land identified as "A" in the Preliminary Plan Number 19/0002 with Section 6286 being the land comprised in Certificate of Title Volume 5496 Folio 550. 3. Subject to the closure of the road identified in the Preliminary Plan attached, that: The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i>; and The piece marked "A" be sold to Mr Paul & Mrs Michele Edwards, the owners of the property with which it is merging for the amount of \$19,000 plus GST and all fees and charges associated with the road closure process. 4. Authorise the Chief Executive 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	Progressing in accordance with the resolution
7/05/2019	Special Council	98/19	Road Closure Sandy Waterhole Road Woodside	<ol style="list-style-type: none"> 1. That the report be received and noted 2. To make a Road Process Order pursuant to the <i>Roads (Opening & Closing) Act 1991</i> to close and merge the pieces of land identified as "A" in the Preliminary Plan No. 19/0001 attached to this report with Section 3961 being the land comprised in Certificate of Title Volume 5471 Folio 906. 3. Subject to the closure of the road identified in the Preliminary Plan attached, that: The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i>; and The piece marked "A" be sold to Deepwater Pty Ltd, the owners of the property with which it is merging for the amount of \$20,000 plus GST (if applicable) and all fees and charges associated with the road closure process. 4. Authorise the Chief Executive 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	Progressing in accordance with the resolution

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
7/05/2019	Special Council	99/19	Fees & Charges	That the report be received and noted.To adopt the 2019/20 Fees and Charges Schedule included at Appendix 1 to apply on and from 1 July 2019, with the fee for the second green organics bin to be set at \$50.00 per annum.Council notes that the statutory fees will be included on the schedule of fees and charges available for public inspection subsequent to being gazetted.	Terry Crackett	In Progress	Fees and Charges determined by Council have been updated for the Council Decision and will be published in late June 2019. The statutory fees once gazetted will be consolidated with the Council fees and charges once received. These are likely to be received by Council by the first or second week in July 2019.
7/05/2019	Special Council	94/19	7.1 Stonehenge Reserve Masterplan Update and Findings from Consultation	That the report be received and noted.To not proceed with any of the masterplanning options at Stonehenge Reserve at this point in time.To proceed with resurfacing works at both the Stonehenge Reserve and Heathfield sites.To delegate to the CEO to seek variations and finalise arrangements to the grant funding agreements with the Office for Recreation, Sport & Racing, and Tennis SA that allow new court construction at alternative sites. The CEO to report back to Council on those finalised arrangements.To notify those who have registered through the Stonehenge Reserve Project's engagement site of the outcome of the consultation and this report.	Peter Bice	Not Started	
7/05/2019	Special Council	100/19	Garrod Crescent & Place Declaration of Public Road	That the report be received and noted.To declare Allotments 89 and 90 in Filed Plan No. 158344 contained in Certificate of Title Volume 6221 Folio 964 known as Garrod Place and portion of Garrod Crescent, Stirling as public road pursuant to section 208 of the <i>Local Government Act 1999</i> . To authorise the publication of the resolution in the Government Gazette as required by section 208(4) of the <i>Local Government Act 1999</i> to declare the roads to be public roads.	Terry Crackett	Completed	Gazette Notice appeared in Govt Gazette on 16 May 2019

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
7/05/2019	Special Council	101/19	Murray Darling Association Support	<p>That the report be received and noted. That Council supports the Murray Darling Association (MDA) in its objective to ensure local government has a role in informing the decisions that impact our local communities under the Murray Darling Basin Plan, and in their bid to secure recurrent funding for the provision of effective consultation and engagement with councils within the Murray-Darling Basin communities through their local representatives. That Council authorises the Chief Executive Officer (or his delegate) to:</p> <p>a) Write a letter of support to the Murray Darling Association for the State and Federal Governments to contribute to the ongoing funding of the MDA.</p> <p>b) Write to our local state and federal MPs encouraging them to support State and Federal Governments contributing to the ongoing funding of the MDA.</p> <p>c) Write to the LGA and all councils in our MDA region, encouraging them to join the MDA and support the activation and development of advocacy priorities of this region.</p>	Peter Bice	Not Started	
7/05/2019	Special Council	103/19	CONFIDENTIAL ITEM - Unsolicited Approach to Purchase Community Land – Confidential Item	As per confidential Minute	Terry Crackett	Completed	Completed in accordance with the resolution
7/05/2019	Special Council	104/19	Unsolicited Approach to Purchase Community Land – 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 matter is further presented to Council for a decision, but not longer than 12 months.	Terry Crackett	In Progress	

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 13.1

Originating Officer: Jess Charlton, Coordinator Service Strategy and Innovation

Responsible Director: David Waters, Director Community Capacity

Subject: Customer Service Standards Report – Quarter 3, 2018-19

For: Information

SUMMARY

The purpose of this report is to communicate Council’s performance against the customer service standards for Quarter 3 2018-19. The report provides an overview of the performance results for each of the service standards. The Service Standards Report is contained in **Appendix 1**.

RECOMMENDATION

Council resolves that the report be received and noted.

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal: Organisational Sustainability
Strategy: Customer Service Commitment

Measuring and reporting on service standards is a key component of Council’s Customer Service Framework and demonstrates our commitment to customer service as outlined in the Strategic Plan.

➤ **Legal Implications**

Not applicable.

➤ **Risk Management Implications**

Reporting against our service standards will assist in mitigating the risk of:

Unknown performance against service standards and targets leading to an inability to improve service delivery to the community.

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

A number of other actions also mitigate against this risk.

➤ **Financial and Resource Implications**

Not applicable.

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

Measuring and reporting on performance against the standards in Council's Customer Service Framework is important to demonstrate how Council is meeting its commitment to customer service. The quarterly report aids in identifying opportunities to improve customer service delivery.

➤ **Environmental Implications**

Not applicable.

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

Council Committees: Not applicable

Council Workshops: Not applicable

Advisory Groups: Not applicable

Administration: Executive Leadership Team
Manager Open Space
Horticultural Officer

Community: Not applicable.

2. **BACKGROUND**

Service standards are a key component of the Customer Service Framework, providing a commitment to specific service targets. The collation and reporting of key identified performance standards demonstrates a commitment to the provision of quality customer service and can be used to identify service improvement opportunities.

It should be noted that service standard reporting is based on service instances completed or closed within the reporting period.

3. ANALYSIS

Time based Indicators

Of the 16 time-based service standard indicators reported, the target performance was met – or there were no instances – for 15 of them.

Only one of the time-based standards did not meet the target performance this quarter:

- Hazardous Trees – we will respond and make safe within 24 hours

The target performance is that 80% of hazardous tree requests will be made safe within 24 hours and the result for that measure was 54% this quarter. Despite the fact that the target was not met, analysis shows that hazardous requests were actioned in a responsive manner. 74% of the 28 cases were made safe within two days and 85% were made safe within four days. The median time frame in which cases were made safe was 24 hours and the average was 3.3 days. It's worth noting that the service standard is based on 'calendar days' so the calculations include weekends and periods beyond our core business hours.

There is also a large increase in the volume of applicable tree cases this quarter compared to the same period last year – 48 high risk tree cases compared with 7 in 2018. The level of risk is now calculated automatically depending on the criteria selected in our Customer Relationship Management (CRM) system. This change was made in December 2018 as part of the CRM and Confirm Asset Management integration project and this quarter's report is the first to factor in this new method of risk calculation. Initial investigations have shown that the new process is more accurately representing the number of high risk cases and the service requirements placed on the arboriculture team.

Other notable points include continued improvement in the results for the Illegal Dumping standard. Even with a larger volume of cases than usual (85 as opposed to the average 50 received in the last 4 quarters), the result this quarter was 86%, up from 82% in the previous quarter. This has been achieved through an increased focus on work planning to prioritise these cases and action them in line with the service standard. The Incoming Phone Call standard has also improved this quarter and is at 77%, up from 73% in the previous quarter.

Other Indicators

- Low Risk Infrastructure Requests

The average and median cycle time to resolve low risk infrastructure requests has decreased. There was a spike in these indicators last quarter due to a bulk close out of historical tree cases. This quarter, the results are similar to those in quarter 1 of 2018-19 and quarter 4 of 2017-18 with a median and average resolution time of 23 and 94 days respectively.

- Development Applications

The average consent time for making a decision on planning consent is higher than usual – and the target of 12 weeks – with a result of 19 weeks. Two long standing applications were finalised in this quarter which explains the higher result. Removing these applications from the calculations gives an average consent time of 15 weeks. The median consent time in either scenario is 10 weeks.

4. OPTIONS

Council has the following options:

- I. To note the report as presented (Recommended)
- II. To determine any additional actions to be undertaken.

5. APPENDIX

- (1) Q3 2018-19 Service Standard Report (January – March 2019).

Appendix 1

*Q3 2018-19 Service Standard Report
(January – March 2019)*

Customer Service Standard Report

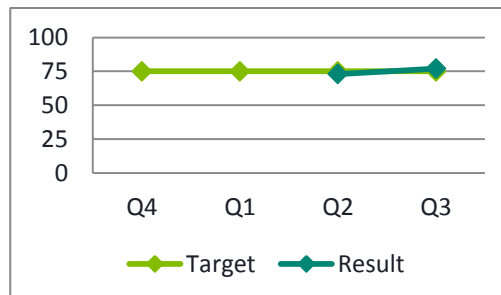
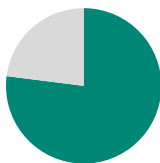
Quarter 3, 2018-19

General Customer Standards

Answering incoming phone calls

We will answer 75% of calls to our contact centre within 30 seconds

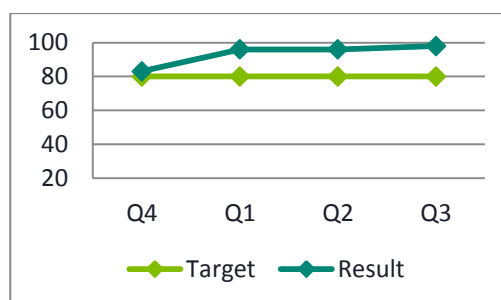
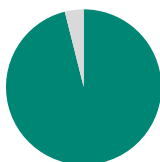
Volume	10 388
Target	75%
Result	77%



Updating customer details

We will update your contact details within 5 days

Volume	99
Target	80%
Result	98%

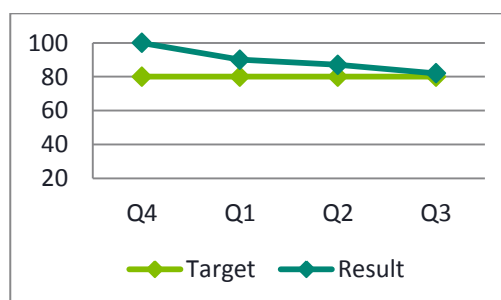
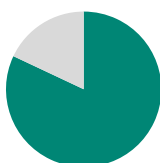


Service Specific Standards – Time Based Indicators

New Event Applications

We will acknowledge receipt of new applications within 5 days

Volume	11
Target	80%
Result	82%

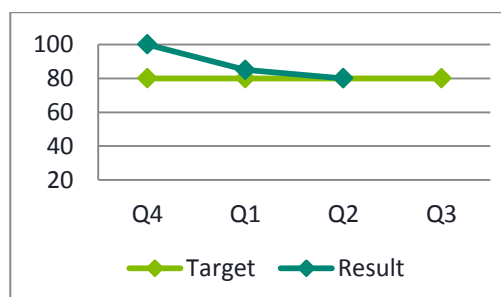


Illegal Burning Complaints

We will investigate reported illegal burning within 24 hours

No Incidents

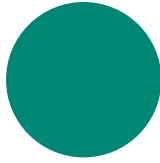
Volume	0
Target	80%
Result	No Incidents



Health Complaints

We will investigate/respond to reported food complaints within 24 hours

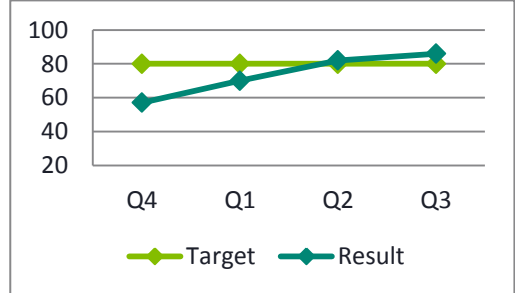
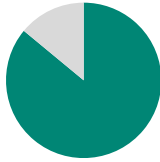
Volume 2
Target 80%
Result 100%



Illegally Dumped Rubbish

We will remove illegally dumped rubbish within 3 days

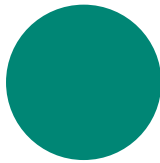
Volume 85
Target 80%
Result 86%



Library Services

We will respond to requests to purchase materials within 10 days

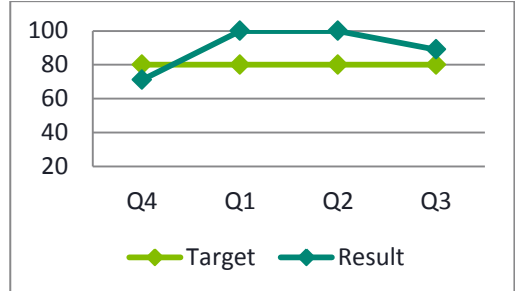
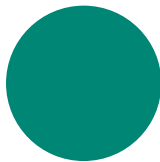
Volume 28
Target 80%
Result 100%



Dog Attacks

We will respond to reported dog attacks within 24 hours

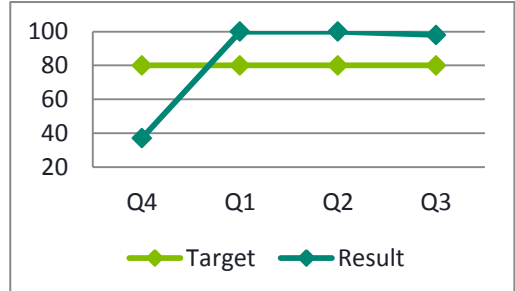
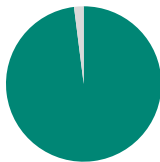
Volume 9
Target 80%
Result 89%



Wasps

We will investigate and action reported European Wasp nests within 7 days

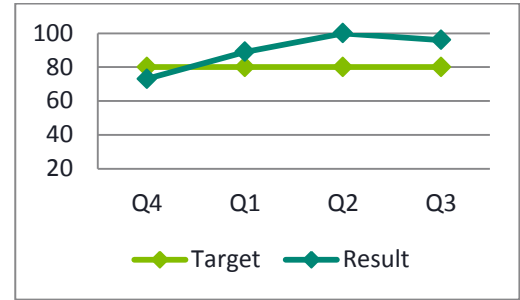
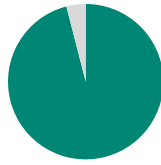
Volume 117
Target 80%
Result 98%



Development Applications

We will approve fast track Development Applications within 28 days

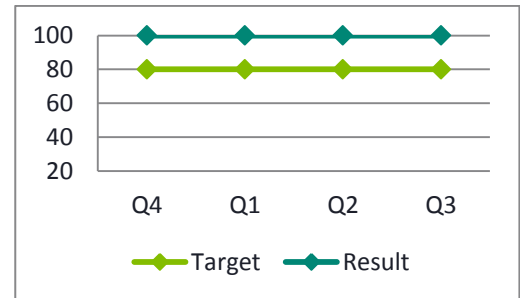
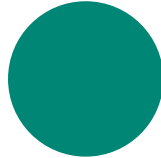
Volume 85
Target 80%
Result 96%



Missed Bins

We will collect missed domestic bins within 2 days

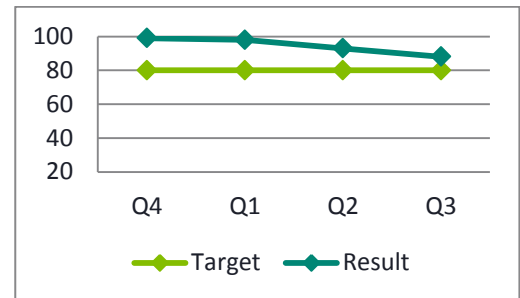
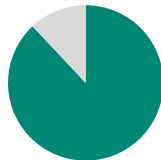
Volume 2
Target 80%
Result 100%



Request for bin repair or replacement

We will action requests for bin repair or replacement within 7 days

Volume 1012
Target 80%
Result 88%

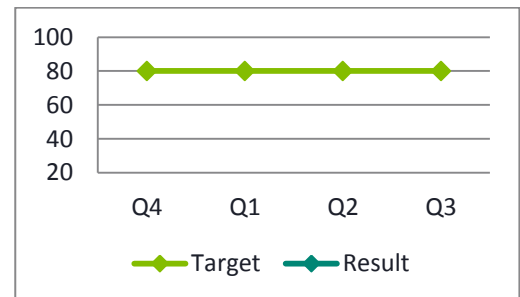


Footpath Repairs – Hazardous

We will respond and make safe hazardous footpath issues within 24 hours

Volume 0
Target 80%
Result No Incidents

No Incidents

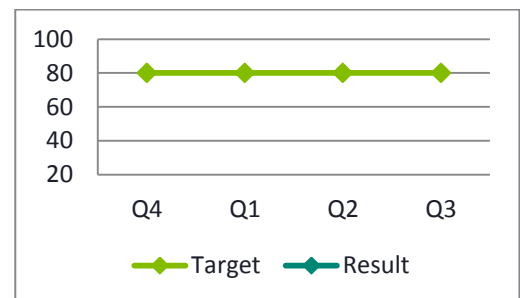


Road Repairs – Hazardous

We will respond and make safe hazardous road and pothole issues within 24 hours

Volume 0
Target 80%
Result No Incidents

No Incidents



Stormwater Repairs – Hazardous

We will respond and make safe hazardous stormwater and flooding issues within 24 hours

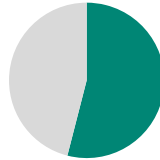
No Incidents

Volume	0
Target	80%
Result	No Incidents

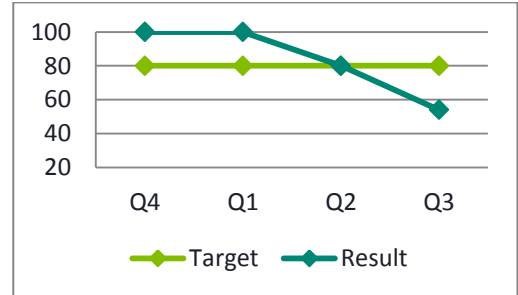


Trees – Hazardous

We will respond and make safe hazardous tree issues within 24 hours



Volume	48
Target	80%
Result	54%



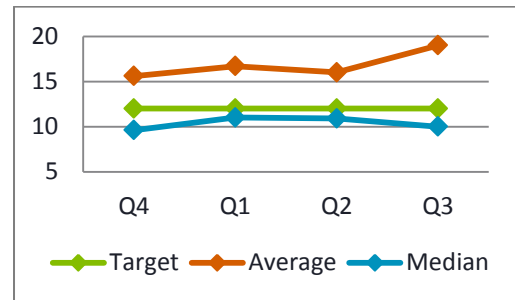
Note: large increase in high-risk cases, attributable to a new method of calculating the level of risk. An increase from 7 cases in quarter 3 of 2018 to 48 in quarter 3 of 2019.

Service Specific Standards – Other Indicators

Development Applications

We will, on average, make a decision on planning consent within 12 weeks of receipt of the application

Volume	228
Target	12 weeks
Average Consent Time	19 weeks
Median Consent Time	10 weeks

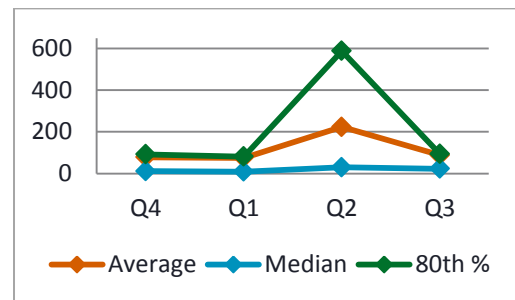


Note: 2 long-standing applications finalised in this quarter. Removing these from the calculations gives an average consent time of 15 weeks and median consent time of 10 weeks

Low Risk Infrastructure Requests – Average Time to Resolve

We will resolve other footpath, road, stormwater and tree issues in accordance with our general maintenance program

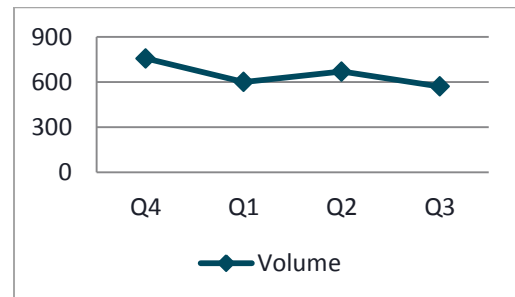
Volume	474
Average Resolution Time	88 days
Median Resolution Time	23 days
80 th Percentile Resolution Time	94 days



Low Risk Infrastructure Requests – Number of New Requests

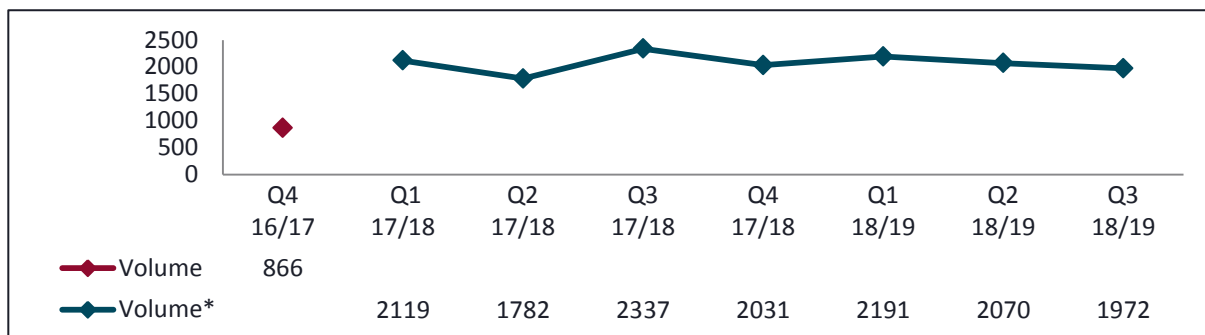
We will resolve other footpath, road, stormwater and tree issues in accordance with our general maintenance program

Number of New Requests	570
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Overall Volume of Requests

Trend in volume of requests/customer cases for which there is an adopted service standard, excluding the volume of phone calls



* From Q1 17/18 the volume includes requests for bin repair and replacement requests, which were previously not reported

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 13.2

Originating Officer: Lachlan Miller, Executive Manager Governance & Performance

Responsible Director: Andrew Aitken, Chief Executive Officer

Subject: Southern and Hills Local Government Association 2019-20 Budget

For: Information

SUMMARY

The purpose of this report is to provide the Council with the Southern and Hills Local Government Association's (SHLGA) proposed 2019-20 budget (**Appendix 1**). It includes Member council subscription fees.

While SHLGA's charter does not require its constituent councils to approve its budget, the Council does have the opportunity to view the draft budget prior to adoption.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That the Southern and Hills Local Government Association's proposed 2019-20 budget be received and noted.
-

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal	Organisational Sustainability
Strategy	Collaboration on public policy setting

Membership of the SHLGA provides an important mechanism to foster collaborative public policy setting for our broader region.

➤ **Legal Implications**

Schedule 2 of the *Local Government Act 1999* requires regional subsidiaries to have business plans, which must be reviewed at least annually in consultation with constituent councils and a budget, which must be adopted every year.

➤ **Risk Management Implications**

The review of the SHLGA business plan and development of the 2019-20 budget 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: There are many other controls that assist in managing this risk.

➤ **Financial and Resource Implications**

The proposed subscription fee for Adelaide Hills Council in 2019-20 is \$14,935.90 (up from \$14,107.90 in 2018-19). This has been accommodated in the Council's draft 2019-20 budget.

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

Not applicable.

➤ **Environmental Implications**

Not applicable.

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

Council Committees: Not applicable

Council Workshops: Not applicable

Advisory Groups: Not applicable

Administration: Director Corporate Services
Manager Financial Services

Community: Not applicable

2. BACKGROUND

SHLGA is a regional subsidiary formed under Section 43 of the *Local Government Act 1999*. It has a broad mandate to promote regional collaboration and act in the interests of its members. Its constituent councils are:

- Mount Barker District Council
- City of Victor Harbor
- District Council of Yankalilla
- Adelaide Hills Council
- Alexandrina Council
- Kangaroo Island Council

SHLGA operates under a charter, which provides that the budget must be provided to each constituent council after adoption by the SHLGA Board. Constituent councils do not need to approve the budget.

The Charter also requires that the SHLGA's business plan be reviewed annually in consultation with the constituent councils.

3. ANALYSIS

A copy of the proposed SHLGA 2019-20 budget is contained in **Appendix 1**. Council's appointees to the SHLGA Board, as Board Member and Deputy Board Member respectively, both Cr Wisdom and Mr Miller attended the 26 April 2019 Board meeting at which the draft budget was discussed.

The following points are of particular note:

- SHLGA has proposed a budget including total operating expenditure of \$253,150 with an operating deficit of \$80,203
- SHLGA is projecting to only receive one grant from the LGA in 2019-20 being the Regional Capacity Grant of \$41,300.
- SHLGA has received a grant of \$75,000 for a Community Wellbeing Pilot which will be recognised in the 2018-19 financial year although the actual expenditure associated with the Pilot will occur in 2019-20.
- Membership subscriptions and levies have been proposed to increase by 6%. The proposed increase is significantly more than CPI and LGPI increases and is proposed to minimise the projected budget deficit and start a move towards a position where membership subscriptions cover the cost of general operations, rather than them being subsidised by the volatility of winning project grants.

SHLGA's main expense is the employment of an Executive Officer (and associated employment costs) who carries out projects and assignments as determined by the SHLGA Board as well as coordinating and administering the Board's activities.

The Board met on 10 May 2019 for a strategic planning meeting. The Board's 3-year rolling business plan will be revised in the near future with the outcomes of that planning session for approval by the Board.

The SHLGA Executive Officer will be attending the 28 May 2019 Council meeting, to present the proposed 2019-20 activities and budget of the Association.

The Association has recently produced a SHLGA Value Proposition 2019 (**Appendix 2**). The Value Proposition outlines the key activities of the Association and the proposed value of those activities to each Member Council and the S&HLGA Region. It also provides a comparison of the subscription fees of SHLGA, the Local Government Association and the Regional Development Australia Adelaide Hills, Fleurieu and Kangaroo Island (RDA AHFKI).

4. OPTIONS

Council has the following options:

- I. Receive and note the proposed 2019-20 SHLGA Budget (Recommended)
- II. Provide comment, as the Council sees fit, on the proposed 2019-20 SHLGA Budget

5. APPENDICES

- (1) SHLGA Draft Budget 2019-20
- (2) SHLGA Value Proposition 2019

Appendix 1

SHLGA Draft Budget 2019-20

Draft

Profit & Loss					Budget				
Southern & Hills Local Government Association									
For the month ended March 2019									
	YTD Actual	YTD Budget	Var AUD	Var %	Comment	2018-19 Budget	2019-2020 Budget	Note	2019-20 Budget Comment
Income									
Annual Levy	\$9,173.00	\$9,173.00	\$0.00	0.0%		\$9,173.00	\$9,214.00	1	Based on 2018 elector numbers
Annual Subscriptions	\$67,200.00	\$67,200.00	\$0.00	0.0%		\$67,200.00	\$72,000.00	2	Members Subscription rates up by \$800 per member
Grants - LGA	\$75,000.00	\$0.00	\$75,000.00		Community Wellbeing	\$0.00	\$0.00		
Grants - LGA Capacity	\$40,692.00	\$40,400.00	\$292.00	0.7%		\$40,400.00	\$41,300.00	3	Regional Capacity Grant subject to LGA Board approval May 2019
Grants - LGA Outreach	\$25,000.00	\$0.00	\$25,000.00			\$0.00	\$0.00		
Grants - LGA R&D	\$45,000.00	\$0.00	\$45,000.00		Community Energy	\$0.00	\$0.00	4	Not anticipating any new R&D applications for 2019-2020
Interest Income	\$3,564.00	\$1,200.00	\$2,364.00	197.0%		\$1,500.00	\$2,400.00	5	Carryover initial Cash in Bank drawing down and Low interest rate regime
Misc Revenue	\$33,552.00	\$56,000.00	-\$22,448.00	-40.1%	Rubble Royalties	\$56,000.00	\$28,000.00	6	Rubble Royalty return based on actual Dec 2018 return \$14k plus est \$14k next & final period
Project Levies	\$16,400.00	\$20,050.00	-\$3,650.00	-18.2%	SLRP management fee	\$20,050.00	\$20,033.00	7	Estimated management fee of 1% on 2019-20 SLRP funding \$2,033,000
Total Income	\$315,581.00	\$194,023.00	\$121,558.00	62.7%		\$194,323.00	\$172,947.00		
Gross Profit	\$315,581.00	\$194,023.00	\$121,558.00	62.7%		\$194,323.00	\$172,947.00		
Less Operating Expenses									
Accounting	\$439.00	\$526.00	-\$87.00	-16.5%		\$700.00	\$700.00		
Audit	\$3,763.00	\$3,500.00	\$263.00	7.5%		\$3,500.00	\$3,800.00		
Bank Fees	\$0.00	\$38.00	-\$38.00	-100.0%		\$50.00	\$25.00		
Board & Meeting Expenses	\$1,521.00	\$1,455.00	\$66.00	4.5%		\$2,000.00	\$2,000.00		
Consulting - Contract	\$85,239.00	\$107,810.00	-\$22,571.00	-20.9%		\$143,750.00	\$60,000.00	8	Community Wellbeing Pilot project
General Expenses	\$0.00	\$1,125.00	-\$1,125.00	-100.0%		\$1,500.00	\$500.00	9	fees for Charter review/publication
Insurance	\$4,436.00	\$4,500.00	-\$64.00	-1.4%		\$6,000.00	\$6,500.00		
Marketing - Promotion Expenses	\$0.00	\$190.00	-\$190.00	-100.0%		\$250.00	\$100.00		
Travel Expenses	\$4,377.00	\$5,249.00	-\$872.00	-16.6%		\$7,000.00	\$1,200.00	10	reallocated to vehicle allowance/expenses
Office Expenses	\$0.00	\$70.00	-\$70.00	-100%		\$100.00	\$100.00		
Postage, Printing & Stationery	\$47.00	\$96.00	-\$49.00	-51.0%		\$150.00	\$750.00		
Project General	\$45,000.00	\$0.00	\$45,000.00		Community Energy	\$0.00	\$0.00		
Project 1 (Public Health)Expenses	\$0.00	\$500.00	-\$500.00	-100.0%		\$750.00	\$500.00	11	Public Health Plan reporting/marketing
Project 2 (Transport)Expenses	\$16,050.00	\$23,000.00	-\$6,950.00	-30.2%		\$27,050.00	\$6,900.00	12	RWP meetings & funding applications
Project 3 Outreach expenses	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00		
Project 4 Rubble Royalties	\$4,107.00	\$20,000.00	-\$15,893.00	-79.5%		\$40,000.00	\$10,000.00	13	Rubble Royalty projects (KI mapping extension \$6k, RH&C officer extension \$4K)
Project 7 FFP	\$0.00	\$250.00	-\$250.00	-100.0%		\$250.00	\$0.00		
Training & Development - Seminars & Conferences	\$635.00	\$1,000.00	-\$365.00	-36.5%		\$5,000.00	\$3,000.00	14	2 x LGA conferences, ALGA, Eco Development Forum
Wages & salaries	\$19,077.00	\$0.00	\$19,077.00			\$0.00	\$125,860.00		
Vehicle allowance/expenses	\$5,223.00	\$0.00	\$5,223.00			\$0.00	\$16,800.00		
Superannuation	\$1,812.00	\$0.00	\$1,812.00			\$0.00	\$11,956.70		
Workers compensation	\$623.00	\$0.00	\$623.00			\$0.00	\$1,258.60		
Computer expenses	\$1,660.00	\$0.00	\$1,660.00			\$0.00	\$1,200.00		
Total Operating Expenses	\$194,009.00	\$169,309.00	\$24,700.00	14.6%		\$238,050.00	\$253,150.30		
Net Profit	\$121,572.00	\$24,714.00	\$96,858.00	391.9%		-\$43,727.00	-\$80,203.30		
Notes									
1. 2018 official elector numbers confirmed from 2018 LGA Directory									
2. Potential new members for 2020-2021 to be identified. Total Subs up by \$4,841									
3. S&HLGA should receive only one grant in 2019 - Capacity Building Grant from the LGA									
4. No obvious R&D projects are on the radar									
5. S&HLGA estimated carried forward Bank will be approx \$146k but LGFA investment interest rate is low and likely to remain unchanged									
6. Rubble Royalty returns from LGA based on KI Borrow pit estimated return of \$14,000 for the period July-Dec 2018 and \$14,000 for Jan- Jun 2019. There is a 6 month lag for receipt of payment from Treasury and these will be the final payments under this scheme.									
7. S&HLGA have a 1% management fee on successful SLRP applications to build reserve fund for future Regional Transport Plan. We expect successful total funding of \$2,033,000 for 2019-2020.									
8. S&HLGA will incur the Community Wellbeing pilot project expenses during 2019-2020 noting however the \$75,000 funding was already received in 2018-2019.									
9. The S&HLGA will incur Charter review and gazetting fees									
10. travel expenses reallocated to vehicle allowance cost centre									
11. Minor general S&HLGA regional public health committee meeting expenses. Note 2020 - 2021 Budget will have to allow for \$25,000 Regional Public Health Plan update									
12. Annual RWP meeting costs with HDS to discuss the next round of SLRP funding and the region's applications									
13. Estimated Rubble Royalty projects. Note the RR program will cease after these 2 final payments are received.									
14. Estimate for annual LGA conferences and ALGA plus Eco Development forum									

Appendix 2

SHLGA Value Proposition 2019



Southern & Hills Local Government Association

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Email: graeme@shlga.sa.gov.au | www.shlga.sa.gov.au |

Adelaide Hills Council | Alexandrina Council | Mount Barker District Council | Kangaroo Island Council
| City of Victor Harbor | District Council of Yankalilla |

INTERNAL REPORT

Committee: Southern & Hills Local Government Association
From: Graeme Martin, Executive Officer
Title: S&HLGA Value Proposition - 2019
Purpose: Information/Discussion
Date: 2 April 2019

Proposition:

S&HLGA is continually reviewing its strategic direction. It is timely to consider the value proposition in the membership of S&HLGA

Background and methodology:

UHY Haines Norton were engaged by the LGA SA to provide a report on the value of membership of the LGA. The methodology adopted in order to try and value or monetize the membership benefits was:

- A. Comparing the costs paid by Councils to comparable alternative costs
- B. Where external comparisons were not available, a realistic estimate of the benefits was provided.

Many services required the staff resources of the LGA. If these services were undertaken by Councils individually they too would require an allocation of staff resources. For the purpose of the UHY report and for this report a full time salary (including on costs such as superannuation and workers compensation insurance) of \$100,000 per annum has been used as the cost benchmark and/or alternative cost.

Membership value proposition:

The value from membership in a regional organisation can be summarised in the following key categories; advocacy and representing the region, establishing and implementing high level regional partnerships and links, developing and strengthening regional capacity.

The recent 2018-2019 projects and successes of the S&HLGA include:

- Regional projects – Regional Public Transport RDA/S&HLGA partnership project, SA Coastal Councils Alliance, LGA Smart Cities, S&HLGA Resilient Hills & Coast Climate Change Committee, S&HLGA Regional Public Health Working Group, S&HLGA Regional Transport Plan Roads Works Party, South Coast Freight Route, Regional Native Vegetation Plan

- Advocacy- SA Grants Commission reform, Infrastructure plan, Abundant species and Little Corellas maintenance, South Coast Freight Route, SAROC and GAROC futures, Ratings Equity reform, NRM review/Landscapes Act
- Special Local Roads Program (SLRP) funding
- Website updates and maintenance for promotion and marketing and information dissemination
- LGA Committee/working group memberships- e.g SA Councils Coastal alliance, S&HLGA Regional Public Health Working Group, Regional Economic Development Officers Group, Regional Organisations EO Management Group, SAROC, Resilient Hills & Coast Climate Change Adaptation Group, S&HLGA CEO Group, CWMS User Group.
- Research and benchmarking- rate capping information for the region, NRM levy impact, Peri Urban discussion paper, SA Grants Commission methodology review submission.
- Developing and building capacity – Successful external grant funding

Financial Benefits

A. General advocacy

The S&HLGA Executive Officer (EO) undertakes general advocacy on behalf of the region and its councils. This takes shape in provision of information to stakeholders and influencers, representation at forums and working groups, conference networking, research papers and awareness, co-ordination of surveys and liaison with key stakeholders, marketing via the website and communications. If Councils were to manage this individually they would likely need the services of someone at one day per week or 0.2 Full Time Equivalent (FTE) staff member.

- Estimated potential savings to each Council of \$20,000
- Estimated potential total savings to the S&HLGA Region of \$120,000

B. Programs and Projects

i. S&HLGA Regional Public Health Plan

The S&HLGA has taken a collaborative approach to key regional projects and one of these has been the Public Health plan, a Council requirement under the SA Public Health Act. The S&HLGA Well Being in our Community- Regional Public Health Plan was commenced in 2015 and is a collaborative exercise between all the S&HLGA Councils outlining the regions strategic direction, roles and priorities around Public Health. This is an ongoing project with reports to SA Health one of the legislative requirements.

During 2018-2019 we secured \$75,000 external funding from the LGA R&D scheme to undertake a pilot study in appointing a regional Community Wellbeing Project officer

- Value to each Council of \$12,500
- Value to the S&HLGA Region of \$75,000

The S&HLGA EO provides secretarial and administrative services to the S&HLGA Regional Public Health Committee. There are approximately six meeting per year with Agenda preparation, attendance, minutes and follow up actions and communications involved.

- Estimated value to each Council of \$1,500
- Estimated value to the S&HLGA region of \$9,000

ii. *Resilient Hills and Coast Climate Change Adaptation Plan*

The Resilient Hills and Coast Climate Change Adaptation Plan is a collaborative exercise between all the S&HLGA Councils which maps out the vision, values, vulnerabilities and key decisions of the region around climate change impacts and identifies adaptation and mitigation priorities for the region. This is also an ongoing project with implementation and monitoring requirements. During 2018-2019 we received \$45,000 external funding from the LGA R&D scheme to undertake phase one of the Community Energy Project. In addition we received \$95,000 from the National Disaster Resilience Fund and \$40,000 from the Insurance Council of Australia for the “What we Build, Where we Build” project

- Value to each Council of \$30,000
- Value to the S&HLGA Region of \$180,000

The S&HLGA EO sits on the RH&C Committee providing guidance and input into the actions and implementation of the Plan. There are approximately six meeting per year with attendance, follow up actions and communications involved.

- Estimated value to each Council of \$667
- Estimated value to the S&HLGA region of \$4,000

iii. *The S&HLGA 2020 Regional Transport Plan and Road Works Committee*

The EO co-ordinates and supervises the updates to the regional transport plan and the region’s applications to the Special Local Roads program (SLRP) funding for significant local road improvements. Over the past twelve years commencing 2007 the S&HLGA region has secured a total of \$19,999,000 road funding under the SLRP. During 2018-2019 the region received \$1,640,000.

- Average annual value per Council (5) of \$333,317
- Average annual value for the S&HLGA region of \$1,666,583
- 2018-2019 Value to each Council of \$328,000
- 2018-2019 Value to the S&HLGA Region \$1,640,000

The S&HLGA EO provides secretarial and administrative services to the S&HLGA Transport Committee. There are approximately four meeting per year with Agenda preparation, attendance, minutes and follow up actions and communications involved. In addition to this is the liaison with the principal transport consultant, HDS Australia involving several meetings, contract supervision and general follow up action and communication. The annual SLRP applications are managed by the EO.

- Estimated value to each Council (5 only) of \$2,338
- Estimated value to the S&HLGA region of \$11,500

C. *Capacity building*

The S&HLGA was successful during 2018-2019 in obtaining the LGA Regional Capacity Building Grant of \$40,692 and the Outreach Funding Grant of \$25,000

- Value to each Council of \$10,948
- Value for the S&HLGA Region of \$65,692

The S&HLGA has been involved both directly and indirectly in several submissions to the LGA Research and Development Scheme over the past three years. It has successfully obtained funding for the Fleurieu Futures Project in 2014-2015 for \$41,500, the Hills Rail Realignment Study in 2016-2017 for \$25,000 and indirectly through involvement in the Legatus Ratings Equity project for \$16,600. This represents a total of \$83,100 over the three years at an average of \$27,700 per annum. During 2018-2019 we were successful with the Community Energy project funding of \$45,000, the Community Wellbeing project of \$75,000 and partner for the SA Coastal Council Alliance of \$100,000

- Value of the Coastal alliance to each S&HLGA Coastal Council (4) of \$25,000
- Value for the S&HLGA region of \$100,000

There are many services provided by the S&HLGA for the benefit of the region which are difficult to quantify in financial terms yet provide indirect benefits to the Council members. One of the key benefits is the fact that the six member Council CEOs and the six member Council Mayors and/or deputy Mayors are able to meet six times a year for a few hours each S&HLGA Board meeting and share collective knowledge, information and pool resources to advance the S&HLGA to achieve its objectives.

Summary

The table 1 below summarises the value per council and for the region as a total.

2019 Summary	Value per Council	Value for the S&HLGA region
General advocacy	\$20,000	\$120,000
Programs and Projects	\$375,005	\$2,003,500
Capacity building	\$35,948	\$165,692
Total	\$430,953	\$2,289,192

Table 1

The table 2 below summarises and compares the S&HLGA membership subscriptions and levies total with those paid by the S&HLGA member Councils to both the LGA and the RDA.

council	S&HLGA Subs 2018-2019	LGA subs 2018- 2019	RDA subs 2018- 2019
Adelaide Hills	\$ 14,107.90	\$ 51,194.00	\$ 60,038.00
Alexandrina Council	\$ 13,181.10	\$ 44,517.00	\$ 56,000.00
Kangaroo Island	\$ 11,539.20	\$ 17,513.00	\$ 7,500.00
Mt Barker	\$ 13,535.00	\$ 47,995.00	\$ 62,800.00
Victor Harbor	\$ 12,415.70	\$ 29,378.00	\$ 35,700.00
Yankalilla	\$ 11,594.40	\$ 17,053.00	\$ 13,600.00
Total	\$ 76,373.30	\$ 207,650.00	\$ 235,638.00

Table 2

*****In 2018-2019 your Average annual S&HLGA membership cost of \$12,729 leveraged and returned you \$430,953 of value and savings representing a ROI of 3,385%*****

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 13.3

Originating Officer: Steven Watson, Governance and Risk Coordinator

Responsible Director: Andrew Aitken, Chief Executive Officer

Subject: Risk Management Plan Update

For: Information

SUMMARY

This report flows on from the Audit Committee to provide Council with an update on Risk Management activities including the current status of the Strategic Risk Profile and Management Plan.

The Audit Committee at its 13 May 2019 Meeting were provided the opportunity to review the Risk Management Plan Update and requested future reporting of the Strategic Risks include the controls and mitigations applied to each risk identified.

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 February 2019 results:

- There is no change in the Residual risk rating of the Strategic Risks during the period
- There is a small change from 1% to 3% in the mitigations identified during the period due to a reporting error in the February 2019 data.
- Completed: 64% (50) is stable with no new completed actions
- In Progress: Reduced to 33% (26) from 35% (28)
- There is a small change from 1% to 3% in the Not Commenced status during the period due to a reporting error in the February 2019 data.

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.

Council Committees: The Strategic Risk Profile report was last considered by the Audit Committee at its 13 May 2019 meeting. The Committee received and noted the report.

Advisory Groups: Not Applicable

Administration: Director Corporate Services
Director Community Capacity
Director Development & Regulatory Services
Director Infrastructure & Operations
Executive Manager Governance & Performance
Executive Manager Organisational Development
Manager ICT

Community: 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

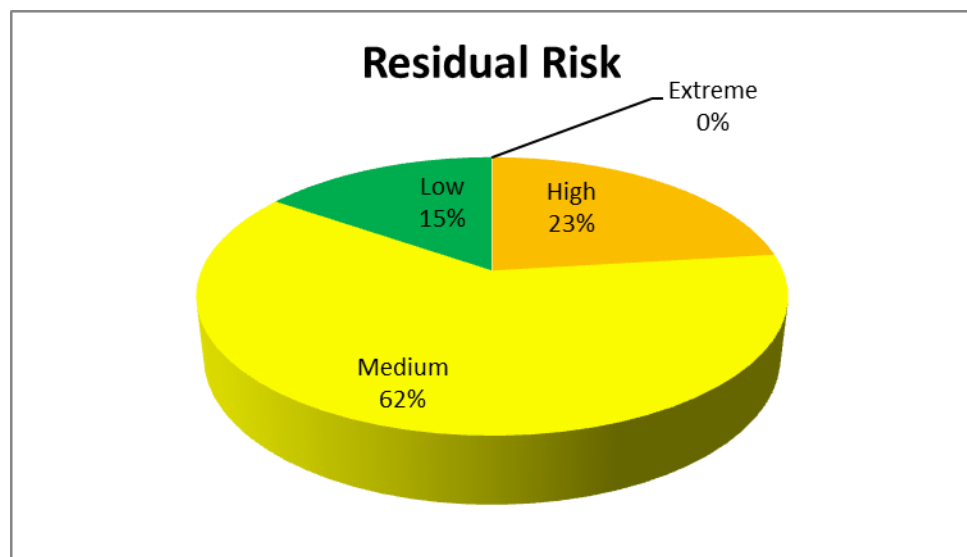
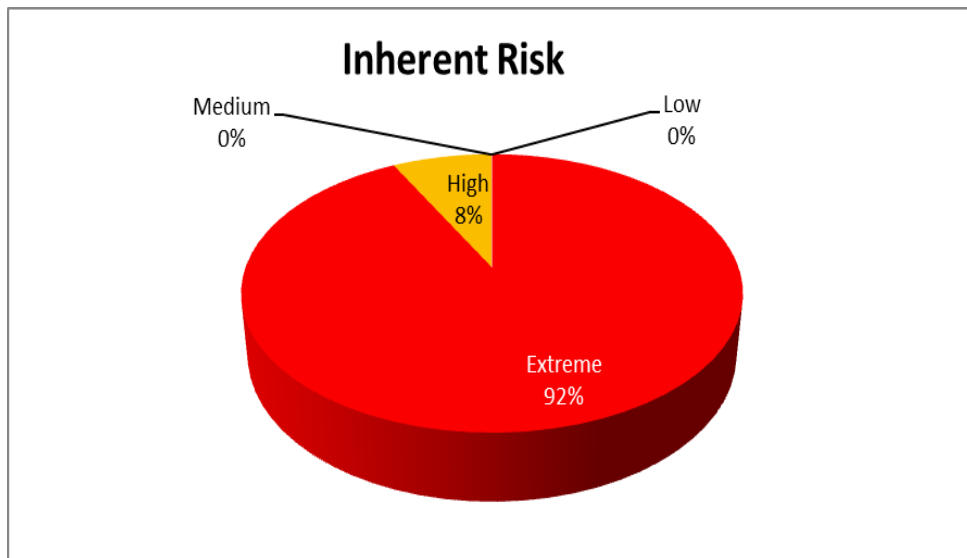
Strategic Risk Profile

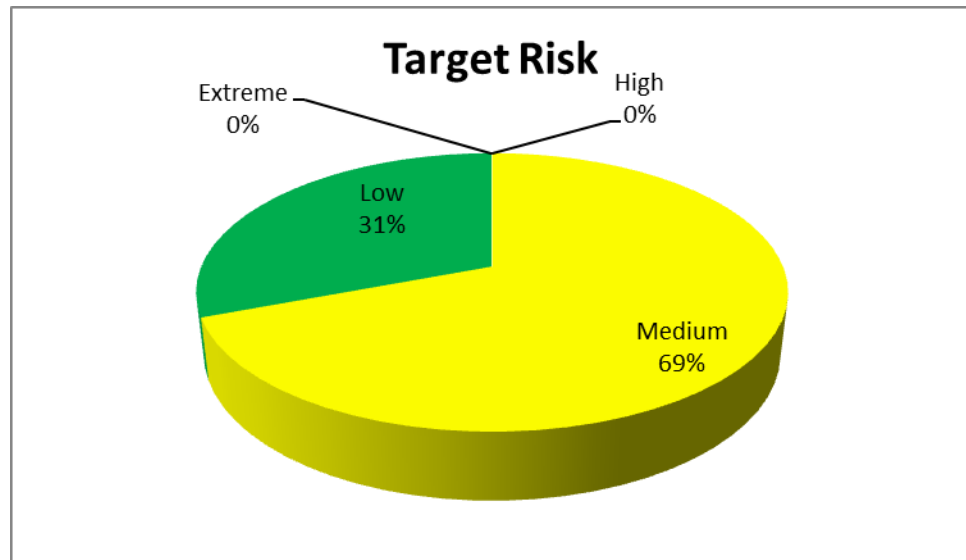
The Strategic Risks are regularly reviewed by the risk owners responding to triggers in the risk environment, changes in causation or impact, changes in the control environment and on the completion of mitigation actions (which then form part of the control environment) which collectively can impact the likelihood and/or consequence of the risk.

An extract of the Strategic Risk Register is provided at **Appendix 1**.

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 or Target risk ratings from the February 2019 assessment.

There has been no change in the Residual Risk rating for the reporting period. Whilst this may be problematic if the risk were not being reviewed, officers regularly review their risks and mitigations, although the Residual Risk rating identifies no change for the reporting period.

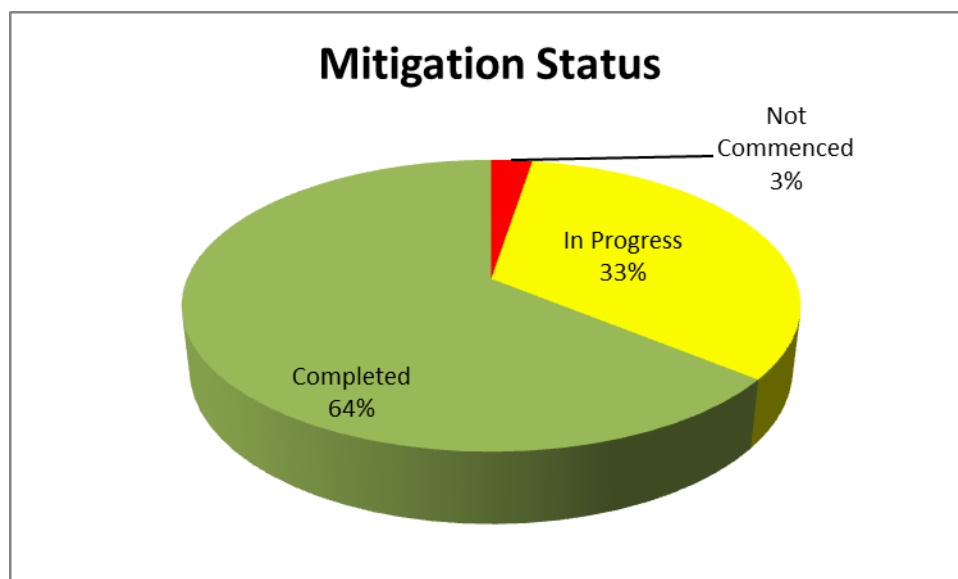




The implementation of Mitigation Actions has been progressing steadily. The current status is:

Status	August 2018	November 2018	February 2019	May 2019
Completed	61% (46 actions)	62% (48 actions)	64% (50 actions)	64% (50 actions)
In Progress	39% (29 actions)	37% (29 actions)	35% (27 actions)	33% (26 actions)
Not Commenced	0% (0 actions)	1% (1 action)	1% (1 action)	3% (2 actions)
New Initiatives (in above totals)	1 action	2 actions	Nil actions	Nil actions

This is shown diagrammatically below:



At its 13 May 2019 meeting, the Audit Committee were provided the opportunity to review the Risk Management Plan Update (including the extract of the Risk Register in **Appendix 1**) and requested future reporting of the Strategic Risks include the controls and mitigations applied to each risk identified.

As such, the Committee resolved as follows:

Moved Peter Brass
S/- Cr Leith Mudge

20/AC19

That the Audit Committee

- 1. Receives and notes the report.**
- 2. Request the full Strategic Risk Register including controls and actions be presented in future Risk Management Plan Update Reports.**

Carried Unanimously

The extract of the risk register as provided to the Audit Committee is attached for Council's review (as per the above resolution, a more fulsome register extract will be provided in the future).

4. OPTIONS

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.

5. APPENDIX

- (1) Extract of Strategic Risk Register

Appendix 1

Extract of Strategic Risk Register

Section 1: Risk identification				Section 2: Inherent Risk	Section 4: Residual Risk	Section 6: Risk Mitigation
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Risk Rating	Risk Rating	Target Rating
1	Failure to plan at the local and regional level for the future development and future requirements of the area. (F)	<p>Cause:</p> <ul style="list-style-type: none"> - Poor understanding of development, infrastructure, population, transport, demographics and trends - Ineffective liaison with state and federal planning and development agencies. - Unresponsive Development Plan that inappropriately restricts development opportunities & results in poor development outcomes. - Ineffective strategies to enhance and conserve character areas and iconic sites. - Poor place making strategies. - Deficient planning and building rules consent practices. - Ineffective infrastructure planning processes. - Lack of appropriately trained and experienced staff. - Poor business planning and budgeting processes to allocate sufficient resources to functions. <p>Impact:</p> <ul style="list-style-type: none"> - Poor planning & development outcomes, ad-hoc & reactionary planning, unresponsive approaches to addressing community needs and trends - Uncoordinated approaches to infrastructure provision, lack of partnership & funding arrangements, lack of collaborative & mutually beneficial outcomes for community, Council and State Govt., duplication of services & resources - Disempowered community with poor and inefficient use of public spaces - Dysfunctional organisation with a poor reputation resulting in community dissatisfaction with level and type of service provision resulting in a Council regime change - Non-compliant with legislative responsibilities resulting in considerable liability exposure - Inconsistent and misdirected operations and service provision 	Director Development & Regulatory Services	Extreme (4B)	Low (2D)	Low

Section 1: Risk identification				Section 2: Inherent Risk	Section 4: Residual Risk	Section 6: Risk Mitigation
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Risk Rating	Risk Rating	Target Rating
2	Failure to deliver projects, programs and services in accordance with plans (time, budget, quality)	<p>Causes:</p> <ul style="list-style-type: none"> - Ineffective Budget Bid process (ineffective cost estimates preparation; possible lack of understanding of budget and budget process; - Unrealistic timeframes e.g. 12 months for design, consultation and delivery; Change or poorly defined scope; Inadequate specifications and documentation and design; Lack of stakeholder engagement. - Lack of effective consistent project management methodologies - Unforeseen weather and climate conditions, - Lack of appropriate plant and equipment, - Poor contractor management, - Lack of resources (Lack of adequate skilled resources; Loss of key staff,) - Change in government legislation or policy, - Reduction in grant funding, - Lack of scheduled maintenance - Unclear Service ranges and levels <p>Impact:</p> <ul style="list-style-type: none"> - Cost of projects escalates, unbudgeted spending, impacts on delivery of the projects - Damage to Council reputation - Outcomes of the project delivered fails to meet community's expectations - Weaknesses in infrastructure necessitating increased maintenance 	Director Infrastructure & Ops	Extreme (4B)	Medium (3C)	Medium

Section 1: Risk identification				Section 2: Inherent Risk	Section 4: Residual Risk	Section 6: Risk Mitigation
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Risk Rating	Risk Rating	Target Rating
3	Failure to provide for the welfare, well-being and interests of the community (F)	<p>Cause:</p> <ul style="list-style-type: none"> - Ineffective public health programs (food, immunisation, waste water) - Ineffective community development programs - Failure to identify and respond to key community issues - Poor understanding of cultural and diversity issues in community. - Lack of effective active and passive recreation participation strategies. - Ineffective strategies to work with vulnerable members of the community. - Inappropriate behaviour of community facility users. - Unaffordable rates, fees and charges - Ineffective regulatory services activities (including management of dogs, noise, parking) - Poor facilities <p>Impact:</p> <ul style="list-style-type: none"> - Food poisoning, insanitary conditions, etc. - Decreased wellbeing and an over-reliance on social support - Loss of faith in Council's ability to meet community needs - Inability for people from diverse backgrounds to live/participate in the community - Decreased health and wellbeing across the community - Inability/difficulty for people of all socioeconomic backgrounds to live in the district - cultural disrespect 	Director Community Capacity	Extreme (4B)	Medium (3D)	Low

Section 1: Risk identification				Section 2: Inherent Risk	Section 4: Residual Risk	Section 6: Risk Mitigation
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Risk Rating	Risk Rating	Target Rating
4	Failure to take measures to protect the community from natural and other hazards (F)	Cause: <ul style="list-style-type: none"> - Poor fire prevention initiatives - Poor flood protection initiatives - Poor wind protection initiatives - Ineffective emergency management regimes - Ineffective asset maintenance and replacement plans and programs - Lack of participation in regional emergency management arrangements - Noncompliance with legislation - Poor Business Continuity Plan - Insufficient budget - Ineffective planning and preparations Impact: <ul style="list-style-type: none"> - Significant property loss and damage - Loss of life, injury - Reputational damage - Exposure to liability and penalty - Loss of community normality - Council services stretched and some services may not be fully operational - Loss or damage of public and private infrastructure - Environmental and biodiversity impacts 	Exec Manager Governance & Performance	Extreme (5B)	Medium (3C)	Medium

Section 1: Risk identification				Section 2: Inherent Risk	Section 4: Residual Risk	Section 6: Risk Mitigation
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Risk Rating	Risk Rating	Target Rating
5	Failure to manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner and to improve amenity. (F)	<p>Cause:</p> <ul style="list-style-type: none"> -Lack of understanding of biodiversity. - Inadequate planning controls, - Lack of specific skill and knowledge of natural environment, - Insufficient budget, - Lack of internal coordination in project delivery, - Inadequate emergency response to environmental hazard, - Lack of longitudinal planning and service delivery, difficulty of meeting varying community expectation, - Ineffective natural resource management strategies and processes. - Poor environmental management practices. - Illegal dumping <p>Impact:</p> <ul style="list-style-type: none"> - Damage to local environment - Financial - restoration of failure to act (fines plus the works to restore) - Reputational damage - Impact on human health and wellbeing due to the loss of visual amenity and ability to interact with nature - Local amenity not maximised - Health and economic impacts due to climate change - Failure to meet stakeholder expectation 	Director Infrastructure & Ops	Extreme (5C)	High (5D)	Medium

Section 1: Risk identification				Section 2: Inherent Risk	Section 4: Residual Risk	Section 6: Risk Mitigation
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Risk Rating	Risk Rating	Target Rating
6	Failure to provide appropriate infrastructure for the community (F)	Cause: <ul style="list-style-type: none"> - Ageing infrastructure in need of renewal to remain fit for purpose and/or comply with legislation - Poor asset management regimes (data, revals) - Ineffective maintenance regimes - Leaseholders conducting works outside of contractual/legislative obligations. - Duplication or gaps in infrastructure provision to communities. - Lack of understanding community needs and trends Impact: <ul style="list-style-type: none"> - Increased cost to maintain infrastructure - Reduced confidence in Council by the community - Increased risks to staff and community when utilising facilities - Disadvantage to AHC community over that of other areas - Negative impact on community wellbeing 	Director Infrastructure & Ops	Extreme (4B)	Medium (3C)	Medium

Section 1: Risk identification				Section 2: Inherent Risk	Section 4: Residual Risk	Section 6: Risk Mitigation
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Risk Rating	Risk Rating	Target Rating
7	Failure to promote the Council area and provide an attractive climate and locations for the development of business, commerce, industry and tourism (F)	<p>Cause:</p> <ul style="list-style-type: none"> - Dysfunctional local economy, loss of jobs, loss of basic retail and service functions - Poor engagement with business community, leading to relative disadvantage for business community - Lack of understanding of economic drivers, leading to potential wasted allocation of effort, stagnation of effort, and/or perception of Council being out of touch with business community. - Inappropriate infrastructure in industrial precincts or nodes, placing barriers on development of industrial precincts. - Lack of understanding of tourism demand, leading to potential wasted effort, stagnation of effort, and/or perception that the Council is unable/willing to support the tourism sector. - Poor support of tourism and business associations, leading to fragmentation of effort and dis cohesive strategies. - Unresponsive Development Plan that inappropriately restricts development opportunities & results in poor development outcomes. <p>Impact:</p> <ul style="list-style-type: none"> -- Loss of local jobs -- Loss of basic local retail and service businesses -- Devaluation of local residential and commercial property -- Rise in social problems deriving from a declining economy - The community procures goods outside of the area as business not vibrant and meeting local requirements 	Director Strategy & Development	High (3B)	High (3B)	Low

Section 1: Risk identification				Section 2: Inherent Risk	Section 4: Residual Risk	Section 6: Risk Mitigation
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Risk Rating	Risk Rating	Target Rating
8	Failure to manage and develop public areas vested in, or occupied by the Council (F)	Cause: <ul style="list-style-type: none"> - Lack of strategic and operational processes to manage Council's property portfolio. - Poor sports, recreation and open space management practices. - Physical hazards to users (trips, slips, debris, falling items) - Poor climate adaptation regimes Impact: <ul style="list-style-type: none"> - Increased cost to maintain infrastructure - Reduced confidence in Council by the community - Increased risks to staff and community when utilising facilities - Disadvantage to AHC community over that of other areas - Negative impact on community wellbeing 	Director Corporate Services	Extreme (4A)	Medium (3C)	Medium

Section 1: Risk identification				Section 2: Inherent Risk	Section 4: Residual Risk	Section 6: Risk Mitigation
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Risk Rating	Risk Rating	Target Rating
9a	Failure to manage, improve and develop the human resources available to the Council. (F)	Cause: <ul style="list-style-type: none"> - Poor IR practices - Ineffective attraction and retention initiatives - Lack of workforce planning and development. - Deficient equity and diversity programs - Poor leadership - Failure to ensure appropriate WH&S for employees and volunteers. - Volunteers deterred by training/inductions requirements - Ageing population impacting on volunteer participation - Failure to engage young population as volunteers Impact: <ul style="list-style-type: none"> - Increased financial cost; - potential litigation; decrease in morale; poor work performance; inability to deliver services; negative impact on council brand and reputation; lacking or ineffective policy/procedures; inability to meet the demand for volunteering opportunities, inability to offer attractive positions (older and younger workers), potentially lose volunteers who don't want to participate in induction and training, council could fail to meet the legislative requirements if training avoided; not having available staff/volunteers to undertake work at required times; heightened number of complaints around EEO; ineffective management of human resources, lose ability to innovate through poor leadership, fear of doing the wrong things and receiving punishment; more injured workers, potential death; litigation threatening the viability of the organisation; unable to attract employees and volunteers; lack of handover and transfer of valuable knowledge; challenges about fair and equitable process; higher turnover costs and negative affect on work culture; potentially losing good candidates. 	Exec Manager Org Dev	Extreme (4B)	Medium (3C)	Medium

Section 1: Risk identification				Section 2: Inherent Risk	Section 4: Residual Risk	Section 6: Risk Mitigation
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Risk Rating	Risk Rating	Target Rating
9b	Failure to manage, improve and develop the information resources available to the Council. (F)	Cause: <ul style="list-style-type: none"> - Business systems do not effectively support organisational needs - Ineffective media and brand management strategies. - Poor information management practices (capture, use, storage, retrieval). Impact: <ul style="list-style-type: none"> - Inefficiency; increased risk of errors (from manual systems); negative impact on council brand & reputation; decreased staff morale; potential for increased turnover of staff; lack of consistency; increased cost in undertaking work; systems cannot be upgraded due to inadequate hardware layer; inability to test updates before being implemented; lack of information sharing, working in information silos, failure to capture corporate knowledge effectively, misinformation that leads to negative or undesired outcomes, residents being misinformed or misled, potential legal or financial implications, poor uptake of services; customer confusion regarding branding of council programs and services 	Director Corporate Services	Extreme (4B)	Medium (2C)	Medium

Section 1: Risk identification				Section 2: Inherent Risk	Section 4: Residual Risk	Section 6: Risk Mitigation
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Risk Rating	Risk Rating	Target Rating
9c	Failure to manage, improve and develop the financial resources available to the Council. (F)	Cause: <ul style="list-style-type: none"> - Poor internal control environment - Poor procurement planning and processes. - Ineffective insurance arrangements. - Poor financial management processes (treasury, AP, AR) - Poor contract management Impact: <p>Potential for qualified accounts as an audit outcome; inappropriate segregation of duties; increased potential for fraud; negative impact on Council brand & reputation; lack of consistency in process use; inability to measure process effectiveness and outcomes; increased risk of litigation; inappropriate assets with short medium and long term financial impacts; potential inability to pay; negative impact on ability to service the community; poor customer relations; poor supplier relationships; potential impact on income from rates, fees and charges; increased risk of litigation leading to financial instability</p>	Director Corporate Services	Extreme (5B)	Medium (3D)	Medium

Section 1: Risk identification				Section 2: Inherent Risk	Section 4: Residual Risk	Section 6: Risk Mitigation
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Risk Rating	Risk Rating	Target Rating
10	Failure to act as a representative, informed and responsible decision-maker in the interests of the community. (PR)	Cause: <ul style="list-style-type: none"> - Poor governance practices - Poor risk management practices - Poor representation arrangements - Poor representation of the community by Council Members - Lack of effective strategic planning and resource allocation processes. - Lack of effective financial sustainability processes. - Ineffective performance management and reporting processes. - Poor working relationship between Council and Administration. Impact: <ul style="list-style-type: none"> - Decisions are not representative of community sentiment or made in the community's interest - Decisions are poorly or incorrectly informed leading to a high risk profile, errors, loss, waste, omissions, breaches of legislation. - Breaches of legislation, unenforceable decisions/resolutions, creation of liabilities/ additional risk to Council, stakeholder and/or regulator dissatisfaction and/or sanction. 	Exec Manager Governance & Performance	Extreme (5C)	Low (3E)	Low

Section 1: Risk identification				Section 2: Inherent Risk	Section 4: Residual Risk	Section 6: Risk Mitigation
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Risk Rating	Risk Rating	Target Rating
11	Failure to exercise, perform and discharge the powers, functions and duties under legislation, contracts, leases and policies (PR)	Cause: <ul style="list-style-type: none"> - Lack of awareness of legislative/contractual/lease/policy requirements - Ineffective delegation and authorisation mechanisms. - Poor contract management practices - Ineffective compliance management systems - Staff do not possess the appropriate KSE - Legislative changes, not being fully understood Impact: <ul style="list-style-type: none"> - Legislative/lease/policy of contractual obligations are not discharged leading to breaches of legislation and/ or contractual arrangements - Failure to effectively undertake the functions of a council - Contractual penalties and liabilities. - Inefficient systems that lead to loss of resources - Scrutiny and sanctions by integrity agencies 	Exec Manager Governance & Performance	Extreme (4B)	Medium (3D)	Low

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 May 2019
AGENDA BUSINESS ITEM**

Item: 13.4

Originating Officer: Ashley Curtis, Manager Civil Services

Responsible Director: Peter Bice, Director Infrastructure & Operations

Subject: Adelaide Hills Council Roundabouts

For: Information

SUMMARY

This report provides an update on the delivery of roundabout projects as budgeted in the 2018-19 Annual Business Plan as requested by Cr Parkin's Motion on Notice at the Ordinary Council Meeting dated Tuesday 23 April 2019.

The previous roundabout designs (at Crafers, Piccadilly and Verdun), which focused on hard landscaping and sculptural elements, proved too expensive to construct, and with the first round of tenders offering no responses, staff have been reconsidering particular elements.

Council staff are currently redesigning the roundabouts with a focus on plantings, whilst still incorporating provisions for future community art.

The revised design is anticipated for completion by the end of June 2019, which will necessitate construction towards the end of 2019.

Whilst steps have been taken to revise the approach, key elements have continued to progress, such as ensuring that relevant approvals have been sought, installation of SA Water connections to allow for ongoing maintenance and other requirements necessary regardless of final design and construction outcomes.

RECOMMENDATION

Council resolves that the report be received and noted.

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal 3	Places for People and Nature
Strategy 3.5	We will take a proactive approach, and a long term view, to infrastructure maintenance and renewal.

➤ **Legal Implications**

Necessary approvals are required from key Agencies such as SA Water, and the Department of Planning, Transport and Infrastructure (DPTI).

➤ **Risk Management Implications**

The noting of this report will assist in mitigating the risk of Council Members and the Community not being informed of progress leading to greater uncertainty in the achievement of objectives and/or negative outcomes:

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Medium (4D)	Medium (4D)

➤ **Financial and Resource Implications**

Given that project delivery will be unable to proceed this current financial year, the budget is proposed to be carried forward as part of the Budget Review 3 report.

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

There is a strong desire for the proposed roundabouts to be constructed as soon as possible. Whilst disappointment may be expressed by some in the community, it is felt that achieving the best outcome and the most appropriate use of Council budget warrants the approach staff have outlined.

➤ **Environmental Implications**

Environmental design in terms of appropriate species selection for plantings, water utilisation, and drainage are being factored into the designs.

➤ **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: An earlier workshop helped frame the design elements which were put out to tender.

Advisory Groups: Not Applicable

Administration: Chief Executive Officer
Director Infrastructure and Operations
Manager Civil Services
Manager Open Space
Civil Projects Coordinator
Procurement Project Officer

Community: Not applicable

2. BACKGROUND

There has been a strong desire from Council and the community to have a number of key roundabouts landscaped and developed to improve the amenity for locals and tourists who enter and exit the Adelaide Hills.

Roundabouts that we are looking to develop at this stage include Crafers (2), Piccadilly and Verdun. These are key locations with exit and entry linked with the South Eastern Freeway, and thus have an important role to play in providing a welcoming amenity to visitors to the area.

Following the delays in progressing the project, due to project logistics, and extended procurement timeframes due to the lack of market response on tendered designs, a request for a status report to this meeting was requested via a Motion on Notice:

16.1.1 Adelaide Hills Council Roundabouts

Moved Cr Kirsty Parkin
S/- Cr Kirrilee Boyd

79/19

That a status report on the Adelaide Hills Roundabouts beautification program be presented to Council at the 28 May 2019 meeting.

Carried Unanimously

3. ANALYSIS

Council engaged landscape architects in early 2018 to provide designs for a number of roundabouts. Following some modifications as a result of discussions with Council Members at a workshop in mid-2018, an open tender for construction released in November 2018, but unfortunately was not successful in attracting any submissions from the market.

Council staff subsequently selected three established landscape construction companies which had previously downloaded the tender documentation and signalled willingness to provide a quote based on value management, i.e. simplifying the design and constructability while achieving a similar 'look and feel'.

These quotes, even with a reduced scope, were well outside the approved budget to undertake the works. It was then decided to re-scope the roundabouts' design and achieve a simplified landscaped design with plantings that would capture the character of the area, e.g. considering seasonal colours.

The designs will also provide for a potential future art installation in the centre. A local landscape architect has been engaged to provide this landscape and irrigation design for the roundabouts.

The revised design is anticipated for completion by end of June 2019, which will allow for construction of a number of roundabouts in the 2019-20 financial year.

4. OPTIONS

Council has the following option:

- I. That Council receives and notes the report

5. APPENDIX

- (1) Proposed roundabout upgrade locations

Appendix 1

Proposed roundabout upgrade locations

CRAFERS (2)





VERDUN



PICCADILLY

**ADELAIDE HILLS COUNCIL
COUNCIL MEETING
Tuesday 28 May 2019
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.1

Originating Officer: Mike Carey, Manager Financial Services

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Electricity Procurement Contract Post 31 December 2019

For: Decision

1. Electricity Procurement Contract Post 31 December 2019 – Exclusion of the Public

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

- CEO, Andrew Aitken
- Director Infrastructure & Operations, Peter Bice
- Director Development & Regulatory Services, Marc Salver
- Director Corporate Services, Terry Crackett
- Director Community Capacity, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Manager Financial Services, Mike Carey
- Manager, Sustainable Assets, David Collins
- Sustainability Officer, Sharon Leith
- Governance & Risk Coordinator, Steven Watson
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 19.1 Electricity Procurement Contract Post 31 December 2019 in confidence.

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

Section 90(3) (d) of the *Local Government Act 1999*, that the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person/agency/business who supplied the information by disclosing specific quotes and modelling by a number of tenderers.

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

2. Electricity Procurement Contract Post 31 December 2019 – Period of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 19.1 in confidence under sections 90(2) and 90(3)(d) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the contracts are signed, but not longer than 31 December 2019.

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