



## ORDINARY COUNCIL MEETING

### NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

Councillor Ian Bailey
Councillor Kirrilee 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 24 March 2020**  
**6.30pm**  
**63 Mt Barker Road Stirling**

A copy of the Agenda for this meeting is supplied under Section 83 of the Act.

Meetings of the Council are open to the public and members of the community are welcome to attend. Public notice of the Agenda for this meeting is supplied under Section 84 of the Act.

**Andrew Aitken**  
**Chief Executive Officer**



## **ORDINARY COUNCIL MEETING**

**AGENDA FOR MEETING**  
**Tuesday 24 March 2020**  
**6.30pm**  
**63 Mt Barker Road Stirling**

### **ORDER OF BUSINESS**

**1. COMMENCEMENT**

**2. OPENING STATEMENT**

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

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

**3. APOLOGIES/LEAVE OF ABSENCE**

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

**4. MINUTES OF PREVIOUS MEETINGS**

Council Meeting – 25 February 2020

*That the minutes of the ordinary meeting held on 25 February 2020 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. MAYOR’S OPENING REMARKS**

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

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

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

- 8.1. Petitions
  - 8.1.1. Assessment of Trees in Mabel Street, Stirling
- 8.2. Deputations
  - 8.2.1. Marg Schroder, Lobethal Recreation Ground Sports Club
  - 8.2.2. Mandy Hughes & Adam Weinert, Lobethal & Districts Community Banking Project
- 8.3. Public Forum

**9. PRESENTATIONS (by exception)**

- 9.1. David Hitchcock, GRFMA

**10. QUESTIONS ON NOTICE**

Nil

**11. MOTIONS ON NOTICE**

- 11.1. Credit Card Usage (Cr Herrmann)

*Council resolves that the Chief Executive prepare a report, for the Audit Committee's consideration and advice to Council, providing an assessment of the status and coverage of the Adelaide Hills Council's Procurement Framework against the recommendations arising from the South Australian Auditor-General's March 2020 reports regarding credit card use and management in three South Australian councils.*

- 11.2. Mylor Primary School Fireworks (Cr Gill)

*I move that the CEO write to the Mylor Primary School asking them to consider to use a laser show as an alternative to the fireworks as a trial to gauge attendees reaction and if there is wide support for an alternative form of entertainment.*

- 11.3. Road Safety Warren Road & Martin Hill/Lucky Hit Road Forreston (Cr Herrmann)

*That the CEO requests the Minister for Transport, the Hon Stephan Knoll MP, take immediate action to improve safety for vehicular movements at the DPTI controlled intersection of Warren Road and Martin Hill/Lucky Hit Roads (Council roads).*

**12. ADMINISTRATION REPORTS – DECISION ITEMS**

12.1. Arts & Heritage Collection

1. *That the report be received and noted.*
2. *That Council approve the development of the draft Arts and Heritage Collection Policy for consideration.*

12.2. Cudlee Creek Bushfire Service & Project Continuity Impacts

*Refer to Agenda*

12.3. GRFMA Annual Budget & Business Plan 2020 – 2021

1. *That the report be received and noted.*
2. *To advise the Board of the Gawler River Floodplain Management Authority that it has reviewed its 2020/21 Annual Business Plan and approves the Adelaide Hills Council's contribution of \$25,193 as set out in the draft 2020/21 Budget.*

12.4. Election for GAROC 2020

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

12.5. Nomination to Adelaide Cemeteries Authority Board

1. *That the report be received and noted*
2. *To determine that the method of selecting the Council Member(s) and or Council Officer(s) to be nominated for the Adelaide Cemeteries Authority Board 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 Adelaide Cemeteries Authority Board and for the meeting to resume once the results of the indicative vote have been declared.*
4. *To endorse the nomination of \_\_\_\_\_ & \_\_\_\_\_ for the Adelaide Cemeteries Authority Board and authorise the Chief Executive Officer to lodge the completed nomination form(s) to the Local Government Association by COB 6 April 2020.*



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

**13. ADMINISTRATION REPORTS – INFORMATION ITEMS**

- 13.1. Mylor Community Survey Report

**14. QUESTIONS WITHOUT NOTICE**

**15. MOTIONS WITHOUT NOTICE**

**16. REPORTS**

- 16.1. Council Member Function or Activity on the Business of Council
- 16.2. Reports of Members/Officers as Council Representatives on External Organisations
- 16.3. CEO Report

**17. REPORTS OF COMMITTEES**

- 17.1. Council Assessment Panel – 11 March 2020  
*That the minutes of the CAP meeting held on 11 March 2020 as supplied, be received and noted.*
- 17.2. Strategic Planning & Development Policy Committee  
*Nil*
- 17.3. Audit Committee  
*Nil*
- 17.4. CEO Performance Review Panel  
*Nil*

**18. CONFIDENTIAL ITEMS**

*Nil*

**19. NEXT MEETING**

Tuesday 28 April 2020, 6.30pm, 63 Mt Barker Road, Stirling

**20. CLOSE MEETING**

## Council Meeting/Workshop Venues 2020

DATE	TYPE	LOCATION	MINUTE TAKER
<b>APRIL 2020</b>			
Thur 9 April (TBC)	CEOPRP	Stirling	TBA
Wed 8 April	CAP	TBA	Karen Savage
Tues 14 April	Workshop	Woodside	N/A
Mon 20 April	Audit	Stirling	TBA
Tues 21 April	Professional Development	Stirling	N/A
Tues 28 April	Council	Stirling	Pam Williams
<b>MAY 2020</b>			
Tues 12 May	Workshop	Woodside	N/A
Wed 13 May	CAP	TBA	Karen Savage
Mon 18 May	Audit	Stirling	TBA
Tues 19 May	Professional Development	Stirling	N/A
Tues 26 May	Council	Stirling	Pam Williams
<b>JUNE 2020</b>			
Tues 9 June	Workshop	Woodside	N/A
Wed 20 June	CAP	TBA	Karen Savage
Tues 16 June	Professional Development	Stirling	N/A
Tues 23 June	Council	Stirling	Pam Williams

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

## Community Forums 2020

**6.00 for 6.30pm**

DATE	LOCATION
Tues 31 March ***	Mylor
Tues 30 June	Basket Range
Tues 29 September	Birdwood

\*\*\* please note community gatherings may be postponed as per government recommendations

# Conflict of Interest Disclosure Form

**CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS**

Councillor:

Date:

Meeting name:

Agenda item no:

**1. I have identified a conflict of interest as:**

MATERIAL ☐

ACTUAL ☐

PERCEIVED ☐

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

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

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

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

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

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

☐ I intend to **leave** the meeting *(mandatory if you intend to declare a Material conflict of interest)*

**OR**

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

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

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

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

**CONFLICTS MUST ALSO BE DECLARED VERBALLY DURING MEETINGS**

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



### Ordinary Business Matters

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

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

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

### Engagement and membership with groups and organisations exemption

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

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

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

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

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 March 2020  
AGENDA BUSINESS ITEM**

**Item:** 8.1.1

**Responsible Officer:** Chris Janssan  
Manager Open Spaces  
Infrastructure & Operations

**Subject:** Petition – Assessment of Trees in Mabel Street Stirling

**For:** Decision

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**SUMMARY**

A petition has been received from some residents of Sevenoaks Retirement Village, Mabel and Woorabinda Streets, Stirling, with 82 signatories requesting an assessment of the trees on Mabel Street and particularly those opposite the entrance to Sevenoaks Village Stirling, in relation to fire hazard.

**RECOMMENDATION**

**Council resolves that the petition signed by 82 signatories, requesting the assessment of trees along Mabel Street Stirling, be received and noted.**

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**1. PETITION DETAILS**

Council has received a petition organised by the residents of Sevenoaks Retirement Village, Stirling and signed by 82 signatories, which states:

*We the undersigned are petitioning the Adelaide Hills Council in relation to the many trees that are badly overhanging, or are leaning into Mabel Street (Stirling). It is the concern of residents of Mabel Street, that, on a catastrophic fire day with very high winds, it is highly likely that these trees would shed branches, or, in fact, topple over and block Mabel Street. This would make it impossible for residents to evacuate from their homes.*

*Because of the fire hazard overgrowth around Woorabinda Lake, we feel a fire is extremely likely to start in that area, and, with high winds and unprecedented heat, (such as was experienced recently in Cudlee Creek, Lobethal, Woodside and Gumeracha areas) and the speed with which the fire spread over a very large area, that such a fire would quickly take hold and travel uphill into Mabel Street.*

*We respectfully ask that these trees, particularly those opposite the entrance to Sevenoaks Village, be attended to as soon as possible, so that residents have guaranteed egress and safety, bearing in mind that Mabel Street is a dead end street.*

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

## 2. OFFICER'S RESPONSE – Chris Janssan, Manager Open Space

### ➤ Relationship/relevance to Council services/activities/plans/strategies/resolutions

An independent qualified arborist assessed the tree population on the eastern verge of Mabel Street in Stirling. This inspection was undertaken on Thursday March 12 2020.

The assessment did not find an elevated potential for whole tree failure as no unstable root plates or other defects were observed. Either whole tree failure or the failure of large tree parts to potentially restrict access or egress to residents of Mabel Street is unlikely.

He did note various leaning trees. Their leans however are normal phototropic growth (growing towards the sun) responses to light competition to adjacent trees and therefore not signs of instability.

Based on the tree structural attributes and low risk rating, mitigation works such as pruning or tree removal are currently unwarranted.

### ➤ Options<sup>1</sup>

Council has the following options in relation to the matter(s) raised in the petition:

- I. That the report be noted (Recommended)

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<sup>1</sup> Any potential motion arising from the receipt of a petition is a Motion Without Notice and Council has resolved for restrictions on the scope on these types of motions as per clause 3.18 of the *Code of Practice for Council Meeting Procedures*.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 March 2020  
AGENDA BUSINESS ITEM**

**Item:** 11.1 Motion on Notice

**Originating from:** Cr Malcolm Herrmann (Presiding Member Audit Committee)

**Subject:** Credit Card Use and Management

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**1. MOTION**

**I move that:**

**Council resolves that the Chief Executive prepare a report, for the Audit Committee's consideration and advice to Council, providing an assessment of the status and coverage of the Adelaide Hills Council's Procurement Framework against the recommendations arising from the South Australian Auditor-General's March 2020 reports regarding credit card use and management in three South Australian councils.**

**2. BACKGROUND**

Members will recall that the use of purchase cards has been under public scrutiny since the Onkaparinga Council was investigated. That prompted council to authorize a review of its purchase card use.

The External Audit Plan adopted by Council on the recommendation of the Audit Committee on 25 February 2020 listed risks associated with the use of purchase cards but this focuses on internal control mechanisms to prevent misuse and fraud. The Strategic Internal Audit Plan also focused on systems, processes, and documentation for the issuing, custody, use and transaction approvals.

Most recently the Auditor General undertook an investigation into the use of Credit (Purchase) cards at the Cities of Playford and Charles Sturt and District Council of Coorong. Whilst the audits did include the above, it also looked closely at the type of expenditure.

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

➤ **Strategic Management Plan/Functional Strategy/Council Policy Alignment**

Goal 5	Organisational Sustainability
Strategy 5.7	Governance

Council's *Risk Management Policy* and *Internal Audit Policy* are relevant to this item.

➤ **Legal Implications**

Section 125 of the *Local Government Act 1999* (the Act) requires councils to ensure that appropriate policies, practices and procedures of internal controls are implemented and maintained in order to assist the council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to management policies, to safeguard Council's assets, and to secure (as far as possible) the accuracy and reliability of Council records.

➤ **Risk Management Implications**

Assessing the status of Council's current credit card use and management arrangements against the Auditor-General's recommendations may assist in mitigating the risk of:

*Internal control failures occur which lead to greater uncertainty in the achievement of objectives and/or negative outcomes.*

Inherent Risk	Residual Risk	Target Risk
High (4C)	Medium (3C)	Medium (3C)

The assessment process could identify refinements to current controls and/or new controls which, subject to a implementation cost/benefit analysis, could have an additional mitigating impact on the residual risk.

➤ **Financial and Resource Implications**

The assessment process would be conducted by Financial Services and Governance & Performance staff and would therefore have no direct financial implications.

Resourcing the assessment, particularly if the results are required expeditiously, will however result in the reprioritisation of current workloads and/or a diminution in current service levels.

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

There is likely to be a high expectation that Council has appropriate corporate governance processes in place regarding the use of credit cards and public monies.

➤ **Sustainability Implications**

Not applicable

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* While the Audit Committee was not specifically consulted in relation to this item, it has an ongoing interest in the adequacy and effectiveness of the internal control environment which includes the Procurement Framework and Credit Card Policy



<i>Council Workshops:</i>	Not applicable
<i>Advisory Groups:</i>	Not applicable
<i>Administration:</i>	Director Corporate Services Executive Manager Governance & Performance Management Accountant Procurement Coordinator
<i>External Agencies:</i>	Not applicable
<i>Community:</i>	Not applicable

#### **4. ANALYSIS**

##### **Auditor-General's Examination of Credit Card Use and Management**

On 17 January 2018, the Assistant Auditor-General sent a letter to all South Australian councils requesting high-level information on the council's credit card arrangements to assist the Auditor-General's Department's planning processes. The Department reviewed the information and selected several sample councils to examine pursuant to section 32(l)(a) of the *Public Finance and Audit Act 1987* (PFAA).

On 18 July 2018, the Assistant Auditor-General again wrote to Council to advise that an additional sample of councils (including Adelaide Hills) had been selected to seek information to further their understanding of current credit card related expenditure practices in the local government sector.

The requested information was as follows:

- Travel related expenditure (including flights and accommodation)
- Entertainment and hospitality (including refreshments for meetings with staff and external stakeholders eg: lunch meetings held on and off Council property, team building activities/business planning workshops, Christmas lunches, staff social functions, retirement functions, functions for community and other external stakeholders)
- Gifts to staff, elected members, volunteers and external stakeholders (eg: flowers to staff for bereavement, illness, retirements)
- Reward and recognition (such as staff and/or elected members recognition for years of service)
- Staff support (such as subsidising education costs, professional membership fees).

The Assistant Auditor-General advised that the request for 'the provision of this information does not constitute your Council being included in our examination of credit card type expenditure.'

As it transpired, Adelaide Hills Council was not one of the councils selected for audit.

On 3 March 2020, the Auditor-General tabled three reports in Parliament regarding examinations of credit card use and management by the City of Charles Sturt, the City of Playford and the Coorong District Council. While each report has differences in terms of

findings and recommendations arising from the nuances of each council's credit card arrangements and usage patterns, the Auditor-General concluded that the councils did not always use and manage their credit cards efficiently and economically during the period he examined.

Following the tabling of the reports in Parliament a number of media outlets published articles regarding the nature of the 'inappropriate' use of credit cards that had occurred at the three councils. There was also a suggestion that the Auditor-General would be progressively auditing all councils regarding their credit card usage.

On 11 March 2020, the Auditor-General wrote to all councils advising that the media reporting was incorrect and that his audit team was completing other examinations of the local government sector. Further, he advised that whether his audit team performs similar examinations of credit card use and management at others councils will be assessed annually and will be subject to prioritisation with other matters of interest.

#### **AHC Audit Committee Audit of Purchase Cards (Credit Card)**

At its 18 February 2019 meeting, the Council's Audit Committee discussed the then ongoing revision of the Council's Procurement Framework and the potential role that purchase cards could play in those procurement arrangements. The Committee also reflected on the (at the time) media reporting of the inappropriate card usage at City of Onkaparinga, City of Burnside and Mount Barker District Council and the provisions of the *Local Government (Ratepayer Protection and Related Measures) Amendment Bill 2018* regarding the publication of purchase card statements on a council's website.

In weighing up these matters, the Committee determined that, while they were not aware of any instances of control failures regarding AHC's use of purchase cards, there was a heightened public interest in the use of purchase cards and it was important to have a contemporary assessment of the current practices ahead of any enhanced role for purchase cards under the revised Procurement Framework.

On the basis of the above, the Committee recommended to Council to amend the Strategic Internal Audit Plan (SIAP) and Council resolved, at its 26 February 2019 meeting, to revise the SIAP.

As such, an internal audit of purchase cards was commissioned with the objective being:

*to provide the Adelaide Hills Council (AHC) with assurance that the processes (including internal controls) designed and implemented to manage risks associated with the issue, use, return and oversight of purchase cards are robust.*

The period of interest was 2017-18 and 2018-19.

The audit was conducted in July 2019 and involved interviews, document review and transaction testing with the report finalised and reported to the Committee on 12 August 2019.

The internal auditor (Bentleys) identified and revealed some non-complying purchases against Council's (then current) policies and community expectation, with the majority relating to late reconciliations and insufficient or incorrect details provided in the statement.

Bentleys made control improvement recommendations in the report in relation to the following findings:

- Robust policy framework
- Compliance with Council's requirements
- Split payments
- FlexiPurchase system configuration
- Record management of transaction descriptions.

In addition, Bentleys identified eight (8) improvement opportunities.

The agreed actions contained in the audit report were entered into the Audit Actions Register and the Committee receives biannual status reports on the implementation progress.

One of the key findings from the Internal Audit related to the currency of Council's purchase card procedures in accordance with Council's new Procurement Policy and Framework. Both the Procurement Policy and Framework were the subject of a report to the Audit Committee at its 12 August 2019 meeting, which subsequently led to the adoption of the Procurement Policy by Council at its 27 August 2019 meeting.

As Council was aware that a purchase card audit was to be conducted at the end of the 2018-19 financial year, it was considered appropriate to delay the finalisation of the Purchase Card procedures until the audit had been completed.

This timing allowed the control improvement recommendations and improvement opportunities from the Internal Audit to be duly considered in the updated Purchase Card Procedures.

## **Conclusion**

Given that the Auditor-General's audits and the Council audit have different audit objectives and scopes there are inherent differences in the nature of the findings.

The assessment of Council's current Procurement Framework and Purchase Card Policy against the Auditor-General's recommendations may elicit some useful information and considerations for internal control framework enhancement.

As with all internal controls, there will need to be an assessment of the cost/benefit of any potential additional controls in the wider context of an organisation's risk management arrangements.

## **5. APPENDIX**

Nil

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 March 2020  
AGENDA BUSINESS ITEM**

**Item:** 11.2 Motion on Notice

**Originating from:** Cr Pauline Gill

**Subject:** Mylor Primary School Fireworks Night

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**1. MOTION**

**I move that the CEO write to the Mylor Primary School asking them to consider to use a laser show as an alternative to the fireworks as a trial to gauge attendees reaction and if there is wide support for an alternative form of entertainment.**

**2. BACKGROUND**

I have been advised by a resident in the Mylor township who has rescue kangaroos that many native animals can suffer Cardiomyopathy when stressed. A sudden shock releases huge amounts of lactic acid into the muscles which can't be processed and eliminated from the body, this breaks down the muscles, including the heart muscle and the animal usually dies suddenly or within a year from the heart failure. Birds can die instantly from heart failure due to the shock of a sudden noise or they can fly off in shock and crash into objects or each other in their panic to flee the noise.

The Mylor oval is situated right next to a creek and is in close proximity to the Mylor Conservation Park which as you can imagine is home to many species of animals and birds. Add to this birds and animals can pick up and eat remnant plastic from fireworks which would clearly have a detrimental impact on them. After enquiring about if kangaroos get Cardiomyopathy from thunderstorms I was advised that prior to a thunderstorm there are barometric changes that Kangaroos and other animals and birds feel and they prepare for the coming storm, whereas fireworks have no prelude before the bangs begin.

While I support fireworks, in general, I have been given a description of this event and where it is held that has some nuances that should be considered. Mylor is in a valley which causes the sound to bounce around, meaning it is probably louder than fireworks held outside of a valley situation, and with the conservation area in close proximity to the Mylor oval, which has a high bio-diversity value there is a need to be protect the local fauna.

Given the announcement on last week by the ACC that they would use laser shows as a trial for next year's Australia Day celebration I would like to see Council try and mediate this as a compromise that allows the Mylor Primary School to have their main fundraiser and provide protection for the local wildlife and reconcile the community at the same time.

**3. OFFICER'S RESPONSE – Natalie Westover, Director Community Capacity**

➤ **Strategic Management Plan/Functional Strategy/Council Policy Alignment**

Goal 3                      Place  
Strategy 3.9              We will encourage community led place making approaches to enhance townships and public spaces

The Mylor Bonfire Night is a community event that has been running for many years and is well supported by the Mylor community.

➤ **Legal Implications**

Not Applicable

➤ **Risk Management Implications**

*The proposal to write to the Mylor Primary School seeking consideration for a light show instead of fireworks for the Mylor Bonfire Night will assist in mitigating the risk of:*

*Perceived failure to consider the views of minority sectors of the community leading to loss of confidence in the Council representing all views of the community.*

Inherent Risk	Residual Risk	Target Risk
Medium (1A)	Low (1C)	Low

Note that a report is being presented to Council at this meeting providing details of the survey responses to the Mylor Community Survey which includes feedback from all sectors of the community about various issues including Mylor Bonfire Night.

➤ **Financial and Resource Implications**

Not Applicable

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

The Mylor Oval Committee (facilitated by Council) recently undertook a survey of the Mylor community regarding various aspects of living and working in the Mylor community.

The Mylor Bonfire Night was one activity that received multiple responses in support of the event and in particular of the firework component of the event.

Council staff are aware of the concerns raised by some members of the community in relation to the reported negative impact that fireworks have on animals and in particular native animals.

➤ **Sustainability Implications**

Not Applicable

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Biodiversity Officer  
Events Coordinator

*External Agencies:* Not Applicable

*Community:* Not Applicable

**4. ANALYSIS**

The recent survey undertaken by the Mylor Oval Committee indicated that the fireworks are an important part of the Mylor Bonfire Night event to the Mylor community.

There is some evidence of Councils in the eastern states using laser light shows rather than fireworks following the recent bushfires early in 2020. Commentary as to how successful these were has been difficult to find.

Council staff are unaware of the likely performance of a laser light show in that location and the costs associated with undertaking a trial.

**5. APPENDICES**

Nil

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 March 2020  
AGENDA BUSINESS ITEM**

**Item:** 11.3 Motion on Notice

**Originating from:** Cr Malcolm Herrmann

**Subject:** Road Safety Warren Road & Martin Hill/Lucky Hit Roads,  
Forreston

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**1. MOTION**

**That the CEO requests the Minister for Transport, the Hon Stephan Knoll MP, take immediate action to improve safety for vehicular movements at the DPTI controlled intersection of Warren Road and Martin Hill/Lucky Hit Roads (Council roads).**

**2. BACKGROUND**

Over recent years many non-fatal accidents have occurred at this intersection. The speed limit on all roads was the default limit of 100kph, but recently DPTI approved the reduction of the speed limit to 80kph on the minor roads, Martin Hill and Lucky Hit.

The Birdwood CFS wrote to the DPTI a couple of years ago requesting a review of the management of the intersection. No works were done on the DPTI Warren Road, but Council installed speed humps on Martin Hill and Lucky Hit Road.

This does not appear to have the desired result of reducing the number of collisions.

The issue was raised again in the Birdwood CFS Community in early February and the Minister was approached to take action to improve safety. Whilst an acknowledgment has been received, no further information has been provided.

On Saturday 14 March, a two vehicle accident at the intersection resulted in a child fatality. The local community is now urgently seeking a commitment from the Minister to take immediate action to make this a safer intersection.

Council's support to improve the safety is requested.

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

#### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Goal 1                      People and Business Prosper  
Strategy 1.13            We will work with other levels of government to improve safety for road users (including pedestrians and cyclists).

Writing to the Minister for Transport helps to highlight the community concerns which have been raised in relation to the traffic management of the intersection.

#### ➤ Legal Implications

Not applicable

#### ➤ Risk Management Implications

Writing to the Minister will assist in mitigating the risk of:

*Intersection safety not being improved, leading to status quo road safety outcomes.*

Inherent Risk	Residual Risk	Target Risk
Medium	Low	Low

#### ➤ Financial and Resource Implications

Not Applicable

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

Birdwood CFS will be pleased that Council are supporting DPTI to undertake a review of the traffic management of the intersection.

#### ➤ Sustainability Implications

Not Applicable

#### ➤ Engagement/Consultation conducted in the development of the report

Not Applicable

### 4. ANALYSIS

The Warren Road/ Lucky Hit Road/ Martin Hill Road traffic management is the responsibility of the State Government. This includes all associated traffic control devices such as signs that exist on the local road network on approach to the intersection.

The intersection has a history of injury crashes over many years.



The state government crash database that is utilised to assess potential road blackspot locations indicates that for the 5 year period (2014 – 2018) that 5 injury crashes had occurred at the site.

In all occasions these crashes were right angle crashes with all vehicles failing to give way. All crashes occurred in daylight conditions. 4 out of the 5 crashes occurred from vehicles travelling west from Lucky Hit Road to Martins Hill Road. 4 of the crashes were in the mid-afternoon and one in the morning. 3 of the vehicles involved in the crashes were travelling South on Warren Road and 2 travelling south.

Further information from obtained from the Department for Planning Transport and Infrastructure (DPTI) Road Crash Unit for 2019 (preliminary data) found an additional 4 right angle crashes have occurred.

For this preliminary data 3 vehicles were travelling east and 1 west when they passed through the give way and collided with vehicles on Warren Road. 3 vehicles were travelling south and 1 north when they collided with vehicles from the side road. All of these crashes occurred in dry conditions and during daylight hours.

## **5. APPENDIX**

### **(1) Map of Martin Hill, Lucky Hit and Warren Roads Intersection**

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# **Appendix 1**

*Map of Martin Hill, Lucky Hit and Warren Roads  
Intersection*

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Lucky Hit, Martin Hill & Warren Roads



- AHC Core**
- Parks
  - Townships
- RoadsStreetView**
- ADJOINING LGA RD
  - AHC & PRIVATE
  - AHC RD
  - DPTI RD
  - PRIVATE RD
  - SHARED RD
- PropertyOwner**
- PropertyOwner
  - Parcels
  - Roads
  - AHC LGA
  - LGAs
  - Suburbs
- Rivers**
- River
  - Creeks
  - Streams
- 1:2000 1:100
- 100 m

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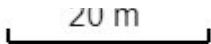




Zoomed Lucky Hit



- AHC Core**
- Parks
  - Townships
  - RoadsStreetView
  - ADJOINING LG
  - AHC & PRIVAT
  - AHC RD
  - DPTI RD
  - PRIVATE RD
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  - Streams



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Intersection Zoomed



- AHC Core**
- Parks
  - Townships
  - RoadsStreetView
    - ADJOINING LG
    - AHC & PRIVAT
    - AHC RD
    - DPTI RD
    - PRIVATE RD
    - SHARED RD
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  - AHC LGA
  - LGAs
  - Suburbs
  - Rivers
    - River
    - Creeks
    - Streams
- 5 m

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**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 March 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.1

**Responsible Officer:** Lynne Griffiths  
Community and Cultural Development Officer  
Community Capacity

**Subject:** Arts and Heritage Collection

**For:** Decision

---

**SUMMARY**

Council has a collection of Arts and Heritage items including artwork, public art, items of cultural or historical significance and items of civic significance. This collection has been acquired through acquisitive prizes, gifts and donations in a reactive and largely informal way. It is expected that this collection will continue to build over time. There is currently no policy or formal management framework that guides how Council collects and manages this collection.

A report *Adelaide Hills Council Art & Heritage Collection - Considering a Management Framework (Appendix 1)* has been undertaken with the support of student internships from the University of Adelaide.

The purpose of this report is to consider the role of the Arts and Heritage Collection, the associated risks, and a potential management framework including the establishment of an Arts and Heritage Collection Policy.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. That Council approve the development of the draft Arts and Heritage Collection Policy for consideration.
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

The delivery of a well-planned and delivered Arts and Heritage Collection can contribute to achieving the following strategic objectives:

Goal 1 People and business prosper

Strategy 1.3 We will work towards making the Adelaide Hills the favoured tourism destination in the State.

The display of Artwork including Public Art and History and Heritage items across a number of sites adds value to the visitor experience and contributes to arts tourism.

Goal 2 Activities and opportunities to connect

Strategy 2.1 We recognise and respect Aboriginal Culture and the descendants of our first people. We will implement a Reconciliation Action Plan.

The Arts and Heritage Collection offers an opportunity, through the inclusion of traditional and contemporary items, to celebrate and raise awareness about the Aboriginal culture and heritage of our area.

Strategy 2.2 We recognise diversity in the community is one of our greatest strengths and we will support and promote opportunities for social inclusion.

The Arts and Heritage Collection offers an opportunity, through the inclusion of items that reflect historical and emerging diversity, to celebrate and raise awareness about diversity across our area.

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

Fabrik Arts and Heritage hub will be a key location for display and community access to elements of Council's Arts and Heritage Collection and will be a conduit for growing the collection.

Goal 3 Places for people and nature

Strategy 3.9 We will encourage community-led place making approaches to enhance townships and public spaces.  
Public art has a significant role in contributing to place making.

Goal 4 Explore ideas and work with others

Strategy 4.4 We will foster creativity in the community and embrace it as an organisation.

The Arts and Heritage Collection offers an opportunity to celebrate and recognise local artists including emerging artists.

➤ **Legal Implications**

Not Applicable

➤ **Risk Management Implications**

There are currently no policy or formal processes that determine how collection items are acquired, accessioned (added into the collection) or deaccessioned (removed from the collection). There are no clear parameters that determine what will be collected or that addresses Councils capacity to store, display and care for items. This exposes Council to the risk of acquiring items that are inappropriate, costly to maintain or that do not reflect community expectation.

The introduction of an Arts and Heritage Collection Policy and a subsequent management framework will assist in mitigating the risk of acquiring items that are inappropriate or that Council does not have the capacity to store, display or care for.

There is currently no formal process to assess, accept or reject proposed donations or gifts to the collection. This exposes Council to the risk of acquiring inappropriate items or facing uncertainty regarding ownership particularly should the item be regarded for deaccession and disposal.

The introduction of a formal process for accepting or rejecting donations or gifts of an arts/heritage nature will assist in mitigating the risk of inappropriate acquisitions or ambiguity of ownership.

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

➤ **Financial and Resource Implications**

The development of an Arts and Heritage Collection Policy incurs no additional cost.

Costs associated with acquisition of items or restoration and maintenance of items in the Arts and Heritage Collection will continue to be considered under normal budgeting processes.



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

Adelaide Hills Council recognises the fundamental importance of arts and heritage to local communities and the role that objects play in representing lived experience and values.

Council has an Arts and Heritage Collection in order to:

- Preserve and share local culture
- Demonstrate shared culture and community values
- Add value to resident and visitor experience
- Educate and inform
- Facilitate access to art and heritage for those who may not otherwise
- Foster community creativity and pride.

The delivery of a well-managed collection with clear processes and accountable decision making will result in the best outcome for the community. The optimum outcome is a well-defined and documented collection that is relevant, meaningful and accessible to the community.

➤ **Sustainability Implications**

Not Applicable

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Council Workshop on this topic was delivered on 10 March 2020

*Advisory Groups:* Not Applicable

*Administration:* Director Fabrik  
Public Programs Officer Fabrik

*Community:* Not Applicable

## **2. BACKGROUND**

A volunteer led project to review and document Arts and Heritage items owned by Council highlighted that there is little formal process and no policy or management framework for this collection.

Recent donations and community lead public art projects resulting in the completed work gifted to Council have also highlighted the need to review process in this area.

The Arts and Heritage Collection refers to Council assets that are artwork, public art and heritage items.

Essentially the Arts and Heritage Collection consists of:

### **Visual Arts 2Dimensional**

Assets that are hung from the wall, such as paintings, photographic or textile works.

### **Visual Arts 3Dimensional**

Items that are smaller sculptural pieces, including pottery and ceramics.

### **Public Art**

Artworks of a permanent nature in public open spaces such as large sculptures, murals.

### **Civic Relevance**

Items that relate specifically to Council, such as the Mayoral Chain.

### **Heritage**

Items that are either historical in nature or reflect local history and heritage

### **First Nation**

Items of significance to or made by Aboriginal and Torres Strait Islander people.

The Arts and Heritage Collection has developed in a largely reactive and unplanned way and currently consists of a range of visual art items that have been acquired through acquisitive art prizes such as the Dragan Milanovich Art Prize (2004 – 2009) and the Adelaide Hills Council 20<sup>th</sup> Anniversary Art Prize (2017). In addition a number of heritage items and artworks have been acquired through gift or donations by individuals or community groups. This includes large sculptural pieces of public art.

Council participated in the International Sculpture Symposium 2012 to 2016 resulting in x8 sculptures across the Council area (x26 sculptures form the trail through Adelaide Hills, Mount Barker and Alexandrina Council areas).

The establishment of Fabrik arts and heritage hub at Lobethal will also involve the acquisition and display of woollen mill memorabilia and heritage items. It is expected that Fabrik will also acquire a collection of artworks.

### 3. ANALYSIS

There are a number of risks associated with a lack of formal process being:

#### **Acquiring items that are inappropriate**

The inclusion of items that are inappropriate in nature, or contain subject matter that doesn't align with Council values, could cause offence or be poorly received by the community. Funds spent to acquire such items may not be perceived as a suitable use of Council funds.

#### **Acquiring items that Council does not have the capacity to accommodate**

Council has limited physical ability to accommodate items with respect to size and space for display. Some items may also have specific care requirements that go beyond Council's capacity.

#### **Ambiguity about ownership**

Items received through donations, gifting or bequests that are not formally documented can lead to confusion and ambiguity about ownership and responsibility.

#### **Potential damage due to inappropriate execution storage or display**

The commissioning of an artist or specialist with an inappropriate skill set or without a proper agreement in place may result in a poor quality or inappropriate collection item. Some items, particularly in the heritage realm require specialist care or restoration that is beyond Council's capacity or means.

The development of an Arts and Heritage Collection Policy and formal processes to guide decision making and collection management will result in:

- A clearly defined and meaningful collection
- Sound and accountable decision making and risk management
- Collection care and management to match capacity

#### **4. OPTIONS**

Council has the following options:

- I. That Council approve the development of an Arts and Heritage Collection Policy that guides the future management of the Arts and Heritage Collection and addresses associated risk (Recommended).
- II. That Council continue to manage the Arts and Heritage Collection in an informal way. This is not recommended as the current lack of policy and structure does not deliver an appropriate collection to match capacity and does not adequately and consistently address risk management (Not Recommended).

#### **5. APPENDIX**

- (1) Adelaide Hills Council Art & Heritage Collection - Considering a Management Framework

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# **Appendix 1**

*Adelaide Hills Council Art & Heritage Collection  
Considering a Management Framework*

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# Adelaide Hills Council Art & Heritage Collection

## Considering A Management Framework

October 2019



Lynne Griffiths      Community and Cultural Development Officer

Inet Astudillo      University of Adelaide Internship

Hanna Woodlock      University of Adelaide Internship



## Introduction

All local Councils over time acquire a collection of Arts and heritage items and Adelaide Hills Council is no exception. Like most Councils the existing Arts and Heritage Collection has evolved in an ad hoc and responsive manner. In planning for the future of the collection Council seeks to establish a management framework that reflects capacity and community expectations.

The delivery of a well-managed collection with clear processes and accountable decision making will result in the best outcome for the community. The optimum outcome is a well-defined and documented collection that is relevant, meaningful and accessible to the community. Adelaide Hills Council recognises the fundamental importance of arts and heritage to local communities.

Council celebrates history and heritage from first people to settlement and the many shared experiences and values that connect the Adelaide Hills community. The Adelaide Hills has a thriving community of artists and a high level of community interest in engaging with the Arts in all forms. Council also recognises the vital role of public art in building engaging and activated public places.

Through the Arts and Heritage Collection, Council recognises the role that objects play in representing lived experience and values.

Council has an Arts and Heritage Collection in order to:

- Preserve and share local culture
- Demonstrate shared culture and community values
- Add value to resident and visitor experience
- Educate and inform
- Facilitate access to art and heritage for those who may not otherwise
- Foster community creativity and pride

## Background

The Arts and Heritage Collection refers to Council **assets** that are artwork, public art and heritage items that reflect local social, agricultural or industrial culture and history.

The Arts and Heritage Collection currently consists of a range of visual art items that have been acquired through acquisitive art prizes such as the Dragan Milanovich Art Prize (2004 – 2009) and the Adelaide Hills Council 20<sup>th</sup> Anniversary Art Prize. In addition a number of heritage items and artworks have been acquired through gift or donations by individuals or community groups. This includes large sculptural pieces of public art.

Council participated in the International Sculpture Symposium 2012 to 2016 resulting in x8 sculptures across the Council area (x26 sculptures form the trail through Adelaide Hills, Mount Barker and Alexandrina Council areas)

A volunteer led project is currently underway to review and document Councils Arts and Heritage Collection.

The establishment of Fabrik arts and heritage centre at Lobethal will also involve the acquisition and display of woollen mill memorabilia and heritage items. Fabrik will also acquire a collection of artworks.

## Purpose

The purpose of this report is to consider the most effective approach to managing Council's Art and Heritage Collection based on research regarding the experience and best practise of other Councils and organisations that hold community collections, and to make recommendations to achieve this.

## Methodology

This report has been prepared with the support of student internships from the University of Adelaide. The research undertaken to inform this report was undertaken by Inet Astudillo who is completing her final semester of studying a Bachelor of Arts, majoring in both Spanish and Marketing.

The interpretation of the research and formulation of the report was supported by Hanna Woodlock. Hanna is in her second year of Studying a Bachelor of Arts, majoring in English and minoring in Classics. The report was also informed by consultation with Fabrik staff, Melinda Rankin and Rene Strohmayer.

## Definitions:

### Collection

Arts and Heritage items and assets owned and managed by Council

### Acquisition

The obtainment of Arts and Heritage items by the Adelaide Hills Council, by purchase, acquisitive prize, donation or permanent loan.

### Accession

The formal process by which the Council accepts and incorporates art into the Arts and Heritage Collection. This also includes commissions at the request of the council.

### Donation

An Arts or heritage item that has been given to Council for inclusion in the Arts and Heritage Collection and for which the ownership has been formally transferred to Adelaide Hills Council.

### Gift

An Arts or heritage item that has been given to Council for inclusion in the Arts and Heritage Collection and for which the ownership has been formally transferred to Adelaide Hills Council.

### Deaccession

Deaccessioning is the process by which objects are removed from the collection and are made ready for disposal.

### Disposal

Disposal is the means by which items are physically removed from the collection including selling, donating, recycling or disposing of the item.

## Strategic Objectives

The delivery of a well-planned and delivered Arts and Heritage Collection can contribute to achieving the following strategic objectives as outlined in Council's Strategic Plan (2016) Your Adelaide Hills:

### Goal 1 People and business prosper

*1.3 We will work towards making the Adelaide Hills the favoured tourism destination in the State.*

The display of Artwork including Public Art and History and Heritage items across a number of sites adds value to the visitor experience and contributes to arts tourism.

### Goal 2 Activities and opportunities to connect

*2.1 We recognise and respect Aboriginal Culture and the descendants of our first people. We will implement a Reconciliation Action Plan.*



The Arts and Heritage Collection offers an opportunity to celebrate the Aboriginal culture and heritage of our area including contemporary Aboriginal and Torres Strait Islander Arts and culture

*2.2 We recognise diversity in the community is one of our greatest strengths and we will support and promote opportunities for social inclusion.*

The Arts and Heritage Collection offers an opportunity to celebrate diversity across our area, from settlement to emerging communities and diversity in all forms.

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

Fabrik Arts and Heritage hub will be a key location for display and community access to elements of Council's Arts and Heritage Collection and will be a conduit for growing the Collection.

### **Goal 3 Places for people and nature**

*3.9 we will encourage community-led place making approaches to enhance townships and public spaces.*

Public art has a significant role in contributing to place making.

### **Goal 4 Explore ideas and work with others**

*4.4 We will foster creativity in the community and embrace it as an organisation.*

The Arts and Heritage Collection offers an opportunity to celebrate and recognise local artists including emerging artists.

## **Management Framework**

The Arts and Heritage Collection to date has been developed in a predominately reactive and unplanned way, which has led to the acquisition of a variety of items. Council is currently undertaking to document and review the current collection which is located across a number of sites.

Through research about Council collections around South Australia and interstate, we have found that there is not a consistent approach to the management of corporate collections. This report will discuss the most appropriate methods from a variety of sources, including art galleries, museums, and both regional and city councils from across Australia.

It is apparent that well managed collections with clear processes and accountable decision making result in the best outcome for the community. The optimum outcome is a well-defined and documented collection that is relevant, meaningful and accessible to the community.

The Adelaide Hills Council area has a unique culture and a rich history, by developing the framework for the Arts and Heritage Collection, Council would be able to facilitate the growth of the collection in a proactive and community centred way, which would then provide, amongst other things, a framework for preservation of the past for the future. This also helps to strengthen the communities' ties to their local history and culture and to celebrate the individuality of each township in the region.

The development of a considered Management Framework would enable the collection to grow with both heritage and Arts assets that reflects sound selection processes and capacity to display store and care for these items.

## Policy

There is no current Arts and Heritage Collection Policy. Council does have the following relevant policies:

- Asset Management
- Disposal of Assets
- Procurement

Whilst these policies offer some guidance in practical terms they do not address Council's role in relation to managing community expectations, particularly in the area of acquisition through donations, bequests and gifting. The value of arts and heritage items is often difficult to determine and can be subjective. This is particularly the case where a donor has a sentimental attachment to the item.

These policies do not address Arts and Heritage specific assets and procurement in a cultural development context.

A policy that addresses the role of the Arts and Heritage Collection in reflecting strategic objectives and delivering community outcomes would be advantageous in;

- Defining the extent and nature of the collection
- Determining expectations in relation to acquisition, accessioning and deaccessioning
- Ensuring transparency and accountability in collection management

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### *RECOMMENDATION – Develop an Arts and Heritage Collection Policy*

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## Risk Management

Informal or inappropriate practices in managing the Arts and Heritage collection, particularly in the area of acquisition through donation or gifting has the potential to result in significant risk to Council both reputational and financial. Risks that should be mitigated include:

### **Acquiring items that are inappropriate**

The inclusion of items that are inappropriate in nature, or contain subject matter that doesn't align with Council values, could cause offence or be poorly received by the community. Funds spent to acquire such items may not be perceived as a suitable use of Council funds.

### **Acquiring items that Council does not have the capacity to accommodate**

Council has limited physical ability to accommodate items with respect to size and space for display. Some items may also have specific care requirements that go beyond Council's capacity.

### **Ambiguity about ownership**

Items received through donations, gifting or bequests that are not formally documented can lead to confusion and ambiguity about ownership and responsibility.

### **Potential damage due to inappropriate execution storage or display**

The commissioning of an artist or specialist with an inappropriate skill set or without a proper agreement in place may result in a poor quality or inappropriate collection item. Some items, particularly in the heritage realm require specialist care or restoration that is beyond Councils capacity or means.

These risks can, to a large extent, be mitigated through the development of a clear Arts and Heritage Collection Policy and formal processes to guide decision making and collection management.

## Research Findings

Research was undertaken to consider current and best practice in managing collections across Councils and organisations with similar collecting practices.

Research found that procedures regarding collections are both diverse and complex. All institutes that acquire cultural material have a highly personalized and individual system. The institutes that were examined consisted of local councils, interstate council's and other important national bodies, like universities, art galleries and museums. Each organization differs historically, in assets, in professional staff and also in community needs. This also means that the depth and style of the collection management framework is influenced by size and values of the organization.

Upon further investigation it was found that there was a large difference in terminology and classifications used throughout the organisations, which also proved to be a challenge when trying to find the appropriate and relevant documentation. However, there were great resources in this sphere which assisted in finding a foundation of collections policies. For example, 'The National standards for Australian Museums and Galleries' were an excellent resource in understanding the basic National level of compliance. Other resources such as 'Best practices in Collections Management Policies', Creative Communities: Guidelines for developing and maintain an arts and cultural policy also proved to be useful for a basic level of understanding.

The neighboring councils differ considerably in their approach to managing Arts and Heritage collections. Whilst Mount Barker Council has a Public Art Policy and an Aboriginal Cultural Heritage Policy it does not have any policy or strategies that relate specifically to the management of their Arts and Heritage Collection. Burnside Council has a collection and this collection is valued every two years. They do not have a collections policy per say, as everything is done on a case by case basis. All of the decisions about accessioning and deaccessioning are passed with the approval from management. The collection at the Burnside council is looked after by the library, histories and cultural officer. This is a similar situation in the Campbelltown Council where the library staff maintains the collection, again, with no formal procedure or policy.

Research shows that there is a deeply varied and unsystematic approach to corporate collections in the local area. Adelaide Hills Council has the opportunity to reduce risk and manage community expectation by addressing the lack of policy and management framework in this area.

## Defining the Collection

At present the Council does not have official definitions for any of the current works in the collection. There is a significant advantage in establishing concise definitions that assist in documenting and categorising the collection. Such definitions could include, for example:

### **Visual Arts 2Dimensional**

Assets that are hung from the wall, such as paintings, photographic or textile works.

### **Visual Arts 3Dimensional**

Items that are smaller sculptural pieces, including pottery and ceramics.

### **Public Art**

Artworks of a permanent nature in public open spaces such as large sculptures, murals.

### **Civic Relevance**

Items that relate specifically to Council, such as the Mayoral Chain.

**Heritage**

Items that are either historical in nature or reflect local history and heritage

**First Nation**

Items of significance to or made by Aboriginal and Torres Strait Islander people.

The council also acknowledges that there may be potential for the collection to grow in the future.

**Acquisition and Accessioning**

There are a number of ways in which Council has and may in future acquire items that form part of the Arts and Heritage Collection. This includes proactive means such as commissioning artwork or delivering an acquisitive art prize, and reactive means such as the acceptance of donations, gifts or bequests. Whilst an item may have value in and of itself the availability of the significance of the item, its story, is fundamental to its value and relevance.

Each new accessioned item of the collection should be formally documented and catalogued with a unique assigned number, accompanying photograph/s, maintenance plan, location of either storage or presentation and brief description of the item, including the artist and previous owner/s.

The process of acquisition and accessioning is influenced by matters of context and capacity. Decisions in this area may result in strong community feeling, for example in the instance of a proposed donation from a deceased estate. To mitigate the potential risk to Council's reputation in this regard Council needs to demonstrate robust and transparent decision making.

**Acquisition Criteria and Decision making**

Proposed collection items including donations, purchases, commissions or collaborative projects should be assessed against Acquisition Criteria. This may include:

- Local significance
- Value
- Reputation of artist / creator
- Physical condition of the works
- Installation or display requirements and costs
- Permanency or life of item
- Ongoing care and maintenance
- Capacity to display or store
- Compatibility with Council and community values
- Quality and Craftsmanship

**What will not be collected**

- Items that may cause offence due to content or subject matter
- Items that are contrary to Council's values
- Items that are a risk to public safety
- Items that the council cannot appropriately store or manage

**Donations and Gifts**

Community donations of Arts and heritage items occur infrequently in terms of individual or estate items. There is, however increasing incidence of community funded or initiated public art or history projects that are subsequently gifted to Council for installation and ongoing care. This is often driven by community place-making through neighbourhood and main street groups.

Best practise indicates that a clear process should be in place to assess proposed donations and gifts and recommend that this item be accepted into the collection or not.

Decision making in this area is likely to attract community scrutiny and should be transparent and formal in nature. This process should involve a formal donation agreement regarding future ownership, responsibility, accessioning and deaccessioning.

### **Commissions**

Council may choose to commission artists to create works or other specialists to formulate displays or undertake curation. Commissioning should occur under formal process reflecting Council policy in this area and include a clear contractor agreement of expectations, costs and deliverables.

Recognising that such work may be quite specialised and the desired outcome subjective, Council should demonstrate fair and equitable practises in seeking Expressions of Interest and appointment.

### **Items relating to Aboriginal and Torres Strait Islander Culture**

Council may collect items that reflect local Aboriginal heritage and culture, or artwork that depicts Aboriginal or Torres Strait Islander culture. Action will be taken to ensure that appropriate advice is sought from the relevant Aboriginal or Torres Strait Islander stakeholders in relation to the cultural preservation and protection of art or heritage items. It is important to note that Aboriginal art is not restricted to traditional processes and that contemporary Aboriginal or Torres Strait Islander art will also be considered. Collecting in this area will consider requirements under the Aboriginal Heritage Act 1988.

Inclusion of items that reflect the Aboriginal heritage of the area or that have meaning to Traditional Custodians or the Aboriginal and Torres Strait Islander community should also be considered in relation to Council's Reconciliation objectives. This may include historical and traditional items or contemporary works.

### **Deaccessioning and Disposal**

The nature and size of Council's Art and Heritage Collection will be determined by issues of capacity. Capacity to store and display will influence the size of the collection. It is possible that the acquisition of an item can only occur if another item is deaccessioned. An item may require specialised storage or treatment that Council does not have the capacity to deliver. Other factors such as council reputation and public safety will also be taken into consideration when an item from the Arts and Heritage Collection is considered for deaccessioning.

The removal or disposal of an item from the collection has the potential to attract community scrutiny and response, particularly in the case of a donated or gifted item. There is, as a result, a potential risk to Council's reputation. It is essential that this process is robust, transparent and accountable to mitigate this risk.

The decision to dispose of an item should be made through a formal process against predetermined assessment criteria by a duly appointed individual or panel.

Reasons for disposal may include:

- The item is a duplicate
- The item is damaged or deteriorated to such an extent as to be beyond restoration
- The item is no longer considered relevant or adding value to the collection
- The item is a risk to public safety
- The item is considered to diminish the reputation of council
- The item is attached or a part of a structure that is being removed for development
- The item is no longer manageable and within council means

The deaccessioning of the item will follow a procedure for the assessment, disposal method and removal from the Arts and Heritage Collection database. The process of disposal should adhere to Councils Disposal Policy.

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***RECOMMENDATION** - Investigate a Collections Management System that documents collection items and tracks accessioning and deaccessioning*

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## **Care and Maintenance**

There may be a cost associated with the acquisition and ongoing care of items, this may include framing, restoration or installation. The capacity to accommodate this is determined by budget constraints and this may be a determining factor in the accessioning / deaccessioning process. An item may require specialised storage or treatment that Council does not have the capacity to deliver. The establishment of a suitable database to document items and plan for ongoing care and / or preservation will inform decision making in this regard.

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***RECOMMENDATION** - Create a management or preservation plan for the assets that are in the Arts and Heritage Collection.*

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## **Display and Access**

In adding items to the Arts and Heritage collection consideration needs to be given to the capacity to appropriately display these items and store items when not on display. This includes easy and safe access whilst in storage and the ability for the community to view items upon request and within reason. There is currently no dedicated storage space for collection items. For the best part items in Councils collection are on display throughout Council public and administrative spaces including the Council offices, Council Chamber, libraries, community centres and open spaces. Storage is a significant consideration in addressing Councils capacity to grow the collection.

## **Arts and Heritage Advisory Group**

Decisions regarding accessioning, deaccessioning and the acceptance of donations and gifts can foster strong community feeling, particularly where there is sentimental attachment. Decisions regarding this and the collection in general may require specialised expertise to inform decision making.

The establishment of an Arts and Heritage Advisory Group (AHAG) would assist in ensuring informed and accountable decision making in relation to the management of the Arts and Heritage Collection that reflects Council values and community expectation.

The AHAG members would be appointed on the basis of having a working knowledge of the role of community collections, Arts and/or heritage expertise. If required external advisors may be brought into the AHAG to provide specialised advice on a case by case basis. For example, seeking the expertise of First People to ensure cultural sensitivity, or seeking professional advice from Heritage SA or Artlab to ensure the longevity and maintenance of a specialty item.

The AHAG will provide recommendations and advise on appropriate action to be taken. Assessment criteria will guide the process and should determine the appropriate level of decision making. Decisions of accessioning and deaccessioning and disposal rest with Council administrative staff and ultimately the Chief

Executive Officer. There may, on occasions, be an item whereby the decision is deemed appropriate to be referred to the Elected Body.

The role of the Arts and Heritage Advisory Group would be to:

- Recommend the acceptance or rejection of donation, gifts or bequests
- Advise on the acquisition of artwork and heritage items which are significant to council
- Advise on accession and deaccession
- Advise on the maintenance, preservation and storage of the collection
- Advise on Public Art initiatives
- Be culturally sensitive in their approach

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***RECOMMENDATION – Establish an Arts and Heritage Advisory Group***

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## **Public Art**

Whilst Public Art is a significant element of Council's Arts and Heritage Collection this also extends beyond the realm of permanent asset base. For example Public Art may be permanent or temporary and extends into the area of Place Making. This may involve a temporary installation such as Raining Poetry or digitally projected artwork onto buildings. A comprehensive Public Art Strategy would guide development and direction in this area.

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***RECOMMENDATION – Develop a Public Art Strategy***

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## **Conclusion**

In conclusion the Arts and Heritage Collection plays an important role in reflecting local culture, values and heritage, and is an asset that will continue to build. The optimum outcome for Council and the community is a well-planned and managed collection that is relatable and accessible. The development of an Arts and Heritage Collection Policy and processes that result in informed and accountable decision making in respect of acquisition, accessioning and deaccessioning will assist in achieving such an outcome.

An indication of what this could look like is considered in the diagram below:



## Summary of Recommendations

Recommended Action	Outcome
<b>Develop an Arts and Heritage Collection Policy</b>	To clearly determine Council's role and approach in relation to defining the collection, acquisition, accessioning and deaccessioning and collection management
<b>Investigate a Collections Management System that documents collection items and tracks accessioning and deaccessioning</b>	To have a database where the Arts and Heritage collection is fully documented, with pictures, provenance, artist, maintenance plan and local significance.
<b>Create a management or preservation plan for the assets that are in the Arts and Heritage Collection.</b>	To have an active role in the protection and preservation of the assets in the Arts and Heritage Collection
<b>Establish an Arts and Heritage Advisory Group</b>	To ensure informed and accountable decision making in relation to the management of the Arts and Heritage Collection
<b>Develop a Public Art Strategy</b>	To recognise that Public Art is beyond the asset base and includes temporal and place making elements.



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 March 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.2

**Responsible Officer:** David Waters  
Director Bushfire Recovery  
Office of the Chief Executive Officer

**Subject:** Cudlee Creek Bushfire Recovery

**For:** Decision

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**SUMMARY**

The purpose of this report is to provide the Council with an update on key activities in the recovery phase of the Cudlee Creek bushfire and to seek direction on a number of matters.

The report outlines opportunities to seek grant funding and provides recommended approaches.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
2. That the actions contained in the Recovery Action Plan contained in Appendix 1 be endorsed, in principle, subject to funding being made available where applicable. That the Chief Executive Officer be authorised to amend and develop the Recovery Action Plan to respond to emerging needs and to spend up to \$2m net of committed income on initiatives supporting the recovery effort.
3. That the list of initiatives and service impacts contained in Appendix 2 be noted.
4. That in relation to the \$1.225m Federal Government funding, for the purposes of a program submission to the National Bushfire Recovery Agency, the Chief Executive Officer be authorised to allocate the funding to elements of the Council's Bushfire Recovery Action Plan where costs are unlikely to be able to be sought or recovered from other sources.
5. That the Council makes a submission to the Royal Commission into National Natural Disaster Arrangements in the terms contained in Appendix 3, with the Chief Executive Officer being authorised to make minor amendments prior to submission to reflect any decisions made in relation to this matter and undertakings made within the meeting, and subsequently make the submission on the Council's behalf.

6. That the Council makes a submission to the independent review into South Australia's 2019-20 bushfire season in the terms contained in Appendix 4, with the Chief Executive Officer being authorised to make minor amendments prior to submission to reflect any decisions made in relation to this matter and undertakings made within the meeting, and subsequently make the submission on the Council's behalf.
  7. That the Chief Executive Officer continues to pursue additional funding support from both levels of government and other sources, to ensure the Council's ratepayers do not have to bear a significant portion of the Council's necessary bushfire recovery costs.
- 

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Goal 1 People and business prosper  
Strategy 1.12 1.12 We will seek opportunities to increase the wellbeing and resilience of our community to withstand, recover and grow in the face of challenges.

### ➤ Legal Implications

The *Emergency Management Act 2004* defines no specific role for local government in emergency management, but the principles contained in Section 2 include that emergency management arrangements must:

- (b) *reflect the collective responsibility of all sectors of the community, including both State and local government, the business and non-government sectors, and individuals; and*
- (c) *recognise that effective arrangements require a co-ordinated approach from all sectors of the community, including both State and local government, the business and non-government sectors, and individuals.*

### ➤ Risk Management Implications

Prudent decision making in determining the level and type of initiatives undertaken in the recovery phases of the fire will assist in mitigating the risk of:

*Failure to adequately formulate and execute a plan for helping the community recovery from bushfire leading to a significant and prolonged loss of community confidence. Major adverse impact on community wellbeing.*

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Medium (2C)	Low

Existing controls include the appointment of a dedicated staff member to plan and lead the Council's efforts in recovery, the development of objectives and activities with community input and the prioritisation of recovery tasks in the work plans of key staff.

Further controls to reduce the risk include pursuing additional funding to enable the Council to fully implement its Bushfire Recovery Action Plan.

➤ **Financial and Resource Implications**

The Chief Executive Officer has already been authorised by resolution of the Council at its January 2020 meeting to expend up to \$2m on bushfire response and recovery initiatives. At the time of writing this report, the Council's expenditure was around \$1.9m with further costs anticipated, particularly over the next 6 – 12 months.

It should be noted that the Council has received a total of \$1.225m in Federal Government support and is eligible to separately claim part contributions towards certain costs under the Local Government Disaster Recovery Assistance Arrangements (LGDRAA) with the State Government.

In preparing the Recovery Action Plan (discussed later in the report) the Administration has made estimates of likely costs and identified potential external funding sources. The total cost of all recovery activities, assuming all were fully implemented, could exceed \$5m. Significant cost items are identified in the table below.

<b>Recovery initiative</b>	<b>Total estimated cost</b>	<b>Potential offsetting income and source</b>
Roadside tree management	\$3.0m	\$1.58m* LGDRAA
Biodiversity and habitat restoration	\$770,000	To be identified.
Planning and development	\$560,000	\$112,000 Development application fees
Community development activities	\$255,000	\$250,000** Community Recovery Fund (State)
Commonwealth Home Support Program – additional support	\$220,000	\$220,000** Commonwealth Home Support Program
Business recovery activities	\$150,000	\$120,000** State/Fed Govt
Fencing repairs and contributions	\$150,000	
Sports fields rehabilitation	\$75,000	\$75,000** AFL and Cricket Australia
Fire tracks assessment and rehabilitation	\$75,000	
Other expenses (inc waste management, events, communications, rates relief, etc)	\$650,000	
Federal grant already committed		\$1.225m
Other income (inc. insurance)		\$153,000
<b>TOTAL</b>	<b>\$5.905m</b>	<b>\$3.735m</b>

\* denotes estimated income based on claim to be made under LGDRAA

\*\* denotes items which would only proceed should funding be obtained

Based on the estimates outlined in the above table, the Council could, if it undertook all of the identified recovery activities, and taking into account already promised grants, still incur net costs of around \$2.17m.

The Administration continues to pursue additional funding support through the State Government and the National Bushfire Recovery Agency, with a target of obtaining another \$1.2m to bring the Council's, i.e. ratepayers', contribution down to around \$1.0m (or roughly 3% of annual rate revenue).

As advised previously, the Council's Long Term Financial Plan contains provision for additional borrowing where necessary to accommodate expenses incurred in disasters like this one, of \$3 million over the 10 year projection. It is, however, important to minimise the Council's exposure to these costs so as to maintain that capacity for any future events and to avoid additional rate increases.

Any potential impact on the Council's Budget and Long Term Financial Plan will be addressed in separate reports on the matter.

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

The focus required to properly support the community both during and after the fire, necessarily required the Administration to divert resources that would otherwise be focussed on delivering normal services, programs and initiatives identified in the Annual Business Plan. There has, therefore, been an impact on service delivery and this is discussed later in the report.

➤ **Sustainability Implications**

Not applicable.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Not applicable

*Council Workshops:* 14 January 2020 and 17 March 2020

*Advisory Groups:* Not applicable

*Administration:* More than 20 staff members are directly involved in bushfire recovery efforts in some way and they have collaborated on the development of the Recovery Action Plan. Many more staff members are involved indirectly or incidentally.

*External Agencies:* While there has been no external agency engagement directly relating to this report, there has been extensive collaboration with government agencies and non-governmental organisations in the recovery efforts and the development of initiatives in the Recovery Action Plan.

*Community:* While there has been no community engagement specifically in the development of this report, it is important to note that recovery activities are being guided by the community where possible. Staff and/or Council Members have been at every official community recovery meeting and attended every Local Recovery Committee Meeting.

## **2. BACKGROUND**

At its meeting held on 28 January 2020, the Council considered a report about the 20 December 2019 Cudlee Creek Bushfire. For the sake of brevity, the content of that report is not repeated, but it focussed on the activities undertaken by the Council in the disaster response and the early stage recovery. The principles of disaster recovery were outlined, as were the four recovery domains.

Following consideration of the matter, the Council resolved as follows:

**Moved Cr Ian Bailey**  
**S/- Cr Mark Osterstock**

**8/20**

### **Council resolves:**

- 1. That the report be received and noted.**
- 2. To recognise the impact of the Cudlee Creek Bushfire on the communities within the Adelaide Hills Council district, the Mount Barker District Council, the Rural City of Murray Bridge and the Mid-Murray Council and, in particular, recognises the personal impact on those directly and indirectly affected by the fires.**
- 3. To recognise the exceptional work of the various emergency services, government and non-governmental support agencies, community groups, volunteers and members of the community alike who worked on the bushfire response, and now recovery.**
- 4. To express its sincere thanks and gratitude to those councils, both locally and interstate, which have offered support of various kinds.**
- 5. To continue to commit to the National Principles of Disaster Recovery and acknowledges the long term nature of the recovery effort.**
- 6. To continue to commit to working with other affected councils, government agencies and non-governmental organisations on behalf of its community as part of the local recovery structure including the Local Recovery Coordinator and the Local Recovery Committee.**
- 7. The CEO be authorised to commit expenditure up to an amount of \$2m to support bushfire emergency maintenance and recovery works, noting potential opportunities to offset a large proportion of these costs through various funding sources.**
- 8. That the Chief Executive Officer or delegate continues to provide regular reports to Council Members on the progress of the bushfire recovery effort.**

<b>Carried Unanimously</b>
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### 3. ANALYSIS

#### Recovery objectives and action plan

Since the January Council Meeting, the Administration has identified key recovery objectives and activities relevant to the Council's functions. These are documented in a Recovery Action Plan, which by its nature is an evolving and 'agile' plan. An excerpt of the current version as at 16 March 2020 is contained in **Appendix 1**.

Key recovery objectives and initiatives are shown in the table below.

Recovery domain and objectives	Key activities and initiatives
<p><u>Social</u></p> <ul style="list-style-type: none"> <li>• Connect residents to information about relief and recovery services.</li> <li>• Foster the development of social connections to enable communities to develop resilience and support themselves.</li> <li>• Re-establish recreational facilities and amenities in parks.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate key messages consistent with State advice through the Council's established communications channels. Establish an engagement portal to enable two-way online communication to affected communities.</li> <li>• Seek funding for betterment of destroyed assets, such as an enhanced nature play space at Lobethal Bushland Park.</li> <li>• Work with recreation ground owners to assess impacts and pursue funding to rehabilitate damaged surfaces.</li> <li>• Support community groups and individuals to stage community events.</li> <li>• Provide a Customer Service Officer at the Recovery Centre.</li> <li>• Work with State Government agencies to facilitate waste clean-up, including the provision of additional green-waste drop-off days</li> <li>• Establish a means to bring cleared wood back to the community for home heating.</li> <li>• Provide an officer to the State Emergency Relief Fund Committee.</li> <li>• Identify and undertake a range of community development activities to bring together and support communities in recovery.</li> <li>• Provide additional support to Commonwealth Home Support Program clients who need it</li> <li>• Facilitate provision of community support forums in the areas of psychological first aid, disaster recovery and supporting supporters.</li> <li>• Provide rate relief through applying revised capital values to properties retrospectively and applying hardship provisions where requested</li> </ul>
<p><u>Environmental</u></p> <ul style="list-style-type: none"> <li>• Restore and rehabilitate native flora and fauna habitat.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and implement enhanced weed mitigation strategies for Lobethal Bushland Park, other burnt reserves and significant roadside vegetation sites.</li> <li>• Look to strategically provide habitat opportunities</li> </ul>

<p><u>Economic</u></p> <ul style="list-style-type: none"> <li>• Attract tourists back to the area to support local businesses and jobs.</li> <li>• Help local businesses get back on track.</li> </ul>	<ul style="list-style-type: none"> <li>• Support the promotion of the #Bookthemout campaign and promote local buying programs</li> <li>• Work with Business Council of Australia and other groups to link local businesses to offers of support</li> <li>• Advocate for the creation of a Business Recovery Officer role to complement the Community Recovery Officer role.</li> </ul>
<p><u>Built</u></p> <ul style="list-style-type: none"> <li>• Enable safe road access to communities.</li> <li>• Enable reconstruction of homes and business assets.</li> <li>• Restore critical fencing to control livestock and protect the integrity of council land assets.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess and manage burnt roadside trees at risk of falling on roads and private property</li> <li>• Reinstate damaged road and drainage infrastructure</li> <li>• Expedite development applications associated with rebuilding destroyed or damaged assets</li> <li>• Advocate for responsible mechanisms to allow people rebuilding homes to live on site in temporary accommodation</li> <li>• Contribute up to 50% of the cost of fencing between Council reserves and private property</li> </ul>
<p><u>Organisational</u></p> <ul style="list-style-type: none"> <li>• Ensure the safety and wellbeing of staff, volunteers and contractors working in recovery.</li> <li>• Pursue funding and logistical support through partnering and collaboration.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide psychological first aid training, as well as appropriate ongoing care and support, to employees working with affected community</li> <li>• Establish lines of communication with agencies such as the National Bushfire Recovery Agency and the State Recovery Office</li> <li>• Ensure recovery actions are planned and coordinated in line with the National Principles of Disaster Recovery, including the dedication of appropriate leadership resources to guide the Council's recovery efforts</li> </ul>

In identifying actions in the Plan, the Administration has sought to achieve a pragmatic program of initiatives spanning each of the recovery domains, being mindful of community expectations and limited available funding. Some actions in the Plan are well progressed, while others are subject to external funding being identified. The Administration is actively pursuing a range of grant funding sources, as identified against each activity in the Plan, including:

- State Government funding under the Local Government Disaster Recovery Assistance Arrangements and through targeted grant programs
- Federal Government funding through the National Bushfire Recovery Agency and from departments directly through targeted grant programs
- Peak body funding, such as from the Australian Football League and Cricket Australia for sporting facilities.

In-kind support from a range of non-governmental organisations and the private sector has been, or is being actively sought, including:



- Support with community development work and community psychosocial needs from Australian Red Cross
- Provision of plant and equipment from Seven Group Holdings
- Activation of support offered by members of the Business Council of Australia.

The financial implications are discussed earlier in this report, but as established there, there is likely to be a significant cost borne by ratepayers.

#### Specific community initiatives

At its meeting held on 27 February 2020, the Council considered a Motion on Notice from Cr Herrmann. Following consideration of the Motion, the Council resolved as follows:

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

**27/20**

**That the CEO provides a report on implementing the issues raised by Mr Lynton Vonow representing the Lobethal Community Association at the Council meeting held on 28 January 2020 viz**

- 1. provide a fresh avenue of trees along Woodside Road leading into Lobethal**
- 2. provide a subsidy program to assist businesses put a fresh coat of paint on their buildings, replace signage**
- 3. Mr Vonow also raised the matter of holding a possible "Healing of the Land" ceremony near the bottom lake. The advice of the Adelaide Hills Reconciliation Working Group should be sought during the investigation.**

**Should the findings have financial implications, the report should inform the budget workshop on 27-28 March 2020.**

The motion was carried.

At the time, the Administration advised that should the motion be successful, a report would be provided in the context of a broader recovery update.

Some discussion in debate on the motion centred on the matter of competing initiatives and the need to consider all ideas on their merits. Each of the three ideas are being considered in the context of other community recovery ideas by the Community Recovery Officer, who is actively seeking input from a wide range of community members and other stakeholders. The Community Recovery Officer can nominate certain projects and initiatives for funding under the State Government's Community Recovery Fund. It is considered appropriate that early engagement is allowed to run its course before decisions about allocation of funding are made.

Nevertheless, the following commentary is provided on the specific ideas that were subject of the resolution:

*Avenue of trees along Woodside Road leading into Lobethal*

This initiative would require detailed scoping and community engagement to establish the parameters of the project such as the length of the avenue, whether existing roadside trees would be removed to accommodate the avenue, the desired species, how to establish an avenue with overhead powerlines, etc. All of these influence the cost.

As a rough guide, planting a semi-advanced street tree can cost in the order of \$500-\$600 including purchasing, planting, fertilising and watering. In an avenue, trees would typically be planted 15m – 20m apart, meaning an avenue of say 1km (100 trees) would cost in the order of \$50,000 - \$60,000 plus ongoing establishment and maintenance costs.

The Administration considers the idea of investigating an avenue of street trees on the approach to Lobethal to have merit, especially given the stunted nature of the existing street trees under the powerlines. But, given other recovery cost pressures, it is not considered to be a priority to allocate funding to this item unless significant additional funding, or specific project funding, can be obtained.

#### *Subsidy program for business premises frontage*

This initiative would require further scoping and community engagement to establish eligibility criteria, design guidelines and the amount of any potential contribution. However, to be meaningful and attractive to the majority of owners, the subsidy would likely need to be in the order of 50% of the cost, which for a typical shop frontage may be upwards of \$1,000 depending on materials. The total cost could easily exceed \$25,000 if there was a heavy uptake. It should be noted that other townships could expect a similar scheme, or something of a similar value, applied there. Given other recovery cost pressures, it is not considered to be a priority to allocate funding to this item unless significant additional funding can be obtained.

#### *Healing of the land ceremony*

An important aspect of this concept is a traditional Aboriginal ceremony to heal the land. The matter was canvassed at the Reconciliation Working Group meeting in February. Staff subsequently contacted members of the Peramangk nation to ask about the suitability of such a ceremony and are awaiting feedback. It is important that any Aboriginal cultural element is determined and led by Aboriginal people. Should this occur, the Council could readily support such a ceremony with publicity and event logistics at little cost.

#### Annual Business Plan impact

Clearly, the activities listed in the Council's Recovery Action Plan have, and will continue to, come at considerable cost, both financially and in terms of the impact on other priorities. The impact continues to increase in the absence of external funding support to allow the Administration to backfill or to find other ways of delivery projects and services. The Administration has identified a number of service impacts and 2019-20 Annual Business Plan priorities which should be considered for deferral as a result of the need to focus efforts on bushfire recovery. A fulsome list is contained in Appendix 2, however, key highlights include:

- The Green Waste Scoping Study, which has been deferred as staff resources were diverted to organising additional green organics drop-off days, managing the

distribution of waste passes and supporting Green Industries SA with various waste collection schemes.

- Regular tree management works, which have been delayed due to the necessary direction of resources to the higher risk trees in the fire scar area. This is largely being managed by bringing in additional external resources so that normal tree management practices are restored throughout the rest of the district.
- Development of the Community Recreation Facilities Framework has been delayed due to key staff working on that initiative being diverted toward community recovery efforts and/or backfilling those who have. In addition, some sporting and community groups in the fire affected part of the district have not been in a position to engage on this initiative in the immediate aftermath of the fire.
- The Strategic Plan review has continued on a timeline as close as possible to that previously adopted, however some changes were made to the timing and scope of community engagement in light of the fire situation.
- Development assessment services are already experiencing an increased workload due to the number of rebuilding development applications being lodged. At the time of writing this report, 51 rebuilding development applications have been received. The Administration predicts over 500 rebuilding development applications will be lodged over the next 12-24 months and have already recruited additional staff to ensure these can be expediting without impacting other development applications.

As the Annual Business Plan is a document required by legislation to be developed and monitored by the Council, it is suggested that the Council take this opportunity to note the impacts of the bushfire response and recovery efforts on achievement of the Annual Business Plan objectives and resolve to endorse the same. Alternatively, the Council will need to determine how to resource the achievement of the Plan's objectives while at the same time undertaking the bushfire efforts.

At the time of writing this report, the COVID-19 situation was developing rapidly. Although impacts on service, program and project delivery were not yet known, Council Members should note that there is a likelihood of service disruption and other impacts due to COVID-19, which goes beyond that listed in this report.

#### Program for the expenditure of Commonwealth funds

A condition of the receipt of the \$1.225m received from the Federal Government is to provide the National Bushfire Recovery Agency with a program indicating the initiatives on which the funds will be spent.

The criteria for spending the funds is very broad, but it was intended to enable local governments to support their communities in recovery. At the time of finalising the agenda for this Council Meeting, the Administration was expecting the received detailed guidelines on the requirements of this funding and how to lodge a program imminently. An update may be able to be provided at the meeting.

In the absence of further detail and guidance, it is suggested that the Council authorise the Chief Executive Officer to nominally allocate the \$1.225 funding to elements of the Council's Bushfire Recovery Action Plan where costs are unlikely to be able to be sought or recovered from other sources.

As outlined earlier in this report, even when this grant is taken into account, the Council will still incur significant costs.

#### Royal Commission submission

On Tuesday 3 March 2020, the National Royal Commission into National Natural Disaster Arrangements visited Woodside as part of a series of community meetings nation-wide. While not formal hearings, the meetings provide an opportunity for the Royal Commissioners to hear directly from affected communities and other stakeholders while finalising the next steps in the process.

At the meeting, the Mayor and the Director Bushfire Recovery raised a number of matters relevant to national coordination for consideration by the Royal Commission. These included:

- The importance of telecommunications during emergencies and the vulnerability of the telecommunications network to power outages
- Telecommunications black spots in the field during firefighting and relief activities
- Coordination of Australian Defence Force activities in bushfire response and recovery, particularly in terms of knowing in advance what their capabilities are and how they can be activated
- Rebuilding regulations (i.e. the additional cost of rebuilding to current building codes) and the potential calls for more onerous building code requirements post this bushfire season
- The task ahead of private property owners dealing with mass burnt trees on their properties
- Coordination between different agencies involved in recovery and the role of a national bushfire agency
- Single points of truth for information and the impact/pitfalls of social media in disseminating information during a disaster

The Council is able, and indeed has been encouraged by the Royal Commissioners, to make a formal submission to the Royal Commission. This is an opportunity for the Council to use its unique experience to influence outcomes at a national level. A copy of a draft submission, covering the above mentioned points, is contained in **Appendix 3**. The draft submission is largely self-explanatory, but the point to note is that it is focussed on matters impacting the Council's involvement in bushfire response and recovery which are of national relevance and where a level of national coordination is involved. Submissions close on 3 April 2020. Formal hearings will occur from April - July.

The Terms of Reference for the Royal Commission are available at [www.naturaldisaster.royalcommission.gov.au/about/terms-reference](http://www.naturaldisaster.royalcommission.gov.au/about/terms-reference) and Council Members have received this under separate advice.

#### State enquiry submission

The South Australian State Government is undertaking an independent review into the South Australian bushfire season and has sought public submissions. The terms of reference for the review are broad, covering twelve elements structured under prevention, preparedness, response and recovery.

Public submissions into the review were due 22 March 2020. To allow Council to consider this matter at the 24 March ordinary council meeting an extension has been granted to Adelaide Hills Council until 27 March 2020. Given the broad nature of the terms of reference, many of the elements that feedback is being sought on are not relevant to local government. Examples include CFS/MFS appliances, communications and safety systems and operational alignment of control agency and the State Coordinator. Accordingly, the proposed submission contained in **Appendix 5** is limited to elements relevant to local government.

Feedback provided in the submission has been formulated based on the knowledge and experience of Council Members and staff. Each area of feedback is self-explanatory to aid the review's understanding of Council's feedback.

The Terms of Reference for the independent review are available at [www.safecom.sa.gov.au](http://www.safecom.sa.gov.au) and Council Members have received this under separate advice.

#### **4. OPTIONS**

Council has a range of matters on which to resolve.

In relation to the Recovery Action Plan, the Council may:

- I. Resolve to endorse, in principle, the Recovery Action Plan. This is by its nature, an evolving document and changes will be necessary from time to time. This is recommended because it has been developed through input from staff, community and other agencies participating in the recovery efforts. (Recommended)
- II. Amend the Recovery Action Plan through deletion or alteration of items, or addition of other items. Should Council Members consider changes necessary, it is suggested that these be referred back to the Administration for consideration rather than making significant changes without analysis. (Not Recommended)

In relation to the consideration of ideas raised at the January 2020 Council Meeting, the Council may:

- III. Allow the ideas to be considered among other potential community recovery projects currently being identified. (Recommended)
- IV. Make any other resolution in relation to the ideas as it sees fit. (Not Recommended)

In relation to the impact on services and initiatives contained in the Annual Business Plan, the Council may:

- V. Resolve to note and endorse the impacts, thus acknowledging and validating the prioritisation of the bushfire response and recovery efforts over those items. (Recommended)
- VI. Make any other resolution in relation to the matter as it sees fit, noting that should the Council wish for the impacts to be reduced, it will need to determine how to resource the achievement of the Plan's objectives while at the same time undertaking the bushfire efforts. (Not Recommended)

In relation to the program to be provided to the National Bushfire Recovery Agency, the Council may:

- VII. Resolve to authorise the Chief Executive Officer to nominally allocate funding upon receipt of details guidelines to initiatives for which the Council is unable or unlikely to be able to secure additional funding. (Recommended)
- VIII. Resolved to allocate the funding as it sees fit. (Not Recommended)

In relation to the Royal Commission submission, the Council may:

- IX. Resolve to make a submission in the terms outlined in this report. (Recommended)
- X. Resolve not to make a submission. (Not Recommended)
- XI. Resolve to make a submission in different terms to that outlined in this report. (Not Recommended)

In relation to the South Australian state enquiry submission, the Council may:

- XII. Resolve to make a submission in the terms outlined in this report. (Recommended)
- XIII. Resolve not to make a submission. (Not Recommended)
- XIV. Resolve to make a submission in different terms to that outlined in this report. (Not Recommended)

## **5. APPENDICES**

- (1) Bushfire Recovery Action Plan (excerpt)
- (2) Impacted services and initiatives
- (3) Royal Commission submission (draft)
- (4) State enquiry submission (draft)

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# **Appendix 1**

*Bushfire Recovery Action Plan (excerpt)*

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Activity title	Recovery domain	Recovery aspect	Activity description	Responsible officer	Total cost estimate	FTE requirement	Potential funding sources	Timeframe
Wood distribution	Social	Tree management	Distribute wood from roadside tree work back to the community for home heating. This involves suitable wood being prepared and distributed by community groups either as a fundraiser and/or charitable exercise.	Damian Brennan		0.1	Cost incorporated into tree clearing contractor costs. No external funding requirement anticipated.	March-May 2020
Play Space Upgrades	Built/infrastructure	Recreation, unstructured	Play Space Upgrades are due to occur as part of BAU at Charleston, Mount Torrens & Kersbrook in 20/21. Initial consultation for these spaces occurred prior to the fires. Council is proposing to conduct some additional consultation with the relevant communities; &, depending on what the feedback from the community indicates, Council may need to seek additional funding to include additional elements to the space. Consultation & confirmation of funding will need to be completed in the near future, as the project must be completed / delivered by June 2021.	Renee O'Connor			State / Federal Government - additional funding from that already budgeted would enable greater investment in these spaces.	June 2020
Lobethal Bushland Park - Play Space Replacement	Built/infrastructure	Recreation, unstructured	The Play Space at Lobethal Bushland Park was destroyed by the fires, & as a result, will need to be replaced. Insurance funding is likely to only cover the 'like for like' (approx \$35,000) replacement of the equipment. It is envisaged that consultation with the community will highlight that additional equipment / landscaping elements are sought, & funding will need to be sought to deliver this.	Renee O'Connor	\$ 250,000		Insurance State / Federal Government	
Roadside tree clearing and monitoring	Natural	Tree management	Manage trees on roadsides and reserve for public safety and potential damage to public and private infrastructure	Damian Brennan	\$ 3,000,000	1.0	\$2.4 million for works to clear existing roads (including DPTI roads) \$300k for ongoing tree works over the next 3 years \$300k for an additional arborist over the next 3 years	3 years
Green organic drop off days, additional free	Natural	Waste management	Provision of free green organic days over and above business as usual.	Aliza Fuller	\$ 20,000			March to October 2020
Oval Repair / Rejuvenation	Built/infrastructure	Sporting facilities and clubs	Several Ovals were used for CFS Staging during the fire, and the turf surface has been impacted by the vehicles.	Renee O'Connor	\$ 75,000		Office for Recreation & Sport, Cricket Australia, AFL.	March 2020
Road Reserves and Fire Track Rehabilitation	Natural	Infrastructure asset restoration	Assess fire impacted road reserves and fire tracks to identify threatened assets for rehabilitation. Conduct weed control on known infestation sites occurring in road reserves and fire tracks.	Andrew Kirkley	\$ 75,000		State or Federal Government	Annually in Spring to Summer over five years

Adelaide Hills Council Bushfire Recovery Action Plan (excerpt)

Fence post (CCA treated) disposal service	Natural	Waste management	Provision of a service where residents in the fire affected area can dispose of burnt permapine posts. This service is currently being provided by Green Industries SA (GISA) and the ADF however the longevity of the service is unknown.	Aliza Fuller	\$	20,000		March to June 2020 (inclusive)
Biodiversity management Reserves	Natural	Biodiversity regeneration and fauna habitat	Restoration of native vegetation/revegetation and weed management in 4 Council reserves (Bell Springs Reserve, Formby Road Cemetery, Mt Charles - excluding Lobethal Bushland Park)	Tonia Brown	\$	120,000	1.5 State / Federal Government (Some existing Biodiversity operational budget for reserve and roadside management and use of in-house biodiversity staff resources)	Winter / Spring 2020-2025
Recovery of Lobethal Bushland Park	Natural	Biodiversity regeneration and fauna habitat	Recovery of natural areas and park infrastructure within Lobethal Bushland Park following fires.	Tonia Brown	\$	150,000	2.0 Insurance, State / Federal Government (Some existing Biodiversity operational budget for reserve and management and use of in-house biodiversity staff resources)	
Fencing replacement	Built/infrastructure	Infrastructure assessment and restoration	Assist residents with replacement of fences that adjoin Council reserves (not roads). Council would apply its discretion to contribute half of the cost of a standard replacement fence or repair existing fence.	Chris Janssan	\$	150,000		
Biodiversity Management - Blue Marker Sites	Natural	Biodiversity regeneration and fauna habitat	Restore Blue Marker sites	Tonia Brown	\$	500,000	1.5	next 5 years
Customer service	Social	Communication and engagement	Providing first-point customer service for Council as one of the key agencies at the Local Recovery Centre. Our presence there enables people and businesses impacted by the fires to get council matters sorted out in their local area, as part of the one-stop-shop Recovery Centre.	Karen Linsner	\$	40,000	0.5 Support package through NBRA. At present being funding over and above normal customer service budget so as to maintain all other customer service points.	Jan-June 2020
Infrastructure investment	Economic	Other	Pursuing infrastructure investment in the region for projects that build resilience and achieve betterment in the fire affected communities. Involves working with local RDA group, State and NBRA to identify candidate projects and submit (with business cases) through the appropriate channels for consideration.	Melissa Bright	\$	30,000	0.3 Cost/FTE requirement is only that of the effort required to pursue funding, not the requirement for project delivery itself.	Feb-Mar 2020
Supporting older community members who have been fire affected (or who live in high fire risk areas) with an additional in-home service (Home Maintenance & Domestic)	Social	Aged and vulnerable community	Service delivery to currently registered (or new/eligible) community members needing additional home maintenance, gardening and domestic support to stay living in AHC. (costs have been calculated as one extra service for 30% of currently registered clients) - Service type: Home Maintenance & Domestic assistance	Jessica Sharkie	\$	190,000	0.0 Possible, additional Commonwealth Home Support (CHSP) Funding	12 Months

Adelaide Hills Council Bushfire Recovery Action Plan (excerpt)

Supporting older community members psychologically who have been fire affected (or who live in high fire risk areas).	Social	Aged and vulnerable community	Creation and delivery of social support programs directly targeted to increasing the individuals wellbeing and emotional resilience following the trauma of the 19/20 fire season (costs have been calculated to deliver to extra special events per year for approximately 30% of currently registered clients base)	Jessica Sharkie	\$	30,000	0.0 Possible, additional Commonwealth Home Support (CHSP) Funding	12 Months
Community Development Representative on SERF (State Emergency Relief Fund) committee	Social	Other	Council staff member representation on the SERF Committee, attending designated meetings, review and approval of applications out of session - and investigation and provision of additional information to assist in decision making	Jessica Sharkie			0.1 -	12 Months
Communications and community engagement	Social	Communication and engagement	Develop a Recovery Communications Plan, manage Council's recovery communications (including website, social media, newsletters, meetings).	Jennifer Blake	\$	45,000	0.5	Immediate for 1 year
Re:Gathered Market	Social	Tourism	A re-staging of the Gathered Design Market that was scheduled for 20-22 December and was cancelled after the fire.	Melinda Rankin	\$	3,000	Event included business support/donated services from Gathered Design Market and CASO lighting	8-9 February 2020
Art workshops	Social	Community development, connections and resilience	Art workshops held by a local art teacher and an art journalling workshop offered by a retired counsellor	Melinda Rankin			NA	January 2020
Solastalgia - visual art exhibition	Social	Community development, connections and resilience	Visual art exhibition (part of the Adelaide Fringe Festival) working with the theme of grieving, solace and hope in regards to environmental loss.	Melinda Rankin	\$	2,000		15 February - 15 March 2020
Psychological First Aid Sessions, Workgroups or Other	AHC organisational	Staff welfare and wellbeing	Psychological First Aid Sessions Coordinated for AHC staff. Continued Psychological First Aid Sessions being coordinated for various departments through Red Cross. LGARS also offering workshops, group or individual support to AHC and we are investigating options	Lee Merrow	\$	-	0.0 Lee working with Teams that provided details , times and need in regards to professionals working with AHC	No End Date - Ongoing Monitoring

Development applications	Built/infrastructure	Planning and development	Assessing applications for development associated with reconstructing and/or repairing destroyed assets. Fast-track applications for reconstruction by recruiting one additional statutory planner and building officer and additional administration hours to manage application process. Assist applicants to minimise fees where possible. Work with Planning Institute of Australia and Royal Institute of Architects to facilitate referrals of applicants to them, to assist with preparation of plans and development applications. Working with State Government to facilitate changes to the Development Regulations to exempt temporary accommodation and storage facilities from requiring Development Approval.	Deryn Atkinson	\$ 560,000	6.0 Partial offset with fees.	Now until 2-3 years
Accommodation, temporary	Social	Accommodation, temporary	Work with government to support new development regulations which enable people to stay in temporary accommodation on their property as the rebuild.	Deryn Atkinson			
Infrastructure repair and replacement	Built/infrastructure	Infrastructure assessment and restoration	Repairing road surfaces, replacing signage, guardrail, guide posts, etc.	Joel Eckermann			
Development of Community Recovery Plan and community development focussed activities and events to support community recovery.	Social	Community development, connections and resilience	Development of a Community Recovery Plan and the identification and coordination of a range of initiatives designed to address challenges and opportunities as identified by the community.	Miranda Hampton	\$ 250,000	1.5 State Government are funding 1 FTE (Community Recovery Officer) and additional budget for initiatives identified in the recovery plan - (\$120,000.00 until the end of 20/21 financial year). An added staff resource (perhaps 0.5 FTE level 3) would be highly beneficial to support event coordination and communications (not currently budgeted for by the state government). (See separate items re events support)	2 years
Recovery planning	Social	Other	Establishing a documented plan for the Council's role and activities in disaster recovery. Establish community plans for recovery after disasters. Establish community resilience networks across the district.	David Waters	\$ 100,000	1.0 State/Fed	
Bushfire Valuation Amendments	Economic	Financial support	Revaluation of bushfire affected properties effective from date of fire to 30/6/20	Mike Carey	\$ 50,000	Cost represents likely lost rate revenue.	

Business Recovery Officer	Economic	Business support	Engaging a Business Recovery Officer to complement the Community Recovery Officer with a focus on the needs of directly and indirectly impacted businesses. The BRO is able to assess business needs and connect them directly with available resources. It is very difficult to have a one solution fits all eg some are considering retiring, some are considering rebuilding, some are considering adjusting previous expansion plans therefore a <i>Business Triage</i> is needed so that businesses can be directed to the most relevant services. Grant/application writing assistance for individual businesses. Opportunities of assistance often not taken up because its "just too hard" Building on the success of the #BookThemOut, #BuyThemOut campaign for regional produce	Melissa Bright	\$	120,000	1.0 State/Fed via Cabinet Submission
Events support	Social	Events, community and industry	Supporting community and industry events arising from the recovery process, such as community gatherings, industry markets, Lobethal Parade, 'big bash' sport event, bushfire relief concerts, etc. Council support includes waste management, traffic management, dry area applications, liquor licensing consideration, public risk management, miscellaneous logistical and equipment support.	Jennifer Blake	\$	45,000	0.5

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## **Appendix 2**

*Impacted services and initiatives*

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**Cudlee Creek Bushfire Service/Strategic Initiative Disruption Impact Summary**

Directorate	Department	Service/ Strategic Initiative	Name of Service/ Strategic Initiative	Timeframe/ Milestones for Delivery Prior to Bushfire Impact	Description of impact to the delivery of the Service/Strategic Initiative	Cost Implications	Interim Arrangements to provide Service/Strategic Initiative Continuity (if possible, i.e. reduced capacity, reduced scope, etc.)	Timeframe for Service/ Strategic Initiative Resumption (to pre- CCBF levels)
Infrastructure & Operations	Sustainability, Waste and Emergency Management	Strategic Initiative	Green Waste Scoping Study	Jul-20	Delivery of the green waste scoping study will be delayed.	Nil.	Existing green waste services continue to be provided.	Completion by December 2020.
Infrastructure & Operations	Sustainability, Waste and Emergency Management	Strategic Initiative	Emergency Management Plan	Jul-20	Delay in delivering the Emergency Management Plan noting priority has been to have emergency response processes in place which has been satisfied through adoption of the Incident Operations Manual.	Nil.	Existing council processes such as asset management, private property inspections, Carbon Management Plan and fuel reduction are key components of Council's emergency management arrangements.	Completion by September 2020.
Infrastructure & Operations	Open Space	Service	Biodiversity Programme	Ongoing	Delay in attending to other biodiversity operational works due to the focus on attending to impacts of Cudlee Creek Bushfire, in particular works at Lobethal Bushland Park.	Nil.	No interim arrangements	Unknown
Infrastructure & Operations	Open Space	Service	Tree Programme	Ongoing	Delay in delivering customer request responses.	Nil.	High risk tree reports are still being attended to in line with normal processes.	Unknown
Infrastructure & Operations	Open Space	Service	Capital Programme Implementation Federation Park & Oval Masterplan	Jul-20	Unable to be delivered.	Carry forward \$50K	Communication will occur with stakeholders.	Completion by 20/21
Infrastructure & Operations	Open Space	Service	Capital Programme Implement Irrigation Systems	Jul-20	Some design work to be completed.	Saving \$90K	No interim arrangements	Completion by 20/21
Infrastructure & Operations	Open Space	Service	Capital Programme Investigate & implement central irrigation Control System	Jul-20	Unable to be delivered.	Carry forward \$50K	No interim arrangements	Completion by 20/21
Corporate Services	Property Services	Service	Community Recreation Facilities Framework	Jun-20	Delay in progression of elements related to Property	Nil.	Continue to progress arrangements for recreation	Revised timeline to be determined
Corporate Services	Property Services	Service	Cemetery Advisory Committee	Ongoing	Regular meetings to be put on hold until acting management arrangements stemming from recovery effort completed	Nil.	Given this committee is advisory only there is no service impact perceived at this time	Resume meetings once acting appointments completed (3-6 months)
Corporate Services	Property Services	Service	Property Advisory Committee	Ongoing	Regular meetings to be put on hold until acting management arrangements stemming from recovery effort completed	Nil.	Given this committee is advisory only there is no service impact perceived at this time	Resume meetings once acting appointments completed (3-6 months)



Corporate Services	Property Services	Strategic Initiative	Cemetery Masterplan	Jun-23	No further activity to progress on the Masterplan until acting management arrangements stemming from recovery effort completed	Nil.	No service impact anticipated as this is a new initiative	Resume once acting appointments completed (3-6 months)
Corporate Services	Property Services	Strategic Initiative	Cemetery Management System	Jun-20	Progress on this initiative will be slower than anticipated whilst acting management arrangements stemming from recovery effort are in place	Nil.	No service impact anticipated as this is a new initiative	Resume once acting appointments completed (3-6 months)
Corporate Services	Property Services	Strategic Initiative	Crown Land Review	Jun-20	Consultation placed on hold until acting management arrangements stemming from recovery effort completed	Nil.	No service impact anticipated as this is a new initiative	Resume once acting appointments completed (3-6 months)
Corporate Services	Property Services	Strategic Initiative	Review of bore licencing	Mar-20	Report to Council following Motion on Notice put on hold until acting management arrangements stemming from recovery effort completed	Nil.	No service impact anticipated as this is a new initiative	Report to be provided within 2 months of acting arrangements being completed
Office of the CEO	Governance & Performance	Strategic Initiative	Strategic Plan Review	Apr-20	Phase 2 (Discuss) consultation was not highly publicised in consideration of the affected community which may result in a higher level of input in the current Phase 3 (Decide) consultation and possibly more changes and possible delays to the Strategic Plan finalisation and adoption.	Nil.	The Phase 3 (Decide) consultation will have enhanced promotion to reach those unable to participate during the Phase 2 (Discuss) consultation	Continuing to target 28 April Council meeting for Strategic Plan adoption however it could be delayed until 26 May 2020 meeting.
Development & Regulatory Services	Development Services	Service	Review of Land Management Agreement (LMA) Register	Apr-20	Delayed commencement of this Review as a result of the bushfire recovery focus on the assessment of replacement buildings. The project was to commence in January 2020 and be completed on 30 April 2020.	Nil.	No impact on the service as the register exists in hard copy. The purpose of the review is to verify the accuracy of the information in the register as identified in the recent Planning Audit and in preparation for the implementation of the PDI Reforms	Project to recommence May 2020 to be completed by 30 June 2020.
Development & Regulatory Services	Development Services	Service	Assessment of Development Applications	N/A	It is estimated that as a result of the loss of buildings in the bushfire, the Team will receive 499 Development Applications (which is an 50% increase on the average annual number) over the next 2-3 years. This will require additional resources to provide a prioritised and efficient service, and development advice to fire affected residents and reduce the impact on the assessment timeframes of other applications.	\$250,000 for 2.6FTE per annum to assist with the processing of the additional Development Applications	Recruitment underway for the 2 new FTE (one Planning & one Building Officer) and contract extension provided for the 0.6FTE Administrative resource.	New staff anticipated to commence in April/May 2020
Community Capacity	Communications, Events & Engagement	Strategic Initiative	Community Engagement Framework	Jun-20	Delay in progressing the development of a new Community Engagement Framework due to the high volume of media enquiries and communications messages that have had to be managed by the team.	Nil.	Not applicable.	Late 2020.

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## **Appendix 3**

*Royal Commission submission (draft)*

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## Draft AHC submission to the Royal Commission into National Natural Disaster Arrangements

**Explanatory note:** the Royal Commission has an online submissions portal which requires submitters to respond to the three specific questions outlined below.

*Q1: In your experience, what areas of the bushfire emergency response worked well?*

There was much about the bushfire emergency response that went well. The actions of the firefighting authorities, other emergency services, non-governmental organisations and, indeed, the community itself, are to be commended. Our submission is focused on those areas of national significance which are relevant to national arrangements. We are also making a submission to the South Australian independent review into the 2019-20 bushfire season which covers a range of aspects not included in this submission.

### Australian Defence Force deployment

The deployment of Australian Defence Force (ADF) assets and personnel in the Cudlee Creek Bushfire recovery was welcome and well received by our community. Under very professional command, they actively sought opportunities to help and engage directly with Council staff to better understand community needs.

The ADF prioritised clearing paths of access to homes and business assets, followed by assisting property cleanups where the task was beyond the capacity of property owners and local suppliers. In the latter stages of their deployment they assisted our Council teams and other groups to restore community assets and assist in managing waste drop-off facilities. All of these tasks were carried out with passion, professionalism and compassion.

We are grateful for the opportunity to work with the ADF and look forward to continued engagement with them, in readiness for future deployments should the need arise. To that end, there are opportunities for the ADF and local authorities to engage regularly for mutual benefit and for ADF disaster support capabilities to be documented and included in formal emergency response and recovery planning. We understand that this may already happen to varying degrees across the country and would welcome a greater emphasis on this in South Australia.

*Q2: In your experience, what areas of the bushfire emergency response didn't work well?*

There are many learnings and opportunities to come from the 2019-20 bushfires. Our submission is focused on those areas of national significance which are relevant to national arrangements and where the Council has had a substantial involvement or where we have received feedback from our

community. We are also making a submission to the South Australian independent review into the 2019-20 bushfire season which covers a range of aspects not included in this submission.

### Telecommunications

Telecommunications, including the NBN Network, was seen as an issue by our community, particularly when power supplies were interrupted for an extended period. Mobile telephone towers typically come with four (4) hour back-up batteries. It caused distress for people within the affected area when telecommunications went down as they were unable to communicate with family and friends. As power supplies are routinely disrupted during natural disasters (either in a planned or unplanned manner), clearly four (4) hours of back-up battery supply is insufficient for mobile phone towers in higher risk locations.

The Adelaide Hills still has a disproportionately large area without mobile phone telecommunications signals for a populated region so close to (and partly within) a metropolitan area. In both the response and recovery phases of the Cudlee Creek fire, our resources found communications challenging on the fire ground due to unreliable coverage. This put people and tasking at risk. We believe more should be done to encourage telecommunications providers to address these black spots and ensure good levels of mobile telecommunication coverage across areas at higher risk of natural disasters. More information about black spots including a map can be found at: [www.communications.gov.au/what-we-do/phone/mobile-services-and-coverage/mobile-black-spot-program](http://www.communications.gov.au/what-we-do/phone/mobile-services-and-coverage/mobile-black-spot-program).

As an observation, we understand that Commonwealth legislation designed to guarantee good levels of telecommunications is focused primarily on the copper phone network, and now, on the NBN Network. There is an ever increasing reliance in society on mobile telecommunications and this should be recognised in legislation and industry regulation.

### Information sources

Society now expects information to be more readily available than ever before and times of emergency provide no exception. During a disaster, people seek live information on what is happening, what they need to do and what emergency control agencies are doing. People will typically seek this information from wherever they can get it and social media provides both challenges and opportunities in this space.

We observed during the fire that there were reports of areas under threat that actually weren't and assets destroyed that weren't. There were contradictions with official agency messaging and people openly seeking advice in their online communities about what to do. We believe more can be done to enhance official agency communications channels so that information is live and accurate, so as to avoid the temptation for people to seek information elsewhere and potentially rely on information which they perceive to be more accurate and timely.

*Q3: Is there anything else you would like to tell the Royal Commission?*

### National agencies and the role of local government

The action of the Federal Government to establish a national body to oversee recovery efforts was a logical and welcome step. The National Bushfire Recovery Agency (NBRA) facilitated quick payment of recovery support funds to our council and many others, as well as administering other welcome Federal Government support opportunities. It was apparent, however, that the existing plans for disaster response and recovery did not envisage the creation of such a body, especially given that Emergency Management Australia (EMA) is an ongoing operation within the Department for Home Affairs.

While it may have been quite valid to set up a specific agency for this season's fires, there is an opportunity to review emergency management arrangements to ensure that the role of EMA and/or other disaster specific agencies is clarified. From a local government perspective, it would also be beneficial to clarify the lines of engagement with national recovery agencies (EMA, NBRA and the like) so as to ensure local government has an opportunity to contribute to the national conversation and to obtain the support it needs.

We are mindful that the role of local government in disaster planning, preparedness, response and recovery varies across the nation. Naturally, this national event provides a good opportunity to review this and ensure that local arrangements meet local needs while also allowing for good coordination at a national level. If there are opportunities to achieve a more consistent approach, we would consider that to be a positive step.

#### Rebuilding regulations

We understand that building codes and rebuilding regulations may be examined by the Royal Commission and naturally, people will ask whether the requirements for assets built in bushfire risk areas should be made more stringent and whether there should be more national consistency. While Adelaide Hills Council does not have a position on this question, we feel that any proper analysis should include consideration of the regulations and code requirements that prevailed when the destroyed assets were built and whether there was any difference in the impact on newer assets built under current arrangements. While we do not have specific data at this point in time to demonstrate the point, we know that many of the 67 homes destroyed in our Council district were built many years ago under historic planning and development arrangements.

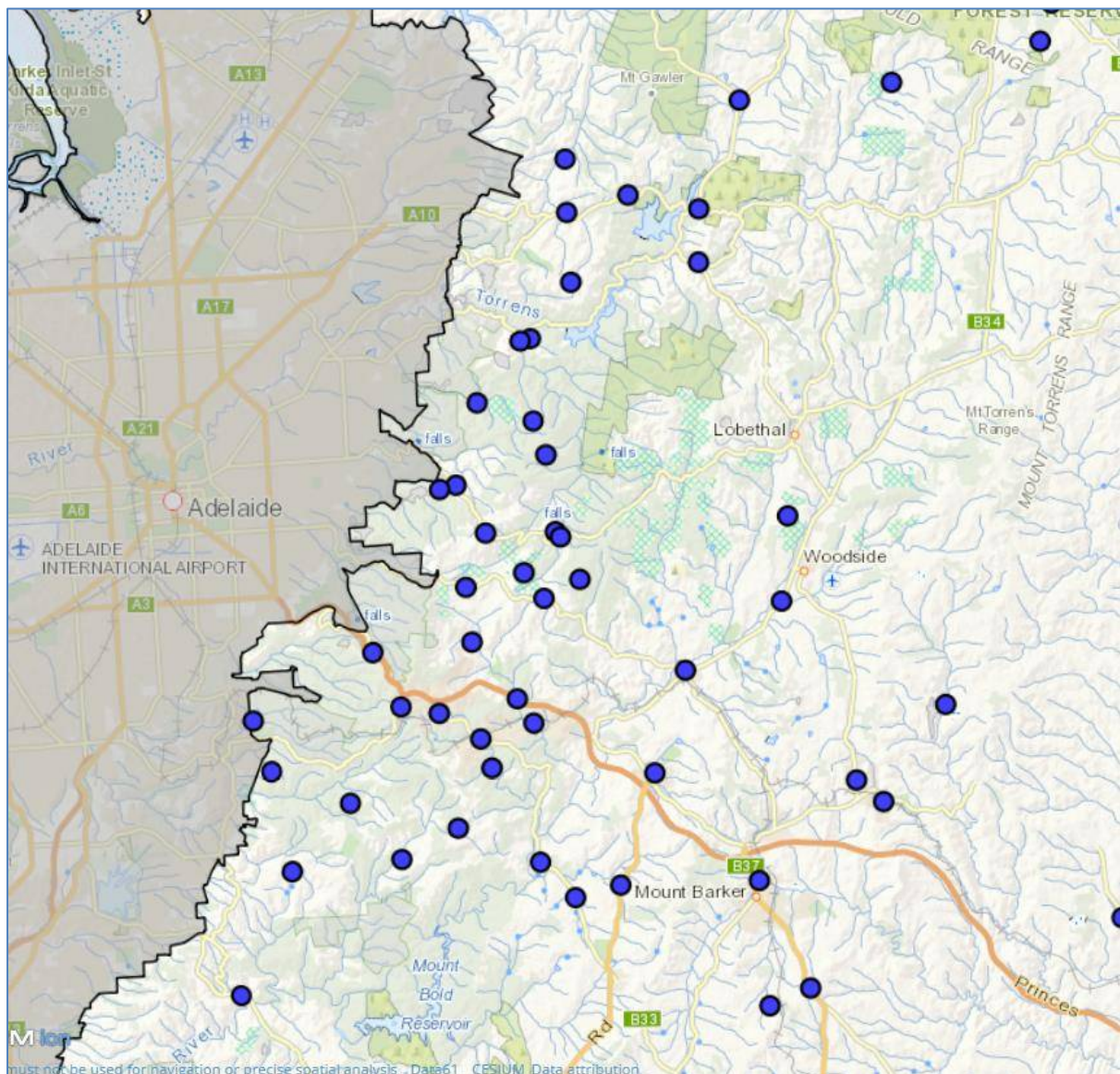
#### Summary

In summary, we welcome the opportunity to contribute and hope the Royal Commission will examine and make recommendations regarding:

- Opportunities for Australian Defence Force deployment, including their capabilities and call-out protocols, to be better documented and understood by Local Government authorities and other agencies to enable more streamlined deployment in future events.
- The need for mobile phone towers to have back-up batteries with bigger capacity in areas at higher risk of power disruption.
- The need to address mobile telecommunications black spots in areas of higher natural disaster risk.
- The need for accurate and timely official agency communication.

- Opportunities to clarify the role of national agencies such as Emergency Management Australia and triggers for creating disaster specific agencies such as the National Bushfire Recovery Agency.
- Opportunities for national consistency in the role of local governments in disaster recovery.

Attachment to submission: map indicating identified mobile telecommunications black spots in the Adelaide Hills.



Source: [www.communications.gov.au/what-we-do/phone/mobile-services-and-coverage/mobile-black-spot-program](http://www.communications.gov.au/what-we-do/phone/mobile-services-and-coverage/mobile-black-spot-program). (15 March 2020)

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## **Appendix 4**

*State inquiry submission (draft)*

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26 March 2020

Mr Mick Keelty  
C/O- SA Fire & Emergency Services Commission  
South Australian 2019-2020 Bushfire Review  
GPO Box 2706  
ADELAIDE SA 5001

Dear Mr Keelty

**Independent Review into South Australia's 2019-20 Bushfire Season**

Thank you for the opportunity to provide a submission to the independent review into South Australia's 2019-20 bushfire season. I particularly appreciate the extended deadline afforded to us to allow our Council Members to formally consider the matter in line with their normal meeting schedule.

The Council considered this matter at its Ordinary Council Meeting held on 24 March 2020. Please find enclosed our Council's submission. We look forward to discussing elements of the review with you at a meeting that is currently scheduled for 6 April 2020.

If you require clarification or seek further information regarding Council's submission please contact Council's Manager Waste and Emergency Management, John McArthur, by email at [mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au) or by phone on 8408 0400.

Yours sincerely

**Andrew Aitken**  
**Chief Executive Officer**



## Submission into the Independent Review into South Australia's 2019-20 Bushfire Season

### Prevention

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#### Reducing Bushfire Ignitions

- Electricity Infrastructure

As a potential and documented ignition source for bushfires a review of existing programs and practices aimed at reducing the risk of electricity infrastructure starting a bushfire should be undertaken including:

- Further roll out of aerial bundled cable and undergrounding of powerlines in areas prone to bushfire
- A review of SAPN's processes in regard to switching off power on fire risk days to ensure they meet contemporary bushfire risks and community expectations
- SAPN may wish to consider further communication with private property owners regarding its obligations for tree clearance

- Arson and Operation Nomad

We welcome the activities associated with this Operation Nomad and suggest that ways be explored for this operation to be even more visible on days other than severe, extreme and catastrophic fire danger during the bushfire season as a deterrent to known or suspected arsonists.

- Machinery and Power Tools

#### Small Machinery and Power Tools

Bird scaring devices, chainsaws, brush cutters, mowers and slashers can be used, with some restrictions, throughout the Fire Danger Season including fire ban days.

Given the above items can be used on fire ban days, including those with forecast severe, extreme or catastrophic fire danger, there is potential risk that a fire could be started by these activities.

Council seeks key stakeholders, and most particularly the CFS, be engaged to determine if undertaking any of these activities on fire ban days has started fires in sufficient numbers and risk to the community to warrant a legislative review.

If a review was justified, its terms of reference could include, amongst other things, that consideration be given to banning these activities on fire ban days in circumstances where there is potential for a fire to start and to become uncontrollable.

#### Road and Rail Freight

The Adelaide to Melbourne railway line and the South Eastern Freeway run through fire risk areas within the Adelaide Hills. Both these modes of freight transport are a potential bushfire ignition source and can contribute to traffic congestion in the event of a major fire occurring in the Adelaide Hills. Accordingly, Council continues to advocate for a northern rail and road freight by-pass to be constructed.

- Hazard Reduction

#### Fuel Reduction Review

A holistic and collaborative review of current fuel reduction practices across all levels of government should be undertaken that examines the appropriateness or otherwise of current practices in reducing bushfire risk. This review should include the fire management practices undertaken by the First Nations people given their longstanding connection with the land and include prescribed burns, roadside vegetation, woody weeds and fuel loads on private properties. A more recent consideration has been to enable livestock from adjacent farms to graze in creek lines at certain times for short durations; an approach that could also be reviewed. Further, the review should consider the vegetation planted by the community and all levels of government to achieve more sustainable fire mitigation and biodiversity outcomes.

#### Burning on Private Land

Council would support an increase to the State Government coordinated *Burning on Private Lands Program*. Currently there are eight Adelaide Hills Council owned sites treated under this program.

Prescribed burning is regarded as a viable strategy to improve the protection of built and natural assets from the adverse impacts of bushfire by reducing heavy fuel loads in strategic areas. Although the prescribed burns are proposed primarily for reducing fuel loads, it is recognised that on many properties there may be opportunities to deliver secondary benefits including weed management or other ecological benefits.

### Townships

Many of the townships within the Adelaide Hills are surrounded by high fire risk environments. As these towns are a lower risk than their surrounding environments they tend to become, by default, places residents from rural properties gather on days of high fire danger or when a fire is actually occurring. The current focus on Bushfire Management Area Plan priority areas around assets and townships should continue (see also comments under “Community Preparation and Resilience”).

### **Community Preparation and Resilience**

- **Community Education and Engagement**

A key aspect to increasing community preparation and resilience is to increase the level of knowledge and understanding in regard to preventing, planning for, responding to and recovering from bushfires.

Current messaging in relation to community education and engagement should be reviewed to ensure it is successfully meeting intended objectives as it appears many people are not prepared for, and able to, respond appropriately and safely to a bushfire emergency. In some circumstances this outcome unnecessarily ties up resources of emergency services in time of peak demand.

Further to work already being undertaken by the CFS, a community survey could be undertaken to determine what the community want to know and how this information should be delivered to enable the maximum uptake of bushfire education by individuals and groups. Completion of surveys could be encouraged at group level as an initiator to new (or refreshed) Community Fire Safe groups to increase the level of these groups within the community.

Education and engagement programs and services provided by state and local government should be reviewed in a coordinated manner to identify opportunities and resources for improvement with the aim of increasing the community’s level of bushfire preparation and resilience. Increased community education needs to focus on preparedness, response, recovery and what is, and is not, allowed on fire ban days.

Pre-emptive education should be provided to the community on the actions required to register themselves at recovery centres established in response to a fire to expedite access to support services if they have been impacted by a fire.

The concept of 'shared responsibility' needs to be a key element in all education and engagement undertaken. A review should also examine the intended purpose of 'bushfire safer places' and 'places of last resort' compared to the community's actual and perceived use of these areas. A focus of the review should be to identify whether people living within townships have a reduced understanding of and preparedness for bushfires given the lower risk within townships as compared to rural areas.

Consideration should be given to potentially mandating that in those cases where people plan to 'stay and defend' that they must achieve minimum levels of preparedness including training, property protection and physical and psychological preparedness.

Existing bushfire education services run by organisations such as the CFS, councils and the Australian Red Cross should be more widely advertised to maximise reach to communities in bushfire risk areas.

- Home and Contents Insurance

Property owners within fire risk areas should be encouraged to have insurance arrangements in place that adequately cover their insurance requirements. Noting the likelihood of insurance premiums increasing over time as the effect of climate change continues to grow and more fires are experienced, affordability of insurance is a key matter that needs to be addressed.

One consideration to improve the financial viability of insurance is to provide a fee incentive by having lower premiums (or premiums subsidised by others) for properties that have put in place fire prevention and preparedness actions such as sprinkler systems and water supplies. An incentive would be particularly useful for those existing properties that have not had to meet bushfire requirements through the development assessment process that currently applies to new builds.

Given the complexity of insurance cover, companies providing this service should be encouraged to make the process as user friendly as possible and importantly ensure that policy holder's insurance requirements are fully met and level of cover understood. Examples include providing greater assistance when advising people on insurance products, simplifying Product Disclosure Statements and including regular review of cover to include such matters as new building regulations.

- Farm Firefighting Units

Council acknowledges the importance of farm firefighting units in supporting their communities and the CFS. Council believes greater support needs to be provided to farm firefighting units including training, reduced registration on the vehicle, financial support and provision of personal protective equipment.

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## Preparation

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### State Bushfire Plan and State Bushfire Coordinating Committee

- Developing a new State Bushfire Plan

A state bushfire plan should recognise and address the fire risk posed by escalating climate change impact.

In March 2019 Adelaide Hills Council declared a climate emergency. The declaration recognised there is a state of climate emergency that requires urgent action by all levels of government, including local councils. Further, the declaration reaffirmed Council's commitment to mitigating against and adapting to the adverse impacts of climate change within the Adelaide Hills Council.

The impacts of climate change to South Australia include longer drier summers with an increase in days of extreme heat all of which are conducive to increased fire weather and more intense bushfires. In addition, these impacts will escalate over time from current levels.

Resourcing, at all levels of government, for fire prevention, preparedness, response and recovery activities needs to increase proportionately as the impacts from climate change in relation to bushfires escalates over time. Importantly, community resilience and adaptation to the changing climate may also require increased resources as the impacts take greater effect.

- Bushfire Zoning

Adelaide Hills Council welcomes a review into the current bushfire zoning to ensure zones are based on similar geographical and environmental characteristics such as annual rainfall and that management practices for the zones are delivered in the most efficient and effective way possible with the resources available.

- Local Government Planning, Roles in Emergency Management

### Bushfire Bunkers/Shelters

Correctly designed and constructed bushfire bunkers/shelters are a last resort option for those persons who wish to stay and defend their properties. Private bushfire bunkers/shelters are classified as 'development' in accordance with the Development Legislation and require Council approval. However, they are assessed against the 'Private Bushfire Shelter Performance Standard' as developed by the Australian Building Codes Board.

These performance standards are helpful but are not comprehensive design guidelines or standards for the construction of such bunkers/shelters. This outcome can result in some bunkers/shelters not being approved by the Building Committee of the State Commission Assessment Panel (SCAP) whose concurrence is required before any approval is issued. It is up to Building Certifiers to demonstrate to the Building Committee that the design for such structures conforms with the aforementioned national Performance Standards. Accordingly, Council strongly advocates for the development of comprehensive design standards and guidelines for the construction of bushfire bunkers/shelters as a preferred method of assessment for these structures.

#### Council Incident Operations

Adelaide Hills Council has in place an 'Incident Operations Manual' that is used as Council's primary response document to any emergency event impacting the Council area. The Manual was used extensively in the Cudlee Creek fire including the establishment of Council's Incident Management Team.

During the Cudlee Creek fire it would have been beneficial to have access to emergency service incident management information directly. This information would have helped expedite requests from emergency services for assistance and to assist Council in planning support provided to the emergency services and the community during the event. Provision of this information could be managed and shared with the affected Councils through the Local Government Functional Support Group.

## Response

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### Call taking and dispatch

- Links to Public Information and Warnings

During times of emergencies communications are vital for the community to obtain informed and timely messaging in relation to the emergency at hand from the respective agencies. Reliable communications are also important for the community to communicate with each other to assist them respond to and recover from an incident. Communications systems such as mobile and landline phones need to be more resilient and have greater longevity than they currently do in times of emergency.

For example, with the rollout of the NBN landline phones cease working when the power fails and mobile phone networks quickly become congested. Further, the mobile phone network fails relatively quickly once mains power is lost. Telecommunication providers should be mandated to build greater resilience and longevity into their respective networks and systems.

### Equipment and resources

- Technology such as Automatic Vehicle Location (AVL), Mapping, Line Scanning

Council currently monitors the Fire Danger Index (FDI) on days of increased fire danger to indicate which services should continue to operate and which of our sites should remain open. Currently, Council uses weather stations located at Strathalbyn, Kuitpo and Mount Crawford to calculate the average FDI of these three sites as a guide to the real time FDI within the Council area.

These weather stations are used as the only weather station located within the Adelaide Hills Council district is located at Mount Lofty which is not representative of the Council area due to its elevation. Given the fire risk within the Adelaide Hills Council area and that potentially the CFS and Bureau of Meteorology could utilise more representative FDI data for the Adelaide Hills consideration should be given to the Bureau of Meteorology installing one or more weather stations within the Adelaide Hills Council area.

Technology is available to provide communications when there is no electricity or telecommunications in place due to power failure or other event. The State Government should consider the viability and roll out of this technology in high fire risk areas to provide a minimum level of communication for the community, emergency services, councils and other key stakeholders during emergencies.



## **Public Information and Warnings**

- **Alert SA**

The Alert SA app only sends out warnings once a fire reaches the first warning level of 'bushfire advice'. The initial report of a fire is not broadcast by the app which on forecast extreme and catastrophic days reduces the community's response times.

Users should be free to decide the specifics of all levels and types of alert that they are able to receive on the app even if it is only a notification of a fire igniting on a non-extreme or catastrophic day. Noting this suggestion would increase the number of alerts sent by the app this lower level notification would need to be optional so users can turn it on or off according to their preferences.

Timely, accurate and relevant information is key to allowing people to make informed decisions about their safety.

- **Information Management Systems to Support Improved Messaging**

During the Cudlee Creek Bushfire the map on the CFS website showing the fire was complex in that it showed multiple occurrences of fire within the main fire scar. Whilst this level of detail can be informative in some circumstances it can be confusing in others and therefore care needs to be exercised that these maps are kept simple to aid in community understanding of the event being shown.

## **Interstate Deployments**

- **Support to Other States**

Whilst Council is not involved in interstate deployments given it is an operational matter for the CFS Council does recognise that these deployments do provide a valid and valuable contribution to other states in time of need. This support can also be returned to South Australia during large bushfires. These deployments also provide an opportunity to see how different fire services operate which in turn may improve the operations in local CFS units. Deployments interstate however must not unreasonably impact upon volunteers nor result in firefighting resource deficiencies within South Australia.

## Recovery

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### Transitional arrangements to recovery

- Australian Defence Force Support

The utilisation of the Australian Defence Force was a benefit during the early stage transition to recovery for both the community and Adelaide Hills Council. As a deployable asset the Australian Defence Force should be utilised more often during times of significant emergency events. Council is supportive of a review of the call out arrangements to ensure the Australian Defence Force is called out in the most efficient and effective manner to maximise community outcomes.

- Commonwealth Assistance

Council is supportive of a review of financial assistance grants to ensure they meet community needs. Further, we are appreciative of the financial support already provided by Federal Government. We are also exploring other funding avenues that Council may be able to access and are looking to further government support in this regard.

- Leadership and Coordination

Council welcomed the coordinating efforts of the various agencies and stakeholders including the CFS, SAPOL, the State Recovery Office, Australian Defence Force and the Local Government Functional Support Group. We have raised matters of nuance directly with those agencies, but look forward to participating in any opportunities to review and reshape coordinating efforts including, in particular, the role of Local Government in disaster recovery.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 March 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.3

**Responsible Officer:** Marc Salver  
Director Development & Regulatory Services

**Subject:** Gawler River Floodplain Management Authority (GRFMA)  
Draft 2020/21 Annual Budget and Business Plan

**For:** Decision

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**SUMMARY**

The Gawler River Floodplain Management Authority (the Authority) is a regional subsidiary established under the *Local Government Act 1999* to co-ordinate the construction, operation and maintenance of flood mitigation infrastructure for the Gawler River and associated activities. In accordance with the recently revised Charter for the Gawler River Floodplain Management Authority (the Authority), Council received correspondence from the Executive Officer of the Authority on 28 February 2020 providing a copy of draft 2020/21 Annual Budget (refer to **Appendix 1**) and draft 2020/21 Annual Business Plan (refer to **Appendix 2**) seeking approval from Council for its annual contribution.

As a result of a recent review of the GRFMA Charter, the Authority now prepares an Annual Budget and Business Plan in consultation with its Constituent Councils. The Draft 2020/21 Budget has been prepared to be consistent with the activities and circumstances referred to in the Annual Business Plan, and recommends a 2% CPI increase in general expenses. For the forthcoming 2020/21 Financial Year (FY), Constituent Councils contributions will total \$196,235 which is a decrease of \$34,065 from the 2019/20 years' contributions. The Adelaide Hills Council's total contribution for the 2020/21 Financial Year will therefore be \$25,193, which is \$449 less than for the 2019/20 FY. Note that this amount will be included in the Council's Draft Annual Business Plan and Budget for 2020/21.

Consistent with its recently revised Charter (gazetted on 4 March 2020), the Authority is seeking approval from all of the Constituent Councils in relation to their respective contributions in preparation for the adoption of the GRFMA's 2020/21 Draft Budget by the Authority's Board at its 11 June 2020 meeting.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. To advise the Board of the Gawler River Floodplain Management Authority that it has reviewed its 2020/21 Annual Business Plan and approves the Adelaide Hills Council's contribution of \$25,193 as set out in the draft 2020/21 Budget.
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## 1. GOVERNANCE

### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Goal 1	People and business prosper
Goal 4	Explore ideas and work with others
Strategy 4.6	Pursue opportunities to share resources and partner with others for better community outcomes

### ➤ Legal Implications

GRFMA is a Regional Subsidiary established under Section 43 and Schedule 2 of the *Local Government Act 1999*.

Schedule 2 requires that a regional subsidiary must prepare and adopt a business plan. The Plan must set out the performance targets, a statement of the financial and other resources, and the performance measures to be used to monitor and assess performance against the performance targets. The plan can be a multi-year plan but the regional subsidiary must review its business plan on an annual basis in consultation with its Constituent Councils. It does not however, require approval from the Constituent Councils.

Schedule 2 also requires the regional subsidiary to prepare a budget for each financial year. This budget must deal with each principal activity of the subsidiary, be consistent with the business plan, comply with the regulations and must be provided to the Constituent Councils within 5 days after adoption.

The Authority's Charter states that the Authority will have a rolling Business Plan in respect of the ensuing three years. Further the Charter states that the budget must be submitted in draft form to each Constituent Council before 31 March for approval of its contribution for the following financial year.

### ➤ Risk Management Implications

Review the Business Plan and approving the AHC contribution to the Authority will assist in mitigating the risk of:

*Failure to approve the AHC contribution to GRFMA leading to reduced ability of the Authority to discharge its role as set out in the GRFMA Charter.*

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

➤ **Financial and Resource Implications**

As per the GRFMA Charter, the Constituent Councils are being asked to review the Business Plan and to approve their contribution but not approve the GRFMA Budget.

The Authority's Board will review and approve the Draft Budget after receiving advice from each of the Constituent Councils. This will be done at the forthcoming Board meeting scheduled for 11 June 2020.

The Authority's key sources of revenue are the contributions from the Constituent Councils for both administration and maintenance. General expenses as detailed in the draft Budget have been increased by 2% for the 2020/21 FY to achieve a balanced budget given the expenditure outlined below.

Council's contribution to the Authority is 1.73% for Capital Works and maintenance of Assets, and 16.66% (equal share) of the Operational Costs, resulting in a total contribution of \$25,193 for the 2020/21 FY. This is \$449 less than the current Financial Year's contribution.

Operational contributions are calculated from the costs reflective of Administration of the GRFMA, and do not include capital works or maintenance of Assets. The maintenance contributions are calculated from the costs reflective of capital works or maintenance works for the North and South Para Works and the proposed Northern Floodway proposal capital works.

The draft 2020/21 Budget indicates maintenance contributions of \$50,300. Note that the reviewed annual depreciation amount of \$233,081 remains unfunded and is still the subject of further debate by the Board before it is determined how to fund this.

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

Not applicable

➤ **Sustainability Implications**

It is considered that the flood mitigation works undertaken by the GRFMA to date, as well as those proposed in the future, address environmental and social sustainability issues for those businesses and residents within the lower Gawler River floodplain.

➤ **Engagement/Consultation conducted in the development of the report**

The Authority has engaged with Constituent Councils regarding the review and adoption of its Annual Business Plan and Budget. There is no requirement to consult with the community in this regard.

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	The draft GRFMA Annual Business Plan and Budget was considered by the Board of the GRFMA at its meeting of 27 February 2020. Further, Council's draft Annual Business Plan and Budget for 2020/21 is anticipated to be considered by Council at its meeting on 28 April 2020, which will include the Council's contribution to the GRFMA.
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>Administration:</i>	Manager Financial Services Director Corporate Services
<i>External Agencies:</i>	Not applicable
<i>Community:</i>	Council's anticipated contribution as proposed in the draft GRFMA Budget has been included in Council's Draft 2020/21 Annual Business Plan and Budget, which is expected to be released for public consultation in May 2020. No further community consultation is required for the GRFMA Annual Business Plan and Draft Budget.

## **2. BACKGROUND**

The Constituent Councils for the Authority are City of Playford, Adelaide Plains Council, Town of Gawler, The Barossa Council, Light Regional Council and the Adelaide Hills Council.

The Gawler River catchment is fed predominantly by the North and South Para Rivers and it is via the latter that AHC is an interest in the Authority.

Before the Authority adopts its Annual Budget, it requires approval from each of the Constituent Councils for their respective contributions for the year. Council's representatives on the GRFMA Board are Cr Malcolm Herrmann and Marc Salver, with Cr Pauline Gill as the Deputy Board Member.

The current flood mitigation infrastructure constructed to date by the Authority (including the Bruce Eastick Dam and the raising of the South Para Dam wall) does not mitigate a 1 in 100 year flood event in the lower reaches of the Gawler River Floodplain. As a result the Board has over the past decade been exploring various options to do so. The most cost effective option being pursued is known as the Mark 2 Scheme or Northern Floodway project. This essentially involves the construction of a new levee system downstream of Old Port Wakefield Road, and the upgrading of the existing levee banks between Pederick Road and Port Wakefield Road, as well as selective levee upgrades upstream of Pederick Road. Once operational, it is considered that the Northern Floodway will protect hundreds of properties in the lower Gawler River Floodplain from flooding. The estimated capital cost of the Northern Floodway Project is \$27 million and the Authority is seeking contributions

from both the State (50%) and Federal (50%) Governments to cover this amount. Under such an arrangement, the Authority would be responsible for the ongoing maintenance of this infrastructure. Lobbying in this regard with both State and Federal members of Parliament has been undertaken and will continue until a response has been received.

### 3. ANALYSIS

The scope of the GRFMA Annual Budget for 2020/21 is considered relatively small in comparison to the extensive undertakings by Constituent Councils. The details of the GRFMA Annual Budget and Business Plan are as follows:

#### Annual Budget for 2020/21

The 2020/21 draft Budget (refer to **Appendix 1** for a copy) has been prepared based on 2019/20 Budget estimates with an annual escalation of 2% to general expenses, excluding costs associated with the projects and key initiatives outlined below. It is noted that the September 2019 Local Government Price Index was 1.9%. Constituent council contributions for 2020/21 total \$196,235 which is a \$34,065 less than the \$230,300 total contribution amount in the 2019/20 FY. This is principally due to reduction in property maintenance and capital work costs, as well as the completion of the Gawler River UNHaRMED Mitigation Project (GRUMP) in late 2019 in collaboration with the University of Adelaide and the Institute for Environmental Studies. The successful implementation of the methodological approach as contained in the GRUMP report, allows for:

- Increased understanding in the dynamics of risk across a floodplain – how it changes with time and space under different assumptions
- Improved ability to consider the effectiveness, impacts and co-benefits of flood risk management options (both structural and non-structural), and
- Enhanced strategic capability to deal with uncertainties impacting on development through explicit acknowledgement of an uncertain future and embedding this within the approach.

#### Depreciation of Assets

The Bruce Eastick North Para Flood Mitigation Dam is expected to have a life of 80 years. On that basis the Bruce Eastick North Para Flood Mitigation Dam has been depreciated at the rate of 1.25% annually.

Following a revaluation review in 2019 of the Dam, depreciation costs are now calculated at \$233,081 per annum. The current GRFMA Board Policy is to not fund depreciation within the GRFMA budget process and this will be further debated by the Board in the future to determine whether or not to fund depreciation. The net equity share (of annual depreciation costs) of each Constituent Council is subsequently reflected in the (Financial Statements) Schedule of Constituent Councils' interests, in net assets as at 30 June each year.

Note that the depreciation matter is still the subject of further debate by the Board before it is determined how to fund this.

#### Key Activities for 2020/21

Key activities for 2020/21 are outlined in the Annual Business Plan (refer to **Appendix 2**) which include:

- Continuation of the advocacy program to secure funding from the State and Federal Governments for the Northern Floodway project
- Progress of the second stage of the GRFMA Charter and Governance Review to scope and consider other contemporary governance arrangements
- Establishment of new management framework and plans now required as per the amended Charter adopted as part of the first stage of the review which was gazetted on 4 March 2020
- Establishment of a Dam Emergency Management Plan
- Implementation of requirement of the revised (2020) Operation and Maintenance Manual
- Establishment of a revegetation program around land associated with the Bruce Eastick North Para Flood Mitigation Dam, and
- Scheduled inspections and environmental management of land associated with the Dam location to be undertaken in accordance with Australian National Committee on Large Dams (ANCOLD) recommendations. Principally routine (monthly), intermediate (annually), comprehensive (every 5 years).

The Authority, in partnership with the University of Adelaide, received funding in 2019 via the *National Disaster Resilience Program* (NDRP), to develop an existing decision support tool (UNHaRMED) to explore how to manage flood risk into the future in an integrated and dynamic approach. The project commenced in mid-2019 and is anticipated to conclude in mid-2020.

This project will consider:

- Specific pilot studies (such as the possible raising of the Dam wall and Northern Floodway proposal) and analysis, as well as developing a methodology for continued use of the program for integrated planning of flood mitigation actions by GRFMA, and
- Provide an example for other local government authorities and floodplain managers in integrated flood risk management supported by integrated risk modelling.

#### Gawler River Scheme Mark 2 (Northern Floodway Project)

The Authority, from time to time, determines that additional modelling and analysis should be undertaken to assist the Board in considering the merits or otherwise of flood mitigation initiatives to be considered in implementation of the Gawler River Scheme Mark 2. Additionally, external bodies (and Constituent Councils) periodically seek advice from the Authority on possible impacts their proposals might have on the Gawler River system and associated flood mitigation initiatives arising from implementation of the Northern Floodway Project. Often this necessitates a referral to consulting engineers to model and determine possible impacts and consequences. Capacity for this work is facilitated in the budget.



Maintenance and operations of the scheme during 2020 to 2021 will include:

- Establishment of a Dam Emergency Management Plan
- Implementation of requirement of the reviewed (2020) Operation and Maintenance Manual
- A revegetation program around land associated with the Bruce Eastick North Para Flood Mitigation Dam
- Scheduled inspections and environmental management of land associated with the Dam location will be undertaken in accordance with the ANCOLD recommendations, Principality Routine (monthly), Intermediate (annually), Comprehensive (every 5 years)
- Repairs and Maintenance - New signs/padlocks/Screens for Lower level Outlet Pipe(LLOP) and High Level Outlet Pipe(HLOP), and
- Contingency for LLPO and Stilling Basin repair costs following into 2020/21 (from budgeted 2019/20 works).

Refer to **Appendix 1** for a copy of the draft 2020/2021 GRFMA Annual Business Plan. With all the above in mind, Administration recommends that Council advises the Authority that it has reviewed the Gawler River Floodplain Management Authority's 2020/21 Annual Business Plan and approves the Adelaide Hills Council's contribution of \$25,193 as set out in the draft 2020/21 Budget.

#### **4. OPTIONS**

Council has the following options:

- I. Endorse the Council's contribution of \$25,193 as contained in the Draft 2020/21 GRFMA Budget (Recommended)
- II. Not endorse the Council's contribution \$25,193 as contained in the Draft 2020/21 GRFMA Budget (Not Recommended)

#### **5. APPENDICES**

- (1) Draft 2020/21 GRFMA Budget
- (2) Draft 2019/22 GRFMA Annual Business Plan

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# **Appendix 1**

*Draft 2020/21 GRFMA Budget*

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**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY**  
**CONSOLIDATED DRAFT BUDGET 2020/2021**

**STATEMENT OF COMPREHENSIVE INCOME**

<b>2019/2020 FULL YEAR REVISED ESTIMATE \$'000</b>	<b>INCOME</b>	<b>2020/2021 DRAFT BUDGET \$'000</b>
230,300	Subscriptions	196,235
110,980	Grants Subsidies and Contributions	-
1,515	Investment Income	1,100
100	Other	15
<hr/>		<hr/>
342,895	<b>TOTAL REVENUES</b>	197,350
 <b>EXPENSES</b>		
342,895	Materials, Contracts and Other Expenses	197,350
-	Finance Costs	-
231,231	Depreciation, amortisation & impairment	233,081
<hr/>		<hr/>
574,126	Total Expenses	430,431
(231,231)	<b>OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS</b>	(233,081)
-	Net gain (loss) on disposal or revaluation of assets	-
-	Amounts specifically for new or upgraded assets	-
-	Physical resources received free of charge	-
 (231,231)	<b>TOTAL COMPREHENSIVE INCOME</b>	 (233,081)
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**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY  
CONSOLIDATED DRAFT BUDGET 2020/2021**

**CASH FLOW STATEMENT**

<b>2019/2020 FULL YEAR REVISED ESTIMATE</b>		<b>2020/2021 DRAFT BUDGET</b>
<b>\$</b>		<b>\$</b>
Inflows		Inflows
(Outflows)		(Outflows)
	<b>CASHFLOWS FROM OPERATING ACTIVITIES</b>	
	<b>RECEIPTS</b>	
341,380	Operating Receipts	196,250
1,515	Investment Receipts	1,100
	<b>PAYMENTS</b>	
(342,895)	Operating payments to suppliers & employees	(197,350)
-	Finance Payments	-
-	<b>Net Cash provided by (or used in) Operating Activities</b>	-
	<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
	<b>RECEIPTS</b>	
-	Grants specifically for new or upgraded assets	-
0	Sale of Assets	0
	<b>PAYMENTS</b>	
-	Capital Expenditure on renewal/replacement of assets	-
-	Capital Expenditure on new/upgraded assets	-
-	<b>Net Cash provided by (or used in) Investing Activities</b>	-
	<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
	<b>RECEIPTS</b>	
-	Proceeds from Borrowings	-
	<b>PAYMENTS</b>	
-	Repayment of Borrowings	-
-	<b>NET CASH USED IN FINANCING ACTIVITIES</b>	-
-	<b>NET INCREASE (DECREASE) IN CASH HELD</b>	-
66,902	<b>CASH AT BEGINNING OF YEAR</b>	66,902
<u>66,902</u>	<b>CASH AT END OF YEAR</b>	<u>66,902</u>

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY  
CONSOLIDATED DRAFT BUDGET 2020/2021**

**BALANCE SHEET**

**2019/2020  
FULL YEAR  
REVISED ESTIMATE**

**2020/2021  
DRAFT  
BUDGET**

	<b>ASSETS</b>	
	<b>CURRENT ASSETS</b>	
\$		\$
66,902	Cash and cash equivalents	66,902
1,958	Trade & other receivables	1,958
-	Inventories	-
<u>68,860</u>	<b>TOTAL CURRENT ASSETS</b>	<u>68,860</u>
	<b>NON-CURRENT ASSETS</b>	
-	Financial Assets	-
22,100,769	Infrastructure, Property, Plant & Equipment	21,867,688
<u>22,100,769</u>	<b>TOTAL NON-CURRENT ASSETS</b>	<u>21,867,688</u>
<u>22,169,629</u>	<b>TOTAL ASSETS</b>	<u>21,936,548</u>
	<b>LIABILITIES</b>	
	<b>CURRENT LIABILITIES</b>	
-	Trade & Other Payables	-
-	Borrowings	-
-	Short-term Provisions	-
<u>-</u>	<b>TOTAL CURRENT LIABILITIES</b>	<u>-</u>
	<b>NON-CURRENT LIABILITIES</b>	
-	Long-term Borrowings	-
-	Long-term Provisions	-
<u>-</u>	<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>-</u>
<u>-</u>	<b>TOTAL LIABILITIES</b>	<u>-</u>
<u>22,169,629</u>	<b>NET ASSETS</b>	<u>21,936,548</u>
	<b>EQUITY</b>	
13,487,656	Accumulated Surplus	13,254,575
8,681,973	Asset Revaluation	8,681,973
-	Other Reserves	-
<u>22,169,629</u>	<b>TOTAL EQUITY</b>	<u>21,936,548</u>



**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY  
CONSOLIDATED DRAFT BUDGET 2020/2021**

**STATEMENT OF CHANGES IN EQUITY**

<b>2019/2020 FULL YEAR REVISED ESTIMATE</b>		<b>2020/2021 DRAFT BUDGET</b>
<b>\$</b>		<b>\$</b>
	<b>ACCUMULATED SURPLUS</b>	
13,718,887	Balance at end of previous reporting period	13,487,656
(231,231)	Net Result for Year	(233,081)
0	Transfer From Reserves	0
0	Transfer To Reserves	0
<u>13,487,656</u>	<b>BALANCE AT END OF PERIOD</b>	<u>13,254,575</u>
	<b>ASSET REVALUATION RESERVE</b>	
8,681,973	Balance at end of previous reporting period	8,681,973
0.00	Gain on revaluation of infrastructure, property, plant & equipment	0.00
0.00	Transfer to Accumulated Surplus on sale of infrastructure, property, plant & equipment	0.00
<u>8,681,973</u>	<b>BALANCE AT END OF PERIOD</b>	<u>8,681,973</u>
<u><b>22,169,629</b></u>	<b>TOTAL EQUITY AT END OF REPORTING PERIOD</b>	<u><b>21,936,548</b></u>

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY**  
**CONSOLIDATED DRAFT BUDGET 2020/2021**

**UNIFORM PRESENTATION OF FINANCES**

<b>2019/2020 FULL YEAR REVISED ESTIMATE</b>		<b>2020/2021 DRAFT BUDGET</b>
<b>\$</b>		<b>\$</b>
342,895	Operating Revenues	197,350
(574,126)	less Operating Expenses	(430,431)
<u>(231,231)</u>	<b>Operating Surplus / (Deficit) before Capital Amounts</b>	<u>(233,081)</u>
	<b>Less Net Outlays in Existing Assets</b>	
-	Capital Expenditure on renewal and replacement of Existing Assets	-
(231,231)	less Depreciation, Amortisation and Impairment	(233,081)
<u>-</u>	less Proceeds from Sale of Replaced Assets	<u>-</u>
(231,231)		(233,081)
	<b>Less Net Outlays on New and Upgraded Assets</b>	
-	Capital Expenditure on New and Upgraded Assets	-
-	less Amounts received specifically for New and Upgraded Assets	-
<u>-</u>	less Proceeds from Sale of Surplus Assets	<u>-</u>
-		-
-	<b>Net Lending / (Borrowing) for Financial Year</b>	-

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## **Appendix 2**

*Draft 2020/21 GRFMA Annual Business Plan*

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# GRFMA ANNUAL BUSINESS PLAN

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## 2020-2021

### Gawler River Floodplain Management Authority

#### Constituent Councils:

*Adelaide Hills Council*

*Adelaide Plains Council*

*The Barossa Council*

*Town of Gawler*

*Light Regional Council*

*City of Playford*

**Gawler**



# Business Plan 2020-2021

## Gawler River Floodplain Management Authority (GRFMA)

### The Gawler River

The Gawler River is formed by the confluence of the North Para and South Para in the town of Gawler and is located in the Adelaide Plains district of South Australia. The district surrounding the river produces cereal crops and sheep for both meat and wool, as well as market gardens, almond orchards and vineyards. The farm gate output of the Gawler River floodplain horticultural areas is estimated to be at least \$225 million.

### History

The river is subject to periodic flood events.



#### Desirable Levels of Protection Cost of Flooding

Flood Frequency (ARI)	Estimated Damages
1 in 10	\$15m
1 in 20	\$24m
1 in 50	\$102m
1 in 100	\$182m
1 in 200	\$212m
Average Annual Damage	\$7.40m
Present Value of Damages	\$109m

#### Properties at Risk

Flood Frequency (ARI)	Number of residential properties within each hazard rating			
	Low	Medium	High	Extreme
1 in 50	1056	785	483	236
1 in 100	1559	1451	1179	457
1 in 200	1814	1652	1419	615

Following the November 2005 flood, which flooded the Virginia district and township, a series of meetings of the major stakeholders led to the approval of \$20 million in funding from Federal, State and Local Governments to fund the Gawler River Flood Mitigation Scheme (Scheme Works).

The Scheme Works had three parts:

- One The construction of a flood control dam on the North Para River near Turretfield designed to control a 1 in 100-year flood.
- Two The modification of the South Para Reservoir dam wall and spillway to provide 1 in 100-year flood control storage on top of full reservoir storage (completed 2012).
- Three The formalisation of controlled flow paths for floodwaters along the lower reaches of the Gawler River.

Following successful construction of the flood control Dam on the North Para (Bruce Eastick North Para Flood Mitigation Dam) in 2007 and modification of the South Para Reservoir Dam and spillway in 2012, the Authority has progressed the Gawler River Flood Mitigation Scheme, elements which include:

- further development of the preliminary assessment of possible local area levees prepared in the 2008 Gawler River Floodplain Mapping Study at Gawler, Angle Vale and Two Wells and to develop a levee strategy for Virginia.
- establishment of a protocol with the Floodplain Councils that where development of land in areas identified as 'at risk of flooding' is planned to proceed by the implementation of a local area levee that mapping of the proposed levees on the Gawler River Floodplain Mapping Study Model will be required.
- to develop a funding strategy for flood protection that is delivered by local area levees on the questions of who should own and maintain the levees and whether local area levees are regional works that the GRFMA should fund or are they local works that are the responsibility of the local Council.
- investigate opportunities for funding partners and grants to undertake the necessary assessments and designs.

## Purpose of the GRFMA

The Gawler River Floodplain Management Authority (GRFMA) was formed as a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999 on 22 August 2002. The Constituent Councils are the Adelaide Hills Council, The Adelaide Plains Council, The Barossa Council, The Town of Gawler, Light Regional Council, and the City of Playford.

The Authority has been established for the following purposes:

- to co-ordinate the construction, operation and maintenance of flood mitigation infrastructure for the Gawler River. This purpose is the core business of the Authority;
- to raise finance for the purpose of developing, managing and operating and maintaining works approved by the Board;
- to provide a forum for the discussion and consideration of topics relating to the constituent council's obligations and responsibilities in relation to management of flood mitigation for the Gawler River; and
- upon application of one or more constituent councils pursuant to clause 12.4:
  - to coordinate the construction, maintenance and promotion and enhancement of the Gawler River and areas adjacent to the Gawler River as recreational open space for the

- adjacent communities; and
- to enter into agreements with one or more of the constituent councils for the purpose of managing and developing the Gawler River.

## Governance

The Authority has established a Charter which sets down the powers, functions, safeguards, accountabilities and an operational framework and the Business Plan sets down the operational plan and financial plan to achieve agreed objectives.

The Authority is governed by the Board of management

The Board comprises of

- one independent person, who is not an officer, employee or elected member of a constituent council, to be appointed as the Chairperson of the Board of Management of the GRFMA for a term of two years.
- Two persons appointed from each of the six constituent councils (12 members in total). Council appointees comprise of the Council CEO, or delegate and one Elected Member.
- Deputy Board members as appointed by each constituent council

## The Board

The Members of the Board are:

Council	Board Members	Deputy Board Members
<b>Chairperson and Independent Member</b>	Mr. Ian Baldwin	
<b>Adelaide Hills Council</b>	Cr Malcolm Herrmann Mr. Marc Salver	Cr Pauline Gill
<b>Adelaide Plains Council</b>	Cr Terry-Anne Keen Mr James Miller	Cr John Lush Mr Robert Veitch
<b>The Barossa Council</b>	Mayor Bim Lange Mr. Gary Mavrinac	Cr Russell Johnstone
<b>Town of Gawler</b>	Cr Paul Koch Mr. Sam Dilena	Cr Nathan Shanks Mr. Ben DeGilio
<b>Light Regional Council</b>	Cr William Close Mr. Brian Carr	Mr. Andrew Philpott
<b>City of Playford</b>	Cr Peter Rentoulis Mr. Greg Pattinson	Cr Clinton Marsh

A Technical Assessment Panel has been appointed to support the decision-making processes of the Board with delegated powers to provide advice and manage the technical aspects of the design, assessment and construction of the various parts of the Scheme.

The Members of the Panel are:

Mr Ian Baldwin, Independent Chair  
 Ms Ingrid.Franssen, Manager Flood Management,  
 DEWNR Dr Moji Kan, Principal Engineer Dams, SA  
 Water  
 Mr Matt Elding, Barossa  
 Council Mr Braden Austin,  
 Playford Council  
 Mr David Hitchcock Executive Officer  
 Mr Dino Musolino, Observer, Lower Gawler River representative

An Audit Committee has been appointed to review:

- the annual financial statements to ensure that they present fairly the financial state of affairs of the Board; and
- the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the Board on a regular basis.

The Members of the Audit Committee are:

- Mr. Peter Brass, Independent member and Chair
- Cr. Malcolm Herrmann, Adelaide Hills Council
- Mr. Greg Pattinson, City of Playford.

The following Policies have been adopted to provide management guidelines for the day-to-day business of the GRFMA:

- Access to Meetings and Documents
- Internal Review of Decisions
- Procurement and Operations
- Dam Valuation
- Public Consultation
- Treasury Management



Further work will be undertaken to establish and adopt appropriate policy documents as required (Public Interest Disclose, Fraud and Corruption etc).

To meet the statutory and operational responsibilities the Authority will maintain appointment of a part time Executive Officer, and an Auditor, on a contract basis.

Dean Newbery and Partners have been appointed as the external auditor for the financial year period 2019/20 until 2023/24.

The Authority is required to hold a minimum of 6 meetings per year and to provide the required Business Plans, Budgets Reports and Audited Statements to its constituent councils required by the Charter and Local Government 1999.

The Authority will conduct two reviews each year of its performance against the targets set in this Business Plan that will form part of the report to its constituent councils and will be included in its Annual Report.

## Cost of Operations

The scope of the GRFMA annual budget and operations is small in comparison to the extensive undertakings by constituent councils.

Principally the budget revenue is sourced from predetermined “formulae based” financial contributions by the six constituent councils, opportunistic funding applications and some interest from financial institutions. Recently any shortfalls in income (over expenditure) have been met from reserves.

Expenditure is principally budgeted on estimated costs of executive management and administrative and governance requirements of the Authority according to its charter. Some costs are incurred with maintenance of the Bruce Eastick North Para River Flood Mitigation Dam site and access.

The contributions of the constituent councils are based on the following percentage shares for capital works, maintenance of Scheme assets and operational costs of the Authority. (GRFMA Charter Clause 10)

## Constituent Council Shares for Contributions

Constituent Council	Capital Works	Maintenance of Assets	Operational Costs
	Percentage Share	Percentage Share	Percentage Share
Adelaide Hills Council	1.73%	1.73%	16.66%
Adelaide Plains Council	28.91%	28.91%	16.66%
The Barossa Council	8.67%	8.67%	16.66%
Town of Gawler	17.34%	17.34%	16.66%
Light Regional Council	8.67%	8.67%	16.66%
City of Playford	34.68%	34.68%	16.66%
Total	100%	100%	100%

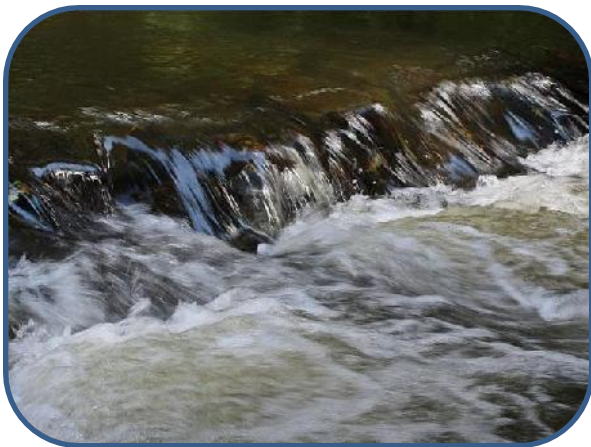


## Work Priorities 2020/2021

Previously in 2016/17 the Authority engaged:

- AECOM to provide a fatal flaw screening assessment for the potential raising of the North Para Dam by up to 10 metres to provide additional flood protection for a 1 in 100 Annual Event Probability (AEP) event to the township of Gawler and further downstream.
- Australian Water Environments to undertake the Gawler River 2016 Flood Review

Both reports have been subsequently completed and following consultation with constituent councils the Authority has resolved that decision on extending the height (10mtr) of the dam be on held over pending the initiatives recommended in the Gawler River 2016 Flood Review report are implemented and outcomes considered. Feasibility of raising of the North Para Dam will then subsequently be considered.



The Gawler River 2016 Flood Review report provides three recommendations for works to be undertaken and provides first stage indicative costs of \$27 million:

- proposed Gawler River northern floodway;
- upgrade and maintenance of the levee system; and
- management of silt and pest vegetation.

The Authority will continue to pursue endeavors to obtain State and Federal government funding for the project having an estimated \$27 million cost, on the basis of securing commitment from Federal and State Governments to fund in totality all capital costs, including the further design and development cost associated with the project.

During 2019 the Authority, in partnership with the University of Adelaide, via funding from the Federal and State Government National Disaster Resilience Program (NDRP) commenced development of decision support tool to explore how to manage flood risk into the future in an integrated and dynamic approach. The project is on schedule to conclude in June 2020 and findings provided by the final report will be further explored.

On 16/8/18 the Authority endorsed commencement of a GRFMA Charter and Governance Review to be undertaken in two phases consisting of:

1. A charter review to be undertaken as a shorter-term action; and
2. Following completion of the charter review a further process to scope and consider other contemporary governance arrangements be undertaken.

Phase 1, Charter Review has now been completed and key elements of changes to be effected in the new charter are.

Clause	Change
1.2	Provision of Definitions
3.1.4	New wording to facilitate sustainable outcomes to ensure a proper balance between economic, social, environmental and cultural considerations.
4.3.11	New options to identify Board and Deputy Board Members.
4.5.1	New process for appointment of Chairperson three-year term.
6.	Reworded and reorganised to reflect Role and Functions and provision for a new Code of Practice for Meeting Procedures
7.2	Clarifies obligations of the Authority in regards to Register of Interest and Related Party Disclosures
8.4.2	Sets limit of overdraft facility.
8.5.2	Provides direction on draw down of loan funds.
9.4.1 and 9.4.2	Establishment of Committees - Provides opportunity for more than one independent Audit Committee member and term of appointment.
11.1	Requires separate funding agreement with constituent councils where capital or maintenance cost exceed \$1 Million in any one year.
12	Provision for Annual Business Plan and Annual Budget - clarification that Council approve the Budget as a whole.
13	New Management Framework requiring a Long-Term Financial Plan, a Strategic Plan and an Asset Management plan as well as annual budget.
21	Clarifies dispute resolution process between Authority and one or more constituent councils.
23.3	No change to financial contributions by constituent councils. Depreciation falls within the scope of the Authorities operational costs.
24	New identification of non-derogation and Direction by constituent councils.

The new Charter (phase1) commenced from 28 January 2020 and a transition program will be undertaken to effect the new GRFMA Management Framework requiring a Long-Term Financial Plan, a Strategic Plan and an Asset Management plan as well as annual budget.

The Authority has now separately initiated Phase 2 of the Charter review so as to facilitate a process to scope and consider other contemporary governance arrangements that the GRFMA might, with constituent council support, adopt in seeking to deliver its purpose of coordinating the planning, construction, operation and maintenance of flood mitigation infrastructure for the Gawler River.

This process is to also examine percentage rate contributions (subscriptions) pursuant to the current Charter (2015), Clause 10. Financial Contributions to the Authority (now Clause 11 in the proposed Charter, Stage 1, 2019).



A Charter Review (2) Working Group has been established to provide and manage the process and to facilitate conclusion of the Charter Review considerations and arrangements such that any resultant new charter will be operational and effective from 1 July 2021.

Maintenance and operations of the scheme during 2020 to 2021 will include:

- Establishment of a Dam Emergency Management Plan.
- Implementation of requirement of the reviewed (2020) Operation and Maintenance Manual;
- Establishment of a revegetation program around land associated with the Bruce Eastick North Para Flood Mitigation Dam.
- Scheduled inspections and environmental management of land associated with the Dam location will be undertaken in accordance with ANCOLD recommendations. Principality Routine (monthly), Intermediate (annually), Comprehensive (every 5 years).



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 March 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.4

**Responsible Officer:** Steven Watson  
Governance & Risk Coordinator  
Office of the Chief Executive

**Subject:** Election for GAROC Casual Vacancy – April 2020

**For:** Decision

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In January 2020, nominations for a position on the Greater Adelaide Region Organisation of Councils GAROC were requested from Member Councils due to a casual vacancy arising from a resignation. At the close of nominations, 5.00pm on the 26 February 2020 nine (9) nominations for the position on GAROC were received.

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

In accordance with Clause 4.4.5(d) of the GAROC Terms of Reference, Council needs to resolve a candidate that they wish to be elected. Following Council's resolution the Mayor will mark the ballot paper complete the voting process as set out in **Appendix 1**. The completed ballot paper must be lodged with the Returning Officer by 5.00pm, Thursday 16 April 2020.

Counting of Votes for the Election for GAROC membership will occur on Friday 17 April 2020.

**RECOMMENDATION**

**Council resolves:**

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

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal	Organisational Sustainability
Strategy	Governance

### ➤ Legal Implications

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

### ➤ Risk Management Implications

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

*Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.*

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

Council has many internal controls that contribute to managing the above risk and therefore the subject of this report does not in itself have an additional mitigating impact on the residual risk.

### ➤ Financial and Resource Implications

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

### ➤ Customer Service and Community/Cultural Implications

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

### ➤ Sustainability Implications

There are no direct sustainability implications arising from this report.

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

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Executive Manager Governance & Performance  
Executive Assistant Mayor & CEO

*Community:* Not Applicable

## **2. BACKGROUND**

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

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

The GAROC Regional Groupings consists of:

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

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

As the result of a resignation, nominations for one vacant position on GAROC were requested from Member Councils to fill the vacancy. At the close of nominations, on 5.00pm on 26 February 2020, nine (9) nominations for the vacant position on GAROC were received from the following candidates:

Kris Hanna	Mayor	City of Marion
Kym McKay	Councillor	City of West Torrens
Jill Whittaker	Mayor	Campbelltown City Council
Helga Lemon	Councillor	City of Burnside
Elizabeth Fricker	Mayor	Town of Walkerville
Claire Boan	Mayor	City of Port Adelaide Enfield
Don Palmer	Councillor	City of Unley
Erin Thompson	Mayor	City of Onkaparinga
Heather Holmes-Ross	Mayor	City of Mitcham

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

Candidate profiles are at **Appendix 1**.

### 3. ANALYSIS

In accordance with Clause 4.4.5(d) of the GAROC Terms of Reference, Council needs to resolve the candidate that they wish to be elected. Following Council's resolution the Mayor will mark the ballot paper complete the voting process as set out in **Appendix 1**. The completed ballot paper must be lodged with the Returning Officer by 5.00pm, Thursday 16 April 2020.

### 4. OPTIONS

Council has the following options:

- I. To determine the preferred candidates for Election for GAROC and resolve for the Mayor to mark the ballot paper with the Adelaide Hills Council's vote accordingly. (Recommended)
- II. To determine not to vote in the Election for GAROC (Not Recommended)

### 5. APPENDIX

- (1) Election for GAROC – Letter from LGA CEO 06 March 2020, Ballot Paper and Candidate Information Sheets.

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# **Appendix 1**

*Election for GAROC*

*LGA CEO Letter 06 March 2020,*

*Ballot Paper and Candidate Information Sheets for*

*Election for GAROC*

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In reply please quote our reference: ECM 701949 LT/MD

6 March 2020

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

Dear Mr Aitken

**Election of GAROC Representative (1 casual vacancy)**

On 13 January 2020, Acting CEO Andrew Johnson wrote to member councils calling for nominations for the vacant position on the Greater Adelaide Regional Organisation of Councils (GAROC) which has occurred as a result of the resignation of Cr Tim Pfeiffer from the City of Marion. I wish to advise that at the close of nominations (5.00pm on Friday 26 February 2020) I received nine (9) nominations for the position on GAROC for the following candidates:

- Mayor Kris Hanna (City of Marion)
- Cr Kym McKay (City of West Torrens)
- Mayor Jill Whittaker (Campbelltown City Council)
- Cr Helga Lemon (City of Burnside)
- Mayor Elizabeth Fricker (Town of Walkerville)
- Mayor Claire Boan (City of Port Adelaide Enfield)
- Cr Don Palmer (City of Unley)
- Mayor Erin Thompson (City of Onkaparinga)
- Mayor Heather Holmes-Ross (City of Mitcham)

As a result of receiving more than the required number of nominations, I hereby advise that an election for the position on GAROC will take place.

I have attached a copy of each candidate's profile together with a ballot paper for your completion in accordance with the instructions below.

**Voting Instructions**

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

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

- the chair of the meeting for that member [council] shall mark the ballot paper with an "X" next to the candidate that the member [council] wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the Delegate must indicate the member's [council] name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer (Clause 4.4.5(d));
- on receipt of the envelopes the Chief Executive must (Clause 4.4.5(e)):
  - open the outer envelope addressed to the "Returning Officer" and record the name of the member [council], which appears on the inside flap of the envelope, on the roll of member's [council] eligible to vote; and
  - place the envelope marked "Ballot Paper" unopened into the ballot box.
- the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present (Clause 4.4.5(f));
- at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate (Clause 4.4.5(g));
- the candidate with the most votes shall be deemed elected and will commence their term immediately and remain in office until the conclusion of the 2020 AGM;
- in the case of candidates receiving the same number of votes, the Chief Executive shall draw lots at the counting of the votes and the lot drawn will be the candidate elected (Clause 4.4.5(i)).

The counting of the votes will take place on Friday 17 April at Local Government House – 148 Frome Street Adelaide. The time of the count will be confirmed and the candidates will be advised should they, or their nominated scrutineer, wish to be present.

I require the ballot paper to be returned to me by **5:00pm Thursday 16 April 2020**.

If you have any queries, please contact me or the Deputy Returning Officer, Lisa Teburea, on 8224 2068.

Yours sincerely



Matt Pinnegar  
**Returning Officer / Chief Executive Officer**

Telephone: (08) 8224 2039

Email: [matt.pinnegar@lga.sa.gov.au](mailto:matt.pinnegar@lga.sa.gov.au)

Attach: Candidate profiles; ballot paper with envelope and reply envelope addressed to Returning Officer



## Ballot Paper

### Election for GAROC Casual Vacancy (1)

**Ballot closes 5:00pm Thursday 16 April 2020**

**Important Note:** In accordance with Clause 4.4.5(d) of the GAROC Terms of Reference, the chair of the meeting for that Member Council shall:

- mark the ballot paper with an "X" next to the candidate that the Member Council wishes elected;
- place the ballot paper in the envelope marked *Ballot Paper*, seal the envelope then enclose it in the envelope marked *Returning Officer*, seal it and deliver that envelope to the Returning Officer.

<input type="checkbox"/>	HANNA, Kris	Mayor	Marion
<input type="checkbox"/>	McKay, Kym	Councillor	West Torrens
<input type="checkbox"/>	WHITTAKER, Jill	Mayor	Campbelltown
<input type="checkbox"/>	LEMON, Helga	Councillor	Burnside
<input type="checkbox"/>	FRICKER, Elizabeth	Mayor	Walkerville
<input type="checkbox"/>	BOAN, Claire	Mayor	Port Adelaide Enfield
<input type="checkbox"/>	PALMER, Don	Councillor	Unley
<input type="checkbox"/>	THOMPSON, Erin	Mayor	Onkaparinga
<input type="checkbox"/>	HOLMES-ROSS, Heather	Mayor	Mitcham



## Candidate Information Sheet

### GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	Mayor Kris Hanna
Council:	City of Marion
Local Government Experience & Knowledge	<p>I have spent a lifetime serving the community, as a lawyer (including a period managing my own legal practice), Marion Councillor (1995-97) State Member of Parliament (1997-2010) and since 2014 as Mayor of Marion Council.</p> <p>At Marion I have encouraged major reforms to improve services to our community, and increase efficiency while reducing rates rises to less than the inflation rate.</p> <p>Having contributed to some improvements at Marion, I would be glad to offer my governance, financial management and legal knowledge to serve the broader Adelaide local government community.</p>
Local Government Policy Views & Interests	<p>Current issues of interest:</p> <ul style="list-style-type: none"><li>• Addressing the impact of climate change by means of practical measures;</li><li>• Making the most of impending State Government local government constraints to actually benefit our Councils;</li><li>• The future of recycling in Adelaide;</li><li>• Concern about the impact of the Planning and Design Code on infill development, design standards for housing, and our character suburbs.</li></ul> <p>In respect of every one of these issues I would promote more collaboration between Councils.</p>
Other information	Over the years I have served on the Board of the Victim Support Service, the Multifaith Association and numerous community/school committees.

**This form must accompany the Nomination Form**

**This information will be supplied to GAROC member councils in the event that an election is required**



## Candidate Information Sheet

### GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	<i>Mr Kym McKay</i>
Council:	<i>West Torrens city Council</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"><li>• <i>17 years as an elected member for the Lockleys Ward</i></li><li>• <i>2 terms as Deputy Mayor</i></li><li>• <i>Presiding member of a number of key council committees</i></li></ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"><li>• <i>A strong advocate for open space – storm water management – better environmental practice's- community facilities and services – believe in the need to have better representation and the ideas of Elected Members (non mayors) on Local Govt Boards and committees.</i></li></ul>
Other information	<ul style="list-style-type: none"><li>• <i>I have worked in both the Public and Private sectors in significant roles covering operations and logistics nationally and International, I am professionally employed as a Human Resources –Quality –Safety and Environment Manager in the commercial construction industry currently.</i></li><li>• <i>I am a past Board member of the West Beach trust (Adelaide Shores)</i></li><li>• <i>I have voluntarily served on a number of community boards</i></li><li>• <i>Awarded the 2020 Australia Day Citizen of The Year Award in West Torrens</i></li></ul>

**This form must accompany the Nomination Form**

**This information will be supplied to GAROC member councils in the event that an election is required**

# Candidate Information Sheet

## GAROC

(word limit is strictly 1,000 words)

Name:	<i>Mayor Jill Whittaker</i>
Council:	<i>Campbelltown Council</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• Mayor of Campbelltown City Council from November 2018.</li> <li>• Councillor May 2003 - November 2018 for Campbelltown City Council Newton Ward.</li> <li>• Campbelltown Active Ageing Advisory Committee Member 2016 -</li> <li>• Member of Campbelltown Youth Advisory Committee 2016 -</li> <li>• Member of Campbelltown Service Clubs Advisory Committee 2019 -</li> <li>• Member of Campbelltown Access and Inclusion Advisory Committee 2006 -</li> <li>• Member of Campbelltown Reconciliation Advisory Committee 2005-</li> <li>• Campbelltown Child Friendly City Representative 2015 -</li> <li>• Board Member of Libraries Board of SA (LG Rep) 2016-</li> <li>• Deputy Mayor 2006 - 2014</li> <li>• Chairperson Access and Inclusion Advisory Committee Campbelltown 2014-2018</li> <li>• Sesquicentennial Advisory Committee Member 2014-2018</li> <li>• Development Assessment Panel Member 2006-2008, 2010-2012</li> <li>• Chairperson Outlook Publication Committee 2006 – 2014</li> <li>• Campbelltown Library Redevelopment Advisory Committee 2006 -2010</li> <li>• Campbelltown Leisure Centre Redevelopment Advisory Committee 2006 – 2016</li> <li>• South Australian Local Government Women's Association Metro member 2006</li> <li>• LGA Board Member 2009 – 2016</li> <li>• State Executive of the LGA Vice President 2013-2016</li> <li>• Local Government Research and Development Scheme Committee Past Chairperson 2014-2016 Member 2009-2016</li> <li>• Proxy LGA Audit Committee 2016</li> </ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <li>• Local Government is at the heart of South Australian communities. We are the most efficient level of Government and support local communities to achieve goals. We are the sector that is closest to the Community.</li> <li>• Planning and Development is currently a major focus as residents' needs and wants are balanced with all of the other needs of communities for heritage protection, trees and open space and all of the many other considerations important to members of the public.</li> <li>• There is the need to develop and maintain good relations with other tiers of Government in relation to their policy and programs and I have strong experience in working with other levels of Government and supporting the position of Local Government.</li> </ul>



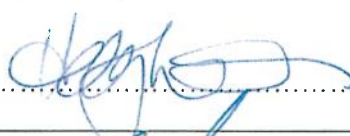

	<ul style="list-style-type: none"> <li>• Service delivery, environment, waste collection, affordable and long lasting roads and footpaths, libraries, infrastructure, sports centres, and the arts are key concerns for Local Government and I am keen to help the sector find affordable solutions for current and future challenges. My resume supports my broad experience, skills and knowledge.</li> <li>• The LGA is important to Local Government because it provides a strong voice for the sector when legislative and other changes are proposed by State Government. It can also help coordinate responses in a time of crisis. It provides forums and training which are essential to ensure Elected Members and Staff are up to date in knowledge and skills. The LGA provides a framework for Councils to purchase goods at reduced costs and also to have a strong financial, insurance and work safety framework.</li> <li>• My previous work with the LGA Executive and as part of the work of the ALGWASA branch gives me strengths in managing interactions with social and mainstream media as well as key knowledge.</li> <li>• I attend many forums, consultations on broader Local Government issues, training sessions and conferences because of the importance of continuous learning. I have strength at the micro level but have strong capability in dealing with strategic challenges too. I recently participated in sector wide consultations on the proposed changes to the Local Government Act and also the Development and Planning Regulations.</li> <li>• The future challenges facing the sector are expanded community expectations that Councils will lead changes in response to climate change, pandemic disease, fire, flood and other unforeseen disasters to help communities flourish with industry, jobs and prosperity. This desire for the expansion of the role of Local Government into non traditional areas requires new responses as the funding is not automatically provided by other levels of Government to support community aspirations.</li> </ul>
Other information	<p>Employment history</p> <ul style="list-style-type: none"> <li>• Teaching at primary, secondary and adult level including English as a Second Language</li> <li>• Operative, Policy Advisor, Contract Manager for Commonwealth Public Service in fields of employment, social security, childcare, and education.</li> <li>• SA Local Government Disability Champion 2011-2016</li> <li>• Consumer Advisory Committee ESCOSA Past Member 2013-2016</li> <li>• Migrant Resource Centre Past Committee Member 2010-2016</li> <li>• President Lions Against Violence Adelaide 2017 – 2019</li> <li>• Social Media Officer Australian Local Government Women's Association 2017 - current</li> </ul>

**This form must accompany the Nomination Form**

# Candidate Information Sheet

## GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Nominee's Council	City of Burnside
Nominee's Name (full name)	Councillor Helga Lemon
Declaration and signature of nominee	<p>I hereby accept such nomination and consent to act as a member of GAROC if so elected.</p> <p>Signature:</p> 
Signature and name of Nominating Council's CEO	<p>Signature:</p>  <p>Chris Cowley</p>
Dated	24/2/20.

Name:	Councillor Helga Lemon
Council:	City of Burnside
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• Third term as an elected member for the City of Burnside Eastwood and Glenunga Ward (10 consecutive years as an elected member).</li> <li>• Presiding member of the Corporate &amp; Community Services Standing Committee 2011.</li> <li>• Presiding member of the Community, Development &amp; Heritage Standing Committee 2012.</li> <li>• Four years as a member of Burnside Council's Development Assessment Panel (alternate years).</li> <li>• Current member of Burnside's Council Assessment Panel</li> <li>• Eight consecutive years as a member of the Council's CEO Recruitment, Performance Appraisal and Remuneration Review Committee.</li> </ul>

	<ul style="list-style-type: none"> <li><i>In terms of knowledge I began my tenure as an elected member with almost no knowledge of the Local Government Act and its processes. I can confidently say that while I am not an 'expert' in all matters I do know when and where I need to go to find the resources and information I might need on any given issue.</i></li> </ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <li><i>State Planning reform (infill development, traffic and parking, preservation of heritage).</i></li> <li><i>Climate change adaptation (waste management, tree canopy preservation, water management).</i></li> <li><i>Opposed to rate capping and cost shifting.</i></li> <li><i>Believe it is important to seek innovative ways to engage our communities in decision making.</i></li> </ul>
Other information	<ul style="list-style-type: none"> <li><i>I have been heavily involved as an advocate for my local community initially as a result of the release of the first 30 Year Plan for Greater Adelaide in 2009.</i></li> <li><i>As a result I made submissions and deputations to the following:</i> <ul style="list-style-type: none"> <li><i>Minister's Inner Metropolitan Growth Development Plan amendment 2013 – submission and deputation.</i></li> <li><i>Expert Panel on Planning Reform 2014 – submission.</i></li> <li><i>Glenside mixed use zone policy review Development Plan Amendment 2016 – submission and deputation.</i></li> </ul> </li> <li><i>I was instrumental in Burnside becoming a partner in the National Garage Sale Trail in 2015.</i></li> <li><i>Eastwood Community Centre board member 2011 – 2013.</i></li> <li><i>Mayor's delegate to the Australian Local Government conference in 2014.</i></li> <li><i>Mayor's delegate to meetings of the Eastern Regional Alliance Mayors and CEO meetings from time to time.</i></li> <li><i>I have recently retired as a career public servant spending half my working years in the Department of the Premier and Cabinet. Much of my work centred on community engagement and in recent times I was the project manager for regional engagement in South Australia's Strategic Plan and also the development of the State Brand.</i></li> <li><i>More recently I worked with the SA Ambulance Service on enhancing volunteer recruitment and community engagement in regional South Australia.</i></li> </ul>

# Candidate Information Sheet

## GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	Mayor Elizabeth Fricker
Council:	Corporation of the Town of Walkerville
Local Government Experience & Knowledge	<p><i>I was elected to Council in November 2014. Between November 2016 up to and including the November 2018 council general elections, I was appointed Deputy Mayor by the Council.</i></p> <p><i>I subsequently was elected Mayor of the Town of Walkerville, unopposed, in November 2018.</i></p> <p><i>I have attended a number of training forums run by the LGA for elected members. I have also actively involved myself in almost every consultative forum run by the LGA and OLG in relation to planning reform, rates capping, including SAPC inquiry into local government costs and efficiency.</i></p> <p><i>Walkerville is a member of the ERA and as Mayor I catch up with my fellow ERA Mayors on a monthly basis to discuss broader regional issues.</i></p> <p><i>Furthermore, I have been a member of Council's Audit Committee since 2014, Strategic Planning and Development Policy Committee (2014-2018) and CEO Performance Review Committee (November 2016 – current). I am the Presiding Member of the Women of Walkerville Foundation Committee (a fund raising committee for the betterment of the community).</i></p>
Local Government Policy Views & Interests	<p><i>I am passionate about public safety, affordable housing, open and transparent governance, active ageing &amp; wellbeing, genuine community engagement, financial sustainability, acceptable level of management of assets, open spaces and providing services and programs to our diverse community, with a focus on the most vulnerable groups in our community.</i></p> <p><i>I firmly believe in the protection of heritage areas and the retention of trees, particularly in areas of infill development.</i></p>





Other information	<ul style="list-style-type: none"><li>• <i>Fellow of Australian Institute of Company Directors</i></li><li>• <i>Board Member of RA Jordan, a private plumbing company operating in South Australia and the Northern Territory</i></li><li>• <i>Previously filled casual vacancies on Women's and Children's Hospital Board</i></li><li>• <i>Education – Bachelor of Arts, Master of Business Administration</i></li></ul>
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**This form must accompany the Nomination Form**

**This information will be supplied to GAROC member councils in  
the event that an election is required**

## Candidate Information Sheet

### GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	Mayor, Claire Boan
Council:	City of Port Adelaide Enfield
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• Elected as Councillor for 8 years</li> <li>• Elected as Mayor of PAE since 2018</li> <li>• Effective Chair of meetings</li> <li>• Liaison between Organisations and Council</li> <li>• Providing leadership to Elected Members and the Community</li> <li>• CAP Experience</li> <li>• Grants and Sponsorship Committee</li> <li>• Audit Committee experience</li> <li>• Develop strategic partnerships</li> </ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <li>• Councils working collaboratively</li> <li>• Community connectedness</li> <li>• Increasing better messaging and marketing</li> </ul>
Other information	<ul style="list-style-type: none"> <li>• Primary school teacher including leadership roles</li> <li>• Patron of local clubs</li> </ul>

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## Candidate Information Sheet

### GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	<i>Cr Don Palmer</i>
Council:	<i>City of Unley</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li><i>I have been a member of the City of Unley since the 2010 periodic elections. During this time I have participated in and held the following positions:</i></li> </ul> <p><u><i>Deputy Mayor 2017</i></u></p> <p><i>As Deputy Mayor (acting for our Mayor) I participated in the Metropolitan Local Government Group and the Eastern Regional Alliance</i></p> <p><u><i>Presiding Member</i></u></p> <p><i>Development, Planning and Strategy Committee 2015-16. This committee managed the biggest development plan changes in the history of Unley</i></p> <p><i>Strategic Property Committee 2018</i></p> <p><u><i>Member</i></u></p> <p><i>Development, Planning &amp; Strategy Committee 2013-14</i></p> <p><i>Development Assessment Panel 2011-2014</i></p> <p><i>Unley Business and Economic Development Committee 2012-2018</i></p> <p><i>CEO Performance Review Committee 2017-18</i></p> <p><i>I also note my extensive leadership experience outside of Local Government.</i></p> <p><i>I have managed and/or owned several building industry businesses. As a member of the MBA and HIA I have served on various committees. I have been an Area Co-Ordinator for Neighbourhood Watch, Secretary for a Caravan Club, President for a brief stint of the Association of Caravan Clubs SA.</i></p> <p><i>I have also served on the Parish Councils of two Anglican Parishes and as Warden for some eleven years at St Augustine's Anglican Church at Unley. Likewise I have served on the Diocesan Administration and Resources Executive at the Adelaide Anglican Diocese. I am currently also a member of Diocesan Council of the Adelaide Diocese of the Anglican Church of Australia.</i></p> <p><i>In all cases I was responsible for Presiding over meetings, for Strategic Planning, OHSW, Financial Budgeting, human resourcing, promotions and marketing.</i></p>



<p>Local Government Policy Views &amp; Interests</p>	<ul style="list-style-type: none"><li>• <u>Leadership</u><p><i>As I did in my business career I have always taken an interest in the industry in which I am participating, at this time the local government industry. I am a firm believer that the strength of an association is in the participation of its members.</i></p><p><i>I am also a firm believer in aiming to be part of the solution rather than the problem. To be someone who is seeking answers to issues rather than sitting back and criticising those taking the responsibility to seek the answers.</i></p><p><i>The LGA needs people willing to take on this responsibility. I stand ready to take on this role of leadership on your behalf.</i></p><p><i>As new blood I will also bring a fresh perspective to a fresh executive structure. This at a time when new blood will be positively received by our ratepayers.</i></p></li><li>• <u>Reform</u><p><i>As Unley's representative previously on the MLGG and ERA I have participated in the debate on the LGA's new structure. I back the new structure and look forward to advancing the reforms that the LGA executive have identified.</i></p><p><i>The local government industry needs to seek change and reform. We need to be the driver of change. This will require us to recognise where change is needed, and work with the Government to effect purposeful change. We need to be proactive to drive the reform and not be reactive to third parties.</i></p></li><li>• <u>Image</u><p><i>The local government industry needs also to work on changing the image of the industry to our ratepayers. It will not be enough to speak of the need for change. It is another to push the change and be the driver of change. We need mostly to be seen to be driving the change.</i></p><p><i>To achieve this we need to be seen as a sector responsive to our ratepayers needs. Once again this requires us being proactive, to undertake to understand what our ratepayers are seeking, and demonstrate that we do understand and that we are responsive.</i></p></li><li>• <u>Membership Participation</u><p><i>If the LGA is to be strong we need the LGA membership to be engaged.</i></p><p><i>GAROC will certainly need to provide the leadership to achieve the above aims. The general industry membership however needs to step up to the plate as well. As an association is only as strong as its membership we all need to participate in making.</i></p><p><i>We all need to work toward bridging the gap that exists between some of us and the LGA.</i></p></li></ul>
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Other information	<p><i>I look forward to having the opportunity to provide a positive contribution to the local government industry to the betterment of the South Australian local government community.</i></p> <p><i>The South Australian local government industry is in need of continuing to re-invent itself and to present as relevant to today's communities. We need to leave a legacy for the future. I stand ready to contribute.</i></p>
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# Candidate Information Sheet

## GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	MAYOR ERIN THOMPSON
Council:	CITY OF ONKAPARINGA
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• 10 + years experience working as a communications professional in local government (City of Playford and City of Unley)</li> <li>• Current Mayor of the City of Onkaparinga. Elected 2018</li> <li>• As a metropolitan Mayor (City of Onkaparinga) I represent the largest council in SA by population</li> <li>• My experience in local government, firstly within the administration of a medium sized council and now the Mayor of a large council, has helped me to build an understanding of the special challenges faced by different sized councils with extremely varied community demographics and needs.</li> </ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <li>• GAROC and the LGA must be proactive on matters that make a real difference to Local Government</li> <li>• Local Government should continue to make its views heard at both State and Federal levels</li> <li>• There needs to be more transparency in councils to help rebuild the trust of rate payers</li> <li>• The LGA could help to change the communities negative perception of local government state-wide</li> <li>• We must build solid relationships with government to ensure political interference does not further infiltrate local government. We need to ensure they are very clear about our message. This must occur all year and not just at election time.</li> <li>• Federally it is important that SA has a strong voice at the ALGA table and is not left behind and ignored in favour of the more populist states.</li> <li>• Local government should be a leader in community engagement – we need to step up in this area</li> <li>• Local Government needs to become better communicators – the community are interested in what we are doing, and we should involve them more in the conversation as well as celebrate our wins more often.</li> </ul> <p>Councils need to work together to find new innovative cost-effective solutions for managing the entire waste and recycling process here in South Australia.</p>

Other information	<p><i>In addition to my Local Government experience (both within the administration and as Mayor), I have owned and operated my own businesses and worked in various marketing and tourism roles across the country.</i></p> <p><i>I bring fresh ideas and new ways of thinking.</i></p>

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## Candidate Information Sheet

### GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	<i>Heather Holmes-Ross</i>
Council:	<i>City of Mitcham</i>
Local Government Experience & Knowledge	<p>In a surprise result at the last election I was elected Mayor without having previously served as a councillor. This presented an enormous personal challenge as I had very little local government knowledge and no experience. Since then, I have immersed myself in the sector, my council and my community. I have attended numerous local government training sessions, discussions, seminars and events to get myself up to speed.</p> <p>I come from a background of excellence in business and academia. I have a PhD in chemistry from Flinders Uni which means I am trained to investigate, problem solve and collaborate. These are particularly handy skills when applied to the intricacies of local government.</p> <p>The hospitality business which my chef husband and I own and manage has been continually recognised for excellence by our industry body, Restaurant &amp; Catering Assoc. of Aust., culminating in our being awarded Australian Restaurant of the Year 2017. I believe this shows that I have the ability to encourage a team to work towards excellence, along with a high degree of business acumen, the ability to assess business situations, risks and opportunities and act on them.</p> <p>I believe that my role as Mayor is one of facilitation and advocacy and therefore building relationships is pivotal, so I have worked hard to build strong relationships with my councillors, our CEO, council administration, and council staff, along with LGA staff, councillors from other councils, local MP's and the many wonderful Mayors.</p> <p>I have been busy in the community, performing civic duties and meeting with residents, community groups, schools, universities, and businesses to understand and advocate for their diverse needs. To aid this process I have instigated a weekly open forum, "Share with the Mayor" where I make myself available for three hours to listen to the concerns and ideas of our residents over cuppa. As a restaurateur I make a mean cappuccino on our office coffee machine!</p> <p>I have thoroughly enjoyed the past year or so as Mayor and feel that, along the way, I have gained a very workable knowledge of the machinations of local government. I am dedicated to my role and not afraid to stand up for my beliefs.</p>



<p>Local Government Policy Views &amp; Interests</p>	<p>My passion lies in building sustainable communities, both environmentally and socially. I believe that small business has a pivotal role to play in both, and that stimulating our local economies brings better outcomes for all. I previously founded a shop local and social inclusion movement in our local area and found the benefits of building pride in community and place were astounding, in terms of economic and social reward. I am currently advocating for the implementation of a traders levy on commercial properties in various parts of our council area to allow the establishment of traders groups and associated marketing and place making initiatives by Council. Other councils have applied a commercial levy very effectively to stimulate economic growth and development and I am keen for Mitcham Council to become involved in this space.</p> <p>Since joining Council I have become a member of the East Waste board, and our council has become the Chair of Region 7 of the Murray Darling Association. Waste and water are two of the most significant challenges of our time and I believe councils are best placed of the tiers of government to force change in these sectors. I am interested in increasing council collaboration via GAROC, along with the bulk buying ability and economies of scales afforded by LGA membership and procurement, to provide core and additional services for our communities. As a sector, I believe local government must use these advantages to protect our communities, in both mitigating and preparing for the effects of climate change.</p> <p>Our council believes that GAROC should be representative of the entire region and is currently missing representation from the southern area. The City of Mitcham is well placed to do this and the long term stability of our council means I have time to dedicate to the GAROC role. I believe my past experience, along with my relatively new eyes, make me an excellent all round candidate for the current vacancy.</p>
<p>Other information</p>	<p>Australian Institute of Company Directors Restaurant &amp; Catering Assoc. of Aust. East Waste Board MDA council representative of Chairing Council</p>

**This form must accompany the Nomination Form**

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**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 March 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.5

**Responsible Officer:** Lachlan Miller  
Executive Manager Governance & Performance  
Office of the Chief Executive

**Subject:** Nomination to Adelaide Cemeteries Authority Board

**For:** Decision

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**SUMMARY**

Following the resignation of a Board Member, the Local Government Association (LGA) (via LGA Circular 9.2) is seeking nominations for a local government representative on the Adelaide Cemeteries Authority Board for a period of three years, commencing on appointment.

Members receive an annual income of \$12,383 for attendance at meetings. The Board meets on a monthly basis at least ten times per year.

Nominees can be:

- council members (elected members)
- council employees
- employees of another local government entity

Councils seeking to nominate a candidate(s) are required to submit the Nominations Form Part B by COB 6 April 2020. The LGA Board will consider nominations at its meeting on Thursday 23 April 2020.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. To determine that the method of selecting the Council Member(s) and or Council Officer(s) to be nominated for the Adelaide Cemeteries Authority Board 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 Adelaide Cemeteries Authority Board and for the meeting to resume once the results of the indicative vote have been declared.
  4. To endorse the nomination of \_\_\_\_\_ & \_\_\_\_\_ for the Adelaide Cemeteries Authority Board and authorise the Chief Executive Officer to lodge the completed nomination form(s) to the Local Government Association by COB 6 April 2020.
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

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 Adelaide Cemeteries Authority Board.

The Adelaide Cemeteries Authority Board has been established pursuant to the *Adelaide Cemeteries Authority Act 2001*.

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 Adelaide Cemeteries Authority 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 Adelaide Cemeteries Authority 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 Adelaide Cemeteries Authority 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 Adelaide Cemeteries Authority Board is entirely separate from Adelaide Hills Council, there is no direct risk in relation to the operations of the Council 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)

Council has many internal controls that contribute to managing the above risk and therefore the subject of this report does not in itself have an additional mitigating impact on the residual risk.

➤ **Financial and Resource Implications**

Sitting fees are paid by the Adelaide Cemeteries Authority Board. Members receive an annual income of \$12,383 for attendance at meetings.

The *Council Member Allowance & Support Policy* does not provide for the reimbursement of any costs for attendance at bodies such as the Adelaide Cemeteries Authority 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.

➤ **Sustainability Implications**

Not applicable.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Director Corporate Services  
A/Director Community Capacity  
Governance & Risk Coordinator  
Executive Assistant Mayor & CEO

Community: Not Applicable

## 2. BACKGROUND

The Adelaide Cemeteries Authority Board is a statutory corporation to which the provisions of the *Adelaide Cemeteries Authority Act 2001* apply.

The Authority's primary functions are:

- (a) the administration and maintenance of the following as public cemeteries: Cheltenham Cemetery, Enfield Memorial Park, and West Terrace Cemetery;
- (b) the administration and maintenance of any other cemetery established or acquired by the Authority;
- (c) the burial or other disposal of human remains in an Authority cemetery;
- (d) activities associated with the heritage or historical significance of an Authority Cemetery; and
- (e) any other function assigned to the Authority by or under the Act, or by the Minister.

Appointments to the Board are for a period of three years.

Members receive an annual income of \$12,383 for attendance at meetings.

The Board meets on a monthly basis at least ten times per year.

The current local government representative has resigned pending a replacement.

The *Adelaide Cemeteries Authority Act 2001* requires the LGA to provide a panel of three nominees from which the Minister will select the appointee. In accordance with section 36A of the *Acts Interpretation Act 1915* the panel of nominees must include at least one male and one female.

Nominees can be:

- council members (elected members)
- council employees
- employees of another local government entity

The selection criteria for nominations are:

- practical knowledge of and experience in local government/ broad local government experience
- commercial and business acumen
- previous board experience

Cr Osterstock has indicated an interest in nominating for the Adelaide Cemeteries Authority Board vacancy.

### 3. ANALYSIS

#### **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 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*.

The Indicative Voting Process is:

- a) The Mayor seeks a motion to adjourn the meeting for the purpose of conducting an Indicative Voting Process.
- b) Once the meeting is adjourned (and the Designated Informal Gathering has commenced), the Chief Executive Officer calls for self-nominations for the position(s). If Council Officers or Independent Committee Members are eligible for appointment to the position, they can also self-nominate.
- c) 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.
- d) The CEO will appoint a Council Officer as the Returning Officer and may enlist other Council Officers to assist with the conduct of the vote and the count.
- e) The method of voting will be by secret ballot utilising the preferential counting system
- f) Each Council Member (including the Mayor) shall have one vote.
- g) Ballot papers will be provided to each Council Member
- h) The nominee's names will be drawn by the Returning Officer to determine the order on the ballot paper.
- i) Each nominee will have two (2) minutes to speak to the Gathering in support of their candidacy. The speaking order will be as listed on the ballot paper.
- j) Members will cast their votes and the 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 Officer) present.

- k) 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.
- l) After all votes have been counted, the Returning Officer shall return to the Gathering and publicly declare the result of the election (i.e. the preferred person).
- m) The ballot papers will be shredded.
- n) With the conclusion of the Indicative Voting Process, the Council meeting will resume in accordance with the adjournment resolution.
- o) Upon resumption, any Council Members who nominated for the positions would be advised to consider their obligations under s74 or s75A of the Act (as applicable).
- p) Council can then consider a motion for the preferred person to be appointed to the position(s)

### **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 Member(s) who nominated for the Adelaide Cemeteries Authority 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(s) 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 Adelaide Cemeteries Authority Board
2. Determine not to nominate any persons to the Adelaide Cemeteries Authority Board

**5. APPENDIX**

Nil



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 March 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.6

**Responsible Officer:** Steven Watson  
Governance & Risk Coordinator  
Office of the CEO

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

**For:** Decision

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**SUMMARY**

The Action List is updated each month and outlines actions taken on resolutions passed at Council meetings. The completed items are removed from the list each month. In some cases actions can take months or years to be completed.

In March 2015, Council resolved that outstanding resolutions passed before 31 March 2013 would be the subject of a report outlining the reasons why the resolutions have not been completed, detailing what actions have been taken and an estimated date of completion.

While the above resolution referred to a date, the duration was two (2) years and the intent of the Council's resolution has been carried forward as a prudent accountability mechanism.

**RECOMMENDATION**

**That Council resolves:**

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

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
24/03/2015	Ordinary Council	57/15	Confidential Item - Morella Grove	None declared
24/10/2017	Ordinary Council	250/17	DEW Fuel Reduction on Private Lands Program	None declared

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
26/11/2019	Ordinary Council	288/19	Strategic Plan Proposed Priorities for Consultation	None declared
17/12/2019	Ordinary Council	308/19	Road Closure UPR adj Charleston Conservation Park	None declared
17/12/2019	Ordinary Council	312/19	Community Energy Program	Material - Cr Green Perceived - Cr Bailey, Cr Daniell, Cr Grant, Cr Mudge, Cr Parkin and Mayor Wisdom
17/12/2019	Ordinary Council	313/19	Road Closure Cnr Kain Aven & Mt Barker Road Bridgewater	None declared
28/01/2020	Ordinary Council	8/20	Cudlee Creek Bushfire	None declared
25/02/2020	Ordinary Council	25/20	Council Reserve, Woodside	None declared
25/02/2020	Ordinary Council	26/20	NBN Access for greater Mylor district	None declared
25/02/2020	Ordinary Council	29/20	Gumeracha Main Street Project	None declared
25/02/2020	Ordinary Council	31/20	Budget Review 2	None declared
25/02/2020	Ordinary Council	32/20	Long Term Financial Plan for Consultation	None declared
25/02/2020	Ordinary Council	38/20	Confidential Items Review	None declared
25/02/2020	Ordinary Council	39/20	Permission to use Council Minutes	None declared
25/02/2020	Ordinary Council	40/20	2019/20 External Audit Plan	None declared
25/02/2020	Ordinary Council	41/20	Strategic Internal Audit Plan 2018 - 2023 Revision	None declared
25/02/2020	Ordinary Council	46/20	MWN Woodside Hall Toilets	None declared
27/02/2020	Ordinary Council	47/20	Petition Reports	None declared

## 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

### ➤ Sustainability Implications

There are no direct sustainability implications arising from this report.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Not applicable

*Council Workshops:* Not applicable

*Advisory Groups:* Not applicable

*Administration:* Responsible Officers for the various Council resolutions have been consulted to provide status updates.

*External Agencies:* Not applicable

*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.

**3. ANALYSIS**

In total there are ten (10) resolutions passed on or before 24 May 2015 that have not been completed.

An update for these resolutions is provided below.

Date	Meeting	Resp Directorate	Resolution No.	Topic
24/03/2015	Ordinary Council	Civil Services	57/15	Confidential Item - Morella Grove
12/07/2016	SPDPC	Property Services	29/16	MON - Woodforde Road and Reserve Naming
24/01/2017	Ordinary Council	Property Services	7/17	Cromer Cemetery Revocation of Community Land
25/07/2017	Ordinary Council	Property Services	155/17	Reserve Gifting Proposal - Dunnfield Estate, Mt Torrens
8/08/2017	SPDPC	Development & Regulatory Services	SP39/17	Update on Primary Production Lands DPA
24/10/2017	Ordinary Council	Biodiversity	250/17	DEW Fuel Reduction on Private Lands Program
23/01/2018	Ordinary Council	Infrastructure & Operations	4/18	Road Exchange - Mt Torrens Walking Loop
27/02/2018	Ordinary Council	Arts & Heritage	31/18	Arts & Heritage Hub
27/02/2018	Ordinary Council	Property Services	57/18	Confidential Item - AH Swimming Centre Shade Sail
27/02/2018	Ordinary Council	Property Services	58/18	AH Swimming Centre Shade Sail - Period of Confidentiality

### 3.1 Resolution 57/15 – Confidential Item - Morella Grove

#### Background

Council received a report at its 24 March 2015 meeting seeking approval to negotiate the purchase of a section of privately owned land on the corner of Morella Grove and Shannon Road, Bridgewater to allow for the reconfiguration of the intersections of Shannon Road, Lezayre Avenue and Morella Grove, Bridgewater to improve vehicular and pedestrian safety.

- 11
- 18.2. → Intersection of Morella Grove & Shannon Road, Bridgewater →  
Confidential Item ¶
- ¶
- RELEASED 30 NOVEMBER 2017 ¶**
- ¶
- Moved Cr Val Hall ¶ 57 ¶  
S/- Cr Ian Bailey ¶
- ¶
- That Council resolves: ¶
- ¶
1. → The report be received and noted. ¶
  2. → The Chief Executive Officer be authorised to enter into a contract to purchase approximately 200 m<sup>2</sup> of land located at 23 Morella Grove, Bridgewater described in Certificate of Title Volume 5473 Folio 109 for a purchase price of no greater than \$20,000 subject to a budget being provided in 2015/16 for the acquisition. ¶
  3. → The subject land at 23 Morella Grove, Bridgewater described in Certificate of Title Volume 5473 Folio 109, if so acquired, will be excluded from classification as community land in accordance with Section 193(4) of the Local Government Act 1999. ¶
  4. → That the Chief Executive Officer and Mayor be authorised to execute the necessary documents under seal to bring to affect the boundary realignment of 23 Morella Grove, Bridgewater described in Certificate of Title Volume 5473 Folio 109 and the Council owned land at 2 Shannon Road, Bridgewater described in Certificate of Title Volume 5331 Folio 289. ¶
- ¶
- Carried Unanimously ¶
- ¶

#### Current Situation

Council staff entered into negotiations with the owner at 23 Morella Grove, as required. Council made what it considered to be a generous offer that was at the upper limit of the approved land acquisition budget, based on the advice of an independent valuation report. The owner of the subject land declined Council's offer, requesting an unspecified increase in purchase price as well as extensive other improvement works to their boundary and surrounds, ostensibly to reduce the perceived impact on them from the proposed road realignment works.

Council staff did not consider the land owners request reasonable, nor was the project of sufficient priority to warrant compulsory land acquisition. Accordingly, the road realignment and intersection upgrade works did not proceed. Council staff continues to monitor traffic flow and pedestrian movements in the vicinity of the school. Other improvement works have occurred such as improvements to the footpath network, an upgrade to steps to access the school, various road line-marking, and a pedestrian refuge has been installed on Shannon Road. These measures have been effective, and there has been minimal further complaints regarding the Morella/ Shannon/ Lezayre intersections. Shannon Road between Carey Gully Road and Fielding Road is also being considered for a school zone, which should alleviate any remaining concerns about the performance of this intersection during peak school times.

### 3.2 Resolution 29/16 - MON - Woodforde Road and Reserve Naming

#### Background

- 15.1. → Woodforde Road and Reserve Naming
- Moved Cr Jan Loveday
- S/- Mayor Bill Spragg
- The Strategic Planning & Development Policy Committee resolves that the appropriate staff be asked to pursue, with the developer, the inclusion of indigenous names within Hamilton Park and in relation to future stages.
- That a progress report be made to Council or the Strategic Planning & Development Policy Committee within 3 months.
- Carried Unanimously

#### Current Situation

Ongoing conversations and interactions have been occurring over the past couple of years as the development of Hamilton Hill has progressed. Road naming was considered but not taken up by the developer.

The developed changed landscape architects in late 2019 and subsequently the design process was disrupted, and is now proceeding with a view to incorporating indigenous naming within the reserve.

Council has now received the updated Landscape Plan and are now reviewing in detail, in conversation with Ivan -Tiwu Copley O.A.M., JP.

### 3.3 Resolution 29/16 - Cromer Cemetery Revocation of Community Land

#### Background

Council received a report at its 25 January 2017 meeting seeking a resolution of Council to prepare and submit a report to the Minister for Local Government to request approval to revoke the community land classification of a portion of Section 83 Hundred of Talunga known as the Cromer Cemetery. This revocation was to enable boundary realignment with the surrounding Cromer Conservation Reserve owned by the Crown.

The report identified that:

*Public consultation in accordance with Section 194 of the Local Government Act 1999 commenced on 16 November 2015 for a period of 36 days. A longer consultation period was allowed due to the proximity to Christmas. Three (3) submissions were received.*

*Two of the submissions were focused on concerns in relation to possible future development of the cemetery and the impact that may have on parking and traffic in the area and disturbance to nearby residents. Respondents were*

*advised that there were currently no plans to recommence burials further develop or provide additional facilities at the cemetery. They were also advised that should future usage change following the review, further consultation would be undertaken.*

*The other submission was received from the adjoining owner who undertakes mining operations and wanted to ensure that this proposal would not interfere with their future mining operations on their land. Their specific concerns would not eventuate with the proposal.*

Council resolved as follows:

**14.1. Cromer Cemetery Revocation of Community Land**

**Moved Cr Malcolm Herrmann**  
**S/- Cr Val Hall**

**7**

**Council resolves that:**

- 1. the report be received and noted**
- 2. 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.**

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**Carried Unanimously**

**Current Situation**

The Department of Environment and Water (DEW) have requested that the revocation be put on hold whilst they investigate the requirements to alter the trust affecting the land and undertake an assessment of the native vegetation on the land, this is likely to take some months.

DEW advised on 4 December 2018 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.

The DEW staff member dealing with this matter has left DEW so there may be an extended delay whilst it is reallocated and assessed.

On 13 February 2020 DEW staff advised that they are not in a position to progress further at this time until negotiations with Dept for Mining are complete.



### **3.4 Resolution 29/16 - Reserve Gifting Proposal - Dunnfield Estate, Mt Torrens**

#### Background & Current Situation

Details for this item will be provided at April 2020 Ordinary Council Meeting.

### **3.5 Resolution SP39/17 – Update on the Primary Production Lands DPA**

#### Background

On 8 August 2017, an update report was provided to the Strategic Planning & Development Policy Committee (SPDPC) regarding this Development Plan Amendment (DPA). The DPA was abandoned by Council due to the Department of Planning, Transport and Infrastructure's (DPTI) refusal to allow it to progress as a result of the Planning Reforms which were underway at the time. Council was though advised in June 2017 that it would be invited to participate in the preparation of the Rural Planning policy module. This policy module would essentially address the issues identified in Council's revised Statement of Intent forwarded to the Minister for Planning in November 2016.

The report identified that:

- *“Major changes to peri-urban rural policy in South Australia started with the DC Alexandrina's Rural DPA, followed with the Mount Barker Rural DPA (of which the Watershed Review was a part), and was to proceed into further new policy areas with our Council's PPL DPA and eventually to a Barossa DPA for the next steps*
- *Having done an early public consultation phase, it is considered that our Council is in a strong position to drive the policy development agenda for peri-urban rural areas*
- *As a part of the policy development efforts for the Code, AHC will be looking to achieve investigations into, and policy outcomes in relation to, the full range of issues identified as a part of the SOI for the PPL DPA to date.*

#### **Next steps:**

- *Council staff will continue to work on the Investigations outlined in the revised Statement of Intent which we will then use to provide input into the development of rural and peri-urban planning policy for the Planning and Design Code.*
- *Staff will continue to work with the RLMAG and its PPL Working Party in the formulation of the new policies to be included in the Planning and Design Code.*
- *DPTI has commissioned a Transition Team member to work with our Council and other councils on transitioning to the Planning & Design Code and undertaking policy development work to inform this process.”*

The Committee resolved that:

**12.2. Update on Primary Production Lands DPA**

**Moved Cr Linda Green  
S/- Cr Ian Bailey**

**SP39/17**

**The Strategic Planning and Development Policy Committee resolves:**

- 1. That the report be received and noted**
- 2. That as a result of the implementation of the new planning reforms and the introduction of the *Planning, Development & Infrastructure Act 2016*, Council supports staff working with DPTI to prepare the Rural Planning Policy element of the Planning & Design Code in a manner consistent with the issues and investigations outlined in the second Statement of Intent for the Primary Production Lands DPA**
- 3. That reports be prepared for future SPDPC meetings as milestones are reached and notable work is released for comment.**

**Carried Unanimously**

Current Situation

Staff participated in the DPTI Working Group to develop the previously mentioned policy module. This resulted in the creation of the draft Peri-urban Zone in the new *Planning & Design Code*. Comments on the draft *Planning & Design Code* were considered at the SPDPC meeting held on 18 February 2020, including comments on the Peri-urban Zone, which were forwarded to DPTI by the 28 February 2020 deadline. The essence of the desired changes to the Watershed (Primary Production) Zone as anticipated by the DPA have now essentially been captured in the draft Code. This therefore now concludes this matter.

**3.6 Resolution DEW Fuel Reduction on Private Lands Program**

Background

DEW approached AHC in 2016 with a proposal to undertake a prescribed burn in the Heathfield Stone Reserve. A report was approved by Council at the 28 March 2017 Council Meeting, where it was resolved to allow the prescribed burn to proceed. DEW then met with AHC staff in May 2017 to propose a number of additional strategic sites on AHC land which were identified through the Bushfire Management Area Planning process. Following endorsement by Council on 24 October 2017, eight (8) sites now form part of the DEW Burning on Private Lands Program and are scheduled into DEW's burn program over the next 5 years.

Council resolved 24 October 2017 to adopt the DEW Burning on Private Lands Program for Council lands.

**12.9. DEWNR Fuel Reduction on Private Lands Program**

**Moved Cr Val Hall  
S/- Cr Ian Bailey**

**250/17**

**Council resolves:**

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

**Carried Unanimously**

**Current Situation**

The program is ongoing. Burn activities scheduled for Autumn and Spring 2019 are now complete including 1 x spring burn 2019. The 8 sites now form part of the DEW burn program. Further sites will be considered in the future.

**3.7 Resolution 04/18 - Road Exchange - Mt Torrens Walking Loop**

**Background**

The Mt Torrens Walking Loop is identified in the *Adelaide Hills 20 Year Trail Strategy & Action Plan 2014*.

The walking loop includes a connection between Springhead Road and Lenger Road along a section of unmade road reserve. The unmade road reserve between Springhead Road and Lenger Road does not run in a straight line between those roads but rather traverses around a triangular section of land owned by a private landowner. The section of unmade road reserve physically severs the continuity of the 2 pieces of land owned by this landowner.

Council received a report at its 23 January 2018 meeting seeking a resolution of Council to close a portion of an unmade road and merge this portion with land owned by the private landowner, in exchange for the opening of a section of unmade road currently owned by the same landowner.

The road exchange will result in a straight section of walking trail between Springhead Road and Lenger Road.

Council resolved as follows:

**12.2. Road Exchange - Mt Torrens Walking Loop**

Moved Cr John Kemp  
5/- Cr Linda Green

5/18

**Council resolves:**

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

Carried unanimously

Current Situation

Documents have been executed by Council and returned to the conveyancer for lodgement with the Surveyor-General. Awaiting confirmation of completion from Surveyor-General.

On 13 February 2020 advice was received that documents are required to be re-executed due to change of land owner

As at 11 March 2020 the new documents have been executed by Council and returned to Alexander Symonds Surveyors. Council is currently awaiting lodgement of final plans with the Surveyor-General.

### **3.8 Resolution 31/18 - Arts & Heritage Hub**

#### Background & Current Situation

Details for this item will be provided at April 2020 Ordinary Council Meeting.

### **3.9 Resolution 57/18 and 58/18 - AH Swimming Centre Shade Sail - Period of Confidentiality**

#### Background and Current Situation

Council received a confidential report at its 27 February 2018. This matter is being progressed as per the resolution.

## **4. OPTIONS**

Council has the following options:

- I. To receive and note the status of the outstanding items and resolve the completed items be removed from the Action List. (Recommended)
- II. Not to receive and note the status of the outstanding items and not resolve the completed items be removed from the Action List. (Not Recommended)
- III. Determine an alternative course of action. (Not Recommended)

## **5. APPENDIX**

- (1) Council Resolutions

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**Appendix 1**  
*Action List*

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Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
24/03/2015	Ordinary Council	57/15	Confidential Item - Morella Grove	None declared	As per confidential minute	Peter Bice	Completed	12/03/2020	<p>Council staff entered into negotiations with the owner at 23 Morella Grove, as required. Council made what it considered to be a generous offer that was at the upper limit of the approved land acquisition budget, based on the advice of an independent valuation report. The owner of the subject land declined Council's offer, requesting an unspecified increase in purchase price as well as extensive other improvement works to their boundary and surrounds, ostensibly to reduce the perceived impact on them from the proposed road realignment works.</p> <p>Council staff did not consider the land owners request reasonable, nor was the project of sufficient priority to warrant compulsory land acquisition. Accordingly, the road realignment and intersection upgrade works did not proceed. Council staff continues to monitor traffic flow and pedestrian movements in the vicinity of the school. Other improvement works have occurred such as improvements to the footpath network, an upgrade to steeps to access the school, various road linemarkings, and a pedestrian refuge has been installed on Shannon Road. These measures have been effective, and there has been minimal further complaints regarding the Morella/ Shannon/ Lezayre intersections. Shannon Road between Carey Gully Rd and Fielding Rd is also being considered for a school zone, which should alleviate any remaining concerns about the performance of this intersection during peak school times.</p>
22/03/2016	Ordinary Council	69/16	Land Acquisition Colonial Drive Norton Summit	None declared	Negotiate with the Anglican Church and CFS regarding the proposed boundary realignment and the preparation of preliminary plans	Terry Crackett	In Progress	9/03/2020	<p>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. The Norton Summit Church has advised that they are actively working with the State Diocese to progress the matter.</p> <p>13/2 - no further update from the Norton Summit Church</p>
26/04/2016	Ordinary Council	83/16	Croft & Harris Road Precinct, Lenswood	None declared	<p>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.</p> <p>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.</p>	Peter Bice	In Progress	10/03/2020	<p>Following damage sustained in the recent fires, renewed conversations with Forestry SA and Bike SA are now underway to explore options.</p>
24/05/2016	Ordinary Council	105/16	Land at Houghton Request to Purchase	None declared	<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>	Terry Crackett	In Progress	9/03/2020	<p>The acquisition from RJ &amp; 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 Section 210 process has been completed.</p> <p>The request to DPTI for the transfer of land has been made and DPTI have confirmed their agreement to transfer the land at no consideration subject to Council agreeing to declare the land as public road. Finalisation of the transfer is being progressed with Ministerial approval being sought.</p> <p>13/2 - no further updated fro DPTI has been received</p>

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
24/01/2017	Ordinary Council	7/17	Cromer Cemetery Revocation of Community Land	None declared	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	9/03/2020	DEWNR have requested that the revocation be put on hold whilst they investigate the requirements to alter the trust affecting the land and undertake an assessment of the native vegetation on the land, this is likely to take some months. 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. 13/2 - DEW staff not in a position to progress further at this time until negotiations with Dept for Mining are complete
25/07/2017	Ordinary Council	155/17	Reserve Gifting Proposal - Dunnfield Estate, Mt Torrens	Cr Linda Green (Material)	Subject to the approval of the land division variation application 473/D38/2011 by the Development Assessment Commission and the required Council engineering approvals for the infrastructure, being obtained: 1. That council accepts from Paul & Michele Edwards (the Developer), the donation of additional reserve land as described in Appendix 6 – Amended Plan of Division rev K dated 16.06.2017 Agenda Item 14.1, subject to the following conditions: The Council specified construction standards are metThe cost of all works are to be met by the DeveloperThe Developer enters into a legally binding Landscape Maintenance Agreement to agreed maintenance standards for a period of ten (10) yearsThe landscaping works are	Peter Bice	In Progress	10/03/2020	The LMA has been finalised and distributed to the Developer for signing.
24/10/2017	Ordinary Council	250/17	DEW Fuel Reduction on Private Lands Program	None declared	That DEW's Strategic Fuel Reduction program is approved for the Adelaide Hills Council region	Peter Bice	Completed	10/03/2020	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 on Thursday 16 May 2019 and the coming 5 year period. Weed Management Plans have been finalised for Lobethal Bushland Park and Mylor Oval site. Council post fire weed management has been initiated at the Mylor Oval site in July 2019. A second burn is proposed for the 16th of March - Friday 17th April 2020 to be undertaken by the local Mylor Brigade under instruction from DEW Fire Management Unit. The burn at the new site located at Morgan Road, Ironbank was undertaken in Spring 2019 (Mon 7th Oct and Fri 15th Nov) with the second proposed burn to address those areas not achieve in 2019, scheduled for 9th March -6th April 2020. Mailout to residents has been undertaken.  This item is being closed off, as progress can be reported against strategy update.



Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
23/01/2018	Ordinary Council	4/18	Road Exchange - Mt Torrens Walking Loop	None declared	To issue a Road Process Order pursuant to the <i>Roads (Opening &amp; Closing) Act 1991</i> to: Close and merge the land identified as "A" in Preliminary Plan No 17/0041 ( <i>Appendix 1</i> ) with Allotment comprising pieces 81 & 82 in Filed Plan No. 218134 comprised in Certificate of Title Volume 6025 Folio 732 owned by Brian Bruce Willison Open the land identified as "1" in Preliminary Plan No 17/0041 as public road being portion of Allotment comprising pieces 81 & 82 in Filed Plan No. 218134 comprised in Certificate of Title Volume 6025 Folio 732 owned by Brian Bruce Willison The closed road be excluded as Community Land pursuant to the Local Government Act 1999 To undertake the road exchange for nil consideration with the Council to pay all necessary costs to effect this resolution To authorise the Chief executive Officer (or delegate) to finalise and sign all necessary documentation to effect the road exchange and this resolution	Terry Crackett	In Progress	9/03/2020	Documents have been executed by Council and returned to the Conveyancer for lodgement with the Surveyor-General. Awaiting confirmation of completion from Surveyor-General. 13/2 - documents are required to be re-executed due to change of land owner
27/02/2018	Ordinary Council	31/18	Arts & Heritage Hub	None declared	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	David Waters	In Progress	12/03/2020	Items 1, 2, 3, and 5 are complete. A draft Evaluation Framework (item 4) has been completed and is ready to be presented to the Executive Leadership Team
27/02/2018	Ordinary Council	57/18	Confidential Item - AH Swimming Centre Shade Sail	None declared	As per confidential minute	Terry Crackett	In Progress	9/03/2020	Matter being progressed per resolution
27/02/2018	Ordinary Council	58/18	AH Swimming Centre Shade Sail - Period of Confidentiality	None declared	that an order be made under the provisions of sections 91(7) and (9) of the <i>Local Government Act 1999</i> that the report and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the matter is determined but not longer than 12 months. Pursuant to section 91(9)(c) of the <i>Local Government Act</i>	Terry Crackett	In Progress	9/03/2020	Progressing per confidential minutes

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves into Heritage Agreements 2018	None declared	<p>1. That the report be received and noted.</p> <p>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 Mylor Parklands, Mylor all being of significant biodiversity value, into Heritage Agreements.</p> <p>3. That the Heritage Agreements retain the existing dog</p>	Peter Bice	In Progress	10/03/2020	<p>Heritage Agreement applications lodged for:</p> <p>Following CTs (13/11/18) TRIM reference OC 18/16631</p> <ul style="list-style-type: none"> <li>• Doris Coulls Reserve, 152 Old Mt Barker Road, Aldgate</li> <li>• Heathfield Waste Facility, 32 Scott Creed Road, Heathfield</li> <li>• Kiley Reserve, 15 Kiley Road, Aldgate</li> <li>• Shanks Reserve, 1 Shanks Road, Aldgate</li> <li>• Kyle Road Nature Reserve, Kyle Road, Mylor</li> </ul> <p>Following CRs (27/11/18) TRIM reference OC18/17474</p> <ul style="list-style-type: none"> <li>• Leslie Creek Reserve, Leslie Creek Road, Mylor</li> <li>• Aldgate Valley 2 Reserve, 114 Aldgate Valley Road, Mylor</li> <li>• Mylor Parklands, Stock Road, Mylor</li> </ul>
28/08/2018	Ordinary Council	203/18	Community Wastewater Management Systems Review - Update and Consultation Outcomes	Cr Andrew Stratford (Material), Cr Linda Green (Material), Cr Malcolm Herrmann (Material)	<p>The report be received and noted</p> <p>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</p>	Peter Bice	In Progress	11/03/2020	<p>In collaboration with project partners currently progressing with preparation of request for tender process and documentation.</p> <p>Commercial advisory services have been engaged to ensure the approach to market is undertaken in such a manner to maximise return.</p> <p>Council staff continue to work with project partners towards request for tender release forecast to be in March/April 2020.</p>
11/09/2018	Special Council	229/18	Road Exchange McBeath Drive, Skye Horsnell Gully	None declared	<p>In accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, as regards the land within the Adelaide Hills Council area, enter into an Agreement for Exchange with Boral Resources (SA) Ltd and issue a Road Process Order to open as road portions of Section 906 Hundred of Adelaide numbered "1", "2" and "3" on Preliminary Plan No. 17/0066 (Appendix 1) and in exchange to close portions of McBeath Drive marked "A", "B", "C" and "D" on Preliminary Plan No. 17/0066, subject to the following: Boral Resources (SA) Ltd agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs; Boral Resources (SA) Ltd agreeing to pay all costs associated with a Council boundary adjustment between Adelaide Hills Council and the City of Burnside to rectify the resulting Council boundary anomaly from the road exchange process</p> <p>The closed road is excluded as Community Land pursuant to the Local Government Act 1999.</p> <p>Council approves the sale of the differential between the total area of closed road and the total area of opened road of approximately 1,242m<sup>2</sup> to Boral Resources (SA) Ltd for the amount of \$6,210 as determined by an independent valuation.</p>	Terry Crackett	In Progress	9/03/2020	<p>Road exchange documentation has been executed and provided to Boral for lodgement with the Surveyor-General.</p> <p>Submission has been prepared and lodged with the Boundaries Commission jointly on behalf of the City of Burnside and Adelaide Hills Council. The Boundaries Commission has agreed to investigate the proposal and that process is underway. Further feedback has been provided to the Boundaries Commission to progress. Boral are negotiating a Land Management Agreement with the State Government which has delayed the completion of the land division and road exchange</p> <p>13/2 - Boral negotiating works deed with another authority and not yet finalised, land division and boundary realignment can not progress until that is completed</p>

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
11/09/2018	Special Council	232/18	Revocation of Community Land – Bridgewater Retirement Village	None declared	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. To commence a process to vary the charitable trust affecting the Land by investigating land parcels owned by the Adelaide Hills Council, including Carripool 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. 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. That a further report be presented to Council for consideration after community consultation and further	Terry Crackett	In Progress	9/03/2020	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 Carripool Park as their preferred option. Council, at the meeting of 27 August 2019, approved Carripool Park as the location to vary the trust to. Community consultation is open and runs until 20th December 2020. A report is being presented to Council at the January meeting 9/3 - road closure complete and drafting of trust variation scheme progressing
11/09/2018	Special Council	238/18	Ashton Landfill – Confidential Item	None declared	Until 10 September 2019. Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i> , Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Peter Bice	In Progress	11/03/2020	Matter continues to be progressed. Further update will be provided when a material change occurs.
26/03/2019	Ordinary Council	70/19	Aboriginal Place Naming	Nil	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	17/03/2020	This matter will be worked through with the Reconciliation Working Group. It is likely to take some time to work through this matter.
26/03/2019	Ordinary Council	77/19	Randell's Cottages, Beavis Court, Gumeracha	None declared	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. That subject to the response from the State Commission Assessment Panel, a Development Application be lodged for a non-complying land division. 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. That the CEO be delegated to prepare the necessary documentation to undertake the EOI. That a report be presented to Council following the EOI detailing the results of that process and providing further options.	Terry Crackett	In Progress	9/03/2020	The land sits within the Environmental Food Protection Area and proposed use is not supported. An application will be made to DPTI for a review once the Minister announces the review, likely to be in mid 2020. Subject to a removal of the land from the EFPA, a development application will then be lodged for the division of the cottages (noting that it will be a non-complying development) 13/2 - no further update

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
26/03/2019	Ordinary Council	78/19	Scott Creek Cemetery Reserve Fund	None declared	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	Terry Crackett	In Progress	9/03/2020	Investigations as to options for marking of graves has commenced and once collated, Council staff have met with the Scott Creek Progress Association Committee to progress. Construction of concrete plinths are progressing and plaques will be finalised for installation
7/05/2019	Special Council	94/19	Stonehenge Reserve Masterplan Update and Findings from Consultation	None declared	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	In Progress	13/03/2020	Administration have begun discussions with the Office for Recreation, Sport & Racing and Tennis SA regarding a variation to the grant funding agreement that allows new court construction at an alternative site.
7/05/2019	Special Council	104/19	Unsolicited Approach to Purchase Community Land – Period of Confidentiality	None declared	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	9/03/2020	
25/06/2019	Ordinary Council	158/19	Boundary Reform - Approval to Explore	None declared	That the report be received and noted. To note that correspondence will be sent to the residents of Woodforde and Rostrevor (in the Council area) inviting them to a community meeting to discuss the boundary reform process and the status of the Campbelltown City Council proposal. That in relation to strategic boundary reform: Approve the engagement of a consultant to undertake a high level review of Council's boundaries to identify boundary reform options. Once the review has been undertaken and boundary reform options identified, that a workshop be held with the Elected Body (confidential if necessary) whereby the outcomes of the subject review can be presented prior to a formal report to council for consideration.	Andrew Aitken	In Progress	18/03/2020	Rec 2: Updated correspondence was sent to Woodforde and Rostrevor residents regarding the community meeting - COMPLETED Rec 3a: C.L. Rowe & Associates engaged to conduct the Strategic Boundary Review - COMPLETED Rec 3b: Workshop conducted on 17 March 2020, Council report tentatively scheduled for 28 April 2020 Council meeting.
25/06/2019	Ordinary Council	173/19	Library Services Review	None declared	That the report be received and noted. That the Administration proceed with the replacement of the mobile library as per the provision in the 2018-19 Capital Works Budget and the Long Term Financial Plan as budgeted for in the 2018/19 Annual Business Plan, with the Council noting that the budget will need to be carried forward into 2019-20. That a Library Services Strategy be developed during 2019-20. That Council consults with the community on any changes to operating hours and services.	David Waters	In Progress	17/03/2020	Tender for replacement Mobile Library tender closes on 27 March 2020. Development of the library services strategy is underway.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
23/07/2019	Ordinary Council	188/19	LED Street Lighting Upgrade	None declared	That the report be received and noted.To approve an increase of \$365k in Council's 2019/20 capital budget to commence the transition of 900 P – category public streetlights to LED with the funding source to be recommended to Council at its next budget review.That Council engage SAPN to commence the changeover of P-Category lights to LED public lighting on Council roads and that authority is given to the CEO to finalise a contract with SAPN and sign that agreement.That Council enter into a PLC tariff agreement for public lighting with SAPN until 30 June 2020 and subsequently move to the tariff set by the Australian Energy Regulator from July 2020.That Council continues to liaise with SAPN and DPTI on the changeover of Council public lighting on roads under the care and control of the State Government.That a further report be provided to Council on the outcome of the continued discussions with SAPN and DPTI.	Peter Bice	In Progress	11/03/2020	Validation of current Council light on state government roads being undertaken . DPTI request for all new lights to be V3 or V4 standard for DPTI roads.  Meeting with DPTI and SAPN undertaken to discuss main road requirements. Assessment of requirements being investigated.  Phase One roll-out of P Category street lights on Council roads has been completed.  SAPN Letter of Offer accepted.  Hardware supplier agreed and notified. SAPN final contract offer being reviewed.  Procurement process for hardware installation has commenced. Subject to availability of hardware, installation on site is proposed to commence prior to the end of the calander year.  Follow-up contact made with SAPN to progress contract and management of roll-out including any design work, communications and project management.
27/08/2019	Ordinary Council	223/19	Review of Primary Produciton Incentive Grant Funding	None declared	1. That the report be received and noted. 2. That the Primary Production Incentive Grant be discontinued and the balance of the funds be redirected to community education on rural land management issues and European Wasp control for the benefit of the primary production sector.	Marc Salver	In Progress	10/03/2020	Topics for education of the community on rural land management issues have been identified by the RLMAG its recent meetings. Staff will now prepare relevant material in this regard to put on Council's media channels. Further, wasp eradication numbers to date have been low and therefore none of these funds are anticipated to be used for this purpose.
17/09/2019	Special Council	239/19	Circular Procurement Pilot Project	None declared	Council resolves:That the report be received and noted.To approve participation in the Circular Procurement Pilot Project.That the Chief Executive Officer be authorised to execute the Memorandum of Understanding as contained in Appendix 1 of this report.That the Council endorses, in principle, the following targets:subject to the procurement needs and requirements of Council in 2020/21 purchasing recycled plastic products or materials equivalent to 10% of the weight of plastic collected within the Council area, which is equivalent to approximately 25 tonnes based on 2017/18 data.subject to the procurement needs and requirements of Council, commencing in 2021/22 Council will incrementally increase its purchasing of recycled plastic products or materials thereafter until it is equivalent to 50% of the weight of plastic collected within the Council area, which is equivalent to 124 tonnes based on 2017/18 data.That a report be provided to Council in early 2021/22 providing an update on the Council's participation in the Circular Procurement Pilot Project for the period 2020/21.	Peter Bice	In Progress	11/03/2020	The Circular Procurement Project is now underway, and the Memorandum of Understanding has been executed.  Amendments to Council's procurement processes has been completed to provide effect to Council's participation in the Circular Procurement trial.  Staff training in the Circular Procurement Project has been undertaken.
24/09/2019	Ordinary Council	252/19	Kenton Valley War Memorial Park	None declared	That the report be received and notedThat no further action be taken at this time to progress the revocation of community land classification for the land located at the intersection of Kenton Valley and Burfords Hill Roads known as the Kenton Valley War Memorial Park, being Allotment 64 in Filed Plan No. 155479 contained in Certificate of Title Volume 5718 Folio 775 ("Land")That Council staff provide assistance to the proposed community group to form plans for the use and maintenance of the Land within existing budget and resources, including assistance to identify grant opportunities that may be available to the groupA review be undertaken with the community working group in 12 months and an update report be provided to Council by 31 December 2020.	Terry Crackett	In Progress	9/03/2020	No action required until August 2020. Working Group notified of Council's decision.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
24/09/2019	Ordinary Council	253/19	Oakbank Soldiers Memorial Hall	None declared	That the report be received and noted. That the Council provides financial and administrative assistance to the Oakbank Soldiers Memorial Hall Inc ("Association") to make an application to the Supreme Court for a trust variation scheme to vary the charitable trust that exists over the Oakbank Soldiers Memorial Hall ("OSM Hall") located at 210 Onkaparinga Valley Road Oakbank contained in Certificate of Title Volume 5846 Folio 513. That the Council and the Association enter into a binding agreement regarding the level of financial and administrative support being provided, to a maximum of \$40,000, to undertake the trust variation scheme, and land division if deemed financially viable, with all agreed financial and administrative support to be reimbursed to Council upon sale of the OSM Hall. That the Council agree to enter into a trust variation scheme that would result in the trust being varied from the OSM Hall to the Council owned Balhannah Soldiers Memorial Hall ("BSM Hall") that would bind the BSM Hall to be held in perpetuity as a Memorial Hall in memory of the residents of the township and district of Oakbank who enlisted for and	Terry Crackett	In Progress	9/03/2020	Initial discussions held with the Balhannah Soldiers Memorial Hall Committee about the proposal. Oakbank Soldiers Memorial Hall Committee has undertaken additional notification of the proposal with the Oakbank community. Council has received some contact from community members raising some concerns about the proposal. It has been requested that the committee hold a community meeting to enable community members to express their concerns. 13/2 - meeting has been held with the committee and their lawyers to progress. Community meeting being arranged with the assistance of Council's communications team
22/10/2019	Ordinary Council	244/19	MON (Cr Parkin) Publishing Recordings of Council Meetings	None declared	I move that Council resolves to request the Chief Executive Officer to provide a report to a future Council meeting on the practices of Australian local government entities for publishing Council Meeting audio recordings on their websites with a view to assessing the risks and benefits of adopting this practice at Adelaide Hills Council.	Andrew Aitken	In Progress	18/03/2020	Data collection has commenced is underway. Progress is delayed due to other priorities.
22/10/2019	Ordinary Council	247/19	Local Heritage Grant Fund	None declared	That the report be received and noted. To approve the Local Heritage Grant Fund Guidelines Procedure as detailed in <i>Appendix 1</i> of this report subject to inclusion of the following sentence at the end of the definition of Conservation Works in Section 4.2 of the Procedure - "The Grant Funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application." That the Chief Executive Officer be authorised to make minor amendments, not affecting the intent of the Guidelines or the Fund, as required from time to time. That recommendations for successful grant recipients be reported to Council for consideration before any grants are awarded. That any remaining grant funds in a particular financial year be rolled over to the next financial year over the intended 3 year life of the Grant Fund.	Marc Salver	In Progress	10/03/2020	At the request of a number of potential applicants, the closing date was extended to 21 February 2020. Six applications have been received and staff will review these with Council's Local Heritage Advisor. The recommendations will then be reported to Council for consideration at its meeting in April.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
22/10/2019	Ordinary Council	249/19	Crown Land Review	None declared	That the report be received and notedThat Council commence a community land revocation process in relation to the following land:  CR 5752/186, Lot 32 Fullgrave Road, CrafersCR 5753/725, Section 1609 Illert Road, Mylor CR 5753/729, Section 1657 Scott Creek Road, Scott CreekCR 5753/741, Sections 53 and 54 Sandy Waterhole Road, WoodsideCR 5753/742, Section 547 Schuberts Road, LobethalCR 5753/744, Section 553 Pedare Park Road, WoodsideCR 5753/745, Section 556 Tiers Road, WoodsideCR 5753/746, Section 565 Old Carey Gully Road, StirlingCR 5753/751, Section 489 Chapman Road, InglewoodCR 5753/754, Section 511 North East Road, Inglewood CR 5753/758, Section 262 Reserve Road, ForrestonCR 5763/631, Section 1591 Silver Road, BridgewaterCR 5763/634, Section 71 Magarey Road, Mount TorrensCR 5763/635, Section 72 Magarey Road, Mount TorrensCR 5763/636, Section 84 Forreston Road, ForrestonCR 6142/329, Lot 501 Greenhill Road.	Terry Crackett	In Progress	9/03/2020	Consultation Report is being prepared prior to going for community consultation
22/10/2019	Ordinary Council	250/19	Road Reserve adj Piccadilly Road Piccadilly	None declared	That the report be received and noted.To make a Road Process Order pursuant to the <i>Roads (Opening &amp; Closing) Act 1991</i> to close the piece of land identified as "A" in the Preliminary Plan attached to this report.Subject to the closure of the road identified in the Preliminary Plan attached, that:The closed road be included as Community Land dedicated as Civic Purpose pursuant to the <i>Local Government Act 1999</i> ; andThe piece marked "A" be retained by Council as reserve Authorise the Chief Executive to finalise and sign all necessary documentation to close and retain the above portion of closed road pursuant to this resolution	Terry Crackett	In Progress	9/03/2020	Final documentation and plans are being progressed with the surveyor and Surveyor-General
26/11/2019	Ordinary Council	277/19	MON Water Usage from Bores	None declared	1. That the CEO investigates any circumstances where Council provides water to or receives water from a person/organisation. 2. Following the investigation, a report detailing, among other things, any contractual arrangements, costs, risks and liabilities, be provided to Council by 30 April 2020	Terry Crackett	In Progress	9/03/2020	Investigations as to various arrangements is being undertaken
26/11/2019	Ordinary Council	278/19	Pomona Road Bike Trial	Perceived - Cr Leith Mudge	That the report be received and noted. Allow the Pomona BMX Track to remain in place for the Community, and suggested improvements be reviewed by staff and considered as part of future Annual Business Planning processes	Peter Bice	In Progress	13/03/2020	Council resolved at its meeting on 26 November 2019 to allow the Pomona BMX Track to remain in place for the Community, and suggested improvements be reviewed by staff and considered as part of future Annual Business Planning processes.
26/11/2019	Ordinary Council	288/19	Strategic Plan Proposed Priorities for Consultation	None declared	1. That the report be received and noted. 2. That the draft strategic goal areas (Community, Economic, Environment and Organisational), related objectives and priorities included in <i>Appendix 1</i> of this report be endorsed for community consultation with the deletion of priority E5.2 "Explore opportunities to expand township district boundaries and rezone land to medium to low-density residential". 3. To delegate to the Chief Executive Officer, or delegate, the authority to make any formatting or content changes to the draft strategic goal areas, related objectives and priorities to reflect matters raised in the Council's debate on the matter prior to its release for community consultation.	Andrew Aitken	Completed	18/02/2020	Consultation of the Strategic Plan Goals and Objectives completed in January 2020. Results workshopped with Council Members on 11 February 2020. Consultation report included in 25 February 2020 Council meeting agenda.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
17/12/2019	Ordinary Council	308/19	Road Closure UPR adj Charleston Conservation Park	None declared	<p>1. That the report be received and noted.</p> <p>2. To make a Road Process Order pursuant to the <i>Roads (Opening &amp; Closing) Act 1991</i> to close and merge the pieces of land identified as "A" in the Preliminary Plan attached to this report with Section 3942 and Section 3943 as comprised in Certificate of Title Volume 5772 Folio 824 and Volume 5481 Folio 673 as detailed in <i>Appendix 2</i> of this report.</p> <p>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>; The piece marked "A" be transferred to the Minister for Sustainability, Environment and Conservation (Department of Environment and Water), the owners of the property with which it is merging for \$1.00 (if demanded); and all fees and charges associated with the road closure process be the responsibility of the Minister for Sustainability, Environment and Conservation.</p> <p>4. To authorise the Chief Executive Officer to finalise and sign all necessary documentation to give effect to this resolution.</p>	Terry Crackett	Completed	9/03/2020	Road closure has been gazetted
17/12/2019	Ordinary Council	309/19	Mylor BMX Bike Track	Perceived - Cr Leith Mudge	<p>1. That the report be received and noted.</p> <p>2. That broad community consultation be undertaken in accordance with the consultation plan set out in this report</p> <p>3. That, following completion of community consultation and further investigations by Council staff, a further report is presented to Council for consideration.</p> <p>4. That consultation excludes any areas identified in the Community Land Management Plans as being for conservation purposes in the Mylor Parklands as a site considered for any potential BMX track in the Mylor region</p> <p>5. To reaffirm its commitment to the Heritage Agreement application in its current form, which is in progress for the Mylor Parklands</p> <p>6. To thank all community groups and volunteers who have contributed to the preservation and conservation of the Mylor Parklands over many years</p> <p>7. That compliance action be taken to stop further illegal use in Mylor Parklands, signs be placed informing visitors appropriately of activities that are, and are not, allowed in accordance with Community Land Management Plans.</p>	Peter Bice	In Progress	10/03/2020	<p>Consultation Plan</p> <p>1. February Signage erected for Parklands</p> <p>2. Better to wider community / incl. local stakeholders to alert them of the process + update EHQ site enable people to engage through this</p> <p>1. Meet with groups individually to bring people into process and set the context + Get representatives from three groups</p> <p>2. March Commence working group. The aim is to: understand what is important to each group, what could future look like and develop some design principles</p> <p>3. April/ May Wider consultation with community invited to see proposals</p> <p>4. May/ June Report to council on consultation outcomes</p>
17/12/2019	Ordinary Council	311/19	MON Range Road South, Houghton, Pedestrian Movements	None declared	I move that the CEO liaises with the CEO of the City of Tea Tree Gully and users, and investigate how pedestrian movement can be improved on Range Road South,	Peter Bice	In Progress	10/03/2020	Staff from AHC and TTG collaborated on an assessment and the subsequent report is planned for the Council Meeting Agenda in April 2020. as per discussion with Cr Hermann
17/12/2019	Ordinary Council	312/19	Community Energy Program	Material - Cr Linda Green Perceived - Cr Ian Bailey, Cr Nathan Daniell, Cr Chris Grant, Cr Leith Mudge, Cr Kirsty Parkin and Mayor Jan-Claire Wisdom	That the reports be received and noted That resources developed under the Community Energy Program will be published for use by the community, industry and local government sector, and Council involvement be wound up (Option 2).	Peter Bice	In Progress	10/03/2020	The resources are still being developed and are likely to be completed in April 2020.



Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
17/12/2019	Ordinary Council	313/19	Road Closure Cnr Kain Aven & Mt Barker Road Bridgewater	None declared	1. That the report be received and noted. 2. To make a Road Process Order pursuant to the <i>Roads (Opening &amp; Closing) Act 1991</i> to close the piece of land identified as "A" in Preliminary Plan No 19/0031 attached to this report as <i>Appendix 2</i> (Road Land). 3. <i>Subject to the closure of the Road Land, that:</i> the Road Land be retained by Council as a reserve; the Road Land be retained as Community Land and entered onto the Council's Community Land Register; and the Council's Community Land Management Plan be amended to include the Road Land as an Informal Recreation Reserve. 4. <i>Authorise the Chief Executive to finalise and sign all necessary documentation to give effect to this resolution.</i>	Terry Crackett	Completed	9/03/2020	8/1/2020 - Road Process Order Documents are currently with the CEO for signing  10/2/2020 - Documents signed and returned to McDonald Conveyancing for lodgement with the Lands Titles Office  9/3 - road closure has been gazetted
17/12/2019	Ordinary Council	314/19	Road Exchange Montacute Road Montacute	None declared	1. That the report be received and noted 2. To execute under seal a Deed of Assignment of Rights to Occupation to bring land identified as proposed Allotment 11 in DP 72622 under the <i>Real Property Act 1886</i> 3. To, in conjunction with Giuseppe Meccariello, Filomena Sanche, Vincenzo Meccariello and Telstra Corporation Ltd, undertake the road widening process in accordance with the plan attached as <i>Appendix 2</i> , to vest allotments 12 and 14 as public road for nil consideration 4. The road to be closed as identified as "A" in <i>Preliminary Plan 05/0056</i> be excluded as Community Land	Terry Crackett	In Progress	9/03/2020	8/1/2020 - Preparing documents for Council execution  10/2/2020 - Documents executed by Mayor and CEO - returned to Clelands Lawyers for signing by Meccariello family and lodgement with LTO  9/3/2020 - awaiting completion of NUA land process
28/01/2020	Ordinary Council	7/20	Citizen of the Year Location	None declared	That the Administration explores the feasibility of rotating the presentation of Citizen of the Year throughout the Council area, commencing January 2021. That the location be influenced by where the recipient of the Citizen of the Year is from. That Council recognises that this presentation is a celebration of citizens who make an enormous contribution to the Adelaide Hills community and recipients should be able to be recognised within the local community which has nominated them.	David Waters	Not Started	17/03/2020	Staff anticipate bringing options to the Council for consideration at the May 2020 meeting.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
28/01/2020	Ordinary Council	8/20	Cudlee Creek Bushfire	None declared	That the report be received and noted.To recognise the impact of the Cudlee Creek Bushfire on the communities within the Adelaide Hills Council district, the Mount Barker District Council, the Rural City of Murray Bridge and the Mid Murray Council and, in particular, recognises the personal impact on those directly and indirectly affected by the fires.To recognise the exceptional work of the various emergency services, government and non-governmental support agencies, community groups, volunteers and members of the community alike who worked on the bushfire response, and now recovery.To express its sincere thanks and gratitude to those councils, both locally and interstate, which have offered support of various kinds.To continue to commit to the National Principles of Disaster Recovery and acknowledges the long term nature of the recovery effort.To continue to commit to working with other affected councils, government agencies and non-governmental organisations on behalf of its community as part of the local recovery structure including the Local Recovery Coordinator and the Local Recovery Committee.The CEO be authorised to commit expenditure up to an amount of \$2m to support bushfire emergency maintenance and recovery works, noting potential opportunities to offset a large proportion of these costs through various funding sources.That the Chief Executive Officer or delegate continues to provide regular reports to Council Members on the progress of the bushfire recovery	Andrew Aitken	Completed	12/03/2020	The resolution is self fulfilling, with the exception of the requirement for the CEO or delegate to report back to the Council regularly on progress with the bushfire recovery. A progress report is being prepared for the March 2020 meeting and others will be prepared periodically over the coming year. It is proposed to close out this item.
28/01/2020	Ordinary Council	11/20	Revocation of Community Land - Bridgewater Retirement Village	None declared	That the report be received and notedSubject to the Supreme Court issuing an order granting approval for a trust variation scheme, a report be prepared and submitted to the Minister for Planning seeking approval to revoke the community land classification of Allotment 220 in Filed Plan No. 8131 known as 511 Mount Barker Road Bridgewater.The Mayor and CEO be authorised to sign all necessary documentation to give effect to this resolution.	Terry Crackett	In Progress	9/03/2020	Application to the Minister for Planning will be made once the trust variation scheme has been approved by the Supreme Court
28/01/2020	Ordinary Council	12/20	Naming of Houghton Village Green	None declared	That the report be received and notedTo name of the reserve bounded by Horn, Blackhill and Lower North East Road, Houghton as the "Houghton Square"To notify all relevant government authorities of the naming of the reserveTo erect a sign on the reserve identifying the name of the reserve, consistent with the updated Council branded signage used at Woorabinda & Bushland Park 5. To install a plaque on the site acknowledging the	Terry Crackett	In Progress	9/03/2020	Council staff met with Mr Day to discuss the proposed plaque. Mr Day declined the offer for a plaque acknowledging his development and gift of the reserve. Installation of the sign is being progressed.
28/01/2020	Ordinary Council	13/20	Road Closure adj 307 Scott Creek Road Longwood	None declared	1. That the report be received and noted 2. To make a Road Process Order pursuant to the <i>Roads (Opening &amp; Closing) Act 1991</i> to close and merge the pieces of land identified as "A" in the Preliminary Plan No. 19/0047 attached to this report with Allotment 61 in Filed Plan No. 159338 comprised in Certificate of Title Volume 5776 Folio 896. 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> ; andThe piece marked "A" be sold to Mr Paul Reed, the owner of the property with which it is merging for the amount of \$69,500 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	9/03/2020	Final survey plans and documents are being progressed.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
28/01/2020	Ordinary Council	16/20	CEO PRP Independent Membership	None declared	That the report be received and noted That in relation to the CEO Performance Review Panel:To undertake a recruitment process for the selection of one Independent Ordinary Member for the CEO Performance Review Panel for a term of 24 months, indicatively commencing 1 March 2020.To appoint Cr Mark Osterstock & Cr Kirsty Parkin and the Executive Manager Organisational Development as members of the CEO Performance Review Panel Independent Member Selection Panel.	Andrew Aitken	In Progress	18/03/2020	Advertisements placed. Expressions of interest close on 20 February 2020. Selection Panel will convene soon afterwards to shortlist and interview. A report to the April 2020 Council meeting on the preferred candidate is targeted.
28/01/2020	Ordinary Council	19/20	Natural Disaster Provision	None declared	The CEO provide information to a 20/21 budget workshop that reviews the appropriateness of the current \$3m provision established to meet costs associated with natural disasters.	Terry Crackett	In Progress	10/03/2020	Workshop scheduled for 27th & 28th March 2020. Natural Disaster Provision to be included on the Agenda.
25/02/2020	Ordinary Council	25/20	Council Reserve, Woodside	None declared	Council resolves that the petition signed by 48 signatories, concerning the council reserve near St Marks Drive, Clayfield Court and Grevillea Way Woodside, be received and noted.	Andrew Aitken	Completed	26/02/2020	Letter sent to Head Petitioner including advice from officers on action undertaken.
25/02/2020	Ordinary Council	26/20	NBN Access for greater Mylor district	None declared	That the Mayor writes to the CEO of the NBN Co, the Federal Communications Minister and the Federal Member for Mayo, asking NBN Co to reconsider their decision to provide access to the NBN via Satellite technology in the greater Mylor area (outside of Mylor town boundaries), rather than the previously promised Fixed Wireless technology. This decision will have a detrimental effect on residents and businesses in this area as Satellite NBN suffers from high latency and low download limits and is a last resort technology designed to provide access to the NBN in remote areas.	Andrew Aitken	Completed	18/03/2020	Letter sent.
25/02/2020	Ordinary Council	27/20	MON Bushfire Recovery - Lobethal	None declared	That the CEO provides a report on implementing the issues raised by Mr Lynton Vonow representing the Lobethal Community Association at the Council meeting held on 28 January 2020 vizprovide a fresh avenue of trees along Woodside Road leading into Lobethalprovide a subsidy program to assist businesses put a fresh coat of paint on their buildings, replace signageMr Vonow also raised the matter of holding a possible "Healing of the Land" ceremony near the bottom lake. The advice of the Adelaide Hills Reconciliation Working Group should be sought during the investigation. Should the findings have financial implications, the report should inform the budget workshop on 27-28 March 2020.	Andrew Aitken	In Progress	18/03/2020	The specific proposals raised are discussed in the CCBF Recovery Report contained in the 24 March 2020 agenda.
25/02/2020	Ordinary Council	28/20	Storm Water Management Grevillea Way Woodside	None declared	That the CEO investigates storm water management in Grevillea Way Woodside and provides information for consideration with the preparation of the 2020/21 draft budget workshop on 27/28 March 2020.	Peter Bice	In Progress	10/03/2020	Council staff are proposing assessment and design to occur as part of 2020/21 Annual Business Plan, with construction included for 2021/22.
25/02/2020	Ordinary Council	29/20	Gumeracha Main Street Project	none declared	That the report be received and noted. That the Detailed Design for streetscape improvements for Albert Street, Gumeracha be endorsed with the middle protuberance being option 2 which is between 20B & 27 Albert Street.	Peter Bice	Completed	10/03/2020	Detailed design has been adopted and will be tendered for construction.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
25/02/2020	Ordinary Council	30/20	West Street Mylor	none declared	Council resolves: 1. That the report be received and noted 2. To approve an increase in the 2019/20 capital expenditure budget by \$162k and fund the upfront cost of designing and constructing West Street Mylor including associated stormwater works 3. That Council recoup the costs of up to \$54k by entering into Infrastructure Agreements with the affected landowners along West Street Mylor, to a maximum value of \$9k each.	Peter Bice	In Progress	10/03/2020	Project staff are proceeding to tender phase of this project whilst planning staff complete the infrastructure agreements.
25/02/2020	Ordinary Council	31/20	Budget Review 2	none declared	Council resolves: 1. That the report be received and noted. 2. To adopt the Operating Budget adjustments presented in Budget Review 2 which result in no change to the Operating Surplus of \$411k for the 2019-20 financial year. 3. To adopt the proposed deferral of capital project income of \$1m and expenditure of \$496k to the 2020-21 financial year resulting in a revised capital expenditure budget for 2019-20 of \$18.626m. To adopt the change in Council's current Net Borrowing Result of \$3.433m increasing to a Net Borrowing Result of \$3.938m for the 2019-20 financial year as a result of the operating budget and capital program adjustments	Terry Crackett	Completed	10/03/2020	Budgets updated for BR2 changes
25/02/2020	Ordinary Council	32/20	Long Term Financial Plan for Consultation	none declared	Council resolves: 1. That the report be received and noted 2. To endorse the Draft Long Term Financial Plan, as contained in Appendix 1 for community consultation in accordance with Section 122 of the <i>Local Government Act 1999</i> . 3. That the CEO be authorised to: Make any formatting, nomenclature or other minor changes to the Plan prior to being released for public consultation and Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's <i>Public Consultation Policy</i>	Terry Crackett	Completed	10/03/2020	Draft LTFP updated for minor changes and now out for consultation
25/02/2020	Ordinary Council	33/20	Strategic Plan for Consultation	none declared	Council resolves: That the report be received and noted To endorse the draft 2020-24 <i>Strategic Plan</i> , as contained in Appendix 1 for community consultation in accordance with Section 122 of the <i>Local Government Act 1999</i> That the CEO be authorised to: Make any formatting, nomenclature or other minor changes to the Plan prior to being released for public consultation and Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's <i>Public Consultation Policy</i> .	Andrew Aitken	Not Started	26/02/2020	
25/02/2020	Ordinary Council	37/20	Safe Environments Policy	none declared	Council resolves: That the report be received and noted. With an effective date of 10 March 2020, to revoke the 5 June 2019 <i>Safe Environments Policy</i> and to adopt the 25 February 2020 <i>Safe Environments Policy</i> as per <i>Appendix 1</i> . That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 25	Terry Crackett	Not Started	26/02/2020	

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
25/02/2020	Ordinary Council	38/20	Confidential Items Review	none declared	<p>Council resolves:</p> <p>1. That the report be received and noted.</p> <p>2. Pursuant to Section 91(7) of the <i>Local Government Act 1999</i>, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(i) of the Act: The Report of 27 February 2018, Item No. 19.2, Adelaide Hills Swimming Centre Shade Sail.</p> <p>On the grounds that the document(s) (or part) relates to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council, the disclosure of which could reasonably be expected to prejudice the commercial position of person/agency/business involved with any litigation that may be undertaken.</p> <p>3. 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>	Andrew Aitken	Completed	10/03/2020	Item updated in the Confidential Items Register.
25/02/2020	Ordinary Council	39/20	Permission to use Council Minutes	none declared	<p>That the report be received and noted</p> <p>To approve the use of Minutes from the District Council of Stirling as requested in Appendix 1 for a publication on the history of Silver Lake, Mylor, subject to acknowledging Council's ownership and permission.</p> <p>That the review of the <i>Records and Information Management Policy</i> that is currently underway addresses the matter of Council's Copyright Protected material</p>	Andrew Aitken	Completed	10/03/2020	Mr Parker advised of Council's approval via email 10 March 2020.
25/02/2020	Ordinary Council	40/20	2019/20 External Audit Plan	none declared	<p>Council resolves: That the report be received and noted To approve the <i>2019/20 External Audit Plan</i> by Galpins Accountants, Auditors and Business Consultants as contained in Appendix 1.</p>	Andrew Aitken	Completed	26/02/2020	Adopted by Council 25 February 2020
25/02/2020	Ordinary Council	41/20	Strategic Internal Audit Plan 2018 - 2023 Revision	none declared	<p>That the report be received and noted.</p> <p>To acknowledge that cyber security threats are serious issues that have the potential to significantly impact on Council operations and therefore a need to ensure that risk mitigation systems are in place, resourced &amp; managed in line with Strategic and Operational Management Plans.</p> <p>That Council approves the revised Strategic Internal Audit Plan (v1.3a) as contained in Appendix 1.</p>	Andrew Aitken	Completed	26/02/2020	Adopted by Council 25 February 2020
25/02/2020	Ordinary Council	46/20	MWN Woodside Hall Toilets	none declared	<p>That Council assists the Woodside Hall Management Committee in attempting to achieve compliance with the eligibility criteria for the submission of a Grants SA program (major round) grant application for the construction of dedicated toilets at the Woodside Hall.</p>	Terry Crackett	Completed	26/02/2020	An extension of the previous Management Services Agreement and information to assist the Woodside Hall Management Committee, in attempting to achieve compliance with the eligibility criteria for the submission of a Grants SA program, for construction of dedicated toilets at the Woodside Hall was provided 03/03/2020.
27/02/2020	Ordinary Council	47/20	Petition Reports	none declared	<p>all future petitions included in Council agendas are accompanied by a staff report addressing the issues raised in the petition and possible solutions or actions that can be taken to address them.</p> <p>any consequential amendments to policies are approved</p>	Andrew Aitken	Completed	26/02/2020	Petition Templates updated

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 March 2020  
AGENDA BUSINESS ITEM**

**Item:** 13.1

**Responsible Officer:** Jennifer Blake  
Manager Communication, Engagement & Events  
Community Capacity

**Subject:** Mylor Community Survey Results

**For:** Information

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**SUMMARY**

In late 2019 Adelaide Hills Council worked with the Mylor Oval Committee to develop a community survey. Other community groups were also invited to provide input. The survey results were analysed by the Mylor Oval Committee and made available to the public on their website in February 2020. This report presents the Survey results for Council's information.

**RECOMMENDATION**

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

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**1. GOVERNANCE**

➤ **Strategic Management Plan/Functional Strategy/Council Policy Alignment**

Goal 4	Explore ideas and work with others
Strategy 4.1	We will embrace contemporary methods of engagement so it's easy for everyone to have their say

➤ **Legal Implications**

Not Applicable

➤ **Risk Management Implications**

The community consultation and presentation of the feedback to Council will assist in mitigating the risk of:

*The community not having the opportunity to provide feedback on what events occur in their community and use of the Mylor Oval leading to community disengagement and dissatisfaction with decisions.*

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

The report outlines how Council has supported the Mylor Community to conduct their own Community Survey, the results of which are publicly available and allow Council to mitigate this risk.

➤ **Financial and Resource Implications**

The survey has been positively received by the Mylor community and there may be opportunities for Council to support other small communities to gather information in this way. This would require the services of Council's Community Engagement Coordinator and use of our 'Hills voice—your say' platform.

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

The report has been publicly released by the Mylor Oval Committee, there are no perceived implications by the Council receiving this information.

➤ **Sustainability Implications**

Not Applicable

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Parks and Reserves Supervisor  
Community Engagement Coordinator  
Customer Service Coordinator  
Executive Leadership Team

*External Agencies:* Mylor Oval Committee

*Community:* A community survey was undertaken between 18 October 2019 and 15 November 2019. The results of the survey as prepared by the Mylor Oval Committee are included in the Consultation Report attached as **Appendix 1**.

## 2. BACKGROUND

The Mylor Oval is a Crown owned community facility (under the care, control and management of Council) that is leased to the Mylor Oval Committee. The oval hosts sporting programs including cricket, soccer and archery.

Tennis and netball are played on the Mylor Courts adjacent to the primary school.

Mylor Township hosts a number of popular events on the Mylor Oval and in other facilities including the Mylor Community Hall.

In recent years Adelaide Hills Council has received community feedback in regard to a number of issues in the township including: camping on the oval, stray or aggressive dogs on the oval, biodiversity and sustainability of conservation areas, Mylor Bonfire night, BMX tracks in conservation area and archery on the oval.

The Community Survey was an opportunity for Adelaide Hills Council to partner with the Mylor Oval Committee to commence development of a shared vision for the Mylor community and to explore some of these issues in more detail.

## 3. ANALYSIS

The Mylor Community Survey focused on of what the local residents of Mylor value, what are the challenges and how the community can collaborate to address these and create a future vision. Council's role was to help facilitate the creation, promotion and distribution of the survey to the local community. Members of the Oval Committee approached other local community groups including the Mylor Primary School and local sporting clubs, requesting input for the survey before submitting and working with AHC to deliver a Final Survey (**Appendix 2**).

The survey was available to complete between 18 October and 15 November 2019. It was conducted online through the AHC 'Hills voice—your say' website, with hard copies available at Mylor businesses as well as the school and post office. A one page Survey Participation flyer (**Appendix 3**) was mailed to all local residents, distributed to people who participated in sporting activities and events, made available in local businesses, and inserted into all Mylor post boxes.

Questions were customised to gain feedback on the values, challenges and interests of residents, business owners and visitors to Mylor.



Opinions were sought on the following community and social events:

- The English Ale
- Mylor Bonfire Night
- Australia Day
- Carols on the Oval
- Mylor Market
- Star Gazing/Astronomy
- ANZAC Day
- Melbourne Cup
- Music Night
- Performing arts events
- Social networking events

Respondents were asked a specific question regarding their views on the use of fireworks at the Mylor Bonfire Night.

Participants in sports and community activities were also invited to provide their feedback.

There were 189 responses to the Mylor Community survey, with nearly 70% of respondents living, working or owning a business in Mylor. 51 visitors to Mylor also responded, with the majority visiting Mylor every day or at least once a week.

Surveys were collated by AHC before being de-identified and passed on to the Mylor Oval Committee to analyse and prepare a report for the community. These results will help the Mylor Community develop initial steps towards further community-led consultation, with the ultimate aim of developing a future vision for Mylor.

A copy of the Survey Findings is available in **Appendix 1** and from [www.myloroval.org.au](http://www.myloroval.org.au)

#### **4. OPTIONS**

Council has the following options:

- I. Receive this report (Recommended)
- II. Not receive this report

#### **5. APPENDICES**

- (1) Survey Finding Report Prepared by Mylor Oval Committee
- (2) Mylor Community Survey
- (3) Survey Participation Flyer

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# Appendix 1

## *Survey Findings Report*

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# **Mylor Community Survey—findings**

## **Background**

Adelaide Hills Council (AHC) worked with the local Mylor Community to develop a community survey.

The Mylor Oval Committee felt this was an exciting opportunity to understand what it is that local residents value in Mylor, what are the challenges and how could we collaborate to address these and create a future vision. Members of the Oval Committee approached other local community groups requesting input for the survey before submitting and working with AHC to deliver a final draft. Results will help the Mylor Community develop initial steps towards further community-led consultation, with an ultimate aim of developing a future vision for Mylor.

The survey was available to complete between 18 October- 15 November 2019.

The AHC wanted to assess local opinions of the fireworks at the Mylor Bonfire Night.

The survey was conducted online through the AHC 'Hills voice—your say' website, with hard copies also made available to respondents at commercial venues in Mylor as well as the school and post office.

Nearly 200 people responded to the Mylor Community survey, with nearly 70% of respondents either living, working or owning a business in Mylor. 51 visitors to Mylor also responded, with the majority visiting Mylor every day or at least once a week.

Data was collected by AHC before being de-identified and passed on to the Mylor Oval Committee to analyse and review.

Both AHC and the Mylor Oval Committee are thrilled at the number and generosity of responses to this survey: they provide a rich snapshot of our local community.

## **How do we feel about where we live?**

Mylor residents are unanimous in their praise for Mylor: its semi-rural atmosphere, offering safety, peace and tranquility. We show great appreciation for the beautiful natural environment: the parklands, the river and the conservation park, all of which support native wildlife and vegetation. Many residents mentioned the attractions of low density living and Mylor's proximity to both the city, Stirling and Mt Barker.

Above all, residents are delighted with our strong community spirit: we consider ourselves to be friendly, like-minded and, mostly, engaged with one another. Many people participate in a range of community groups, including Mylor Friendship Citizens Club; Mylor Oval Committee; CFS; local history group; Red Cross; bushcare groups, the 4Cs (coffee, cake, craft and chat); the Op Shop; yoga; art and music groups; and sporting organisations.

Our four commercial outlets—Coopers, the General Store, the Post Office and Harvest—were congratulated for supporting the community spirit and in providing services seen as 'essential'.

Nevertheless, a number of challenges were highlighted. There was a strong acknowledgement that living in the bush meant an increase in anxiety during the bushfire season. The importance of bushfire readiness, getting a Place of Last Resort, and developing a community strategy were all mentioned.

Unsurprisingly, the greatest challenge identified by Mylor residents is the lack of public transport—particularly connecting up with buses to the city and Mt Barker. The second major challenge is communications—such as no nbn beyond the immediate township, poor internet and mobile coverage—all of which are considered to be particularly concerning in a bushfire risk area. Many residents also felt challenged by the lack of mains water and the frequency of power outages. Seen together, this also compounds the bushfire risk as, without a power supply we cannot access water.

A number of residents were concerned about the increase in traffic—not only cars, but also cyclists—and felt that speed limits should be lowered at the entrances to the township. Safety would also be improved by better road maintenance and more and better footpaths and walking tracks, particularly on main roads. Some respondents suggested that AHC should focus on these issues, as well as improving rubbish collection outside the township to include green bins and hard rubbish.

Some residents expressed concern for the fragility of our unique community spirit, pointing out that ‘tree changers’ frequently do not get involved in community activities. Many acknowledged that social events and activities do not cater to the full age range and interests of all residents.

### **Why do visitors come to Mylor?**

Visitors to Mylor come for a variety of reasons: to shop at local businesses; to participate or attend sporting activities; to attend the school; to visit friends and family; and to enjoy the natural surroundings offered by the Oval, the parklands and Mylor reserves. They, together with Mylor residents, also attend community events.

### **Mylor events**

The most popular event is the Bonfire Night, which over half of all respondents attended in 2019. Also popular was the Mylor market (102 visitors in the last 12 months) and ANZAC Day (with 79 respondents participating in the most recent event).

Encouraged to talk more about events in Mylor more generally, respondents praised the commitment of community groups and the many volunteers who contribute to putting on a range of well-run events that are fun and enjoyable. There was strong recognition that events not only enhance and strengthen neighbourhood connection, but that they are a necessity if communities are to survive and maintain local facilities.

Many saw the drawcard of our beautiful oval and acknowledged that the uniqueness of Mylor is recognised by organisers from ‘beyond the township’, such as The English Ale and Archery SA.

Of greatest concern to many was the market, which was seen as having far greater potential if it could be revitalised with an injection of enthusiasm and commitment.

Respondents wondered whether community groups could coordinate better, both in organising events and in applying for funding. Furthermore, some respondents were concerned that community events were mostly organised by the same small group of residents and that wider community involvement should be encouraged, both in attendance and in volunteering to help.

Respondents also wondered if events could be better advertised to encourage greater participation. A few respondents wondered if AHC might be able to lend more support to events, particularly in providing wider promotion.

Whilst there was a great deal of support and enthusiasm for past and current events, some respondents wondered if we could not be more innovative and cater to a wider demographic. Respondents suggested restoring the community BBQs at the Hall; more Fringe events; more events

catering to young children and teens at the weekends; and holding events of a different nature, such as a fair showcasing local artisans and musicians.

Not everyone enjoys events that occur in Mylor, including those events organised beyond the local community groups, such as the Tour Down Under. Others relish the fact that our village is selected as part of the course and wondered if we could encourage similar events, such as car rallies. We need, as a community, to recognise that there are a multitude of voices and that many have chosen a Mylor lifestyle away from 'big events'.

### **Mylor Bonfire Night Fireworks**

An important question in this survey for AHC was assessing the community sentiment towards the use of fireworks at the annual Bonfire Night.

The majority of residents and visitors (over 80%) strongly support the fireworks. Amongst Mylor residents, over 90% supported the continuation of the fireworks. On the whole, the fireworks were seen as a highlight to the year; recognised as being a major event and drawcard to our small community; and praised as occurring during a period of minimal fire risk, as opposed to those that occur in other locations during the summer. Many pointed out that the fireworks were only once a year and for a very short time.

About 10% of respondents were opposed in varying degrees to the continuation of fireworks as part of the Bonfire Night. There is a perception amongst the community that those opposing fireworks don't live in the community: of those who expressed opposition—either strong or moderate—11 live in Mylor, 3 live in other areas of the AHC and 7 live outside the AHC area. Another 10 respondents were either neutral or ambiguous in their responses. All of the concerns related to the environment, in particular, the impact on wildlife, agitated horses and other animals and pollution.

Those in favour of maintaining the fireworks recognised the necessity to forewarn locals to ensure their animals are safe and Mylor Primary School was praised for their efforts in this regard. However, some questioned whether a fireworks display was any more alarming to animals than a thunderstorm.

### **Sports, recreation and activity groups**

Doing things together is at the heart of community cohesion. This can range from sporting events to shared activities in interest groups, such as gardening and bushwalking; or more formal gatherings, such as community BBQs. As with any activity, all require organisers and participants in order to thrive.

Less than 15% of respondents participate in locally organised sports, mostly netball. Bushwalking and gardening were the most popular local group activities and many enjoyed watching archery set-up and walking their dogs on the oval.

Concern was expressed for the future prospects of existing sporting clubs, particularly tennis and netball, when the number of participants is diminishing: some wondered if there is any future for our teams, given the proximity to larger clubs in other townships.

There was concern about the drainage issues on the Oval in winter, rendering it useless as a sporting venue at that time of year. Some residents would like to see the tennis courts maintained and set up for use by families at any time of year.

There was considerable support for a BMX track and/or cycling events for young people, with one resident suggesting a bike skills course for children learning to ride. Many were keen to see more

activities catering to a wider age cohort: sporting activities for young children (netball, cricket, soccer) and fitness activities catering specifically to older participants. Some proposed connecting cycle and walking tracks to other local townships, such as Hahndorf and Echunga.

Novel suggestions for further activities include a community garden; annual car boot sale; athletics; lawn bowls/petanque; outdoor movie night; garden weekend with a walking trail connecting local open gardens; trail running, including a running race between Mylor and Echunga—and synchronised river swimming!

Some people wanted to point out that non-sporting activities were equally important in contributing to community cohesion and preventing loneliness and isolation. There are many local interest groups, including bush walking, gardening, bushcare, yoga, as well as art, craft and music groups. However, many residents were unaware of their existence and wondered how they could find out more. Others expressed frustration that most groups meet during the week, precluding those who are then at work.

Given that some activities occur on weekdays, people wondered if a community venue, such as a tavern, might bring more people together, engaging neighbours who commute for work and who are out of the township during the week.

Furthermore, people were keen to point out that any additional facilities, whether sporting or social, should be more inclusive of all ages: adults, teenagers and children. Suggestions included an upgraded playground, picnic area and BBQ facilities, as well as a bike track and outdoor fitness equipment for adults and seniors.

## **Development**

Many residents are adamant that Mylor retains its unique character and should not be built out, subdivided or gentrified. Opinions were divided on whether Mylor should have a tavern: this is not a new issue, but has been debated for decades! The pop-up pub was very popular and some felt that if this could be a regular occurrence, it would provide a happy compromise.

For those who are aware of it, expansion of the oval has been met with mixed reactions. Many people praised the excellent maintenance of the oval, but commented also on the need to improve drainage; build a new playground; provide a wider range of facilities, such as picnic grounds and fitness parks to cater for a range of ages.

And yet some residents are adamantly against expansion, suggesting they are being ‘railroaded’ and that there is a lack of community consultation.

## **Community forums**

Nearly 40% of respondents were interested in a community forum, with another 40% saying they might be. This would suggest that attendance at community forums may be dependent on the discussion topic.

## **Conclusion**

This survey provides a rich snapshot of who we are, what we value and the challenges and opportunities that face us. There’s a lot we can take pride in—our village and ourselves!

However, some residents expressed a fear that Mylor is becoming a ‘tree change dormitory town’. Retaining the community spirit—admired and embraced by so many of us—may be our biggest challenge. But this does not just happen: it requires commitment together with community goodwill to ensure that events and activities are maintained and, through them, our community connection.

We will need to garner wider support for and interest in community activities and encourage families and younger community members to step as both organisers and participants.

This taps into a concern, not limited to Mylor: how do we encourage younger residents to take the baton from current community organisers, many of whom represent the older cohort in our community? A few residents recognised a potential tension, as younger residents, with a different lens, may wish to introduce more innovative activities, rather than supporting existing ones. Simultaneously it was recognised that many families are busy, often commuting to the city, and have little time and energy to contribute to the community at this stage in their lives.

The strong appetite for community forums offers the opportunity to collaborate in addressing concerns highlighted by Mylor residents, for example:

- developing a bushfire community strategy
- community consultation on development
- brainstorming and lobbying for better transport and communications.

Furthermore, we have the potential to discuss how we might foster and encourage future community leaders. This may well involve embracing new ideas that are not part of the traditional mix in order to encourage younger residents and families to step up and provide a different lens. Community forums could also ensure community consultation on any Oval redevelopment and how to broaden a range of events, activities and facilities to cater to a broader cohort of residents.

Community forums also offer an opportunity to lobby for better transport and communications, as well as lower speed limits and better council facilities.

This survey has provided an extraordinary snapshot of who we are and what we hold dear. It has the potential to provide the impetus to ensure our community retains its vibrancy and uniqueness by creating a vision for the future, whilst addressing the challenges we face.

Susanne Koen

On behalf of Mylor Oval Committee

14 December 2019

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## **Appendix 2**

*Mylor Community Survey*

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# Mylor Community Survey

## Have Your Say

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### Welcome to the Mylor Community Survey

Please note you can also complete this survey online at [engage.ahc.sa.gov.au](https://engage.ahc.sa.gov.au)

This survey is a collaboration between the Adelaide Hills Council and community.

By completing this survey you are helping the Mylor Community develop initial steps towards further community-led consultation, with an ultimate aim of developing a future vision for Mylor.

We (Adelaide Hills Council) are also asking a specific question around the Mylor Bonfire Night which will help us with planning future firework events.

The survey takes approximately 5 minutes to complete and asks you about:

- Living, working, owning a business or visiting Mylor
- Events
- Sport
- Facilities and services
- Community activities

Your comments will go directly to the Adelaide Hills Council Community Engagement Team. Any personal identifying data will be then removed before being shared in a report to the Mylor community.

**Note:** At the end of the survey you have the opportunity to leave your contact details so you can be further informed about the outcomes of the survey and a potential community forum. This information will be shared with Mylor community groups as a separate list. They will not be associated with the survey so your responses will remain anonymous.

Your feedback is important and we thank you for your time in completing the survey.

Please provide all feedback by Friday 15 November 2019

### What to do with your completed survey

Hard copy surveys can either be:

- Scanned and emailed to [engagement@ahc.sa.gov.au](mailto:engagement@ahc.sa.gov.au) or
- Posted to Mylor Survey: Adelaide Hills Council, PO Box 44, Woodside SA 5244

### Questions about the survey

If you have any questions about the survey please contact the Adelaide Hills Council Community Engagement Team via [engagement@ahc.sa.gov.au](mailto:engagement@ahc.sa.gov.au) or call 8408 0587

# Mylor Community Survey

Have Your Say

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Welcome

Please let us know if you (Choose all that apply):

- ☐ Live in Mylor
- ☐ Work in Mylor
- ☐ Own a business in Mylor
- ☐ Visitor to Mylor
- ☐ Other

Live in Mylor questions

What is the best thing about living in Mylor?

What is the greatest challenge to living in Mylor?

Do you have any comments on Mylor services and facilities?

*Note: For example we are interested in understanding what improvements you think could be made to better cater for the needs of its community.*

Please use this question to provide any other comments about living in Mylor?

# Mylor Community Survey

## Have Your Say

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### Work in Mylor questions

What is the best thing about working in Mylor?

What is the greatest challenge to working in Mylor?

Please use this question to provide any other comments about working in Mylor.

### Own a business in Mylor questions

What is the best thing about owning a business in Mylor?

What is the greatest challenge to owning a business in Mylor?

Please use this question to provide any other comments about owning a business in Mylor.

# Mylor Community Survey

## Have Your Say

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### Visitor to Mylor questions

**Approximately how often do you visit Mylor? (Choose only one option)**

- ☐ Every day
- ☐ Multiple times a week Once a week
- ☐ Multiple times a month
- ☐ Once a month
- ☐ Multiple times a year
- ☐ Once a year

**In which town or suburb do you live?**

**What are the main purposes of your visit to Mylor?**

## Question for all survey respondents

### Community and Social Events

**Please indicate which of the following events you have attended in Mylor in the last 12 months? (Choose all that apply)**

- ☐ The English Ale
- ☐ Mylor Bonfire Night
- ☐ Australia Day
- ☐ Carols on the Oval
- ☐ Mylor Market
- ☐ Star Gazing/Astronomy
- ☐ ANZAC Day
- ☐ Melbourne Cup
- ☐ Music Night
- ☐ Performing arts events
- ☐ Social networking events (i.e. 4Cs)
- ☐ Other (see below)
- ☐ None of the above [skip to fireworks question]

# Mylor Community Survey

## Have Your Say

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If you selected 'Other' - tell us more about events you've participated in

Please let us know any comments about events in Mylor

*Note: this could include suggestions for improvements or other events you'd like to see.*

### Fireworks Question

What are your views on the use of fireworks at the Mylor Bonfire Night held annually in June? (Note: your feedback will help Adelaide Hills Council with planning future firework events).

### Sports

Do you participate in any sports organised in Mylor? (Choose any one option)

- ☐ yes
- ☐ no

If yes, please tick all that apply: (Choose all that apply)

- ☐ Netball
- ☐ Tennis
- ☐ Cricket
- ☐ Soccer
- ☐ Archery
- ☐ Other

If you selected 'Other' - tell us more about sports in which you participate:

Let us know what other organised sports you would like to see in Mylor?

# Mylor Community Survey

## Have Your Say

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How could sporting events be better promoted to attract more members from the local community?

### Community Activities

Do you participate in any of the following local group activities? (Choose all that apply)

- ☐ Bushwalking
- ☐ Running
- ☐ Gardening
- ☐ Bushcare
- ☐ Other

If you selected 'Other' - Tell us more about group activities in which you participate:

Do you have any other comments about community activities in Mylor?

### Any further comments

Please let us know if you have any other comments you would like the Mylor Community to consider:

# Mylor Community Survey

## Have Your Say

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### About you

To help us understand who we have reached through this survey, please answer the following questions:

Respondent:    Male                      Female                      Prefer not to say

Age Range:

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> 0-15  | <input type="checkbox"/> 46-55 |
| <input type="checkbox"/> 16-25 | <input type="checkbox"/> 56-65 |
| <input type="checkbox"/> 26-35 | <input type="checkbox"/> 66-75 |
| <input type="checkbox"/> 36-45 | <input type="checkbox"/> 75+   |

### Contact details

This survey is an initial step in further community-led engagement, including a potential community forum.

Would you be interested in attending a Community Forum in Mylor? (Choose any one option)

*Note: A community forum is a chance for anyone with an interest to get together and join a facilitated discussion about what is important to them and how together we can develop a vision for the future of Mylor.*

- ☐ Yes
- ☐ No
- ☐ Maybe

So the Mylor community can contact you to let you know the outcomes of the survey and about any potential Mylor community forums please let us know your:

Name

Business / community group (if applicable)

Email

Postal address

*Note: These contact details will be shared with the Mylor community as a separate list. They will not be associated with the survey so your responses will remain anonymous.*

***Thank you for taking the time to provide your feedback. Your comments will be captured by Council and then all identifying data will be removed and passed on to the Mylor community to help them develop a future vision for Mylor.***

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## **Appendix 3**

### *Survey Participation Flyer*

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# Mylor Community Survey

## Have your say



### What do I need to know?

Adelaide Hills Council has been working with the Mylor Community to develop a community survey.

Finding out what is important to residents and business owners helps shape the community in which you live.

By completing this survey you are helping the Mylor Community develop initial steps towards further community-led consultation, with an ultimate aim of developing a future vision for Mylor.

**Have your say by Friday 15 November 2019**

### What's in the survey?

The survey takes approximately five minutes to complete and asks you about:

- Living, working, owning a business or visiting Mylor
- Events
- Sport
- Facilities and services
- Community activities

We, Adelaide Hills Council, are also asking a specific question around the Mylor Bonfire Night which will help us with planning future firework events.

### What happens to my feedback?

Your comments will go directly to the Adelaide Hills Council Community Engagement Team. Any personal identifying data will be removed before being shared in a report to the Mylor community.

At the end of the survey you have the opportunity to leave your contact details so you can be further informed about the outcomes of the survey and a potential community forum. This information will be shared with Mylor community groups as a separate list. Your details will not be associated with the survey so your responses will remain anonymous.

### How can I complete the survey?

**Online**  
[engage.ahc.sa.gov.au](https://engage.ahc.sa.gov.au)

**Request a hard copy**  
[engagement@ahc.sa.gov.au](mailto:engagement@ahc.sa.gov.au) or  
8408 0587

**Pick up a hard-copy** at the  
Coventry Library, Stirling

Your feedback is important and we thank you for your time in completing the survey. The Mylor Community will be in touch with you about outcomes of the survey.

### Who can help me?

If you have any questions about the survey please get in touch with our Community Engagement Team via [engagement@ahc.sa.gov.au](mailto:engagement@ahc.sa.gov.au) or call 8408 0587.