



## 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 15 December 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 15 December 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 Kaurna people and we recognise their connection with the land.

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

**3. APOLOGIES/LEAVE OF ABSENCE**

- 3.1. Apology  
Apologies were received from .....
- 3.2. Leave of Absence
  - Cr Kirrilee Boyd (11 – 15 December 2020) approved 24 November 2020
- 3.3. Absent

**4. MINUTES OF PREVIOUS MEETINGS**

Nil

**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  
Nil
- 7.2. Questions Lying on the Table  
Nil

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

- 8.1. Petitions
- 8.2. Deputations
  - 8.2.1. Douglas Riach re bird netting
  - 8.2.2. Lobethal Community Association re Cudlee Creek Fire, one year on
- 8.3. Public Forum

**9. PRESENTATIONS (by exception)**

Nil

**10. QUESTIONS ON NOTICE**

Nil

**11. MOTIONS ON NOTICE**

- 11.1. Council Boundary Reform Legislative Provisions – Cr Mark Osterstock
  - 1. *That a copy of Council's resolution of 28 January 2020, including annexures, 'Council Boundary Change Survey Responses' be forwarded to the current Minister of Local Government, Vickie Chapman MP, for information.*
  - 2. *That the Minister be advised that it would appear that the Campbelltown City Council is acting in a predatory manner by refusing to listen to and accept the views of the affected residents, and the Adelaide Hills Council, in relation to their boundary change proposal.*
  - 3. *That the Minister be requested to consider amendments to the existing legislation and boundary reform guidelines to ensure that the affected community and relinquishing councils are consulted and their views are properly considered prior to a council-initiated Stage 1 submission being lodged with the Boundaries Commission and that where substantial community objection exists that the proposal not proceed.*

**12. ADMINISTRATION REPORTS – DECISION ITEMS**

- 12.1. Acknowledgement and Welcome to Country Policy
  - 1. *That the report be received and noted.*
  - 2. *With an effective date of 31 January 2021, adopt the 15 December 2020 Acknowledgement and Welcome to Country Policy as per Appendix 1.*
  - 3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 15 December 2020 Acknowledgement and Welcome to Country Policy prior to the effective date of adoption.*
  - 4. *With an effective date of 31 January 2021, to amend clause 3.4 – Opening Statement of the Code of Practice for Council Meeting Procedures to reflect the provisions of clause 4.3 of the 15 December 2020 Acknowledgement and Welcome to Country Policy.*

- 12.2. Youth Action Plan
  - 1. *That the report be received and noted.*
  - 2. *That the Youth Action Plan 2021-24 be adopted for implementation.*
  - 3. *That the Chief Executive Officer, or delegate, be authorised to make any formatting or minor changes to the Plan for publication purposes.*
  
- 12.3. Submission Revised Draft Planning & Design Code
  - 1. *That the report be received and noted*
  - 2. *To approve the letter of response to the State Planning Commission as contained in Appendix 1 of this report*
  - 3. *That the Chief Executive Officer be authorised to make any additional non-substantive technical additions and minor amendments to the submission and via the online Code Feedback Tool prior to lodgement with the State Planning Commission by the 18 December 2020 deadline.*
  
- 12.4. Adoption of the Crafers Village Design Guidelines
  - 1. *That the report be received and noted*
  - 2. *To approve the Crafers Village Design Guidelines as contained in Appendix 1, for publication, circulation and application*
  - 3. *To delegate to the Chief Executive Officer the authority to make minor changes to the Crafers Village Design Guidelines*
  - 4. *That the Community Engagement Outcomes Report Stage 1 & 2 as contained in Appendix 2 be made available to engagement participants and the general public*
  
- 12.5. Declaration of Public Roads Houghton & Aldgate
  - 1. *That the report be received and noted.*
  - 2. *To declare Allotment 13 in Deposited Plan No. 26030 contained in Certificate of Title Volume 5421 Folio 887 being Allotment 13 Horn Street, Houghton as public road pursuant to Section 208 of the Local Government Act 1999.*
  - 3. *To declare Allotment 51 in Deposited Plan No. 82071 contained in Certificate of Title Volume 6058 Folio 751 being Allotment 51 Strathalbyn Road, Aldgate as public road pursuant to Section 208 of the Local Government Act 1999.*
  - 4. *To authorise the publication of the resolution in the Government Gazette as required by section 208(4) of the Local Government Act 1999 to declare the roads to be public roads.*
  - 5. *To delegate to the Chief Executive Officer to execute the necessary documentation to give effect to this resolution.*
  
- 12.6. Road Exchange Pomona Road Stirling
  - 1. *That the report be received and noted*
  - 2. *In accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, enter into an Agreement for Exchange with the owner of the land of 21 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 20/0038 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 20/0038 as "Public Road A", subject to the owner of*

*the land at 21 Pomona Road Stirling agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs*

3. *The closed road be excluded as Community Land pursuant to the Local Government Act 1999.*
4. *The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution.*

12.7. Appointment of Independent Members of CAP

1. *That the report be received and noted.*
2. *That the term of the current Independent Members of Council's Assessment Panel be extended for 12 months ending on 31 May 2022 (inclusive).*

12.8. Enforcement Policy Review

1. *That the report be received and noted*
2. *With an effective date of 22 December 2020, to revoke the 26 June 2018 Enforcement Policy and to adopt the revised draft Enforcement Policy contained in Appendix 1 of this report.*

12.9. Strategic Internal Audit Plan Update

1. *That the report be received and noted.*
2. *To adopt the revised Strategic Internal Audit Plan (v1.6a) as contained in Appendix 1.*

12.10. Status Report – Council Resolutions Update  
*Refer to Agenda Report*

**13. ADMINISTRATION REPORTS – INFORMATION ITEMS**

13.1. Recovery Update

13.2. Risk Management Plan Update

**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 – 9 December 2020  
*That the minutes of the CAP meeting held on 9 December 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 – 26 November 2020  
*That the minutes of the CEOPRP meeting held on 26 November 2020 as supplied, be received and noted.*

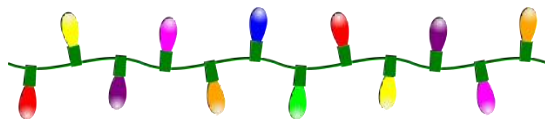
**18. CONFIDENTIAL ITEMS**

- 18.1. 2021 Citizen of the Year Recommendations
- 18.2. External Audit Contract

**19. NEXT MEETING**

**Wednesday 27 January 2021** (note change of day), 6.30pm, 63 Mt Barker Road, Stirling

**20. CLOSE MEETING**



## Council Meeting/Workshop Venues 2021

JANUARY 2021			
Wed 13 January	CAP	TBA	Karen Savage
Tues 26 January	Australia Day Celebrations	Various	
Wed 27 January **	Council	Stirling	Pam Williams
FEBRUARY 2021			
Tues 9 February	Workshop	Woodside	N/A
Wed 10 February	CAP	TBA	Karen Savage
Mon 15 February	Audit Committee	Stirling	TBA
Tues 16 February	Professional Development	Stirling	N/A
Tues 23 February	Council	Stirling	Pam Williams
MARCH 2021			
Tues 9 March	Workshop	Woodside	N/A
Wed 10 March	CAP	TBA	Karen Savage
Tues 16 March	Professional Development	Stirling	N/A
Tues 23 March	Council	Stirling	Pam Williams

**\*\* Meeting date moved due to Australia Day Public Holiday (approved by Council 22 October 2019)**

**Meetings are subject to change, please check agendas for times and venues –**  
[www.ahc.sa.gov.au](http://www.ahc.sa.gov.au) .

***All meetings are open to the public unless otherwise indicated.***

# Conflict of Interest Disclosure Form

**CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS**

Councillor:

Date:

Meeting name:

Agenda item no:

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

MATERIAL ☐ ACTUAL ☐ PERCEIVED ☐

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

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

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

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

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

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

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

**OR**

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

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

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

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

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

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



## Ordinary Business Matters

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

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

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

## Engagement and membership with groups and organisations exemption

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

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

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

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

## 8. DEPUTATIONS

---

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

1. A request to make a deputation should be made by submitting a Deputation Request Form, (available on Council's website and at Service and Community Centres) to the CEO seven clear days prior to the Council meeting for inclusion in the agenda.
2. Each deputation is to be no longer than ten (10) minutes, excluding questions from Members.
3. Deputations will be limited to a maximum of two per meeting.
4. In determining whether a deputation is allowed, the following considerations will be taken into account:
  - the number of deputations that have already been granted for the meeting
  - the subject matter of the proposed deputation
  - relevance to the Council agenda nominated – and if not, relevance to the Council's powers or purpose
1. the integrity of the request (i.e. whether it is considered to be frivolous and/or vexatious)
  - the size and extent of the agenda for the particular meeting and
  - the number of times the depute has addressed Council (either in a deputation or public forum) on the subject matter or a similar subject matter.

### 8.3 PUBLIC FORUM

---

For the effective duration of the *Electronic Participation in Council Meetings Notice (No 1) 2020*, Council will not conduct a Public Forum during the Council meeting.

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

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



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
AGENDA BUSINESS ITEM**

**Item:** 11.1 Motion on Notice

**Originating from:** Cr Mark Osterstock

**Subject:** Council Boundary Reform Legislative Provisions

---

**1. MOTION**

1. That a copy of Council's resolution of 28 January 2020, including annexures, 'Council Boundary Change Survey Responses' be forwarded to the current Minister of Local Government, Vickie Chapman MP, for information.
2. That the Minister be advised that it would appear that the Campbelltown City Council is acting in a predatory manner by refusing to listen to and accept the views of the affected residents, and the Adelaide Hills Council, in relation to their boundary change proposal.
3. That the Minister be requested to consider amendments to the existing legislation and boundary reform guidelines to ensure that the affected community and relinquishing councils are consulted and their views are properly considered prior to a council-initiated Stage 1 submission being lodged with the Boundaries Commission and that where substantial community objection exists that the proposal not proceed.

**2. BACKGROUND**

Campbelltown City Council Boundary Change Proposal

In January 2019, Campbelltown City Council (CCC) initiated a boundary change proposal with the Boundaries Commission. Despite claims by CCC to the contrary, they did not engage with AHC in the lead up to this decision nor does it appear there was an engagement with the affected community.

In January 2020, the Adelaide Hills Council received the results of its own-initiative survey of the communities affected by the CCC proposed boundary realignment. The headline figures being 65% of respondents were against the boundary change proposal, 28% in favour, 5% undecided and 2% no preference.

At this time AHC noted that the CCC Mayor had also been provided with the survey results and, based on the majority of respondents being against the proposal, AHC resolved (Res 9/20) to request CCC to withdraw their proposal.

In the months following, the AHC Mayor made a number of requests for deputations at CCC meetings to present the survey results and the AHC resolution to withdraw, these deputation requests were refused.

The CCC Mayor granted a deputation at the 2 June 2020 meeting and the AHC Mayor and Deputy Mayor attended via Zoom to present the survey results and withdrawal resolution. Following the presentation CCC resolved that the deputation be received and that the AHC Mayor and Deputy Mayor be thanked. Notably however CCC did not then or at any time since, formally acknowledge the AHC survey results.

Around the same time, questions were raised by community members as to when and how many requests CCC had received requesting a boundary reform process. The CCC CEO was reported in the media admitting that only a very small number had been received over the years thus casting doubt on CCC's persistent claims that the boundary change process was initiated in response to requests from residents.

For approximately a year CCC has said that they will be consulting with the affected community and this commenced over the last month with letters, flyers and now a survey being delivered to the affected residents.

While it is pleasing that CCC is finally substantively engaging with the community some 20 months after resolving to commence the process, ostensibly in response to community requests, some of the statements in the propaganda material are arguably untrue and/or misleading. Examples in point include the claim in a letter that AHC initiated boundary reform discussions with CCC in 2017/18 and a statement in a flyer that CCC would ensure that the planning regime would not change.

#### Sector Boundary Change Proposals

This motion is focused on the CCC proposal however there are, anecdotally, other boundary change initiatives occurring within South Australia which are causing similar frustrations and concerns for affected residents and neighbouring councils.

It is understood that representations have been made to the (new) Minister for Local Government, Vickie Chapman MP, regarding the conduct of the Town of Gawler boundary change submission.

The thrust of these representations are that the removal of the requirement for agreement (or even any form of consultation) with the affected communities and neighbouring councils before lodging a submission is resulting in predatory and opportunistic behaviours by initiating councils which cause uncertainty and concern amongst residents and negatively impact the reputation of local government as the sector that makes decisions in the best interests of its community.

While it may not always be the case that a relinquishing council will agree, where there is substantial community objection a proposal should not be commenced.

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

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

*Strategic Plan 2020-24 – A brighter future*

Goal A Progressive Organisation

Objective O4 We actively represent our community

Priority O4.4 Explore council boundary reform options that best serve the community

#### ➤ Legal Implications

Part 2 – Reform Proposals of Chapter 3 of the *Local Government Act 1999* (Act) sets out the provisions relating to (amongst other matters) the alteration of council boundaries. These provisions are further detailed in a series of guidelines prepared by the Boundaries Commission.

There are two broad forms of proposal: Administrative Proposals (which are for the tidying up on minor boundary anomalies) and General Proposals (which are for substantial boundary changes such as the current Woodforde/Rostrevor proposal).

Where a General Proposal is initiated by a council (the initiating council), that council is solely responsible for the preparation of the required submissions to the Boundaries Commission and for funding an investigation of the proposal should it progress to that stage of the boundary change process.

#### ➤ Risk Management Implications

*Realignment of Council boundaries bordering Campbelltown City Council leading to financial, resource allocation, social and representation changes*

Inherent Risk	Residual Risk	Target Risk
High (2B)	High (2B)	Medium

Council has very limited ability to manage (control) the financial risks associated with a reform proposal. Risk planning will be more focused on mitigating the potential impacts should a proposal be accepted.

#### ➤ Financial and Resource Implications

There are no direct costs associated with this report, however if Council resolves the Motion on Notice as written there will be some administrative resource implications to prepare the proposed letters and advocate with the Office of Local Government and/or the Minister for Local Government.

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

Members of the affected communities of Rostrevor (AHC) and Woodforde have contacted both Council Members and the Administration voicing their concerns with the boundary reform proposal in general and the recent communications from CCC in particular.

AHC's advice has been to participate in the CCC survey and make their views known.

➤ **Sustainability Implications**

There are no direct sustainability implications from this report however there may be financial sustainability implications from a boundary change.

➤ **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 workshops have previously been held to discuss the Boundary Change Proposal.

*Advisory Groups:* Not Applicable

*Administration:* Chief Executive Officer  
Manager Communications, Events & Engagement  
Governance & Risk Coordinator

*External Agencies:* Tanom Legal

*Community:* Members of the affected communities have contacted Council members and the Administration regarding their concerns with the boundary change proposal and CCC's actions.

#### **4. ANALYSIS**

Boundary Reform Legislative Changes

In 2017, the *Local Government (Boundary Adjustment) Bill 2017* (the Bill) was introduced to Parliament by the (then) Minister for Regional Development and Local Government, Hon Geoff Brock MP. In his first reading speech, Minister Brock discussed the current boundary adjustment regime which required the two (or more) affected councils to be in agreement for the proposed change. This he observed had resulted in 'very few significant boundary changes to councils in this state'.

In highlighting the key elements of the Bill he stated:

*The bill also clearly recognises the importance of significant boundary changes and the need for there to be much freer debate on these. A key change the bill proposes is to allow proposals for boundary changes to be initiated by a single council or the Minister for Local Government. Currently, significant changes cannot be formally considered unless all councils involved agree that the proposal should go forward. Opening up this initiation process will encourage discussion on structural reform opportunities that could bring real benefit to our communities. It is essential though that a greater ability to initiate proposals is matched with an independent assessment of their merit. The bill therefore establishes an independent commission to oversee the assessment of all proposals.*

*For significant proposals or, as the bill calls them, 'general proposals', the commission can appoint one or more investigators to undertake a detailed inquiry into the proposal. However, the commission must appoint investigators when a general proposal is referred to them by either the minister or by resolutions of either house of parliament.*

*The intent of this requirement is to ensure that the close analysis of significant proposals for boundary change is undertaken by people with expertise and knowledge that is specific to each proposal and that there is consultation with the affected councils. The bill also provides appropriate flexibility in appointing investigators. More significant proposals will require a number of investigators, whereas relatively straightforward processes may only require a single investigator.*

The Bill came into effect on 1 January 2019 resulting in changes to Chapter 3 of the Act. These provisions were supported by a series of guidelines published on the Office of Local Government website dealing with the key elements of the new boundary change regime.

While not the subject of this report, but for the sake of completeness, boundary change proposals be initiated by a council, Parliament, the Minister and by the public. Each of these proposal-types follow a different pathway and more information is available on the Office of Local Government website ([https://www.dit.sa.gov.au/local\\_govt/boundary\\_changes](https://www.dit.sa.gov.au/local_govt/boundary_changes)).

The guideline of relevance to this report as a council-initiated proposal is *Guideline No. 3 – Submitting a General Proposal to the Commission*<sup>1</sup> The Guideline sets out a three stage process for General Proposals, as follows:

- **Stage 1: Initial consideration of a potential proposal** - Write to the Commission outlining the nature of the potential proposal and the reasons why the council(s) consider boundary change as the best option, including a brief outline of how the proposal addresses the section 26 principles, particularly in regard to the identified community of interest, social fabric and common interests of the area and how service provision would be improved as a result of the proposal.
- **Stage 2: Referral of a general proposal to the commission** - Prepare a submission to the Commission that sets out in detail the grounds on which the proposal is made and the issues that should be considered in an assessment of the change to boundaries. The Commission requires the matters listed below to be included in your proposal, noting that the Commission expects a proposal to cover these matters as far as the initiating council can be reasonably aware of them.
  - Description of the proposal
  - Section 26 principles
  - Community of interest
  - Consultation
  - Advantages and Disadvantages
  - Any other relevant information
  - Administrative matters

---

<sup>1</sup> Office of Local Government website,  
[https://www.dit.sa.gov.au/\\_\\_data/assets/pdf\\_file/0004/463009/Boundaries\\_Commission\\_Guideline\\_3\\_-\\_General\\_Proposals\\_-\\_Submitting\\_a\\_Proposal\\_to\\_the\\_Commission.pdf](https://www.dit.sa.gov.au/__data/assets/pdf_file/0004/463009/Boundaries_Commission_Guideline_3_-_General_Proposals_-_Submitting_a_Proposal_to_the_Commission.pdf), accessed 5 December 2020

- **Stage 3: Inquiry by Commission** - The Commission will assess the proposal in accordance with the Act and the guidelines and determine whether to inquire into the proposal or refuse to inquire into the proposal. At the conclusion of the inquiry the Commission will make recommendations to the Minister.

A mere 21 days after these new provisions came into effect, CCC resolved to lodge a proposal (Stage 1). It should be noted that, as permissible with the new provisions of the Act, this proposal was lodged by a single council. Tellingly this was done without any contemporaneous discussion with AHC or the affected community.

The Stage 1 proposal was duly lodged and in May 2019 the Commission advised CCC, with copies to AHC, that they would accept a Stage 2 submission from CCC.

Being aware of the potential for concern amongst the affected community, AHC initiated a series of communications with these residents in 2019 including a community meeting and subsequently a survey of affected residents (as outlined in Background above).

For the majority of 2019 and 2020, CCC has undertaken little to no communication or consultation with the affected residents, despite a number of requests to do so from both AHC and affected residents.

As set out in the Background (above), CCC has recently started communicating with affected residents with a concerted and prolific campaign immediately before surveying the residents. Also as set out in the Background, a number of the claims made in these publications are potentially misleading.

While this communication may be the product of a belated realisation of the importance of communicating with residents (and potentially future constituents), it is a matter of fact that CCC must provide details of their consultation in their Stage 2 submission and this could be perceived to be a compliance exercise rather than a genuine engagement. Further detail of the requirements of Guideline No 3 in this regard are:

*The purpose of consultation at this stage of the process in submitting a proposal is to demonstrate that an initiating council has undertaken the consultation that is necessary to determine that it should submit a general proposal to the Commission for consideration (noting that it is the Commission's role to consult with all affected communities on the impact of all proposals that it investigates— refer Guideline 9).*

*Information provided when a general proposal is submitted must therefore include any details of the consultation a council has undertaken to form its view that it should submit a proposal.*

#### Local Government Reform

The *Statutes Amendment (Local Government Reform) Bill 2020* (the Reform Bill) is in its final stages of consideration by Parliament as it anticipated to be passed in the next sittings (February 2021).

The Reform Bill is widely regarded as the most significant reform to local government provisions since the commencement of the current Act in 1999. Notwithstanding the

significant changes proposed to the Act, there are minimal changes proposed for Chpt 3, Part 2 – Reform proposals.

This is likely to be due to the relative infancy of the new boundary reform provisions evidenced by the fact that not one General Proposal has been right through the process.

As such, notwithstanding the concerns that have anecdotally been raised with her regarding the operation of the boundary change provisions, it is possible that the current Minister for Local Government, is currently satisfied with the operation of this Part and therefore her receptiveness to requests for legislative change may be low.

#### AHC Boundary Change Survey

As highlighted in the Background section, AHC conducted a survey of affected residents in November/December 2019 and received the results indicating that the majority of respondents were against the proposed boundary change, at its January 2020 Ordinary meeting.

In receiving the survey results, AHC resolved (9/20) as follows:

##### **Council resolves:**

1. **That the report be received and noted.**
2. **To note that electronic copies of the Council Boundary Change Survey Report have been provided to the residents and ratepayers who participated in the survey and to the Mayor of Campbelltown City Council.**
3. **To provide the Council Boundary Change Proposal Survey Report at Appendix 1 to the Boundaries Commission, the Minister for Local Government, the Shadow Minister for Local Government and the Member for Morialta.**
4. **To recognise and accept that the majority of Rostrevor (AHC) and Woodforde community respondents in the Council Boundary Change Survey are against the boundary change proposal. As such, Council requests that Campbelltown City Council, in light of these results, consider withdrawing their proposal with the Boundaries Commission.**

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

In relation to part 3 of the resolution, the required letters were despatched in February 2020.

With the changes to ministerial portfolios in recent months, it is possible that the current Minister for Local Government is not familiar with the specifics of the CCC proposal, their conduct and the views of affected residents.

## **5. APPENDICES**

Nil

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.1

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

**Subject:** Acknowledgement and Welcome to Country Policy

**For:** Decision

---

**SUMMARY**

At its January 2020 meeting, Council, in reviewing its *Code of Practice for Council Meeting Procedures* (the Code), resolved to request the Adelaide Hills Region Reconciliation Working Group to review the current Opening Statement within the Code and provide advice on its suitability as an Acknowledgement of Country for the commencement of Adelaide Hills Council Ordinary Council meetings.

This review process, including consultation and a Council workshop, generated considerable discussion regarding Council's role in demonstrating leadership through best practice in this area.

Whilst Welcome to Country and Acknowledgment of Country is, for the best part, already appropriately delivered by Council, there is no formal protocols or policy that guides this or formalises an organisational expectation in relation to this. The adoption of an Acknowledgment and Welcome to Country Policy will address this gap.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. With an effective date of 31 January 2021, adopt the 15 December 2020 *Acknowledgement and Welcome to Country Policy* as per *Appendix 1*.
  3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 15 December 2020 *Acknowledgement and Welcome to Country Policy* prior to the effective date of adoption.
  4. With an effective date of 31 January 2021, to amend clause 3.4 – Opening Statement of the *Code of Practice for Council Meeting Procedures* to reflect the provisions of clause 4.3 of the 15 December 2020 *Acknowledgement and Welcome to Country Policy*.
-



## 1. GOVERNANCE

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

*Strategic Plan 2020-24 – A brighter future*

Goal 2 Community Wellbeing

Objective C5 Respect for Aboriginal Culture and Values

Priority C5.1 Partner with the Aboriginal and Torres Strait Islander community to develop our second Reconciliation Action Plan (Innovate) and actively participate in Reconciliation Week

Organisational protocols and practice in Welcome to Country and Acknowledgement of Country is a key element of the Respect aspect of Reconciliation Action Plans at all levels.

The *Code of Practice for Council Meeting Procedures* (the Code) provides guidance to the Chamber on the mandatory and discretionary elements of the meeting procedure that applies to Council meetings.

### ➤ Legal Implications

Chapter 6 of the *Local Government Act 1999* (the Act) sets out the legislative requirements regarding (Part 1) council meetings.

Section 86 states that, subject to the Act, the procedures to be observed at a meeting of a council will be:

- a) As prescribed by regulation;
- b) Insofar as the procedure is not determined by regulation – as determined by the council.

The *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations), set out the procedures to be followed in council and council committee meetings.

The Regulations (Part 2, Division 2) prescribe a number of procedures that must be complied with for:

- a) The meetings of council;
- b) The meetings of council committees performing regulatory functions; and
- c) The meetings of any other council committee if the council has by resolution, determined that Part 2 should apply to that committee.

Regulation 6 states that where a provision of Part 2 is capable of being varied at the discretion of council, then the council may, by a resolution supported by at least **two-thirds of the council members**, determine that a code of practice be adopted that establishes its own procedures for matters which will apply in substitution of the relevant provision in Part 2.

### ➤ Risk Management Implications

The current lack of formal policy and protocols regarding Acknowledgement of Country and Welcome to Country places Council at risk of failing to meet community expectations or show due leadership in demonstrating respect and acknowledgment of Traditional Custodians.

This places Council at reputational risk of offending Traditional Custodians or being perceived as disrespectful of Traditional Custodians. This has the potential to damage working relationships with both Aboriginal and Non Aboriginal members of the Adelaide Hills Community and jeopardises the success of Council's Reconciliation Action Plan.

The proposed policy will assist to mitigate the risk of:

*Inappropriate practice in the delivery of Welcome to Country and Acknowledgement of Country leading to offence to Aboriginal people and reputational damage to Council.*

Inherent Risk	Residual Risk	Target Risk
Medium 2C	Medium 2C	Low

In the context of the Code, ensuring that an appropriate Acknowledgement of Country is contained with the meeting procedures 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)	Low (3E)	Low (3E)

➤ **Financial and Resource Implications**

Traditional Custodians engaged to perform a Welcome to Country should be paid an agreed and commensurate fee for this service. The cost of this fee should be included in the budget and resource planning for any event or occasion at which a Welcome to Country is required. This fee is currently \$150 to \$250 depending on the nature of the Welcome to Country.

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

The development of the Acknowledgement and Welcome to Country Policy reflects strong community and organisational expectations that Council show leadership in demonstrating respect for Traditional Custodians. Appropriate use of Acknowledgement and Welcome to Country is a fundamental aspect of Reconciliation Action Plans and Council is currently developing an Innovate level Reconciliation Action Plan.

The wording of Acknowledgements used by Council has been developed in consultation with the Adelaide Hills Reconciliation Working Group, the Internal Reconciliation Working Group and Elected Members through a Council Workshop.

➤ **Sustainability Implications**

Not Applicable.

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

Information regarding the appropriate use of Welcome to Country and Acknowledgement of Country is available through Reconciliation Australia and Reconciliation SA and these resources have been drawn upon in the development of the Acknowledgement and Welcome to Country Policy.

Discussion and workshoping of the wording to be used in Acknowledgement of Country has been considerable and has reflected a commitment to delivering wording that communicates authentic respect for Traditional Custodians.

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* 19 May 2020

*Advisory Groups:* Adelaide Hills Reconciliation Working Group in partnership with Mount Barker District Council

*Administration:* Executive Leadership Team  
Internal Reconciliation Working Group being;  
Biodiversity Officer  
Procurement Officer  
Manager Communications Engagement and Events  
Building Management Coordinator  
Organisational Development Advisor  
Senior Strategic and Policy Planner  
Manager Economic Development  
Community and Cultural Development Officer

*External Agencies:* Reconciliation Australia and Reconciliation SA through access to website and resources

*Community:* Not Applicable

**2. BACKGROUND**

At its 28 January 2020 meeting, Council considered a revised Code for adoption. The report identified that, with the recent establishment of the Adelaide Hills Reconciliation Working Group (AHRWG), it might be timely for Council to seek advice on the suitability of the Opening Statement (which had been in place since 2011) in terms of a contemporary 'Acknowledgement of Country'. As such, Council resolved:

**Code of Practice for Meeting Procedures**

Moved Cr Green  
S/- Cr Kemp

17/20

**Council resolves:**

1. That the report be received and noted.
2. That with an effective date of 10 February 2020, to revoke the 22 August 2017 *Code of Practice for Council Meeting Procedures* and to adopt the draft *Code of Practice for Council Meeting Procedures* in Appendix 1.
3. That the Chief Executive Officer, or delegate, be authorised to make any formatting, nomenclature or other minor changes to the *Code of Practice for Council Meeting Procedures* prior to it coming into effect.
4. To request the Adelaide Hills Region Reconciliation Working Group to review the current Opening Statement within the Code and provide advice on its suitability as an Acknowledgement of Country for the commencement of Adelaide Hills Council Ordinary Council meetings.

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

The AHRWG was consulted and this group suggested wording for the Acknowledgment. The internal Reconciliation Working Group was also consulted and considered the wording suggested by the AHRWG.

A Council Workshop on 19 May 2020 addressed protocols regarding Welcome to Country and Acknowledgment of Country and considered the wording suggested by the AHRWG and a shortened version suggested by the internal Reconciliation Working Group. Subsequently the Mayor and other Council Members suggested some minor modification to this wording.

The draft policy delivers clear guidelines and expectations regarding:

- Circumstances when a Welcome to Country is appropriate
- Circumstances when an Acknowledgement of Country should be delivered, both verbal and written
- Wording to be used that reflects consultation with the AHRWG and other stakeholders.

**3. ANALYSIS**

The appropriate delivery of Acknowledgement of Country and Welcome to Country is a fundamental element of respectful recognition of the Traditional Custodians of the Adelaide Hills, the Peramangk and Kaurna peoples. Council has a leadership role in relation to Reconciliation and a responsibility to demonstrate best practice in the use and protocols associated with Acknowledgement of Country and Welcome to Country.

Whilst, for the best part, Council already delivers Acknowledgement of Country and Welcome to Country appropriately in practice, this is not in line with clear and documented expectations. This has resulted in some inconsistency in how Acknowledgement of Traditional Custodians has been delivered.

The proposed policy provides the Administration and Council Members with principles and guidelines for the appropriate delivery of Acknowledgement of Country and Welcome to Country.

In considering the wording for Acknowledgement of Country it became apparent that options were required to respond to different circumstances. The policy, therefore, provides options for spoken, written and digital versions. All of these versions communicate a consistent message of respect.

The Policy contains suggested Acknowledgement of Country wording for the Council Meeting Opening Statement. Once adopted this will be another avenue to clearly demonstrate Council's leadership role in recognition and reconciliation.

#### **4. OPTIONS**

Council has the following options:

- I. That Council adopts the proposed *Acknowledgement and Welcome to Country Policy* ensuring a consistent approach and clear understanding of expectations (Recommended).
- II. That Council amends the *Code of Practice for Council Meeting Procedures* to incorporate the proposed Acknowledgement of Country into the Opening Statement (Recommended).
- III. That Council does not adopt the proposed *Acknowledgement and Welcome to Country Policy* and continue with current, inconsistent, practice (Not Recommended).
- IV. That Council does not amend the Opening Statement in the *Code of Practice for Council Meeting Procedures*. This is not recommended as it will not demonstrate an appropriate recognition of the AHRWG's advice.

#### **5. APPENDIX**

- (1) Acknowledgement and Welcome to Country Policy (Draft)

---

# **Appendix 1**

*Acknowledgement and Welcome to Country Policy  
(Draft)*

---

## COUNCIL POLICY

	<b>ACKNOWLEDGEMENT AND WELCOME TO COUNTRY</b>
---	---

<b>Policy Number:</b>	The Governance team will allocate the policy number.
<b>Responsible Department(s):</b>	Community Development
<b>Relevant Delegations:</b>	As per the delegations schedule and as included in this Policy
<b>Other Relevant Policies:</b>	NIL
<b>Relevant Procedure(s):</b>	Code of Practice for Council Meeting Procedures
<b>Relevant Legislation:</b>	NIL
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	NIL
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	<i>To be updated administratively</i>
<b>Effective From:</b>	<i>To be updated administratively</i>
<b>Minute Reference for Adoption:</b>	<i>To be updated administratively</i>
<b>Next Review:</b>	No later than December 2023 or as required by legislation or changed circumstances

---

## Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.1	22/10/2020	Presented to Executive Leadership Team	

DRAFT



## ACKNOWLEDGEMENT AND WELCOME TO COUNTRY POLICY

### 1. INTRODUCTION

The appropriate delivery of Acknowledgement of Country and Welcome to Country is a fundamental element of respectful recognition of the Traditional Custodians of the Adelaide Hills. Council has a leadership role in relation to Reconciliation and a responsibility to demonstrate best practice in the use and protocols associated with Acknowledgement of Country and Welcome to Country.

The following policy provides the Council with principles and guidelines for the appropriate delivery of Acknowledgement of Country and Welcome to Country.

### 2. OBJECTIVES

The objectives of this policy are:

- To ensure the appropriate and consistent use of Acknowledgement of Country and Welcome to Country
- To outline protocols and expectations associated with Acknowledgement of Country and Welcome to Country

### 3. DEFINITIONS

**“Acknowledgement of Country”** a spoken presentation that acknowledges and pays respect to the Traditional Custodians of the country on which the meeting or event is taking place, which, can be conducted by both Aboriginal and/or non-Aboriginal people.

**“First Nations People”** Aboriginal and Torres Strait Islander people as the indigenous people of Australia

**“Reconciliation”** the process for building respectful relationships between first nations people and the wider Australian community in order to close the gaps, and to achieve a shared sense of fairness and justice.

**“Traditional Custodian”** a person who identifies as Peramangk or Kurna as the first nations people of the Adelaide Hills.

**“Welcome to Country”** a traditional welcoming ceremony performed by a Traditional Custodian of the land on which the meeting or event is taking place, or someone authorised by a recognised cultural authority of the Traditional Custodians.

### 4. POLICY STATEMENT

#### 4.1 Welcome to Country

A Welcome to Country can only be performed by a Traditional Custodian.

A Welcome to Country should be performed at:

- Medium to large public gatherings (50 or more people)
- Formal events such as receptions, launches or awards ceremonies

- Events or occasions that involve VIPs, Dignitaries, Leaders or Aboriginal Elders
- Events that involve international, interstate visitors or other councils
- Community events run by the Council

On these occasions a Traditional Custodian shall be engaged to perform a Welcome to Country and shall be paid an agreed and commensurate fee for this service. The cost of this fee should be included in the budgeting and resource planning for the events and gatherings as described above.

In the event that a Traditional Custodian is not available to perform a Welcome to Country an Acknowledgement of Country must be delivered.

The Welcome to Country does not preclude the delivery of an Acknowledgement of Country.

#### 4.2 Acknowledgement of Country

An Acknowledgement of Country can be performed by any person Aboriginal or non-Aboriginal.

An Acknowledgement of Country should be performed at:

- Medium to large gatherings at which a Welcome to Country has also been performed
- Small to medium public gatherings (49 people or less)
- Council meetings
- Regular committee or working group meetings
- Formal Staff meetings
- Community gatherings run by the Council

The wording of the official Council Acknowledgement of Country has been determined in consultation with the Adelaide Hills Reconciliation Working Group and other relevant stakeholders and that is reflected in this Policy.

#### 4.3 Council Meetings

At the opening of all Ordinary and Special Council meetings the following Acknowledgement of Country statement will be given by the Mayor or their representative:

*Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kurna people. They are Custodians of this ancient and beautiful land and so we pay our respects to Elders past, present and emerging. We will care for this country together by ensuring the decisions we make will be guided by the principle that we should never decrease our children's ability to live on this land.*

#### 4.4 Council Officer or Elected Member Acknowledgement of Country

At the commencement of all gatherings, where an Acknowledgement of Country is deemed appropriate (refer 4.2) the designated Council Officer or Elected Member will deliver the following statement:

*Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kurna people. We pay our respects to Elders past, present and*

*emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.*

#### 4.5 Written Acknowledgement of Country

- 4.5.1 A written Acknowledgement of Country will be included in significant Council documents and publications including the Strategic Management Plans and Annual Business Plan and shall read as follows:

*Council acknowledges that we undertake our business on the traditional lands and waters of the Peramangk and Kurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land for they hold the memories, traditions, spiritual relationships, culture and hopes of the First Nations of Australia. We are committed to working together to ensure that Peramangk and Kurna culture and traditions are sustained, valued and continuing. Together we will care for this country for the generations to come 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.*

- 4.5.2 A written Acknowledgement of Country may also appear on short written documents, Council's website and digital platforms, including email signatures in either the same statement as detailed in 4.5.1 or the shorter version as follows:

*Council acknowledges that we undertake our business on the traditional lands and waters of the Peramangk and Kurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land.*

#### 4.6 Staff and Community Resources

Council will provide information for staff and community via the Council website promoting the understanding and appropriate use of Welcome to Country and Acknowledgement of Country including links to Reconciliation SA and Reconciliation Australia websites.

Council will provide contact details (with permission) of Peramangk and Kurna Elders willing to conduct a Welcome to Country and communicate the expectation that suitable remuneration should be paid for this service.

### 5. **DELEGATION**

- 5.1 The Chief Executive Officer has the delegation to:

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

### 6. **AVAILABILITY OF THE POLICY**

- 6.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au). Copies will also be provided to

---

the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

DRAFT

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.2

**Responsible Officer:** Rebecca Shepherd  
Manager Community Development  
Community Capacity

**Subject:** Youth Action Plan 2021- 2024

**For:** Decision

---

**SUMMARY**

The purpose of the report is to provide Council with a draft *Youth Action Plan 2021-24* (the Youth Action Plan) for consideration and adoption. The Youth Action Plan has been developed to support Council to achieve its *Strategic Plan* by articulating the actions that will occur in the youth space over the next four years. The plan is aimed at increasing youth wellbeing, confidence, skills, resilience, community connections and participation.

The Plan has been developed following considerable youth and other stakeholder engagement to ensure we are targeting relevant youth issues. It is also linked to the *SA Youth Action Plan* which maximises opportunities for collaboration and access to external funding.

The Youth Action Plan sets out a clear direction for Council's youth development activities over the next four years and provides clear objectives against which to measure success.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. That the *Youth Action Plan 2021-24* be adopted for implementation.
  3. That the Chief Executive Officer, or delegate, be authorised to make any formatting or minor changes to the Plan for publication purposes.
-

## 1. GOVERNANCE

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

*Strategic Plan 2020-24 – A brighter future*

Goal 2 Community Wellbeing

Objective C1 A community for everyone – that is inclusive, welcoming and accessible

Priority C1.3 Make the district more accessible and welcoming for all with a focus on youth participation, positive ageing, disability inclusion and multiculturalism

Objective C2 A connected, engaged and supported community

Priority C2.3 Facilitate opportunities for our youth to develop skills, build resilience and be actively involved in and connected to their community.

The *Youth Action Plan 2021-24* will guide Council's Youth Development programs and activities for the next four years. The Plan contains a range of proposed actions with a focus on improving youth participation and facilitating skill development as well as building connections and resilience which contribute to the achievement of Council's *Strategic Plan* Initiatives.

### ➤ Legal Implications

Not applicable.

### ➤ Risk Management Implications

The adoption and implementation of the Youth Action Plan will assist in mitigating the risk of:

*A lack of strategic direction for Youth Development activities leading to missed opportunities to address known and emerging youth needs and issues in the community*

Inherent Risk	Residual Risk	Target Risk
High 3B	Medium 2C	Medium 2C

### ➤ Financial and Resource Implications

Financial and resource implications from the adoption of the Youth Action Plan will be taken into consideration when implementing the proposed actions. The majority of the proposed actions will be addressed within existing Youth Development and other budgets. In some cases it will be appropriate to form partnerships and/or to seek external funding through grants.

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

Adoption of the Youth Action Plan will give the community confidence and understanding about the objectives of Council's Youth Development programs and the matters that Council intends to address over the next four years.

➤ **Sustainability Implications**

Not applicable.

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

For the development of this Plan, Council contracted the Youth Affairs Council of South Australia (YACSA) to conduct consultation sessions with students of the high schools in the district, participants of Council's Youth Leadership Program, and stakeholders in the Adelaide Hills region. YACSA's findings were then further workshopped with Council Members and staff, and the Youth Leadership Group to develop the final Youth Action Plan.

A draft of the Youth Action Plan was discussed at the Council Members' Professional Development Session on Tuesday 17 November 2020, with an opportunity for further written feedback to the Manager Community Development. Council members provided constructive feedback during the development session which was incorporated into the final plan.

Consultation on the development of this report was as follows:

*Council Committees:* Not applicable

*Council Workshops:* Tuesday 10 December 2019: Presentation YACSA report on the youth consultation  
Tuesday 17 November 2020: Presentation Draft Youth Action Plan 2021-24

*Advisory Groups:* Not applicable

*Administration:* Community & Social Planning Officer  
Sport & Recreation Planner  
Manager Libraries & Customer Service

*External Agencies:* The Department for Education  
The Adelaide Hills Vocational College  
The Department for Skills and Innovation  
South Australian Police (Crime Prevention branch Mount Barker)  
Country SA PHN (Mount Barker)  
Murray Mallee GP Network – Headspace Mount Barker  
Workskil Youth  
Regional Development Australia Adelaide Hills, Fleurieu & Kangaroo Island

*Community:* Students from the following schools were consulted in person:  
Birdwood High School  
Oakbank Area School  
Heathfield High School  
Hills Christian Community School  
Hills Montessori Middle School  
Domino Servite College  
Online Survey  
Focus Group discussion with Adelaide Hills Council Youth  
Leadership group

## **2. BACKGROUND**

The Adelaide Hills Council *Youth Action Plan 2021-24* has been developed to articulate Council's continued commitment to supporting young people in our district. It primarily provides strategic direction for the provision of youth development activities, as well as identifies linkages to other relevant Council plans that impact on youth across domains such as libraries, sport and recreation, and disability access and inclusion. Council provides many other services which support the wellbeing of young people but this plan focuses on those that have a main focus on youth.

## **3. ANALYSIS**

The Youth Action Plan will provide strategic direction to Council's Youth Development programs. It sets out the issues and needs that Council intends to address in the next four years and contains a comprehensive set of actions and programs that will result in increased levels of wellbeing, confidence, resilience, connection and participation among young people.

The Plan ties together ongoing existing programs and new programs and activities and maps them to the clearly defined objectives that they are intended to achieve.

The Plan identifies three central themes and corresponding objectives that reflect current youth issues and challenges, and maps the proposed Actions to both the AHC *Strategic Plan "A Brighter Future"* and the SA *Youth Action Plan, "Strong Futures"*:

Theme 1: Leadership and Skill Development

1. Develop Young Leaders
2. Support Skill Development

Theme 2: Connection and Inclusion

3. Expand Opportunities to Connect
4. Explore methods to improve transport options for young people within the region

Theme 3: Engagement and Advocacy

5. Identify and create opportunities to engage with young people & those that support them
6. Provide Advocacy for youth to all levels of Government



The themes and associated actions will assist Council Youth Development to successfully approach levels of government and other potential funding providers to apply for grants to implement the identified actions where needed and appropriate.

The Plan also identifies linkages to other relevant Council plans that impact on youth across domains such as libraries, sport and recreation and disability access and inclusion.

#### **4. OPTIONS**

Council has the following options:

- I. That Council adopts the proposed Youth Action Plan ensuring a strategic approach to Council's Youth Development actions (Recommended).
- II. That Council defer adoption of the Youth Action Plan or resolve not to adopt a Youth Action Plan. This will impact Council youth service provision and delay the development and implementation of new Youth Development programs (Not Recommended).

#### **5. APPENDIX**

- (1) Draft Youth Action Plan 2021-24

---

# **Appendix 1**

*Draft Youth Action Plan 2021-24*

---

# Youth Action Plan 2021-24

December 2020

## **Mayor's Message**

I am delighted to present the Adelaide Hills Council Youth Action Plan 2021-24.

Young people are the future of our community and we realise they face unique opportunities and challenges in the Adelaide Hills environment.

Building on our Youth Development initiatives over the last 15 years, this plan confirms our continued commitment to providing our young citizens with opportunities and support in their transition into adulthood.

While we all face uncertain times as we recover from the effects of bushfires and the global pandemic, our youth are particularly vulnerable as they are already experiencing a multitude of personal changes every Day. A stable environment, opportunities to network in a healthy environment and the right support, can help them navigate those changes.

To ensure that we are meeting our young people's needs, this plan was developed in close collaboration with the Youth Affairs Council of South Australia. Together we facilitated consultation sessions in high schools and online and held focus group discussions with regional stakeholder organisations and Adelaide Hills Council's Youth Leadership group. This has helped shape and direct this plan so it is relevant, accessible and informed by the young people who live here.

The actions contained in our plan are aimed at building leadership, skills and experience, resilience and connections that will help our young citizens prepare for happy and productive lives post-school.

Engaging our youth in the community now creates a sense of belonging and a shared sense of purpose for the future. We value the innovation, diversity and perspective our young people provide in our community and this plan outlines how we will work with them towards a brighter future.

## **Acknowledgment of Country**

Adelaide Hills Council acknowledges that we undertake our business on the traditional lands and waters of the Peramangk and Kaurna Nations. We pay our respect to Elders past, present and emerging as the Custodians of this ancient and beautiful land.

We are committed to working together to ensure that Peramangk and Kaurna cultures and traditions are preserved and valued. Together we will care for this Country for the generations to come.

## **About the Adelaide Hills Council**

Adelaide Hills Council is a local government organisation that undertakes its business on the traditional lands and waters of the Peramangk and Kurna peoples.

The land area of Adelaide Hills Council is 795 square kilometres, and extends from Mount Bold Reservoir in the south, to the South Para Reservoir in the north, and from the hills face in the west to the eastern escarpment of the Mount Lofty Ranges.

Council provides a range of services for nearly 40,000 residents, and nearly 500,000 domestic day-trip visitors annually, including:

- planning and development
- maintenance, management and renewal of properties, playgrounds, public infrastructure
- library and customer services
- volunteering
- public health
- parking and by-law enforcement
- sport and recreation planning
- youth development
- positive ageing
- community centres
- communications, engagement and events
- community development and cultural development
- community grants
- economic development
- sustainability, open space biodiversity,
- animal management
- parks and reserves, cemeteries
- fire prevention, emergency management, bushfire recovery
- waste and water management.

Council operates Service Centres with libraries in Gumeracha, Stirling and Woodside; Community Centres in Gumeracha and Norton Summit; a Resource Recovery Centre in Heathfield; depots in Gumeracha and Stirling; the Fabrik Arts and Heritage Hub in Lobethal; and 16 historic cemeteries within the Council area. In-person Council meetings are held in Stirling and are live-streamed for community members. Council supports the Hut Community Centre in Aldgate and the Adelaide Hills Swimming Centre in Woodside.

Council provides its residents and visitors information about Council initiatives, meetings, consultations, events, grants, employment and volunteering opportunities, programs and activities. Council also provides local businesses information about legislation changes, tips, case studies and events.

## Youth Development

Youth Development in the Adelaide Hills Council is aimed at supporting young people to connect, learn, participate, grow and develop resilience. Young people are invited to develop and attend events that support connection and participate in workshops and volunteering activities to support skill development. Council's Youth Development Officer works alongside young people to identify emerging trends and issues and supports them to advocate to all levels of government and also address those needs at a local level.

The Adelaide Hills Council Youth Action Plan 2021-24 represents and outlines Council's continued commitment to support our young people in their transition to adulthood. Central to this commitment is a program of youth development activities that offers opportunities for participation, skill development, building connections, engagement, showcasing talent, and celebration of young people's achievements.

This plan recognises that young people have a right to be involved in the decision making process on matters that affect them. The term Young people refers to individuals from a wide range of ages and developmental stages, each with their own characteristics, interests and challenges. Young people therefore bring a wide range of interests, aspirations, strengths and needs, with an ability to offer insights into the challenges that they face, as well as being a unique resource for potential solutions to improve life for young people in the district.

## Background

The Adelaide Hills Council Youth Action Plan 2021-24 has been developed to articulate council's continued commitment to supporting young people in our district. It primarily provides direction for the provision of youth development activities, as well as identifies linkages to other relevant Council plans that impact on youth across domains such as Libraries, Sport & Recreation, and Disability Access & Inclusion. Council provides many other services which support the wellbeing of young people but this plan focuses on those that have a main focus on youth.

For the development of this plan Council contracted the Youth Affairs Council of South Australia (YACSA), to conduct consultation sessions held in 2019 with students of the high schools in the district, participants of Council's Youth Leadership Program, and stakeholders in the Adelaide Hills

region. YACSA's findings were then further workshopped with Council Members and staff, and the Youth Leadership Group to develop the final Youth Action Plan.

The finalisation of this plan was delayed due to the occurrence of the 2019 Bushfires and the COVID-19 Pandemic - two major events that have significantly impacted the lives of young people in the district.

## Our Youth Community

### Demographics and characteristics

The Adelaide Hills Council comprises 55 townships across a surface area of 795km<sup>2</sup>. In 2019, the district had an estimated population of 39,977 residents, resulting in a population density of 0.5 persons per hectare.

In 2016, the Adelaide Hills Council was home to 6269 young people aged 12-25. This makes up approximately 16.1% of the Council's population. The majority of this cohort (55%) lives in the Ranges Ward, while 45% live in the Valleys Ward.

Before COVID, youth disengagement in the 15-25 age group in the district was low, at 5.4% of the total cohort, though there were hot spots of up to 8.0%. In the 15-25 age group, 12.4% of the total labour force in this age group was unemployed, with hot spots as high as 17.6%.

### Education

There are three public high schools in the district, three private schools that cover Reception to Year 12, and one small private middle school. Of these schools, only one public high school is located in the Ranges Ward, along with the middle school, and one private school which is effectively serviced by the neighbouring City of Campbelltown due to its location on the very boundary of both Councils. The remaining 2 public schools are located in the Valleys Ward, along with two private R-12 schools of which one has only this year included Year 12.

There are no tertiary education institutions in the District. Adelaide Hills Council young people mainly travel to Adelaide or Mount Barker to access tertiary education.

### Transport

Limited public transport limits young people's ability to travel independently for education, employment, support services, sports and entertainment. This has implications for Council's provision of youth programs and services.

Access to support services is further complicated due to the fact that the vast majority of support services is located outside of the district, in the neighbouring Mount Barker District Council.

## Strategic Context

The actions in the Adelaide Hills Council Youth Action Plan 2021-24 are grouped under three central themes:

- 1) Leadership and Skill Development
- 2) Connection and Inclusion
- 3) Engagement and Advocacy

These themes are linked to priorities identified in both the South Australian State Government and Adelaide Hills Council plans.

## A Brighter Future - Councils Strategic Plan

Council's Strategic Plan 2020-24, "A Brighter Future", identifies that the district has a high proportion of school aged children but a lower than average proportion of young people in the post-high school ages. This suggests that it is a good area to raise children but people growing up in the district may leave after secondary education. This may be influenced by low levels of affordable housing, limited public transport options, limited access to support services, and a narrow range of local employment opportunities and/or options for local tertiary education.

The Strategic Plan identifies five primary goals:

- A functional Built Environment
- Community Wellbeing
- A prosperous Economy
- A valued Natural Environment
- A progressive Organisation

While the strategic plan is aimed at all residents, visitors and business, the goal most closely aligned with supporting young people is Goal 2, "Community Wellbeing" whereby Council aspires to:

*An inclusive and prosperous community with capacity to flourish and fulfil their potential through opportunities to engage, connect, participate and enhance wellbeing.*

More specifically the plan contains objectives relating to the wellbeing of young people which include:

C1.3 Make the district more accessible and welcoming for all with a focus on youth participation, positive ageing, disability inclusion and multiculturalism

C2.3 Facilitate opportunities for our youth to develop skills, build resilience and be actively involved in and connected to their community



## Strong Futures – SA Youth Action Plan

The South Australian Government adopted Strong Futures SA Youth Action Plan 2020-2022 in early April 2020. The Plan identifies four priority areas, informed through consultation with young South Australians:

- Earn and Learn: Young South Australians are ready for work and life
- Fair and Inclusive: Young South Australians are included and reach their potential
- Wellbeing and Environment: Young South Australians are safe, healthy and resilient
- Connect and Grow: Young South Australians are engaged and have influence

## Program design and implementation

### Council role

An important step in the process of development of Council's Youth Development programs is a consideration of Council's role.

Council's Strategic Plan identifies a number of roles that may be appropriate for Council to take on – and the most appropriate role may differ per need or issue any Actions are intended to address.

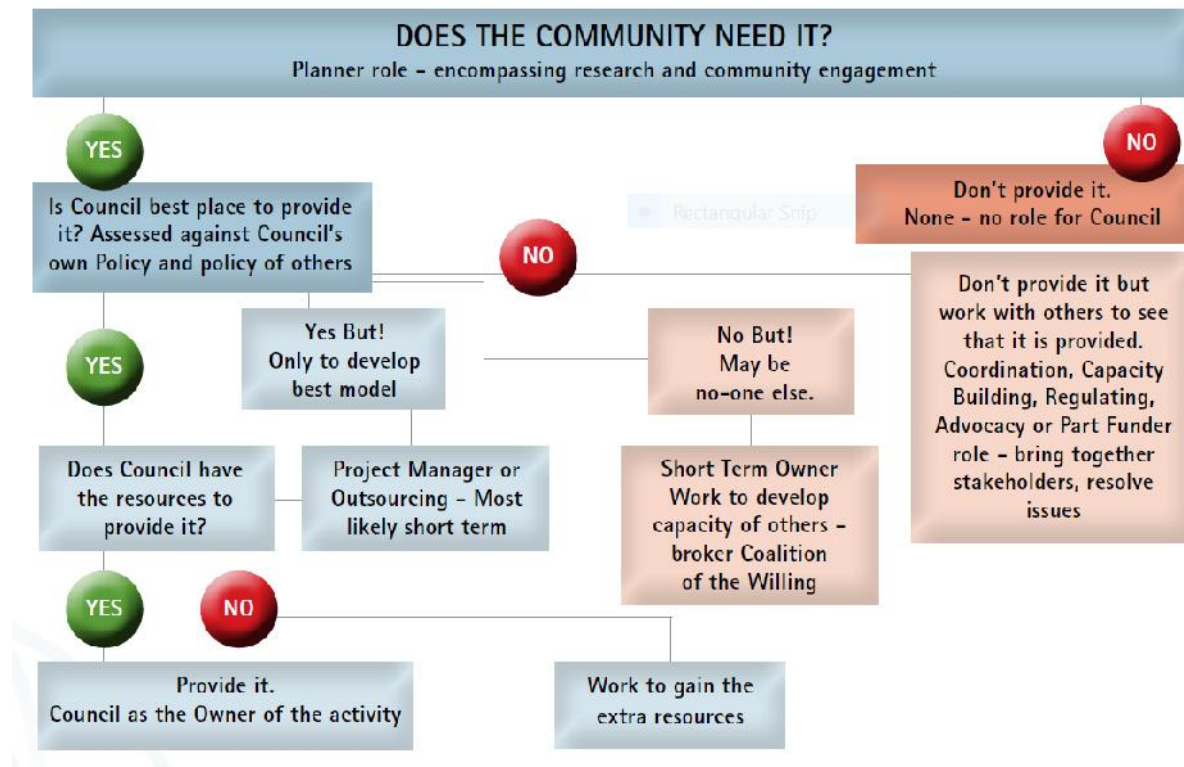
At times it may be appropriate for Council to facilitate and connect stakeholders, or seek collaborations or partnerships where there are relevant service providers and agencies available in the region to provide the program; or Council may part-fund the program. For other programs there may not be any suitable services providers or organisations active in the region, in which case it may be appropriate for Council to provide the service.

In such cases it may be appropriate to consider funding the program (either through Youth Development budgets or by seeking grant funding), and contract the program delivery to a suitable provider wholly or in collaboration.

An essential outcome of direct service provision or program delivery is the creation of relationships with young residents of the district. Besides financial implications and risk, this will be an important consideration when identifying the appropriate role in the development of Youth Development programs.

<i>Council's Role</i>	<i>Council will...</i>
<b>Lead/Empower</b>	Lead on behalf of community; support community initiatives
<b>Provide /Respond</b>	Fully or partially fund, or provide a service, or respond to a need
<b>Promote/Educate</b>	Develop resources to promote a common understanding; provide information; Distribute and display information produced by others; refer others to information, programs or organisation that might assist.
<b>Facilitate/Connect</b>	Bringing together stakeholders; initiate or join with other parties to collectively pursue a shared interest; service or resolve an issue
<b>Partner/Collaborate</b>	Formal partnerships bound by regulation, delegation or contract to deliver outcomes
<b>Owner/Custodian</b>	Manage community assets including building, facilities, public space, reserves on behalf of current and future generations
<b>Regulate</b>	Specific role in response to legislation & compliance – direct, specific or general in nature (such as duty of care)
<b>Fund/Grant/Auspice</b>	Collect and distribute funding from, and/or to, community (by law or policy on behalf of community)
<b>Funding applicant/ Recipient</b>	Apply for, receive and expend funding and/or revenues (by law or policy on behalf of community)
<b>Advocate/Influencer</b>	Make representations on behalf of community; engage in public policy development in the interests of community

In 2015 Adelaide Hills Council Youth Development undertook a study on behalf of the Local Government Association of South Australia, resulting in the report “Our Future Is NOW – Directions for Youth Development in Local Government”. The report contains a useful flowchart that may assist with the identification of the appropriate role for Council when developing a new Youth Development program:



## Implementation and delivery

Youth Development programs will seek to collaborate with and utilise Council-owned facilities where appropriate and suitable. This includes but is not limited to community centres, libraries and town halls. Collaborations will be sought with relevant staff across the organisation, as well as community groups and other stakeholders in the region.

## Actions

### Theme 1: Leadership and Skill Development



Transferrable “soft” skills are important in the development of a young person to become a well-rounded, resilient individual that is ready to assume their adult life. Young people often report feeling underprepared to start their adult lives upon leaving secondary education.

Limited employment opportunities available locally, regionally and in the Greater Adelaide Area, result in a competitive labour market. Leadership and other skill development programs empower young people, and will assist them to be more attractive to future employers.

“Flagship” programs for this theme will be the Youth Leadership Program, and the Life Skills program (to be developed).






#### Objective 1: Develop Young Leaders



Deliver or outsource programs that develop leadership and transferrable soft skills

No.	Action	Strategic links		Team responsible	Time frame				Resourcing
		AHC Plans	SA YAP		21	22	23	24	
1.1	Deliver and evaluate an annual Youth Leadership Program which provides training and practical experiences for young people.	AHC SP C2.3, C2.4, C3.1	Priority Area 1	Youth Dev					Existing YD budget
1.2	Support Youth Leadership Program graduates to access further (internal or external) development opportunities, including in mentoring others	AHC SP C2.3, C3.1	Priority Area 1	Youth Dev					Existing YD budget

#### Objective 2: Support Skill Development

Deliver or outsource programs that develop or enhance skills to promote independence and employability

No.	Action	Strategic links		Team responsible	Time frame				Resourcing
		AHC Plans	SA YAP		21	22	23	24	
2.1	Develop and deliver a series of short 'life skills' workshops to support young people to develop independence and prepare for adulthood.	AHC SP C2.3, C3.1	Priority Area 1	Youth Dev					Existing YD budget + grants & partnerships
2.2	Provide opportunities for young people to showcase and market their artistic and/or crafting skills	AHC SP C2.1, C2.3, C6.3	Priority Area 1	Youth Dev Lib & CS					Existing YD & Library budgets
2.3	Encourage & support youth volunteering in the community and in Council's youth programs	AHC SP C1.2, C1.3, C2.3, C3.2	Priority Area 2	Youth Dev Lib & CS					Staff time; Existing YD & Library budgets
2.4	Support apprenticeship and work experience opportunities with Council	AHC SP C2.3 AHC DAIP 11.2	Priority Area 1	Youth Dev					Staff time implications. To be identified
2.5	Explore opportunities to promote	AHC SP C2.3	Priority Area 2	Youth Dev					Staff time

	local support groups for parents and teachers who are preparing children with disabilities for life beyond school.	AHC DAIP 10.1							
2.6	Develop and provide STEAM and general programs specific to targeted age groups including senior home schooled students	AHC SP C2.1, C2.3 AHC Lib SP C2.1, C2.3		Lib & CS					Existing library budget
2.7	Provide and maintain youth oriented study spaces and technology within libraries	AHC SP C1.1, C2.3 AHC Lib SP C1.1		Lib & CS					Library budget reviewed annually




## Theme 2: Connection and Inclusion







The size and population density of the district, combined with the limited provision of public transport brings challenges to participate and connect, resulting for some young people in feeling socially isolated. Young people often report experiencing difficulties meeting the requirements to obtain their probationary driver's license. Those young people who are interested in things other than sports often report a lack of leisure, entertainment and socialisation options in the region. Stakeholders also identified geographical isolation as a barrier to access to services and programs.

Strategies and programs to increase options for young people to participate and build connections and relationships can help alleviate these issues and improve their wellbeing and sense of belonging, and help them to reach their potential.




"Flagship" programs for this theme will be the development of an online Youth Portal and the reviewed Youth Sponsorship programs.

### Objective 3: Expand opportunities to connect

No.	Action	Strategic links		Team responsible	Time frame				Resourcing
		AHC Plans	SA YAP		21	22	23	24	
3.1	Work with relevant partners (internal and external) to develop, trial and evaluate an attractive, fun and informative online point of connection for young people for wellbeing and engagement	AHC SP C1.3, C2.4, O6.4	Priority Area 2	Youth Dev					Existing YD budget + grants & partnerships
3.2	Continue to consider support for non-mainstream youth interests where opportunities for improved social connections can be identified	AHC SP C2.1, C2.3, C6.3	Priority Area 3	Youth Dev					Existing YD budget
3.3	Review current youth grants and sponsorships to develop a new Youth Sponsorship Program with a focus on social inclusion.	AHC SP C1.2	Priority Area 2	Youth Dev					Youth Sponsorship s budget and other budgets to

									be identified
3.4	Encourage young people with disabilities to participate in AHC Youth Development programs, and provide accessibility supports where required.	AHC SP C1.2, C2.4 AHC DAIP 5.2 AHC Lib SP C1.1	Priority Area 2	Comm Dev  Lib & CS					Staff time  Staff Time
3.6	Include youth considerations in review of library access and wayfinding	AHC C1.1, C1.3  Lib SP C1.1		Lib & CS					Current Library budget and staff time
3.7	Provide space within libraries to support and encourage unstructured social connectivity	AHC SP C1.3  LIB SP C1.3		Lib & CS					Current staff time
3.8	Ensure physical and digital resources address the concerns and interests of young people	AHC SP C2.1  Lib SP C2.3		Lib & CS					Current Library budget
3.9	Support 'non-traditional' and unstructured recreation opportunities in the region (eg. Mountain Biking)	AHC Sport and Recreation Strategy 2017-2021, Strategic Actions p.7		Sport & Recreation					Staff time, Sport & Rec budget and relevant grants
3.10	Investigate potential locations for the portable skate ramp in conjunction with staff and the community. Implement a schedule for moving the ramp	AHC Sport and Recreation Strategy 2017-2021, Strategic Actions p.7		Sport & Recreation					Staff time

#### Objective 4: Explore methods to improve transport options for young people within the region

No.	Action	Strategic links		Team responsible	Time frame				Resourcing
		AHC Plans	SA YAP		21	22	23	24	
4.1	Investigate a program to support young drivers to obtain their P-license thereby increasing their independence and employment opportunities	AHC SP C1.4, C2.3	Priority Area 1	Youth Dev					Staff time; grants & partnerships
4.2	Explore models to support young people to access public transport	AHC SP C1.4, C2.3	Priority Area 2	Youth Dev					Staff time
4.3	Continue to deliver Drivers Awareness Courses aimed at improving safety for young road users	AHC SP C1.4, C2.3	Priority Area 3	Youth Dev					Existing YD budget

### Theme 3: Engagement and Advocacy






In the Youth Sector, an important role for Local Government is to identify emerging needs, trends and issues, gaps in service provision, and to develop appropriate responses. Youth Officers in local government typically coordinate local Youth Services forums, and maintain relationships with staff and students from schools in their district, government organisations, NGO's and other stakeholders. This enables them to develop responses to issues at relevant levels, both strategic and operational, through the development of collaborative approaches and partnerships.

Equally as important as such networks is the development of strategies and methods to connect with young people directly. As a fundamental principle in Youth Development, this is reflected in the SA Youth Action Plan in Priority Area 4: "Young South Australians are engaged and have influence". The development of strategies and methods to increase Council's Youth Engagement, as well as Youth Participation in decision-making results in youth plans and programs that are more robust and considered in meeting expressed Youth needs, with increased youth ownership, involvement and participation.

#### Objective 5: Identify and create opportunities to engage with young people & those that support them

No.	Action	Strategic links		Team responsible	Time frame				Resourcing
		AHC Plans	SA YAP		21	22	23	24	
5.1	Maintain relationships with staff & students from local schools to work collaboratively and identify gaps and needs	AHC SP O4.3		Youth Dev					Staff time
				Lib & CS					Staff time
5.2	Facilitate a range of opportunities to engage with young people including online options	AHC SP O4.1, O6.4	Priority Area 4	Youth Dev					Staff time;
				Lib & CS					grants & partnerships Staff time
5.3	Review and update youth consultation methods, including community engagement processes, to ensure the needs of young people are taken into account in all Council decisions that affect them	AHC SP C2.4, O4.1, O6.4	Priority Area 4	Youth Dev					Staff time
5.4	Explore mechanisms to further engage young people in Council decision making	AHC SP C2.4, C4.1	Priority Area 4	Youth Dev					Staff time
5.5	Actively seek participation in the AHC Disability Inclusion Reference Group by young people living with disability in our district	AHC DAIP 4.3	Priority Area 2	Comm Dev					Staff time
				Lib & CS					Staff time

## Objective 6: Provide Advocacy for youth to all levels of Government

No.	Action	Strategic links		Team responsible	Time frame				Resourcing
		AHC Plans	SA YAP		21	22	23	24	
6.1	Participate in relevant youth networks with a view to developing partnerships and addressing current needs.	AHC SP O4.3		Youth Dev					Staff time
6.2	Provide feedback and advocate to relevant government and other organisations regarding youth matters	AHC SP O4.3		Youth Dev					Staff time
6.3	Provide advice to council staff and build organisational awareness on matters that impact on young people			Youth Dev					Staff time
6.4	Assist with bringing together relevant stakeholders to address sport and recreation issues	AHC Sport and Recreation Strategy 2017-2021, Council's role p.5		Sport & Recreation					Staff time
6.5	Campaign for and support sport and Recreation groups within the region	AHC Sport and Recreation Strategy 2017-2021, Council's role p.5		Sport & Recreation					Staff time

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
AGENDA BUSINESS ITEM**

<b>Item:</b>	<b>12.3</b>
<b>Responsible Officer:</b>	<b>James Szabo Senior Strategic and Policy Planner Development &amp; Regulatory Services</b>
<b>Subject:</b>	<b>Submission on the Revised Draft Planning and Design Code (Phase 3)</b>
<b>For:</b>	<b>Decision</b>

---

**SUMMARY**

The South Australian planning and development system is undergoing the most significant change in the last 26 years. A key element of the new System is the consolidation of all 68 council Development Plans into an ePlanning tool called the Planning & Design Code (the Code).

The implementation program delivered by the State Planning Commission (SPC) has seen the Code in operation in outback areas since July 2019 (Phase 1) and rural areas since July 2020 (Phase 2). The remaining Councils in metropolitan Adelaide and larger regional towns (forming the Phase 3 cohort) are scheduled for implementation in early 2021 (March by all indications).

The recent announcement of the State Planning Commission (SPC) for an additional 6 week period of public consultation, was welcomed and has allowed for a more detailed review of the amended Code with a particular focus on the previous Council Submission in February this year. This additional round of consultation provides a last opportunity for Council to provide comments on the revised Code prior to Phase 3 implementation and close the loop on the outstanding issues and concerns.

The purpose of this report is to present the Council's submission on the revised draft Code, for approval and onward submission to the State Planning Commission by the 18 December 2020 deadline.

The submission package includes a letter and associated enclosures (**Appendix 1**), which acknowledges policy improvements, whilst also outlining key local policy issues that remain outstanding, general policy concerns and opportunities to address some of the policy gaps using new or revised tools in the amended Code.

Additional supporting analysis has been provided at **Appendix 2**, which includes three Desired Character Statement Assessments for the Country Living Zone, Stirling District Centre Zone and Township Zone respectively. This analysis has supported the recommendations in the draft Submission.



It is noted that the draft submission details those planning policy matters which the Administration considers should be transferred or adapted from Council's Development Plan into the Code. It is considered that the matters highlighted in the submission are fundamental development policy controls which must be incorporated into the new Code to ensure that the iconic character of the Stirling District Centre, the townships and urban areas and the scenic rural landscape of our District continue to be maintained or enhanced when future development occurs.

The Administration is therefore recommending that Council approves the submission package as contained in the appendices to this report.

## **RECOMMENDATION**

### **Council resolves:**

- 1. That the report be received and noted**
- 2. To approve the letter of response to the State Planning Commission as contained in Appendix 1 of this report**
- 3. That the Chief Executive Officer be authorised to make any additional non-substantive technical additions and minor amendments to the submission and via the online Code Feedback Tool prior to lodgement with the State Planning Commission by the 18 December 2020 deadline.**

---

## **1. GOVERNANCE**

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

#### *Strategic Plan 2020-24 – A brighter future*

Goal 1                      A Functional Built Environment

Objective B2            Preserve and enhance the unique character of the Hills for current and future generations

Goal 2                      A Prosperous Economy

The transition from the existing Adelaide Hills Council Development Plan to the Code presents an opportunity to promote the inclusion of good local existing policy content, refined over many years, to ensure the protection of the Hills unique character and amenity attributes. In addition, the primary production policy suite has been modernised and is anticipated to be more responsive to market drivers including opportunities for value adding, while ensuring development protects scenic landscape quality.

### **➤ Legal Implications**

#### *Planning, Development and Infrastructure Act 2016*

Section 65 Subclause (1) of the *Planning, Development and Infrastructure Act 2016* states that there must be a Planning and Design Code. In addition, Subclause (2) states that the State Planning Commission (SPC) will be responsible for preparing and maintaining the Planning and Design Code.

➤ **Risk Management Implications**

Making a submission on the Amended Planning and Design Code (Phase 3) will assist in mitigating the risk of:

*The Planning and Design Code being implemented in a form that does not respond to the nuanced and local planning issues relevant to the Adelaide Hills Council (AHC), resulting in inappropriate development or the application of unnecessary procedural/policy burden on applicants and residents.*

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

It is noted that Council will be responsible for administering the Code for development applications within the Adelaide Hills Council area. Therefore, taking this opportunity to provide feedback on the draft Code is considered extremely important in order to assist with future administrative functions.

➤ **Financial and Resource Implications**

The implementation of the Code may pose financial and resource implications for the organisation. Further, due to the complex environmental constraints within our Council area, the efficiencies offered by the streamlined development pathways may be limited.

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

It is considered that the implementation of the Code, and the associated online Planning Portal, will have both indirect and direct impacts on customer service. Applicants and the public will be able to see all information about the zoning of properties online, understand what land uses/buildings are/aren't permitted on their land, and lodge and monitor the processing of their development applications via the Portal. With respect to community implications, Council has proactively engaged with the community and stakeholders via its website and other social media platforms, and consulted with residents and businesses by meeting with and hosting a number of workshops with the community and key stakeholders. With regards to cultural implications, the process of reviewing the Code and initiating a business readiness program has resulted in opportunities to collaborate with internal departments. This process has been valuable in building trust and the capacity of internal departments to better prepare for the implementation of the Code.

➤ **Sustainability Implications**

The Code will have an influence on the economic, social and environmental fabric of the Adelaide Hills Council. It is therefore imperative to ensure that a response and advocacy relating to the amended Code is thorough and detailed and supports outcomes that are considered vital to ongoing prosperity, community cohesion and protection of the pleasant character and amenity of the Adelaide Hills District.

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

Administration has proactively engaged with the community and key stakeholders throughout the Code policy transition program.

Consultation on the preparation of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Two Council Workshops were undertaken on the Code since the February 2020 AHC Submission, and occurred on the following dates:

- 21 July 2020
- 17 November 2020

*Advisory Groups:* This was discussed at the Rural Land Management Advisory Group (RLMAG) meetings held on the following dates:

- 5 February 2020
- 4 December 2020

*Administration:* Chief Executive Office  
Executive Leadership Team  
Director Development and Regulatory Services  
Manager of Development Services  
Manager Economic Development  
Team Leader Statutory Planning

*External Agencies:* Planning & Land Use Services and the Local Government Association

*Community:* Administration has actively promoted the revised draft Code consultation via a number of communication channels including social media, Council's website and newsletters. The Administration has forwarded the consultation details onto community and business groups in the area.

## **2. BACKGROUND**

The South Australian planning and development system is undergoing the most significant change in the last 26 years. As part of this reform, new legislation namely, the Planning, Development and Infrastructure (PDI) Act 2016 was assented to by the Governor on 21 April 2016 after passage through Parliament. This initiated the beginning of the South Australian Planning Reform. This Reform has been progressively implemented over the last 5 years with the Act being brought into operation in stages.

Section 65 Subclause (1) of the PDI Act states that there must be a Planning and Design Code and it was foreshadowed early on in the Reform process that the Code would eventually replace all existing council Development Plans. The SPC was established on 1 April 2017 to lead the development of the P+D Code and the State Planning reform process more broadly.

The Code is essentially the consolidation of all 68 council Development Plans into one new development guideline. Leading up to late 2018 the SPC developed and released numerous publications relating to the structure and mechanics of the proposed Code in addition to a series of Policy Discussion Papers.

Before the end of 2018 the SPC announced its intention to implement the Code in three distinct phases. In early 2019 a draft Planning and Design Code was released for consultation as part of the Phase 1 (Out of Council Areas) transition. This was subsequently implemented

on 1 July 2019. In early October 2019 the draft Planning and Design Code for Phase Two (Regional) and Phase Three areas (Greater Metropolitan Adelaide) was released for consultation. The consultation period for Phase 2 closed in late November 2019, with the Phase 3 areas afforded an additional three months to 28 February 2020 to provide feedback.

At a Special Strategic Planning and Policy Development Committee held on 18 February 2020 the detailed submission package prepared by Administration was presented and the Committee resolved as follows:

**6 OFFICER REPORTS – DECISION ITEMS**

**6.1 Submission on Draft Planning & Design Code**

Moved Cr Nathan Daniell  
S/- Cr Chris Grant

**The Committee resolves:**

1. That the report be received and noted
2. To acknowledge the draft Planning and Design Code and the People and Neighbourhoods Policy Discussion Papers released by the State Planning Commission
3. To approve the letter of response to the State Planning Commission as contained in Appendix 1 of this report with two revisions:
  - a. to replace the third bullet point with Councils are given a reasonable opportunity to test the amended version of the Code on the fully operational ePlanning System and provide feedback to the State Planning Commission and DPTI in this regard and that the report submission be amended accordingly to capture this point; and
  - b. request the State Planning Commission consider providing additional consultation time (4 weeks) for all interested parties such as the community to provide feedback on the draft Code
4. To approve the submission on the Planning and Design Code (Phase 3) to the State Planning Commission as contained in Appendix 2 of this report
5. To approve the submission on the People and Neighbourhood Policy Discussion Paper to the State Planning Commission as contained in Appendix 3 of this report
6. That the Chief Executive Officer be authorised to make any additional non-substantive technical additions and minor amendments to the submission prior to lodgement with the State Planning Commission by the 28 February 2020 deadline.
7. To thank the Administration for their comprehensive work on preparing Council's submission to the State Planning Commission

The public consultation resulted in over 2,000 submissions to the State Planning Commission from the Local Government Sector, the Private Sector and concerned residents and community groups. A summary of the feedback was released by the SPC in June 2020 as the 'What we Heard Report'. Following the release of this document the SPC oversaw a program of significant Code improvements, including the addition of new overlays and zones to better reflect local conditions and address areas of community interest.

As part of this process a further opportunity to provide feedback on the revised draft Planning and Design Code (Code) has been made available from 4 November 2020 to 18 December 2020.

The amended draft Code has been made available electronically and has allowed a review to be undertaken that better reflects the true Code experience and has given the Administration the opportunity to familiarise itself with the new system, comment on the revised planning policies and experience how the new planning system will operate once fully implemented.

The Administration has maintained ongoing engagement with the SPC and senior staff at the Planning and Land Use Services to ensure that Council's concerns are being heard and responded to appropriately.

### 3. ANALYSIS

The AHC submission package on the revised draft Planning and Design Code has been prepared by the Administration and includes a letter addressed to the Chair of the SPC (refer to **Appendix 1**). It acknowledges the effort to get the Code to its current level of refinement and the positive policy enhancements that have resulted from Council's initial feedback including:

- The inclusion of the Adelaide Hills Subzone, developed in collaboration with Administration, to reinstate key development outcomes lost from the existing Country Living Zone, including policy criteria addressing the award winning Median Rule Land Division tool
- Resolution of numerous Zoning concerns or anomalies, including recognising the Mixed Residential Zone in Stirling, appropriate zoning for the Balhannah and Birdwood Townships and the Wairoa site, improved residential zoning in Teringie and a transition of rural settlement policy areas to an appropriate zone, and
- Technical and Numeric Variation alignment with existing Adelaide Hills Development Plan quantitative criteria relating to site area, frontage and building heights in specific localities.

Notwithstanding the above given that this is one of the last opportunities to provide detailed feedback on the Code, the key issues are as follows:

- The lack of a Restricted Development Trigger in the Rural Neighbourhood Zone (which will replace the current Country Living Zone) to support the application of the Median Rule Land Division criteria is seen as a key weakness
- Although a majority of Desired Character Statement content has been offset by relevant Code criteria, there remains some specific localised policy gaps that are considered worthy of further examination and potential resolution
- It is noted that the Adelaide Hills Council has long advocated for changes to the Watershed (Primary Production) Zone and welcomes reform in this space through the delivery of the Adelaide Country Zone. Notwithstanding, there are policy gaps and DTS/DPF criteria in the Zone which require closer examination and refinement, particularly for development involving horticulture, rural industry, shops, tourist accommodation and function centres.
- There has been a degree of ambivalence expressed toward the chosen naming convention for the Adelaide Country Zone, which may require further consideration by the Commission.
- Loss of the Scenic Routes to protect rural landscapes has not been resolved
- Concerns regarding non-residential development (shops, light industry etc.) in Township Zones and whether or not these should be the subject of public notification where they adjoin residential uses

- The inclusion of the PIRSA Primary Production Priority Areas (PPPA) mapping as an overlay to assist with the assessment of land division (boundary realignment) applications in primary production areas
- Some forms of envisaged and anticipated development continue to be pushed out of streamlined assessment pathways on account of the application of Overlays or restrictive DTS criteria, one such example being Horticulture in the Adelaide Country Zone
- Loss of recommended landscaping/species schedules as currently contained in AHC's Development Plan
- Confirmation regarding whether the recently developed Design Guidelines for Stirling including the updated Concept Plan can be embedded or referenced in the Code to support nuanced fine grain urban design outcomes in this important main street setting, and
- Loss of undercroft car parking incentive for development in the Stirling Suburban Main Street Zone has not been resolved.

A response table has been provided as an enclosure to the submission (refer to **Appendix 1**) which summarises the current status of all key issues relating to Council's February submission, based on indications and feedback from the Commission and Planning and Land Use Services to date. For clarity this table expresses Council's recommendation on each item and whether further resolution should be pursued on matters outstanding.

It is noted that based on an analysis (**Appendix 2**) the Administration is confident that a majority of the lost policy content from Desired Character Statements is generally accounted for in the Code via relevant Zone, Overlay and General Module criteria.

In addition to the above, the submission highlights new policy tools that the Administration considers have the potential to bolster policy criteria available to specific locations in the Adelaide Hills. This includes the suggested inclusion of a Scenic Quality Overlay to all Policy Areas within the Watershed Primary Production Zone that seek protection of scenic landscape character. In addition, the Stormwater Management and Urban Tree Canopy Overlays with a focus on water sensitive design and climate resilience, have been requested to apply to all urban and township areas within the Council area. Support for the recent changes to heritage protection suite is also expressed in the submission, foreshadowing the proposed Local Heritage Places (in private ownership) Code Amendment.

The submission concludes by requesting that the outstanding issues be resolved prior to the Phase 3 implementation of the Code to ensure that the applicable policy is fit and suitable to replace Council's Development Plan. It is noted with regard to proposed solutions, the Council would like to continue to work collaboratively with Planning Land Use Services (Formally DPTI) and the State Planning Commission to develop appropriate responses and Code policy that best meet the needs and aspirations of our community.

### **Next Steps**

With the Council's approval, the Administration will finalise and submit the revised draft AHC Code submission package to the SPC, incorporating any necessary non-substantive technical changes (in accordance with Recommendation 3). It is noted that Recommendation 3 has included an additional clause to provide delegation to the Chief Executive Officer to make any additional non-substantive technical additions and minor amendments via the online Code Feedback Tool. This is to allow continued review of the Code up until 18 December 2020 (i.e. the deadline for feedback), in order to pick up any technical issues/errors in the ePlanning Portal relating to how assessment pathways and development policy criteria are extracted and expressed via the Code.

Administration will continue to liaise with the SPC and senior members of PLUS regarding the refinement of the Code in the lead up to the implementation date (currently scheduled for the first quarter of 2021).

## **4. OPTIONS**

Council has the following options:

- I. To approve the revised draft Planning and Design Code Submission Package as contained in **Appendix 1** of this report (Recommended).
- II. To not approve the revised draft Planning and Design Code Submission Package and provide further direction to Administration in this regard (Not Recommended).

## **5. APPENDICES**

- (1) Draft submission on the revised draft Planning and Design Code
- (2) Desired Character Statement Assessment

---

# **Appendix 1**

*Draft submission on the revised draft Planning and  
Design Code*

---



18 December 2020

Mr Michael Lennon  
Chair – State Planning Commission  
GPO Box 1815  
ADELAIDE SA 5001

Email: [saplanningcommission@sa.gov.au](mailto:saplanningcommission@sa.gov.au)

Dear Mr Lennon

### **Adelaide Hills Council Submission on the revised draft Planning and Design Code (Phase 3)**

Adelaide Hills Council is grateful for the opportunity to provide additional feedback on the the revised draft Planning and Design Code (the Code) for Phase 3 Councils. In preparing this submission, a review of the Code was undertaken including consultation with Council Members, staff and stakeholders.

As expressed in our previous [response](#) on the draft Code, Adelaide Hills Council would like to once again congratulate the State Planning Commission (the Commission) and staff at Planning and Land Use Services (PLUS) for overseeing and implementing the voluminous policy improvements exhibited in the latest version of the draft Planning and Design Code. For the Adelaide Hills Council key policy enhancements include:

- The inclusion of the Adelaide Hills Subzone, developed in collaboration with Council staff, to reinstate key development outcomes lost from the existing Country Living Zone, including policy criteria addressing the award winning Median Rule Land Division tool
- Resolution of numerous Zoning concerns or anomalies, including recognising the Mixed Residential Zone in Stirling, appropriate zoning for the Balhannah and Birdwood Townships and the Wairoa site, improved residential zoning in Teringie and a transition of rural settlement policy areas to an appropriate zone, and
- Technical and Numeric Variation alignment with existing Adelaide Hills Development Plan quantitative criteria relating to site area, frontage and building heights in specific localities.

In addition to the above, the ability to review the Code in a digital environment has also been received favourably, enabling a more in depth and thorough review process to be undertaken.

Notwithstanding the above, some critical issues remain unresolved. In particular, the lack of a Restricted Development Trigger in the Rural Neighbourhood Zone to support the application of the Median Rule Land Division criteria in the Adelaide Hills Subzone is seen as a key weakness. Although analysis has revealed a majority of Desired Character Statement content has been offset by relevant Code criteria, there remains some specific localised policy gaps that are considered worthy of further

examination and potential resolution. It is noted that the Adelaide Hills Council has long advocated for changes to the Watershed (Primary Production) Zone and welcomes reform in this space through the delivery of the Adelaide Country Zone. Notwithstanding, there are policy gaps and DTS/DPF criteria in the Zone which require closer examination and refinement, particularly for development involving horticulture, rural industry, shops, tourist accommodation and function centres.

Other notable issues include:

- Concerns regarding non-residential development (shops, light industry etc.) in Township Zones and whether or not these should be the subject of public notification where they adjoin residential uses
- No confirmation has been provided regarding the inclusion of the PIRSA Primary Production Priority Areas (PPPA) mapping as an overlay to assist with the assessment of land division (boundary realignment) applications in primary production areas
- Lack of firm guidance for boundary realignments in the Adelaide Country Zone
- Some forms of envisaged and anticipated development continue to be tripped out of streamlined assessment pathways on account of the application of Overlays or restrictive DTS criteria, one such example being Horticulture in the Adelaide Country Zone
- There has been a degree of ambivalence expressed toward the chosen naming convention for the Adelaide Country Zone, this may require further consideration by the Commission.
- Loss of the Scenic Routes to protect rural landscapes has not been resolved
- Loss of recommended landscaping/species schedules as currently contained in our Development Plan
- No confirmation has been provided regarding whether the recently developed Design Guidelines for Stirling including the updated Concept Plan can be embedded or referenced in the Code to support nuanced fine grain urban design outcomes in this important main street setting, and
- Loss of undercroft car parking incentive for development in the Stirling Suburban Main Street Zone remains unresolved.

The Adelaide Hills Submission Response Table (refer to **Enclosure A**) expands on the above points and provides a comprehensive review of the current status of all key issues relating to our February 2020 submission. This has been developed based on an analysis of the revised Code, as well as indications from the Commission and Planning and Land Use Services (PLUS). For clarity Council has stated its current position on each matter and its recommendations to resolve outstanding matters prior to the implementation of Phase 3 of the Code.

It is noted that the revised Code has unlocked some new Overlays that have been identified as potentially advantageous if applied to particular areas within the Adelaide Hills Council. In particular, the Scenic Quality Overlay is considered to provide a partial solution to the loss of both Scenic Routes and landscape character Policy Areas in the existing Watershed (Primary Production) Zone. A list of the relevant Policy Areas and their spatial extent has been provided (refer to **Enclosure B**). It is seeking that the Commission apply this Overlay to the selected extent. In addition, the Stormwater Management and Urban Tree Canopy Overlay are considered sophisticated additions to the Overlay suite and Council strongly advocates for them to apply to all our Urban and Township Zones, in order to promote climate resilience in these settings.

In addition, the inclusion of Representative Buildings to replace Contributory Items and changes that further strengthen heritage protection are also welcomed. Council looks forward to these changes and the revised heritage suite (and associated zones) being implemented, as it begins to make preparations for a Code amendment that seeks to expand protection of local heritage places in private ownership across the district.

### **Summary**

In line with the concerns and issues raised above and in the enclosed documents, Council supports further refinement of the Planning and Design Code to be undertaken prior to Phase 3 implementation in order to accommodate the suggested changes.

This by no means diminishes the achievement which has delivered the Planning and Design Code to its current level of refinement, including the ePlanning Platform. Adelaide Hills Council sincerely acknowledges the efforts of the Commission and PLUS to date in this regard and, as always, offers assistance to resolve the outstanding concerns and issues in order to achieve a mutually beneficial outcome to ensure that the Code is fit for purpose and is a suitable replacement of the Council's Development Plan.

We look forward to continuing to work with the Commission and PLUS to resolve these remaining issues and embracing with confidence the Planning and Design Code, to usher in a new era of planning in our district. If you have any queries regarding the above comments then please do not hesitate to contact Marc Salver, Director Development and Regulatory Services on 8408 0522.

Yours sincerely

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

Enc:     A – Adelaide Hills Council Submission Response Table  
          B – List of Policy Areas to be Included in the Scenic Quality Overlay

## Enclosure A

### Adelaide Hills Council Submission Response Table

Issue Summary/Proposal as per Council's February 2020 submission	Status of response from PLUS to issues raised (Actioned/TBC/Not Applied)	Commentary	Adelaide Hills Council Recommendations/Comments
Key Issues			
Median Rule Land Division Tool not transitioned. Advocated for a Subzone or TNV under the Rural Neighbourhood Zone to capture land division criteria.	Alternative Resolution TBC	<p>The Commission has resolved to create and spatially apply a new Adelaide Hills Subzone of the Code Rural Neighbourhood Zone to provide additional policy relating to land division for residential purposes in alignment with the intent of the Median Rule Land Division Tool policies in the Development Plan. However this does not include a Restricted Development trigger to discourage land division that fails to meet the prescribed site area minimums.</p> <p>Note: minimum site areas for parts of the current Bridgewater Policy Area 27 will be prescribed via a 1,000sqm TNV rather than through the application of the subzone.</p>	<p>The creation of the Adelaide Hills Subzone including the Median Rule Land Division tool criteria is supported. However, the procedural requirements have been watered down on account of the removal of the Non-Complying triggers in the transition to the Code.</p> <p><b>Proposal:</b> The Commission is requested to consider applying a Restricted Development trigger to the Rural Neighbourhood Zone, capturing the existing Non-Complying criteria, to apply to the Adelaide Hills Subzone. This will therefore act as a sufficient disincentive for applicants who seek to subdivide land below the 2,000sqm absolute minimum within the Zone. It is considered that without the Restricted Development pathway triggers that applicants will pursue land division below the Median Rule minimums leading to an erosion of the renowned character of these leafy neighbourhoods.</p>
Request to have the Mixed Residential Zone (DP) annexed from the Code Rural Neighbourhood Zone, and be transferred into the Suburban Neighbourhood Zone. To include TNV	Actioned	Instead of the Rural Neighbourhood Zone, the Suburban Neighbourhood Zone has been spatially applied to the areas of Stirling currently within the Mixed Residential Zone.	Action supported.

reflecting existing Development Plan Policy.			
The balance of the Balhannah and Birdwood Township Zone (DP) recommended to be annexed from Code Township Main Street Zone.	Actioned	The Town Centre Zones of both townships have been transitioned to the Township Main Street Zone, with the balance of the current Township Zones transitioning to the Code Township Zone.	Action supported.
Identified an error in the spatial application of the Township Activity Centre Zone at Aldgate, where a portion of land at the eastern side of the existing Neighbourhood Centre Zone should have been included within the Code Rural Neighbourhood Zone, on account of it being located outside of current Policy Area 57	Actioned	The zoning of the subject land has been changed from the Township Activity Centre Zone to the Rural Neighbourhood Zone and Adelaide Hills Subzone, consistent with the balance of adjoining areas	Action supported.
Advocated for the Wairoa Site (currently within the Public Purpose Zone) transitioned to the Code Rural Neighbourhood (formerly Residential Neighbourhood) Zone rather than the Infrastructure Zone as proposed in the draft Code.	Alternative Resolution TBC	<p>It has been acknowledged that the proposed Infrastructure Zone is not the most appropriate transition. However the Commission considers that the application of the Rural Neighbourhood Zone to this site is not consistent with that zone's application to areas currently within the Country Living Zone and more importantly, to areas outside of the Environment and Food Production Areas (EFPA).</p> <p>Alternatively, the Community Facilities Zone has been applied to this site, which is considered to present the most suitable transition to accommodate existing policy and land uses.</p>	<p>Action supported, on account of the rationale provided.</p> <p>A future rezoning may be pursued pending a concurrent review of the EFPA.</p>
Proposed that the existing Residential (Medium Density) Policy Area 32 of the Residential Zone applying to parts	Actioned	This request is supported and a change to the proposed Code zoning for this policy area has occurred. Transitioning this locality to the Suburban	Action supported.

of Teringie should transition to the Code Suburban Neighbourhood Zone, instead of the General Neighbourhood Zone, to enable minimum existing land division parameters to be included via a TNV.		Neighbourhood Zone, with relevant Minimum Dwelling Allotment Sizes applied via a TNV.	
Request the creation of a subzone of the Code Adelaide Country Zone for the Inverbrackie Site to better reflect the existing nature and use of the land, and provide policies to guide its future development, which includes tourist accommodation and a small food tourism and commercial component.	<b>Not Applied</b>	There may be merit in the pursuing a change into the future, however this would need to be undertaken via a separate Code amendment. It has been indicated that the magnitude of the proposed change is too substantial to be considered within the scope of this Code amendment, and requires separate landowner and community consultation.	Position accepted, on account of the rationale provided.  A future rezoning may be pursued pending support.
Technical and Numeric Variation (TNV) refinement to ensure qualitative parameters applied spatially in the Code accurately reflect existing Development Plan Policy.	<b>Actioned</b>	Council worked collaboratively with PLUS to provide the correct data for each Zone TNV where required. This has ensured existing local policy content has been transferred into the Code.	Action supported.
Request for Settlement Areas within Adelaide Country Zone Verdun, Inglewood, Lenswood Settlement Policy Areas have been transitioned into a dedicated Zone.	<b>Actioned</b>	Policy Areas contain policies more suited to a settlement or township-type zoning. Resolved in principle to spatially apply the Rural Settlement Zone to the relevant policy areas, instead of new subzones of the Adelaide Country (formerly Peri-Urban) Zone.	Action supported.
Request that the scenic routes and associated policy as identified in the Development Plan form the basis of the creation of a Scenic Routes Overlay in the Code.	<b>Not Applied</b>	The Scenic Quality Overlay cannot be applied to the linear routes identified in the Development Plan as they have no defined spatial extent in terms of affected area or view sheds. Further work associated	It is considered that the loss of scenic routes creates a gap in policy content to adequately protect scenic landscapes in the Adelaide Country Zone. It is considered that some form of resolution must be found prior to Phase 3 implementation.

		with this request may need to be undertaken to inform a future Code amendment.	<b>Proposal:</b> Council requests that the Commission reconsider the inclusion of reference to these scenic routes in the Code or consider whether the application of the Scenic Quality Overlay to selected Policy Areas in the existing Watershed (PP) Zone could be utilised to offset and partially resolve this issue.
Impact of Sloping Land Overlay and DTS Criteria on streamlined assessment pathways in the Adelaide Country Zone	Actioned	The Sloping Land Overlay has been removed from the Code.	Action Supported.
Refinement of DTS/DPF criteria in the Adelaide Country Zone and the need for additional performance assessment guidelines	TBC	No confirmation provided to date on this issue.	Action required.  <b>Proposal:</b> Key areas for refinement (a combination of revised DTS/DPF criteria and more detailed Performance Assessment guidelines) should focus on criteria relating to Horticulture, Rural Industry, Shops, Tourist Accommodation and Function Centres. Refinement in this area should be underpinned by a sound evidence base and guided by industry engagement in particular from the Horticulture, Wine and Tourism Industries.
Small scale ground mounted capacity refinement	TBC	No confirmation provided to date on this issue.	Key consideration is DTS/DPF 10.2 (a) and whether the KW capacity is set to low and inadvertently disadvantages growers or producers looking to offset their operational costs through the installation of a sufficiently sized solar system.
Address anomalies in Environment and Food Production Areas (EFPAs) mapping.	Not Applied	Not supported. The Commission has considered changes to the EPFA as outside of scope and to be addressed by a future Code amendment.	Position accepted, on account of the rationale provided.
Propose that the most important elements of Desired Character Statements are transitioned to the	Not Applied	Not supported. The Commission has indicated that a combination of policy controls at the Zone, Overlay and General Policy levels are considered to provide a	Although a majority of Desired Character Statement content has been offset by relevant Code criteria, there remains some specific localised policy gaps that are considered worthy of further examination and potential resolution.

Code via a Desired Character Area Overlay or as a TNV.		sufficient level of policy guidance in the transition to the Code.	<p>In particular, there is continued concern for the Stirling District Centre Zone, Township Main Street and Township Zones including accompanying Policy Areas.</p> <p><b>Proposal:</b> In the case of Stirling Main Street Zone there appears to be a strong case for the inclusion of, or reference to, the recently developed Stirling Village Concept Plan, which would offset a large portion of the concerns surrounding how to best respond to the nuanced precinct character traits exhibited in and around the main street.</p> <p>In the case of the Township Main Street Zone and Township Zone and the numerous Policy Areas an immediate solution remains elusive. The main concern here is that the historic cores of these towns, which generally sit outside any heritage protection policy framework will be left exposed without the tailored guidance offered by the current Desired Character Statements. This may well be the subject of a separate Code Amendment, given the limitations of the current spatial application of zone and policy area boundaries and local heritage places. However, this does not alleviate the immediate concern.</p>
Request to embed the Stirling Village Mainstreet Design Guidelines including the Concept Plan in the Code to provide additional layer of fine grain urban design guidance.	TBC	No confirmation has been provided regarding this outcome.	Council seeks the inclusion of these concept plans in the Code (refer to comments above regarding Stirling Main Street Zone).
Noted the impact of Overlays on triggering more complex assessment pathways for accepted types of development within a zone be tempered.	Actioned	Refinement in this space has ensured protective tree netting structures in the Adelaide Country Zone retains a streamlined pathway. Other potential anticipated and reasonable uses however continued to be tripped by Overlays i.e. horticulture	Action supported subject to further refinement of issues such as the triggers which trip out envisaged uses such as horticulture in the Adelaide Country Zone.



Improvement to notification triggers particularly to capture a certain level of consistency between existing notification triggers and proposed under the Code.	Actioned (TBC - Township notification thresholds)	Overall refinement to the notification tables has improved markedly and ensures a more consistent approach. However, there are still concerns regarding non-residential development (shops, light industry etc.) in Township Zones and whether or not these should be notified.	Action supported, contingent on review of non-residential land use public notification triggers in Township Zones.  <b>Proposal:</b> Consideration as to whether notification should be required for shops, offices and consulting rooms above 50sqm where adjoining a residential use and whether all forms of light industry should be notified regardless of scale.
Reconsider Peri-Urban Zone naming Convention. The zone name requires review to better reflect the predominant land use in these areas being primary production.	Alternative Resolution TBC	Name changed to Adelaide Country Zone.	The name change is acknowledged. However, it could be further refined by replacing the word "Country" with the word "Rural."
Request for the inclusion of the PIRSA Primary Production Priority Areas (PPPA) Mapping as an overlay.	Not Applied	The Overlay has not been included. There is still a strong desire for the inclusion of this overlay particularly in light of weak boundary realignment guidance in the Adelaide Country Zone.	It is acknowledged that the inclusion of the PPPA mapping will likely need to be pursued as Generation 2 Reform in partnership with Industry Groups and PIRSA.  <b>Proposal:</b> In lieu of the possibly in including the PPPA Mapping as an overlay into the Code, additional policy is still immediately required to strengthen guidance surrounding assessment of Boundary Realignments in the Adelaide Country Zone to prevent further fragmentation of good quality agricultural land.
Request for appropriate land in the northern areas of Council where logical to be transitioned to Community Facilities, Conservation, Open Space and Recreation Zones.	Not Applied	This has not been supported. The zoning applied to these areas as part of the Code conversion process has been selected to, as closely as possible, resemble existing zoning policy at each of the locations to which the Zone is proposed to apply. A change of this magnitude will require a future Code amendment.	Position accepted on account of the rationale provided.  A future rezoning may be pursued as a Code amendment to rectify this issue pending support.
Request that areas of the Hills Face Zone on the eastern side of the Mount Lofty Ranges ridgeline are considered for inclusion in the Code Peri-Urban	Not Applied	Not supported, as a change of this magnitude will require consultation with affected landowners as part of a separate Code amendment process.	Position accepted on account of the rationale provided.

Zone instead of a transition to the Code Hills Face Zone.			
Request for Ayers Hill Road Policy Area Land Division Restriction – (Established Neighbourhood Zone).	Actioned	The Limited Land Division Overlay has been applied to the Policy Area in addition to the Established Neighbourhood Zone and Historic Area Overlay.	Action supported.
Request for detached dwelling to be the only anticipated housing typology in the Rural Neighbourhood Zone.	Actioned	The concern regarding a liberal housing typology approach to this zone has been addressed, with Detached Dwelling being the only supported housing typology	Action supported.
Request for non-residential land uses in the Rural Neighbourhood Zone to be capped.	Actioned	Non-residential land uses capped at 50m2. This is considered an appropriate outcome given the context of the Zone and its proximity to the Stirling Main street.	Action supported.
Request to delete tourist accommodation as an envisaged use in the Employment Zone.	Actioned	Tourism Development has been removed from the envisaged land uses list under PO 1.1 of the Zone.	Action supported.
Concern expressed for the loss of site coverage dispensation criteria to incentivise undercroft parking outcomes. In addition to the loss of Zone specific diagrams in the transition to the Stirling Main Street Zone.	TBC	No confirmation has been provided regarding this outcome.	This issue remains unresolved and Council requests that these current policy incentives be transferred into the Code.
Request for the lack of housing diversity within appropriate Townships be addressed and brought into line with existing Development Plan Policy via TNV's.	Actioned	Full range of housing typology now available in Balhannah, Oakbank, Woodside, Lobethal and Birdwood Township Zones	Action Supported.

## Enclosure B

### Policy Areas to be Included in Scenic Quality Overlay

The following list captures 10 Policy Areas within the Watershed (Primary Production) Zone of the Adelaide Hills Council Development Plan, that address landscape quality considerations to deem them worthy of inclusion in the Scenic Quality Overlay:

- Lobethal Rural Surrounds Policy Area
- Onkaparinga Springs Policy Area
- Onkaparinga Valley Policy Area
- Rural buffer (Summertown & Uraidla) Policy Area
- Rural Fringe Policy Area
- Rural Landscape Policy Area
- Rural Landscape (Summertown & Uraidla) Policy Area
- Rural (Norton Summit) Policy Area
- Watershed Production Policy Area
- Woodside Rural Surrounds Policy Area

---

## **Appendix 2**

### *Desired Character Statement Assessment*

---

Country Living Zone (Rural Neighbourhood Zone & Adelaide Hills Subzone)



Desired Character Statement	Comparable Planning & Design Code Criteria	AHC Comment	DCS loss offset by the Code?
Development within the zone will predominantly comprise detached dwellings at very low-densities.	<p><b>DO 1 – Residential Neighbourhood Zone:</b> Low or very low density housing within low rise buildings. . .</p> <p>Or;</p> <p><b>DO 1 – Rural Neighbourhood Zone:</b> Housing on large allotments in a spacious rural setting, often together with large outbuildings.</p> <p><b>Rural Neighbourhood Zone – Contemplated Uses:</b></p> <ul style="list-style-type: none"><li>Detached Dwelling</li></ul>	<p>No specific reference to typology (i.e. detached dwelling) in either DO or PO 1 of the Residential Neighbourhood Zone. However this appears to be addressed by the Rural Neighbourhood Zone contemplated uses list.</p> <p><i>Note: The Rural Residential Zone has been touted to replace the Residential Neighbourhood Zone. This is yet to be confirmed.</i></p>	✓
Non-residential development, such as child-care centres and primary schools as well as small-scale consulting rooms, offices, tourist accommodation and shops, will be scattered throughout the zone where their impact on the character of the locality in terms of noise, traffic movements and appearance is minimal.	<p><b>PO 1.1 – Residential Neighbourhood Zone:</b> Residential development and supporting uses that are consistent with a spacious and peaceful lifestyle for individual households.</p> <p><b>DTS/DPF 1.1 – Residential Neighbourhood Zone:</b> Development comprises one or more of the following land uses (relevant to corresponding DCS extract):</p> <ul style="list-style-type: none"><li>Community facility</li><li>Educational establishment</li><li>Office</li><li>Pre-school</li><li>Shop</li></ul> <p><b>PO 1.2 – Residential Neighbourhood Zone:</b> Shops, consulting rooms and offices of a scale to maintain the amenity of nearby residents.</p> <p><b>PO 1.3 – Residential Neighbourhood Zone:</b> Non-residential development compatible with a residential character and amenity.</p> <p>Or;</p> <p><b>DO 1 – Rural Neighbourhood Zone:</b> Limited goods, services and facilities that enhance rather than compromise rural residential amenity.</p> <p><b>Rural Neighbourhood Zone – Contemplated Uses:</b></p> <ul style="list-style-type: none"><li>Consulting room</li><li>Office</li><li>Pre-school</li><li>Recreation area</li></ul>	<p>The intent of this excerpt of the DCS appears to be adequately addressed through both Performance and DPF criteria in the proposed Zone.</p>	✓
The street layout of the zone is strongly influenced by the undulating topography. As a consequence, streets are generally irregular in their location, shape and layout.	Nothing in the Code captures this local context.	<p>Given that the Country Living Zone is well established, there is unlikely to be any precinct scale land divisions involving public road infrastructure that would benefit from this description. Regardless, the topography dictates form in this locality.</p> <p>Given the unlikelihood of new roads in the locality and the</p>	✓

## Country Living Zone (Rural Neighbourhood Zone & Adelaide Hills Subzone)



		influence of topography the loss of this excerpt of the DCS would have a negligible impact on the assessment of applications in the Zone	
<p>Allotments will continue to vary significantly in size and shape throughout the zone in response to the rolling hills and substantial vegetation. There will be no discernible pattern of allotment size with areas ranging from about 800 square metres to more than 9000 square metres. Similarly, apart from being broadly rectangular in shape, the frontages and depths of allotments will vary significantly.</p>	<p><b>DO 1 – Residential Neighbourhood Zone:</b> Considerable space for trees and other vegetation around buildings, as well as on-site wastewater treatment where necessary.</p> <p><b>TNV</b> 2000sqm</p> <p><b>PO 8.1 – Residential Neighbourhood Zone</b> Allotments/sites created for residential purposes that are of suitable size and dimension to contribute to a pattern of development consistent to the locality.</p> <p>Or;</p> <p><b>DO 1 – Rural Neighbourhood Zone:</b> Considerable space for trees and other vegetation around buildings, as well as on-site wastewater treatment where necessary.</p>	<p>The intention for this excerpt is to address future land division applications. The inclusion of the word ‘new’ before allotments would have provided clarity here.</p> <p>In terms of providing local context this excerpt is actually quire useful and it distils what is most unique about this residential Zone.</p> <p>A locality assessment would reveal these characteristics, but to have it confirmed for the entire Zone adds additional weight when undertaking an assessment.</p> <p>PO 8.1 in the Zone requires sub division to be responsive to the established pattern in a general sense, but this is not that useful in this locality, and nothing else in the Code Policy suite including the proposed TNV addresses the particular characteristics as outlined in the DCS. <b><u>Hence we consider that a Sub-zone and the inclusion of the Median Rule Land Division Tool is so important.</u></b></p> <p><b><u>Update: This policy gap has been addressed by the Adelaide Hills Subzone inclusion</u></b></p>	X
<p>Generally, new allotments will only be created where they match the median allotment size in the locality, where they will be connected to a mains sewer system, and where issues such as access, vegetation removal, stormwater management, and slope as well as the provision of essential services have been appropriately addressed.</p>	<p><b>Procedural Matters – Mount Lofty Catchment (Area 2) Overlay:</b> Where land division occurs within the Mount Lofty Catchment Area 2 Overlay a referral to the EPA is required.</p> <p><b>PO 1.1 – Native Vegetation Overlay</b> Development avoids, or where it cannot be practically avoided, minimises the clearance of native vegetation taking into account the siting of buildings, access points, bushfire protection measures and building maintenance.</p> <p><b>PO 1.1 – Land Division in Urban Areas: General Development Policies</b> Land division creates allotments suitable for their intended use taking into account physical characteristics of the land, preservation of environmental and cultural features of value and the <u>prevailing context of the locality</u>.</p> <p><b>PO 3.1 – Vehicle Access – Transport, Access and Parking: General Development Policies</b> Safe and convenient access that minimises impact or interruption on the operation of public roads.</p> <p><b>DO 1 – Sloping Land: General Development Policies</b> Development on sloping land designed to protect public safety, maintain and improve soil stability and minimise environmental and visual impacts.</p>	<p>Nothing in the Code policy suite addresses the Median Rule Land Division Tool. General Development Policy does preference land division that responds to the prevailing context (this is very general though).</p> <p>Land outside Catchment Area 2 Overlay not connected to sewer will not be subject to any restrictive procedural pathways (i.e. non-complying).</p> <p>Native vegetation removal and Regulated Tree removal addressed in Overlays and General Development Polices respectfully. Likewise Stormwater and Sloping Land addressed in the General Development Polices.</p> <p>In summary: This DCS excerpt offers the quantitative land area guidance but only subject to addressing 5 technical or qualitative factors that are loosely linked to a Non-Complying Procedural Trigger. This is considered useful; despite the fact that the balancing of the varying factors of a development is fundamental to undertaking a Performance Assessed planning assessment. This is because by listing the 5 most crucial technical and qualitative requirements in the DCS (and linking them loosely to a Non-Complying Trigger), it gives them more</p>	X

**Country Living Zone (Rural Neighbourhood Zone & Adelaide Hills Subzone)**



		<p>weight in the assessment over and above other considerations. Therefore it is considered a useful piece of local context, which the Code fails to recognise. <u>By default only wastewater and native vegetation removal as</u> <u>Overlays are prioritised, with access, stormwater management, regulated trees and slope relegated in the Code hierarchy to General Development Policies.</u></p> <p><u>This may further strengthen the case for a Sub-zone.</u></p> <p><u>Update: This policy gap has been partially addressed by the Adelaide Hills Subzone inclusion. Council is continuing to advocate for additional criteria to pick up the 5 technical issues referred to in this DCS excerpt</u></p>	
<p>Mature vegetation will provide a defining feature of the zone and will dominate views from all locations. This vegetation will be a mixture of exotic and native species and will be situated on verges, reserves and within private properties</p>	<p><b>DO 1 – Residential Neighbourhood Zone:</b> <u>Considerable space for trees and other vegetation around buildings</u>, as well as on-site wastewater treatment where necessary.</p> <p>Or;</p> <p><b>DO 1 – Rural Neighbourhood Zone:</b> Considerable space for trees and other vegetation around buildings, as well as on-site wastewater treatment where necessary.</p>	<p>This DCS excerpt is elevating one of the key characteristics of the Zone, by acknowledging the lush leafy green amenity and natural backdrops so distinctive to this part of the hills.</p> <p>The wording of this DCS excerpt may have been better served by focusing on ‘landscaping associated with development’, nonetheless it seeks to prioritise the retention of existing mature vegetation and the incorporation of landscaping into new development.</p> <p>It’s considered that this important characteristic of the Zone is not adequately acknowledged and only loosely addressed through landscaping criteria in the various Code policy suites.</p> <p><u>Recognition of this quality may further strengthen the case for a Sub-zone.</u></p> <p><u>Update: This policy gap has been addressed by the Adelaide Hills Subzone inclusion</u></p>	<p>X</p>
<p>Typically, streets will remain informal in character with limited kerb and guttering and narrow, bitumen footpaths. In combination with minimal use of front fences and heavily vegetated verges and gardens, an informal streetscape will be established where the distinction between the public and private realm is somewhat blurred.</p>		<p>Given that the Country Living Zone is well established, there is unlikely to be any precinct scale land divisions involving public road infrastructure that would benefit from this description. Generally, DPTI’s comments are reasonable in this context.</p>	<p>✓</p>
<p>The design of buildings throughout the zone will vary considerably. While there will be a significant number of large dwellings featuring traditional designs and materials, there will also be an increasing number of new dwellings with modern</p>		<p>This DCS excerpt acknowledges that the existing housing stock is an eclectic mix, favouring both traditional and modern architecture. This description in practice is probably too general to contribute in a meaningful way to an assessment, other than providing supporting context.</p>	<p>✓</p>

Abbreviations: \*DCS: Desired Character Statement \*DO: Desired Outcome \*PO: Performance Outcomes \*DTS/DPF: Deemed to Satisfy/Designated Performance Features





## Country Living Zone (Rural Neighbourhood Zone & Adelaide Hills Subzone)

designs and building materials which are energy efficient and respond sensitively to the topography and vegetation.		Commentary regarding materials, energy efficiency, topography and vegetation are considered adequately addressed by criteria in the various Code Policy Suites.	
While the majority of dwellings will be single-storey, there will be a significant number of two-storey buildings scattered throughout the zone.	<a href="#">PO 2.1 – Residential Neighbourhood Zone</a> Buildings contribute to a low-rise residential character and complement the height of nearby buildings. <a href="#">DTS/DPF 2.1 – Residential Neighbourhood Zone</a> Building height (excluding garages, carports and outbuildings) no greater than: (c) 2 building levels and 9m from the top of the footings; and (d) wall height that is no greater than 7m from the top of the footings, except in the case of a gable end.	A TNV will cover this aspect of the DCS.	✓
Front setbacks will vary considerably, both within a particular street and from property to property. They will, generally, be large enough to accommodate heavily vegetated front gardens and respond to steeply sloping land where a greater setback is required to enable the construction of a driveway.	<a href="#">PO 3.1 – Residential Neighbourhood Zone</a> Buildings that are set back from primary street boundaries to complement existing streetscape character and provide space for vegetation. <a href="#">DTS 3.1 – Residential Neighbourhood Zone</a> Buildings are set back from the primary street boundaries at least: (a) the average of existing buildings on the adjoining sites which face the same street; (b) in relation to a site on the corner of two streets or adjacent a public space or thoroughfare, at least the distance of existing buildings on the adjacent site or the closest site away from the corner, public space or thoroughfare that contains a building facing the same primary street without crossing another street, public space or thoroughfare; or (c) 10m where no building exists on one or both of the adjoining sites which face the same street.	This aspect of the DCS will be adequately addressed by the relevant zone and general development criteria addressing front setbacks, landscaping and sloping land.	✓
Front fences will be non-reflective and low or visually permeable to enable views to the front garden.		This is useful bit of qualitative guidance that is not addressed in the Code.	X
Split level dwelling designs may be necessary to reduce the extent of earthworks required to establish building sites and access roads.		Likely to be covered by Sloping Land General Development Policy (Based on decommissioned Sloping Land Overlay)	✓
Domestic outbuildings, such as garages and carports, will be located as either separate structures to the side or rear of dwellings or, alternatively, under the main roof. They will be visually subservient to the main dwelling and will not dominate views from the street.	<a href="#">PO 7.1 – Residential Neighbourhood Zone</a> Residential ancillary buildings and structures sited and designed to not detract from the streetscape or appearance of buildings on the site or neighbouring properties.	Covered by Zone and Design in Urban and Rural Areas General Development Policies criteria.	✓
The Mount Lofty Ranges Watershed Area is of importance to Adelaide’s public water supply system. The maintenance and enhancement of water quality and prevention of pollution is a priority and given the multi-use nature of the water supply catchments, a balance between best practice watershed protection and development is required.	<a href="#">DO 1 - Mount Lofty Ranges Water Supply Catchment (Area 2) Overlay</a> Safeguard Greater Adelaide’s public water supply by ensuring development has a neutral or beneficial effect on the quality of water harvested from the Mount Lofty Ranges.	Covered by Mount Lofty Catchment Area 2 Overlay	✓



## Stirling District Centre Zone (Suburban Main Street Zone)



Desired Character Statement	Comparable Planning & Design Code Criteria	AHC Comment	DCS loss offset by the Code?
The Stirling District Centre is located adjacent to the South Eastern Freeway and constitutes the primary entrance to the Township of Stirling.	No comparable contextual information provided in the Code.	The loss of this context is not anticipated to have a negligible impact on the assessment of applications in the Zone	✓
The District Centre is the primary service centre and community hub for the Council area.	<p><b>Zone</b>  <b>DO 1 – Desired Outcome</b>  A mix of land uses including retail, office, commercial, community, civic and medium density residential development that supports the local area.</p> <p><b>PO 1.1 – Land Use and Intensity</b>  Retail, office, entertainment and recreation uses are supplemented by other businesses that provide a range of goods and services to the local community.</p>	The loss of this context is considered to be reasonably offset by Zone DO 1 and PO 1.1	✓
The District Centre is intended to continue to offer a wide range of retail, community, leisure, administrative, cultural, and religious facilities.	<p><b>Zone</b>  <b>DO 1 – Desired Outcome</b>  A mix of land uses including retail, office, commercial, community, civic and medium density residential development that supports the local area.</p> <p><b>PO 1.1 – Land Use and Intensity</b>  Retail, office, entertainment and recreation uses are supplemented by other businesses that provide a range of goods and services to the local community.</p>	The loss of this context is considered to be reasonably offset by Zone DO 1 and PO 1.1	✓
Residential development is considered appropriate in this Centre only where it is at medium density in the form of townhouses, apartments and shop-top housing, is ancillary to, and is located above or at the rear of, a non-residential use.	<p><b>Zone</b>  <b>PO 1.4 – Land Use and Intensity</b>  Dwellings developed in conjunction with non-residential uses to support business, entertainment and recreational activities contribute to making the main street precinct and pedestrian thoroughfares pleasant and lively places.</p> <p><b>DTS/DPF 1.4 – Land Use and Intensity</b>  Dwellings developed in conjunction with non-residential uses are sited:  a) at upper levels of buildings with non-residential uses located at ground level; or  b) behind non-residential uses on the same allotment.</p>	Residential development is reasonably covered by Zone PO 1.4 and DTS/DPF 1.4.	✓
It is intended that the form of the Centre should primarily comprise commercial activities facing Mt Barker Rd and side roads at ground level.	<p><b>Zone</b>  <b>PO 2.1 – Built Form</b>  Buildings sensitively frame the main street and public spaces and provide overall visual relief from building height and mass.</p>	This consideration is adequately covered by PO 1.3 and 2.1.	✓
The built form of the Centre should continue to consist primarily of small-scale, ground-level, “main street” types of development with retail, commercial, and medical activities fronting the roadways, and a wider range of activities facing the off-road parking areas.	<p><b>Zone</b>  <b>PO 2.2 – Built Form</b>  Buildings preserve the main street appearance by complementing the key shop-front elements such as narrow buildings and tenancy footprint with frequently repeated frontages, and clear-glazed narrow shop front displays above raised display levels (base stall boards) and recessed entries</p> <p><b>PO 1.6 – Land Use and Intensity</b>  Development is sited and designed to achieve or maintain a vibrant and interesting streetscape within retail areas.</p>	<p>PO 2.2 picks up on the ‘main street’ appearance mentioned in this excerpt of the DCS.</p> <p>PO 2.1 addresses scale and massing, seeking sensitive integration</p> <p>PO 1.6 loosely promotes a wide range of activities, it is not specific about the hierarchy of preferred uses fronting the main street verses the car parking areas.</p> <p>This excerpt of the DCS is partially addressed and the question is whether what has been lost is critical. Given the PO 1.6 and the Desired Outcomes promote a variety of uses to support activation throughout the retail area, on balance this loss is considered reasonably offset.</p>	✓

Abbreviations: \*DCS: Desired Character Statement \*DO: Desired Outcome \*PO: Performance Outcomes \*DTS/DPF: Deemed to Satisfy/Designated Performance Features

## Stirling District Centre Zone (Suburban Main Street Zone)



The primary retail area of the Centre should be retained between Avenue Road/Pomona Road and Johnston Street/Merrion Terrace.	No Policy has been transitioned to the Code that addresses this specific DCS excerpt.	The loss of the Core and Fringe Policy Areas means that a more blanket approach to land use distribution will apply across the entire Zone, with no distinction between the Core and Fringe Policy Area.  In light of this and the loss of this DCS excerpt, it is fair to say that a policy gap exists, which could result in changes to the structure of the Stirling Main Street Zone over time based on the current distribution of uses.	X
Buildings in the primary retail area should generally show a continuous single storey active retail face on the Mt Barker Road frontage, interspersed with walkways to off-street parking areas.	<p><a href="#">Zone</a> <a href="#">see PO 2.2 – Built Form</a></p> <p><a href="#">DTS/DPF 2.1 – Built Form</a> Buildings:</p> <ul style="list-style-type: none"> <li>a) include a clearly defined podium or street wall with a maximum building height of 1 building level or</li> <li>b) 4m in height have levels above the defined podium or street wall setback a minimum of 2m from that wall.</li> </ul> <p><a href="#">PO 3.5 – Building Setbacks</a> Buildings with no setback from side boundaries achieve a continuity of street façade to the main street.</p> <p><a href="#">PO 2.7 – Built Form</a> Development creates an efficient and convenient pedestrian network establishing linkages within the main street and to adjoining zones.</p>	Built form consideration is adequately covered by PO 2.2, DTS/DPF 2.1 and PO 3.5. Legible pedestrian network addressed by PO 2.7	✓
These frontages should retain the appearance of a collection of small separate buildings even where the frontage is a single long structure as illustrated in Table AdHi/7.	<p><a href="#">Zone</a> <a href="#">see PO 2.2 – Built Form</a></p>	<p>Built form consideration is adequately covered by PO 2.2.</p> <p>Table AdHi/7 not transitioned into the Code, but adequately detailed by PO 2.2 to provide clear guidance</p>	✓
Buildings with road frontages should be “stepped” with the topography rather than being “benched” into slopes.	<p><a href="#">Design in Urban Areas (General Module)</a> <a href="#">PO 8.1 – Earthworks and Sloping Land</a> Development, including any associated driveways and access tracks, minimises the need for earthworks to limit disturbance to natural topography.</p>	This siting consideration is addressed by PO 8.1 in the Design in Urban Areas General Module.	✓
The built form should give the appearance of small-scale, discrete buildings with forms complementary to existing roof shapes, materials, colours, door and window shapes, and building heights to provide visually consistent streetscapes, and introduce a few distinctive design elements to avoid excessive repetition.	<p><a href="#">Zone</a> <a href="#">see PO 2.2 – Built Form</a></p> <p><a href="#">PO 2.5 – Built Form</a> Buildings create visual interest, promote an active interface with the main street frontage and maximise passive surveillance.</p>	Built form consideration is adequately covered by PO 2.2 and PO 2.5.	✓
Architectural styles may be mixed as long as the design themes remain complementary.	<p><a href="#">Design in Urban Areas (General Module)</a> <a href="#">DO 1 Development is:</a> (a) contextual - by considering, recognising and carefully responding to its natural surroundings or built environment and positively contributing to the character of the immediate area</p>	This excerpt speaks to the eclectic style of buildings that make up the Stirling main street. This local nuance is not directly picked up in the Code. However, in a general sense it is reflected in Desired Outcomes of the Design in Urban Area module, in particular criteria (a)	✓
Buildings fronting Mount Barker Road should be constructed to the road boundary to form a continuous road frontage interspersed with walkway access to the rear parking areas. Buildings fronting other streets, and off-street parking areas,	<p><a href="#">Zone</a> <a href="#">PO 3.4 – Building Setbacks</a></p>	Zero setback development supported along the main street by PO 3.4. Pedestrian connectivity promoted by PO 2.7.	✓

Abbreviations: \*DCS: Desired Character Statement \*DO: Desired Outcome \*PO: Performance Outcomes \*DTS/DPF: Deemed to Satisfy/Designated Performance Features

## Stirling District Centre Zone (Suburban Main Street Zone)



should have a variety of setbacks to create a mix of on-street shopfronts and street-facing al fresco dining, sitting or landscaped areas.	Buildings with no setbacks from road boundaries achieve a continuity of street façade to the main street, but with sections of building set back to create outdoor dining areas, visually interesting building entrances and intimate, active spaces.  <a href="#">see PO 2.7 – Built Form</a>		
<p>The distinctive village character of the Centre is largely defined by its avenues of mature, exotic, ornamental street trees, along with the garden features and landscaped areas within the Centre’s road reserves and parks.</p> <p>The various landscaped characters of the Steam Roller and Apex Parks, the Memorial Garden, the Council lawns, and the Stirling Oval are primary contributors to the Centre’s Public Realm.</p> <p>It is essential that the functionality and streetscape appeal of the above features is retained and enhanced over time, and should not be adversely encroached upon by buildings, traffic management works or vehicle access points.</p>	N/A	<p>Council manages the public land and design guidelines, landscaping schedules and common adopted processes (s221 approval) have been developed to support management of these landscaping assets.</p> <p>Council also manages areas of public open space within Stirling, and there contribution to the public realm should be considered through any contextual assessment of adjoining development</p> <p>Therefore loss of this DCS section is unlikely to have any material impact on the assessment of development applications.</p>	✓
Public footways should be sheltered by verandahs and awnings wherever practicable.	<a href="#">Zone PO 2.3 – Built Form</a> Pedestrian shelter and shade is provided over footpaths through the use of structures such as awnings, canopies and verandas.	DCS excerpt adequately addressed by PO 2.3.	✓
Landscaping associated with private developments should contribute to and complement the mature exotic shade trees and landscaping within the public realm	<a href="#">Design in Urban Areas (General Module) PO 3.1 – Landscaping</a> Soft landscaping and tree planting are incorporated to: (d) enhance the appearance of land and streetscapes.	DCS excerpt adequately covered by PO 3.1 Design in Urban Areas	✓
Functional and attractive pedestrian links are essential to the character of the Centre, with distinctive features like arcades between buildings, marked access across car parks, sheltered footpaths along roads, and retail activities with eating areas and displays fronting pedestrian ways being encouraged.	<a href="#">Zone DO 2 – Desired Outcome</a> A high degree of pedestrian activity and main street activity with well-lit and visually engaging shop fronts and business displays including alfresco seating and dining facilities.  <a href="#">DO 3 – Desired Outcome</a> An intimate public realm with active streets created by integrated mixed use buildings.  <a href="#">See also PO 2.7 &amp; 2.3 – Built Form</a>	This desired outcome is adequately captured by DO 2 and 3 of the Zone, fine grain details such as pedestrian connectivity and sheltered footpaths captured by Zone PO 2.7 and 2.3.	✓
There should be no additional vehicular access points to Mt Barker Road.	<a href="#">Zone PO 4.1 – Traffic, Parking and Access</a> Development minimises the need for vehicle crossovers on the main street to reduce conflicts with pedestrians and avoid disruption to the continuity of built form.	In addition to PO 4.1, this is also likely to be a position of the Department of Infrastructure and Transport. As such by default this outcome is likely to be supported through the referral process.	✓
Buildings should be single storey at the street level with any second storey structures set back from the frontage.	<a href="#">Zone DTS/DPF 2.1 – Built Form</a> Buildings: a) include a clearly defined podium or street wall with a maximum building height of 1 building level or b) 4m in height have levels above the defined podium or street wall setback a minimum of 2m from that wall.	Adequately captured by DTS/DPF 2.1	✓
While buildings may be built up to two storeys, mechanical works such as air conditioning units, should be centrally	<a href="#">Design in Urban Areas (General Module) PO 1.4 External Appearance</a>	DCS excerpt addressed via PO 1.4 of the general module and the applicable TNV height parameter.	✓

Abbreviations: \*DCS: Desired Character Statement \*DO: Desired Outcome \*PO: Performance Outcomes \*DTS/DPF: Deemed to Satisfy/Designated Performance Features



## Stirling District Centre Zone (Suburban Main Street Zone)



located within or above the roof of the building, and should be less than ten metres above natural ground level in the Core and eight metres in the Fringe.	<p>Plant, exhaust and intake vents and other technical equipment are integrated into the building design to minimise visibility from the public realm and negative impacts on residential amenity by:</p> <ol style="list-style-type: none"> <li>1. positioning plant and equipment discretely, in unobtrusive locations as viewed from public roads and spaces</li> <li>2. screening rooftop plant and equipment from view</li> <li>3. when located on the roof of non-residential development, locating the plant and equipment as far as practicable from adjacent sensitive land uses.</li> </ol> <p>Building height maximum captured by TNV.</p>		
New developments should retain, respect and enhance State and Local Heritage Places.	<a href="#">Heritage Overlay Suite</a>	Addressed by the State and local heritage Place Overlay and the Heritage Adjacency Overlay.	✓
The District Centre should encourage a variety of gentle and restful after-hours activities with outdoor restaurant seating, and a vibrant evening economy.	<a href="#">Zone</a> <a href="#">PO 1.2 – Land Use</a> Land uses promote movement and activity during daylight and evening hours, including restaurants, educational, community and cultural facilities, and accommodation for visitors and residents.	Promotion of the evening economy is captured by PO 1.2	✓
Window shopping should also be encouraged with building frontages featuring window displays.	<a href="#">Zone</a> <a href="#">PO 1.3 – Land use</a> Ground floor uses contribute to an active and vibrant main street.	DCS excerpt generally addressed by PO 1.3	✓
Building security will feature see-through screens where required, and lighting which meets security and window shopping needs.	<a href="#">Design in Urban Areas (General Module)</a> <a href="#">DO 1 Development is:</a> (c) inclusive - by integrating landscape design to optimise pedestrian and cyclist usability, privacy and equitable access and promoting the provision of quality spaces integrated with the public realm that can be used for access and recreation and help optimise security and safety both internally and within the public realm, for occupants and visitors  <a href="#">Design in Urban Areas (General Module)</a> <a href="#">PO 2.1 – Safety</a> Development maximises opportunities for passive surveillance of the public realm by providing clear lines of sight, appropriate lighting and the use of visually permeable screening wherever practicable.	Safety consideration appropriately addressed by General Module DO and PO's.	✓
Car parking areas should be located at the rear of street-facing buildings, and should be integrated across property boundaries.	<a href="#">Zone</a> <a href="#">PO 4.2 – Traffic, Parking and Access</a> Vehicle parking is located behind buildings away from the primary main street frontage and is designed to minimise its impacts on residential amenity.	In a general sense PO 4.2 captures the aspiration for parking to be located at the rear of buildings. What is not covered is the integrated nature of parking, which crosses cadastre boundaries. Because this is a private matter between land owners it is somewhat difficult to have a policy that speaks to this outcome in the Code.	✓
Parking areas should be landscaped to provide planted edges, shade trees, and row-end or in-row planting areas.	<a href="#">Design in Urban Areas (General Module)</a> <a href="#">PO 7.6 – Car Parking Appearance</a> Vehicle parking areas and associated driveways are landscaped to provide shade and positively contribute to amenity.	DCS excerpt broadly captured by General Module PO.	✓
Undercroft parking (under-building parking) and deck parking should only occur in the primary retail area of the Centre with access from off-street parking areas only, and ventilation gaps away from any street frontage. Deck parking should only be provided in ways that integrate it with existing topography, and not create stand alone “parking buildings”.	<a href="#">Design in Urban Areas (General Module)</a> <a href="#">PO 7.1 – Car Parking Appearance</a> Development facing the street is designed to minimise the negative impacts of any semi-basement and undercroft car parking on the street scape.  <a href="#">Design in Urban Areas (General Module)</a> <a href="#">DTS/DPF 7.1 – Car Parking Appearance</a>	DCS excerpt broadly captured by General Module PO and supporting DPF criteria.	✓

## Stirling District Centre Zone (Suburban Main Street Zone)



	The protrusion of undercroft car parks does not exceed 1.2m above finished ground level and is screened through appropriate plantings, except in a location or zone where a continuous ground floor façade aligned with the front property boundary is desired.		
Advertising signage should be designed to provide identification and direction without being grouped in ways that dominate the streetscape or provide unattractive conglomerations that detract from the character of individual qualities of buildings.	<p><a href="#">Zone</a>  <a href="#">PO 5.1 – Advertisements</a>            Freestanding advertisements identify the associated business without creating a visually dominant element within the streetscape.</p> <p><a href="#">DO 1 – Advertisements (General Module)</a>            Advertisements and advertising hoardings are appropriate to context, efficient and effective in communicating with the public, limited in number to avoid clutter, and do not create hazard.</p>	These outcomes are supported through PO's and Do's at the Zone and General Module level.	✓
Signs should be attached to building facades, on side walls below rooflines, under verandahs or on the front face of verandahs and awnings. Signs should not be directly illuminated except via dim external lighting.	<p><a href="#">DTS/DPF 1.1 – Advertisements (General Module)</a>            Advertisements attached to a building satisfy all of the following:</p> <ul style="list-style-type: none"> <li>a) if located below canopy level, are flush with a wall</li> <li>b) if located at canopy level, are in the form of a fascia sign</li> <li>c) if located above a canopy:               <ul style="list-style-type: none"> <li>1. are flush with a wall</li> <li>2. do not have any part rising above parapet height</li> <li>3. are not attached to the roof of the building.</li> </ul> </li> <li>d) if attached to a verandah, no part of the advertisement protrudes beyond the outer limits of the verandah structure</li> <li>e) if attached to a two-storey building, have no part located above the finished floor level of the second storey of the building</li> <li>f) where they are flush with a wall, do not, in combination with any other existing sign, cover more than 15% of the building facade to which they are attached.</li> </ul> <p><a href="#">Advertisements (General Module)</a>  <a href="#">DTS/DPF 5.2 – Safety</a>            No advertisement illumination is proposed.</p>	In terms form and siting the general module DPF criteria provides prescriptive guidelines for what is appropriate which generally aligns with the outcomes sought in the DCS excerpt	✓
Ground-based, A-frame, pole-mounted, rooftop, animated, rotating, neon strip and internally illuminated signs are not appropriate in the Zone.	<p><a href="#">Zone</a>  <a href="#">PO 5.1 – Advertisements</a>            Freestanding advertisements identify the associated business without creating a visually dominant element within the streetscape.</p> <p><a href="#">Advertisements (General Module)</a>  <a href="#">DTS/DPF 5.2 – Safety</a>            No advertisement illumination is proposed.</p>	<p>In a general sense criteria will be available that discourages any inappropriate advertising. However PO 5.1 for instance is not as specific as the DCS excerpt.</p> <p>It is noted that internally illuminated signs are discouraged in the advertising general module.</p>	✓
The District Centre Stirling Concept Plan Figure DCE/1 sets out the future desired development of the Zone.	The Concept Plan has not been transitioned into the Code.	Council is seeking that the concept plan developed as part of the Stirling Village Mainstreet Design Guidelines be considered for inclusion in the code as a concept plan	X

Township Zone



Desired Character Statement	Applicable Planning & Design Code Criteria	AHC Comment	DCS loss offset by the Code?
The Township Zone covers 14 townships located across the Council area. Each of these townships has a unique character which is identified within its specific policy area.	No comparable criteria in the Code.	The Code Township Zone covers the same towns as the Development Plan Township Zone. However, very little in the Code with the exception of the Mylor and Woodside Historic Area Overlays, recognises the unique character of individual Townships	X
In addition to their residential population, the townships will continue to provide a range of land-uses such as schools, small-to-medium scale shops, offices and recreational facilities.	Zone DO 1 A township supporting a range of residential, community, retail, business, commercial and light industry uses and facilities.	Do 1 supports a mix of uses, additional Zone PO’s emphasise a desire for small scale non-residential uses.	✓
Some of the larger townships, such as Lobethal and Woodside, will also provide other employment generating activities such as light and service industries.	Zone see DO 1  PO 1.3 Small-scale light industry and warehousing activities that supply a local service to the community and business activities.	The Code Township Zone applies a more liberal approach toward light industry as demonstrated by DO 1 and supporting PO’s, with all Townships afforded such land use opportunity, not just the larger ones.	✓
Small-scale facilities which provide accommodation for tourists, as well as home based businesses, will be developed in association with residential development where the existing character of the locality is retained and external impacts are managed effectively.	Zone PO 1.4 Small-scale tourist accommodation that supports the visiting public and holiday makers.  PO 1.1 A range of development types that complement local built form and the surrounding township context.  Zone PO 1.2 Small-scale retail, business and commercial development that provide a range of goods and services to the local community, the surrounding district and visitors.	Tourist accommodation and home based business is supported by a range of Zone PO’s with an emphasis on a complementary scale with respect to the surrounding township context	✓
Residential development within the townships will generally be at very low-densities and will predominantly comprise detached dwellings. However, in some townships, slightly increased densities and a wider range of dwellings will be developed in suitable areas, to cater for changing demographics and to ensure that the population remains stable, where the existing character of the locality is retained and external impacts are managed effectively.	Addressed via Technical and Numeric Variation (TNV)	This nuance is picked up by the respective TNV’s which have transitioned the envisaged housing typology and associated quantitative requirements for each individual Township	✓
Development will retain the relatively formal character of the zone in which allotments are generally of a similar size and dimension, and building setbacks are reasonably consistent.	Zone DO 2 Development contributes to and enhances streetscapes and the settlement patterns comprising the township.  PO 3.1 Allotments for residential purposes are of a suitable size and dimension to contribute to a housing pattern consistent with the locality.  PO 2.1 Buildings are of a scale and design to complement the surrounding built form, streetscape and character.	This DCS excerpt is largely addressed via the TNV but supported by Zone DO 2, PO 3.1 and 2.1	✓

## Township Zone



Apart from Lobethal and Birdwood, which have ad hoc street patterns, streets will continue to be laid out in a grid-like manner feeding off a main road.	<a href="#">see PO 3.1</a>	These outcomes are generally supported by PO 3.1	✓
Minor streets will continue to be relatively narrow with equally narrow footpaths in order to provide a low-speed environment.	<a href="#">General Module – Land Division PO 3.5</a> Road reserves provide for pedestrian and cycling infrastructure and accommodate street tree planting, landscaping and street furniture.  <a href="#">PO 3.11</a> Local streets are designed to create low-speed environments that are safe for cyclists and pedestrians.	This outcome is support through ha combination of General Module – Land Division PO's	✓
Streets will feature a formal arrangement of upright kerb and gutter followed by footpath then front fence.	<a href="#">see General Module – Land Division PO 3.5</a>	This outcome is addressed broadly by General Module – Land Division PO's. For specific AHC or Township kerb and gutter design a design standard might further support this outcome	✓
The traditional main street areas will continue to feature generally modest, single-storey shops with narrow fronts and verandahs extending over the width of the footpath.	N/A	This DCS excerpt is better placed in the Township Main Street Zone.	N/A
Larger two-storey non-residential buildings will be located within designated town centre areas.	<a href="#">Zone PO 2.2</a> Buildings contribute to a low-rise character and complement the height of nearby buildings.	This DCS excerpt is quite specific limiting built form for non-residential uses. In a general sense PO 2.2 provides scope to achieve complementary built form outcomes, if this is coupled with a desire for small scale non-residential uses in the Zone (see PO 1.2, 1.3, 1.4) there is sufficient criteria to elicit this outcome. Notwithstanding it is not as direct as this DCS excerpt. On balance it is considered that this is sufficiently offset.	✓
Allotment patterns will reflect the layout of the streets and will, generally, be rectangular with areas in the order of 1000 square metres, where the allotment is connected to a sewer or CWMS and 1200 square metres where wastewater is to be disposed of onsite, with frontages typically greater than 15 metres in width.	<a href="#">See: Zone PO 3.1</a> <a href="#">Respective TNV's</a> <a href="#">General Module – Land Division</a>	Addressed via TNV's including distinction between on-site septic parameters. Supported by Zone and general Module PO's	✓
In the Balhannah, Birdwood, Lobethal, Oakbank and Woodside townships, smaller allotments to an absolute minimum of 500 square metres will be created where the existing character of the locality is retained and external impacts are managed effectively.	<a href="#">See: Zone PO 3.1</a> <a href="#">Respective TNV's</a> <a href="#">General Module – Land Division</a>	Addressed via TNV's and supported by Zone and general Module PO's	✓
Generally, new allotments will only be created where they will be connected to a mains sewer system or a Community Wastewater Management System (CWMS), and where issues such as access, vegetation removal, stormwater management, and slope as well as the provision of essential services have been appropriately addressed.	<a href="#">See: Respective TNV's</a> <a href="#">General Module</a>	Overall, a combination of factors support this outcome, primarily the existing sewer and CMWS network and TNV restrictions.  Access, vegetation removal, stormwater management and slope and service provision are all dealt with by General Modules.	✓
Development will respond to the availability and capacity of the essential infrastructure which services the townships. In particular, additional dwellings will only be developed once the wastewater and stormwater management infrastructure has capacity to accommodate this extra growth.	<a href="#">General Module – Land Division DO 1 - Land division:</a> a) creates allotments with the appropriate dimensions and shape for their intended use b) allows efficient provision of new infrastructure and the optimum use of underutilised infrastructure  <a href="#">General Module – Land Division</a>	Broadly addressed by DO 1 and relevant PO's of the General Module – Land Division	✓

Abbreviations: \*DCS: Desired Character Statement \*DO: Desired Outcome \*PO: Performance Outcomes \*DTS/DPF: Deemed to Satisfy/Designated Performance Features



Township Zone



	<p><a href="#">PO 2.5</a></p> <p>Development and infrastructure is provided and staged in a manner that supports an orderly and economic provision of land, infrastructure and services.</p>		
<p>Many townships are located in close proximity to a watercourse. Development will acknowledge the potential for these watercourses to flood and will either be located outside land prone to flooding or include design solutions to limit the likely impact of flood waters. Over time, land adjoining watercourses may transfer to public ownership to be developed to provide recreational walking and cycling trails while also achieving environmental improvements.</p>	<p><a href="#">see Hazard Flooding Overlay suite</a></p> <p><a href="#">General Module – Land Division</a></p> <p><a href="#">PO 2.6</a></p> <p>Land division results in watercourses being retained within open space and development taking place on land not subject to flooding.</p>	<p>This consideration is covered by both the Hazard Flooding Overlay and supported by the General Module – Land Division</p>	<p>✓</p>
<p>The valued historic character of built-form along and adjacent to main streets will be protected. This will be achieved through sympathetic additions and alterations which reflect the style, design, scale, siting and materials of existing buildings.</p>	<p><a href="#">See Heritage Protection Overlay Suite</a></p>	<p>Protecting the historic character along main street s and adjacent to them will be partially accounted for through the heritage protection suite. However this will only be captured for Local and State Heritage Places. Where a historic building exists yet is not subject to any heritage protection via the overlays this will reveal a weakness/gap in the Code Policy.</p> <p>The ability to address this concern in the transition is limited, due to the existing Policy Area boundaries and known historic places not being protected by a listing.</p> <p>This emphasises the need to expedite a process to elevate historic places that are earmarked for listing and surrounding localities into the Code Heritage Overlay Suite and consider expanding the application of Historic or Character Area Overlays and their underlying Zones within our Townships.</p>	<p>X</p>
<p>While dwellings will vary in style and design, a reasonably consistent pattern of built form will be established – particularly in the older portions of the townships. The predominant residential character will comprise single-storey, detached, modest dwellings sited relatively close to the street on separate allotments of greater than 1000 square metres, unless otherwise described in a policy area. Two storey dwellings will only be developed where design solutions are implemented to reduce their visual impact and to address issues of solar access, overlooking and overshadowing.</p>	<p><a href="#">See:</a></p> <p><a href="#">Zone – Built Form criteria</a></p> <p><a href="#">General Module - Design in Urban Areas</a></p>	<p>These considerations are sufficiently addressed via relevant Zone and General Module criteria</p>	<p>✓</p>
<p>Residential development will be in keeping with the form, scale, siting, materials, and colours of existing buildings, and as described in the policy areas. In addition, buildings will incorporate:</p> <ul style="list-style-type: none"><li>• front verandahs;</li><li>• garages or carports either under the main roof or set to the side or rear;</li><li>• low front fences of various styles and materials;</li><li>• side and rear fences of metal sheeting, post and wire or timber;</li><li>• substantial rear yards;</li></ul>	<p><a href="#">Zone</a></p> <p><a href="#">PO 2.1</a></p> <p>Buildings are of a scale and design to complement the surrounding built form, streetscape and character.</p> <p>Otherwise no comparable criteria in the Code.</p>	<p>Only partially covered in the code. Additional level of detail is generally only reserved for Historic or Character Area Overlays in the Code.</p> <p>As such other than in a very general sense these considerations are not specifically addressed by Code criteria in the Code.</p>	<p>X</p>



Township Zone



<ul style="list-style-type: none"><li>• landscaping containing trees and bushes;</li><li>• pitched corrugated iron or tiled roofs; and,</li><li>• traditional building materials such as brick, stone or rendered walls.</li></ul>			
While continuing the mix of commercial activities among residential uses is anticipated in this zone, new commercial uses will only occur where the existing character of the locality is retained and external impacts are managed effectively. Small scale commercial and minor retail activities are anticipated in this zone. Large scale commercial or retail activities, such as supermarkets, bulky goods stores, and intensive activities are not appropriate in this zone.	<p>Zone DO 2</p> <p>Development contributes to and enhances streetscapes and the settlement patterns comprising the township.</p> <p>PO 1.2</p> <p>Small-scale retail, business and commercial development that provide a range of goods and services to the local community, the surrounding district and visitors.</p> <p>DTS/DPF 1.2</p> <p>Shops, offices and consulting rooms (or any combination thereof) do not exceed 250m2 in gross leasable floor area.</p>	This preference for small scale complementary non-residential uses is captured in the Code via Zone Do’s and PO’s	
The Mount Lofty Ranges Watershed Area is of importance to Adelaide’s public water supply system. The maintenance and enhancement of water quality and prevention of pollution is a priority and given the multi-use nature of the water supply catchments, a balance between best practice watershed protection and development is required.	Mount Lofty Ranges Catchment Area 1 & 2 Overlays	The importance of the Mt lofty Ranges Watershed Area has been elevated in the Code and is now addressed via the Mount Lofty Ranges Catchment Area Overlay suite. All townships are located within Area 1 or 2.	

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.4

**Originating Officer:** James Szabo  
Senior Strategic & Policy Planner  
Development and Regulatory Services

**Subject:** Adoption of the Crafers Village Design Guidelines

**For:** Decision

---

**SUMMARY**

The purpose of this report is to present the final *Crafers Village Design Guidelines* (refer to **Appendix 1**) and the associated *Community Engagement Outcomes Report Stage 1 & 2* (refer to **Appendix 2**) for the Council's review and approval.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. To approve the *Crafers Village Design Guidelines* as contained in Appendix 1, for publication, circulation and application
  3. To delegate to the Chief Executive Officer the authority to make minor changes to the *Crafers Village Design Guidelines*
  4. That the *Community Engagement Outcomes Report Stage 1 & 2* as contained in Appendix 2 be made available to engagement participants and the general public
- 

**1. GOVERNANCE**

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

*Strategic Plan 2020-24 – A brighter future*

*Goal 1 A Functional Built Environment*

*Objective B1 Our district is easily accessible for community, our businesses and visitors*

*Priority B1.1 Increase accessibility to our district through the development and delivery of high priority trails and routes for all cyclists (on-road, off-road, commuters, recreational) and pedestrians*

<i>Priority B1.2</i>	<i>Improve outcomes for the elderly by incorporating Council's Age Friendly Strategic Plan into built environment design and delivery</i>
<i>Priority B1.5</i>	<i>Provide accessibility for the full range of users by ensuring Council's road, footpath and trails network is adequately maintained and service levels for all users are developed and considered</i>
<i>Objective B2</i>	<i>Preserve and enhance the unique character of the Hills for current and future generations</i>
<i>Priority B2.1</i>	<i>Continue to embrace and support community led public place revitalisation across our district</i>
<i>Priority B2.2</i>	<i>Incorporate Water Sensitive Urban Design principles within Council Developments and projects and advocate for other developments within the region to do the same</i>
<i>Priority B2.3</i>	<i>Proactively work with developers to ensure that built form complements or enhances existing local character and amenity of out towns, historic buildings and scenic environment</i>
<i>Goal 2</i>	<i>Community Wellbeing</i>
<i>Objective C2</i>	<i>A connected, engaged and supported community</i>
<i>Priority C2.4</i>	<i>Increase participation from the broadest range of our community and engage with them to shape policies, places and decisions that affect them</i>
<i>Goal 3</i>	<i>A Prosperous Economy</i>
<i>Objective E3</i>	<i>Encourage, attract and retain a creative, talented and skilled workforce in our region</i>
<i>Priority E3.3</i>	<i>Work with our local communities and businesses to create, attractive and vibrant places</i>

The project has delivered a comprehensive urban design framework in collaboration with the community, landowners and businesses. Through the development process and the subsequent implementation of the recommendations of the Guidelines the above objectives and their associated priorities have and can be achieved over the short to medium term.

➤ **Legal Implications**

*Planning, Development and Infrastructure Act 2016 (the PDI Act).*

In respect to the ongoing planning reform process initiated under the PDI Act, the timing of the *Crafers Village Design Guidelines* is considered advantageous. It is envisaged that this document will provide a strong platform for Council to advocate for the nuanced policy directions and development outcomes for Crafers in the *Planning and Design Code* in order to protect and enhance the village character and achieve the desired recommendations.

It is noted that at this stage, neither the Guidelines nor any of its components will have a statutory function. However, they will nonetheless provide guidance to all involved in the development assessment process as to the desired outcomes for the Crafers village.

➤ **Risk Management Implications**

Endorsing the *Crafers Village Design Guidelines* and will assist in mitigating the risk of:

*Inappropriate development in the Crafers village leading to the potential loss of Crafers's valued character and amenity*

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

➤ **Financial and Resource Implications**

There are no additional financial or resource implications at this stage by endorsing the *Crafers Village Design Guidelines*. It is noted that the budget allocation for this project was approved as part of 2019/20 financial year (the remainder of which was carried forward into this FY) and the project is tracking within budget.

It is noted that 'Section 11 – Recommendations' of the *Crafers Village Design Guidelines* outlines the key priority actions that would contribute to realisation of the vision for Crafers. Although there is no allocated budget for these priority projects, there is a desire from the local community and businesses for these to be achieved in the short to medium term which would require additional funding to be sourced.

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

The proposed *Crafers Village Design Guidelines* demonstrates Council's leadership in ensuring that community/business aspirations and the cultural significance of the Crafers Village are understood and to ensure that future development in both the public realm and on private land appropriately responds to the desired character and context of the village.

➤ **Sustainability Implications**

The proposed *Crafers Village Design Guidelines* seeks to foster environmental sustainability of the Crafers Village through a shared vision based on genuine engagement with key stakeholders, including residents, businesses and visitors.

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

Council Committees: Nil

Council Workshops: The project was presented at four Council Workshops on the following dates:

- 2 October 2019
- 19 November 2019
- 9 June 2020
- 11 August 2020

<i>Advisory Groups:</i>	Not Applicable
<i>Administration:</i>	Executive Leadership Team Director Development and Regulatory Services Manager Economic Development Manager of Property Services Manager Development Services Manager Communications, Engagement & Events Sustainability Officer Sport and Recreation Planner Civil Projects Coordinator Community Engagement Coordinator Team Leader Statutory Planning
<i>Community:</i>	Community engagement on the <i>Crafers Village Design Guidelines</i> project was undertaken in two stages. The first stage ran from 6 April till 29 May 2020. Due to COVID 19 restrictions the original face-to-face engagement program pivoted to an online format. The second stage ran from 10 to 31 July.

## 2. BACKGROUND

Land within Crafers Village is under pressure due to a varied range of land uses and the confined nature of the village surrounding the main street. As a result there are a number of competing interests from business and community groups to better and more efficiently make use of land. This is evidenced by approaches to Council from private landowners and sporting groups requesting a rationalisation of land within the village to support outcomes that will assist in achieving their respective long term goals. In addition, car parking and traffic issues associated namely with the park and ride overflow and the freeway on/off ramps, combined with a general lack of convenient off-street parking along the main street, have long caused agitation and concern within the community.

Given these ongoing pressures this project was recognised during the preparation of Council's 2019/20 Budget, with the remaining funds carried forward to this financial year in order to enable the completion of the project. This project was considered important to help analyse the existing situation and explore opportunities for developing a strategy for the long term direction of the Crafers Village.

Through numerous internal meetings and workshops the scope of the project was developed and Council engaged WAX Design to lead a Consultant Team to deliver the *Crafers Village Design Guidelines*.

Following the investigative phase, the Administration developed a *Community Engagement Plan* and presented this for approval at the Strategic Planning and Development Policy Committee Meeting held on the 10 December 2019, where the following was resolved:

**8. OFFICER REPORTS – DECISION ITEMS**

**8.1. Draft Crafers Village Design Guidelines and Community Engagement Plan**

Moved Cr Leith Mudge  
S/- Cr Nathan Daniell

SP9/19

**That the Committee resolves:**

- 1. That the report be received and noted**
- 2. To approve the draft Analysis and Opportunities Plan at Appendix 1 for the Crafers Village Design Guidelines for community engagement**
- 3. To approve the proposed Community Engagement Plan at Appendix 2.**

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

The first stage of Community Engagement provided context from the community and key stakeholders and served as an 'ideation' process to inform the first draft of the *Crafers Village Design Guidelines*. Following a release of the draft a second round of community engagement was undertaken, to understand whether the draft had responded adequately to the feedback from the first stage of community engagement and whether further refinements could be made. The second stage of engagement also offered those that missed out on the first stage, to comment and provide additional context and ideas.

Following the second stage of engagement and internal reviews the draft *Crafers Village Design Guidelines* were refined and finalised ready for Council endorsement.

**3. ANALYSIS**

Crafers Village Design Guidelines

Following a thorough process of community and key stakeholder engagement WAX Design in collaboration with Infraplan and Ian Robertson Design (the consultant team) and Administration have submitted the draft Crafers Village Design Guidelines (refer to **Appendix 1**) for the Council's approval.

This document will be used as a strategic planning tool that provides clear guidance to promote best practice urban design and contextual built form outcomes within the Crafers village.

The Design Guidelines introduce the project through an Acknowledgement and Executive Summary, before moving into the Vision – considered a key component of the document – and the guiding Principles.

The balance of the Guidelines consists of the Concept Plan, this plan is central to the document and captures the desired village character, movement patterns, open space configuration and landscape potential of the village. This is expanded on in the next section where the following topics are unpacked further:

- Built Form and Land Use
- Pedestrian Access and Cycling
- Vehicle Movement and Parking, and
- Open Space and Community Use

The above sections are considered to provide the fine grain detail required to effectively interpret design responses and influence outcomes on the ground. In addition the inclusion of Action Items listed under each heading provides additional clarity regarding the key outcomes sought.

As part of this project, there was a need to consider the long term strategy for the Crafers Tennis and Netball Courts, and this issue received a high level of engagement from participants during the consultation. Given the sensitivity of the issue and the strategic importance of the site, it was deemed appropriate that three separate scenarios be drafted that could provide flexibility and respond to either a courts expansion, an open space expansion or an additional civic purpose expansion. The three scenarios have been illustrated, and can be viewed on page 20 of the Design Guidelines. It is noted that these are not intended to be prescriptive and have been developed to enable a continued discussion about the future of the courts in Crafers and to provide high-level guidance.

Another key issue subject to additional consideration was how to mitigate the impact of traffic movement through the main street, in particular how to create an environment that promotes traffic calming and is perceived as pedestrian and cycling friendly. Crucial to this was the broad support from within the community that formalised pedestrian crossings and a reconfigured Piccadilly Road intersection (potentially involving a roundabout) were necessary. The Design Guidelines have illustrated these outcomes on page 21 and 22 and they provide high level guidance about how these outcomes could be achieved. It is noted that the Main Street is a State Controlled Road, and the Department of Infrastructure and Transport have been consulted throughout this project. They have provided in principle support to the directions of the Design Guidelines, subject to a Traffic Impact Assessment being undertaken prior to progressing any road alteration concepts.

A design palette has also been developed and incorporated into the Design Guidelines to encourage the development of a 'Crafers Style', incorporating consistent surface treatments, street furniture, lighting and landscaping (including a species guide).

In addition to action items listed under the respective topics above, 12 Key Priorities have also been embedded within the Design Guidelines. This list was directly informed by the community and key stakeholders during the second stage of consultation. A map on page 25 of the Design Guidelines accompanies the following actions in order of priority:

1. Public Space Upgrades
2. A coordinated landscaping approach throughout Crafers
3. Traffic Calming to the main street
4. Raised pedestrian crossings to the main street
5. Improved pedestrian experience along footpaths
6. Develop a long term strategy for the tennis and netball/clubs
7. Investigate expansion of the Park and ride
8. Improved wayfinding and signage to mainstreet as well as trail heads into the hills
9. On street car parking management
10. Create places for people to gather and socialise
11. Improved lighting to the main street
12. Improved bike infrastructure

For more details regarding the *Crafers Village Design Guidelines* please refer to **Appendix 1**.

### Community Engagement

Community engagement was undertaken in two distinct stages and attracted high levels of interest from the community and key stakeholders including business owners. The feedback gathered during both stages of consultation was critical to the development and refinement of the Design Guidelines, and the Crafers community is acknowledged for their passion and input into the process.

For a detailed summary of the engagement process and how the Project Team responded to the feedback in the updated Guidelines please see the *Community Engagement Outcomes Report Stage 1 and 2* (refer to **Appendix 2**).

### Next Steps

Should the Council resolve to approve the Crafers Village Design Guidelines, in accordance with recommendation 2, the documentation will be finalised and made available to the public via Council's website and circulated internally for immediate reference. Consideration may also be given as to whether or not any budget bids will be put forward to progress the key priorities in future financial years.

## **4. OPTIONS**

The Council has the following options in this regard:

- I. To approve the *Crafers Village Design Guidelines* (Recommended)
- II. To propose changes to the *Crafers Village Design Guidelines* (Not Recommended)

Administration recommends that Option 1 be endorsed by Council in order for the distribution of the Guidelines to Council departments and the public for reference when considering future development proposals or capital works in the Crafers village.

## **5. APPENDICES**

- (1) Crafers Village Design Guidelines
- (2) Community Engagement Outcomes Report – Stages 1 & 2



---

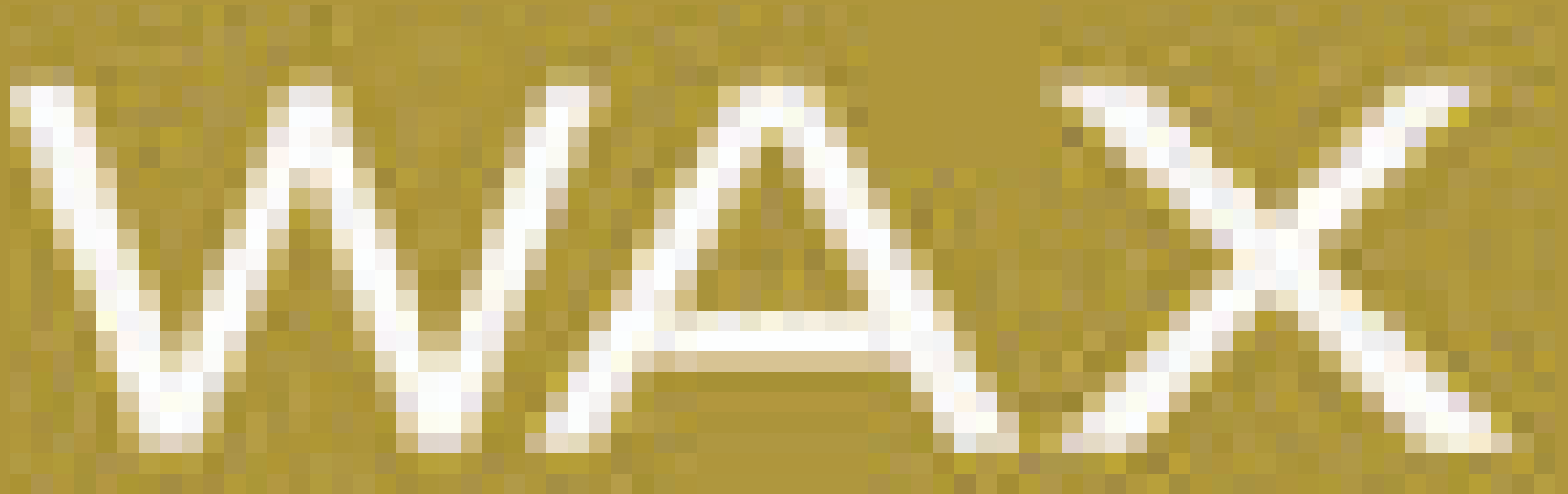
# **Appendix 1**

## *Crafers Village Design Guidelines*

---

# CRAFERS VILLAGE

## Design Guidelines



# Acknowledgement

We would like to acknowledge that Crafers is on the traditional lands of the Peramangk and Kurna peoples and we respect their spiritual relationship with their Country. We also acknowledge the Peramangk and Kurna peoples as the traditional custodians of the Adelaide Hills and that their cultural and heritage beliefs are still as important to those living today.

The development of the Crafers Village Design Guidelines has been led by James Szabo, Sarah Hill, Jenifer Blake and Marc Salver with the input and expertise of Adelaide Hills Council staff members.

Acknowledgment goes to the Crafers community who have guided this project and provided significant input to the design guidelines.

The Crafers Village Design Guidelines were developed by WAX Design, InfraPlan and Ian Robertson Design.

Note: The implementation of the desired outcomes presented in this document will be dependent on funding and collaboration between Council, private landowners and the Department of Infrastructure and Transport. Redevelopment ideas proposed for private land are concepts for consideration only.

REVISION	DATE	STATUS	CHECKED
D	3 September 2020	For information	WK/KP
C	26 August 2020	For information	WK/KP
B	25 June 2020	For information	WK/KP
A	23 June 2020	For information	WK/KP



infraPlan



# Contents

0\_EXECUTIVE SUMMARY

1\_VISION

2\_PRINCIPLES

2.1 INTRODUCTION

2.2 BUILT FORM AND LAND USE

2.3 PEDESTRIAN ACCESS AND CYCLING

2.4 VEHICLE MOVEMENT AND PARKING

2.5 OPEN SPACE AND COMMUNITY USE

3\_CRAFERS VILLAGE CONCEPT PLAN

3.1 CONCEPT PLAN

4\_BUILT FORM AND LAND USE

4.1 CONTEXT

4.2 BUILT FORM AND LAND USE GUIDELINES

4.3 ACTIONS

5\_PEDESTRIAN ACCESS AND CYCLING

5.1 CONTEXT

5.2 PEDESTRIAN GUIDELINES

5.3 CYCLING GUIDELINES

5.3 ACTIONS

6\_VEHICLE MOVEMENT AND PARKING

6.1 CONTEXT

6.2 VEHICLE MOVEMENT AND PARKING GUIDELINES

6.3 ACTIONS

7\_OPEN SPACE AND COMMUNITY USE

7.1 CONTEXT

7.2 PUBLIC REALM GUIDELINES

7.3 PUBLIC REALM ACTIONS

8\_OPEN SPACE OPTIONS

8.1 CONTEXT

8.2 COURTS EXPANSION

8.3 OPEN SPACE EXPANSION

8.4 CIVIC PURPOSE

9\_MAINSTREET DESIGN

9.1 VILLAGE MAINSTREET DESIGN

9.2 VILLAGE MAINSTREET ACTIONS

9.3 PICCADILLY ROAD INTERSECTION

10\_DESIGN PALETTE

10.1 STYLE GUIDE

10.2 SURFACE TREATMENTS

10.3 STRUCTURES AND FURNITURE

10.4 LIGHTING

10.5 LANDSCAPE

11\_RECOMMENDATIONS

11.1 KEY PRIORITIES

12\_CONCLUSION

# 0\_Executive Summary

Crafers is uniquely placed within the Adelaide Hills as the first village visitors pass through when travelling up from Adelaide to the Hills and beyond. The village is located within close proximity to many tourist destinations, popular trails, Mount Lofty Summit and the Adelaide Hills wine region. The village is well connected to the wider Adelaide Hills through the freeway and established public transport routes.

Crafers Village is a compact local centre which services a broad area of the surrounding Adelaide Hills communities. The local centre character of the village is supported with a mix of commercial and retail properties, restaurants, cafes and community services, set within a tree-lined main street.

The Crafers Village Design Guidelines aim to create a best practice approach to planning and development in Crafers over the next few decades. The objective of the guidelines is to build upon existing planning strategies, reports and implementation plans to deliver an integrated approach to the maintenance of existing development as well as encouraging new development opportunities.

The design guidelines are intended to support and reinforce the development controls contained in Council's Development Plan (shortly to be superseded by the new Planning and Design Code). These guidelines are not prescriptive but are intended to provide ideas and opportunities that maintain and enhance the village character.

This document combines detailed site analysis, community feedback as well as initiatives from key stakeholders and the Council.

The intention of the guidelines is to create a visionary 'big picture' framework that demonstrates the potential of the Crafers Village. The aim is that regeneration and future development is aligned, consistent and meets the community's vision for Crafers.

The guidelines enable:

- Council and property owners to identify potential opportunities and new partnerships which will enable a coordinated approach when considering future redevelopment within the village.
- Guidance of Council's public infrastructure investment decisions.
- An opportunity to influence State and Council planning policy in relation to development in the village.
- Encouragement for further economic development opportunities and investment in the area.
- Identify the requirement for feasibility studies, guidance of future investigations and recommendations for detailed concept plans.
- Facilitation of discussions with State Government regarding the provision of additional infrastructure such as parking and park and ride facilities and other identified matters to support the vision for the Crafers village.

The guidelines take into consideration the notable physical, cultural and environmental factors of Crafers. The document explores the capacity of the village and considers how existing and proposed development can combine with open spaces, the public realm and vehicular access to enhance and revitalise the Crafers Village.



1905

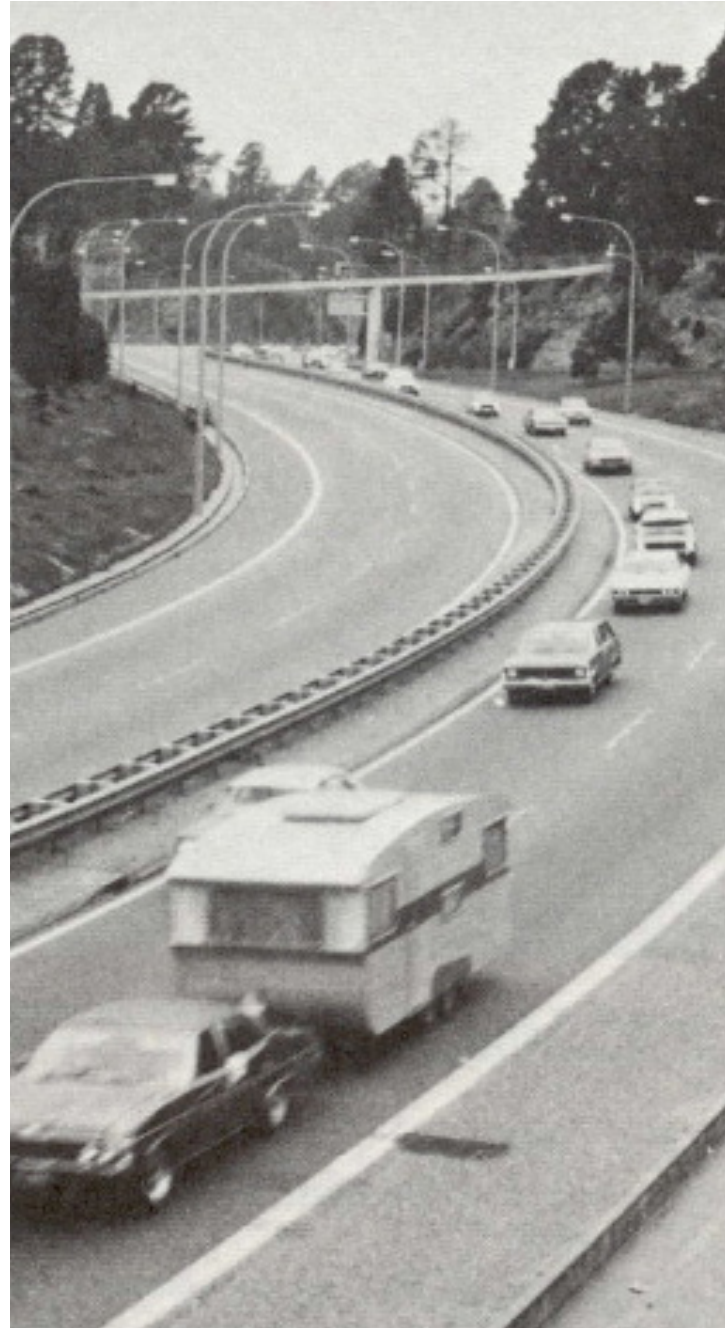


1913





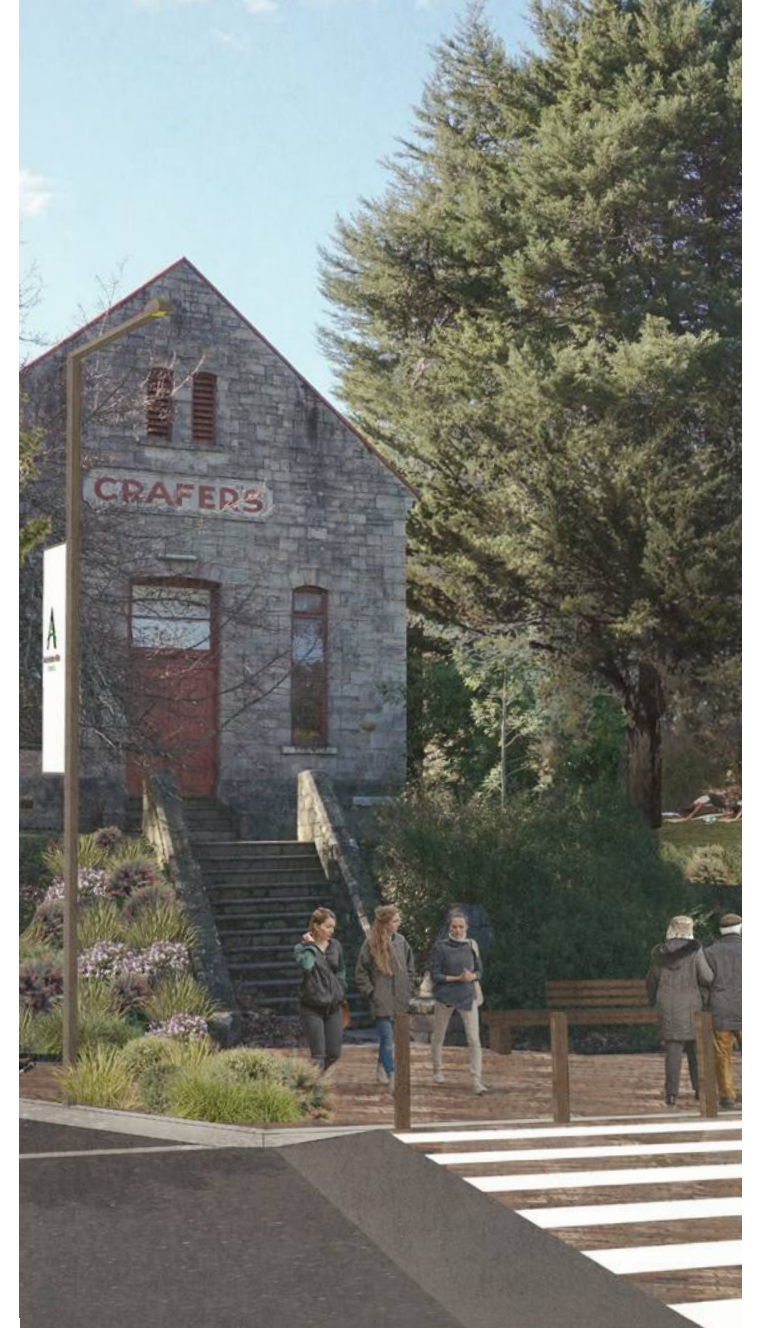
1941



1978



2020



Future



# 1\_Vision

Crafers will become a magnet for commuters, day trippers and weekend visitors. A quick trip up the freeway from Adelaide or Mount Barker, the main street is a gateway to the Adelaide Hills.

The tree-lined main street provides extraordinary amenity for the village, rivaling Stirling for its autumn colour. The public realm is complemented by well designed open spaces and tree covered car parks that provide convenient parking.

Wide footpaths allow people to wander around the village. Outdoor dining areas encourage people to relax or rest after having enjoyed a cycle or hike along the numerous stunning trails that start from Crafers.

The historic pub and other hospitality venues showcase the local produce and wines of the Hills, while a variety of retail and commercial outlets cater for the local community and visitors alike.

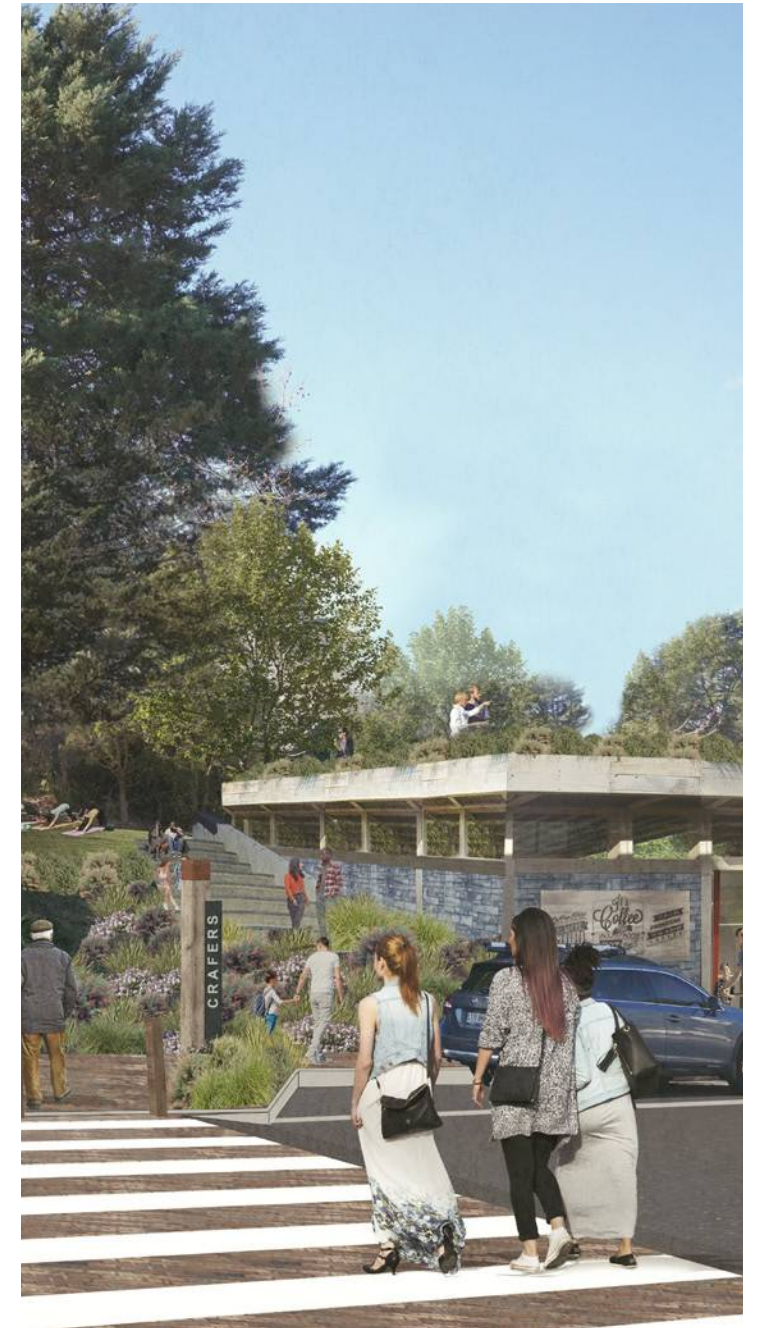
The happy chatter of locals, cyclists, birdsong, hikers, tourists and international visitors drowns out the freeway next door. The hustle and bustle of the freeway melts away as you arrive in Crafers, the bitumen and concrete replaced with avenues of trees and shaded open spaces.

The trees and garden beds throughout the village create a unique landscape setting. The generous width of the footpaths, shaded car parks and attractive open spaces encourage people to stay a while.

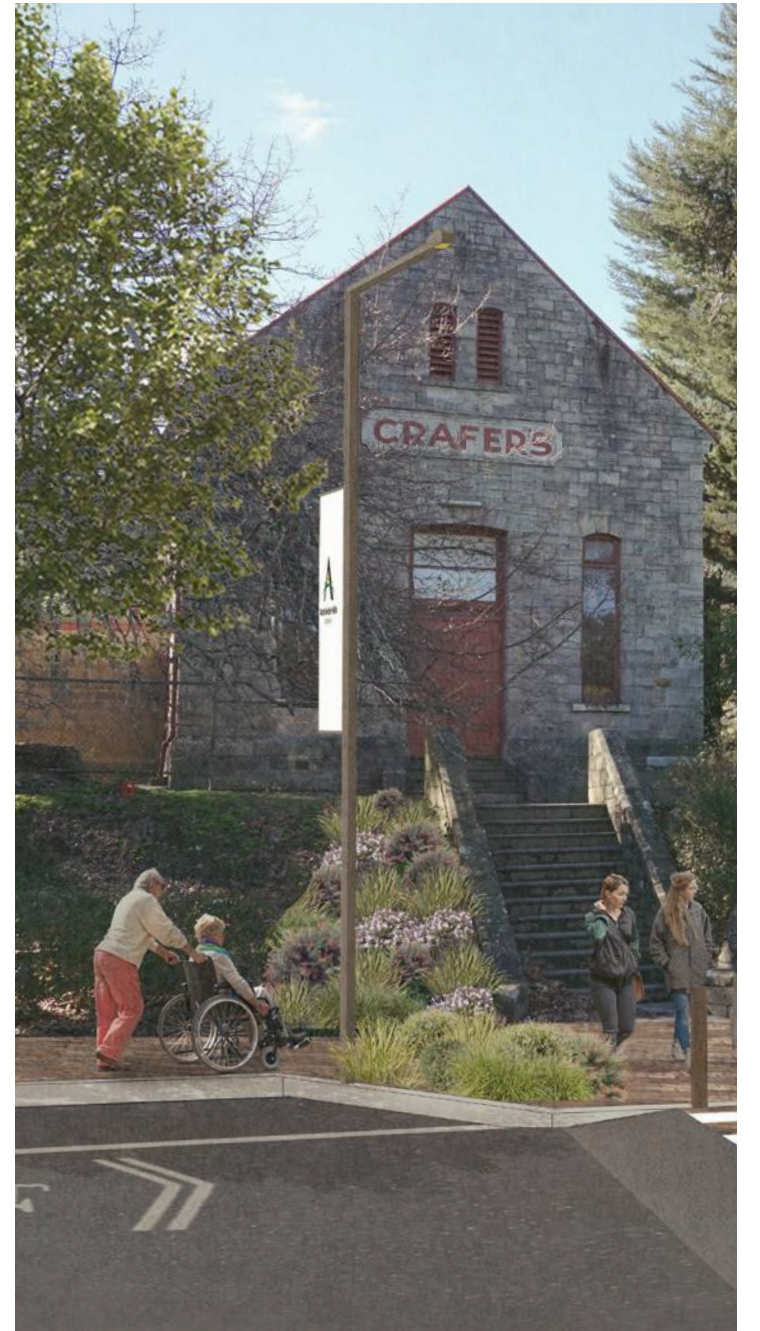
The authentic contemporary architecture of Crafers creates a high quality built form that complements the heritage of the Crafers pub, the Institute Hall and historic buildings in the village.

The park 'n' ride facility constantly brings people to the village. Hill's residents can be seen collecting a morning coffee, grabbing a few bits for the evening meal or an easy dinner from the pub. On weekends, the park 'n' ride is awash with tour buses, camper vans and cars covered in bike racks. The easy parking beneath mature trees provides a trail head for the hills.

The main street of Crafers is a destination and a starting point to the myriad of experiences that the Adelaide Hills has to offer. The landscape and urban design of the main street as well as the variety of businesses reinforces these experiences, offering a beautiful taste of the Hills.







# *Crafers, A taste of the Hills*



# 2\_Principles

## 2.1 Introduction

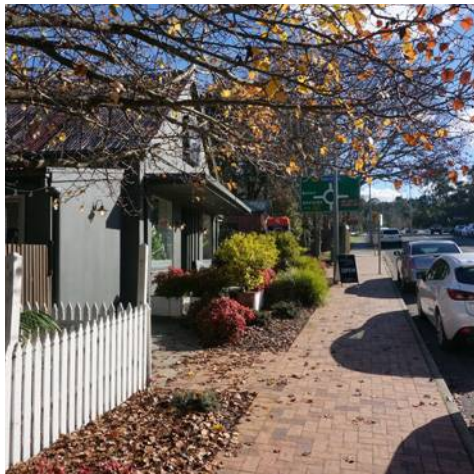
The analysis and community engagement undertaken during the development of the Crafers Village Design Guidelines has provided clear direction on the issues and opportunities that face Crafers now and into the future. The guidelines for the Crafers provide an overview of how the existing character and new development, as well as the provision of access, car parking and open space in the village should be planned for in the future.

Design principles, objectives, detailed guidelines and actions have been developed to illustrate how the built form, access and movement, as well as the public realm of Crafers can be delivered and how future development will contribute to the overall vision for Crafers.

Central to the guidelines is the Crafers Village Concept Plan. The concept plan represents potential of the village and explores future opportunities associated with urban character, open space and landscape amenity.

The concept plan is structured and expressed in several planning and urban design layers. Each layer demonstrates specific responses and potential opportunities in relation to:

- **Built Form and Land Use**
- **Pedestrian Access and Cycling**
- **Vehicle Movement and Parking**
- **Open Space and Community Use**





## 2.2 Built Form and Land Use

- Encourage development that supports the creation of a vibrant, mixed use main street supporting cafes, restaurants, medical centres and boutique stores.
- Create an authentic main street that is attractive, active, well designed and legible.
- Encourage new buildings of high architectural quality and standards which incorporate sustainability principles and deliver mixed-use and adaptive development opportunities.
- Seek to develop scale and density that responds to the village character and Adelaide Hills context.

## 2.3 Pedestrian Access and Cycling

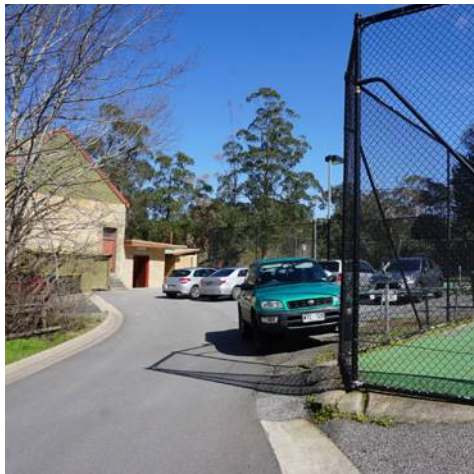
- Create continuous, safe and easily accessible footpaths for all members of the public along the main street and throughout the village more broadly.
- Promote Crafers as a trail head for the surrounding Adelaide Hills region, integrating pedestrian and bicycle connections to these areas with improved signage and way finding.
- Improve pedestrian connections across the main street and between key destinations.

## 2.4 Vehicle Movement and Parking

- Create a road network that allows for easy navigation whilst reducing conflicts points between other vehicles and pedestrians.
- Balance pedestrian and vehicular needs and establish well-planned spaces for both.
- Promote car parking at the rear of new developments to foster the development of a vibrant main street.
- Explore enlarging, relocating or modifying the 'Park'n'Ride' to cater for the large numbers of commuters and other users.
- Provide conveniently located car parking options that support new development whilst not impeding on the activation of the main street.

## 2.5 Open Space and Community Use

- Ensure the main street is welcoming and inclusive for people of all ages, genders and cultures, creating a safe and friendly environment.
- Promote active frontages to the main street with setbacks to create areas of public space that support outdoor dining and social interaction.
- Reinforce the surrounding landscape character of Crafers through high quality landscape areas and public spaces which include water sensitive urban design (WSUD) responses.
- Create spaces which allow people to linger and congregate before and/or after their exploration of the hills.





# 3\_Crafers Village Concept Plan

## 3.1 Concept Plan

The Crafers Village Mainstreet Concept Plan provides a robust planning framework that will guide, maintain and encourage development within Crafers. The concept plan builds on the analysis, community vision and design principles, and recommends that future planning considers the village character of Crafers through contextual and responsive design.

Based on four key layers, the concept plan illustrates potential actions for improvement within Crafers. The layers aim to reinforce the village character through well placed and considered development while responding to existing built form and landscape characters.

The concept plan does not envisage wholesale change of Crafers, rather a progressive and measured approach to new development and new uses. This approach aims to reposition Crafers as a gateway and trail head to the Adelaide Hills.



*...an accessible gateway to the Hills with shops, commercial opportunities, transport links and strong connections to the main street, and adjacent open spaces.*

Illustration of main street with kerb build outs and improved landscape treatments



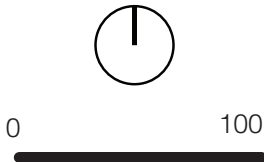


# Concept Plan



## Legend

- Commercial
  - Hospitality
  - Residential (supported living)
  - Civic Purpose
  - Private Gardens
  - Car parking
- Function**
- Pedestrian crossing (raised tabletop)
  - Pedestrian crossing (refuge with protuberances)
  - Bus stop
  - Electric vehicle charging facility
- Landscape**
- Public Open Space
  - Landscape Edges (buffers)
  - Landscape edge
  - Bicycle parks and infrastructure
- Access**
- Pedestrian connections
  - Key vehicle access routes
  - Key vehicle connections
- Urban Form**
- Potential building development in storeys
  - Indicates undercroft parking with 2 storeys above or development of loft accommodation
  - Building of historic character
  - Undercroft car parking





# 4\_Built Form and Land Use

## 4.1 Context

The land use and built form character of Crafers is a mix of different styles and development forms that reflect changes which have occurred since settlement. The historic village character of Crafers is present in the Crafers Hotel, Crafers Institute Hall, and other local buildings.

The village has been subject to change over the years, particularly with the development of the South Eastern Freeway having a great impact on village character.

The built form located to the north of the main street retains little of the original village character. Buildings within this area are dominated by vehicle-centric designs, with car parks adjacent the main street including a service station. Development at the corner of the main street, Cox Place and Piccadilly Road is characterised by single storey development setback from the main street with large car parking areas. This type of development limits street activation, replacing pedestrian activity with parked cars.

The southern side of the main street is characterised by the presence of the Crafers Pub with a modest setback and private garden for hotel patrons. This form of development is also found on the opposite side of Station Road, with a restaurant and private gardens providing amenity and outdoor dining area. These two developments generate distinct destinations on the main street and attracts a significant amount of visitors to Crafers with the outdoor dining fostering a vibrant connection with the main street.

There is a small pocket of residential land use located at the western end of the main street. The retirement village addresses a portion of the main street and is characterised by single storey detached dwellings.

## 4.2 Built Form and Land Use Guidelines

- Reinforce the 'village' character of the main street and encourage development with active frontages and building setbacks that create private open spaces.
- Encourage development up to two storeys in height within designated areas which responds to the 'village' character of the main street.
- Encourage development up to two storeys in height adjacent the freeway to assist in mitigating traffic noise.
- Retain the heritage character of Crafers within proximity of the Crafers Hotel through sympathetic development that reflects existing built form, bulk, scale and detailing.
- Avoid development with large blank facades.
- Encourage activation of second storey development to allow over looking and passive surveillance of the main street, open spaces and car parking.
- Explore opportunities for mixed use buildings within the main street with commercial, retail and hospitality on lower floors and residential and offices on the second floor.
- Ensure new development addresses the main street with car parking located at the rear of the allotment.
- Limit the impact of retaining walls and explore stepped floor plates and landscape treatments that reduce the visual impact of retaining (planting beds, climbing plants and green walls).
- Ensure service areas are integrated within buildings or screened from public view, particularly the main street.
- Avoid concealed alcoves, dark areas and hidden entrances which limit passive surveillance.
- Promote Ecological Sustainable Design and Water Sensitive Urban Design outcomes

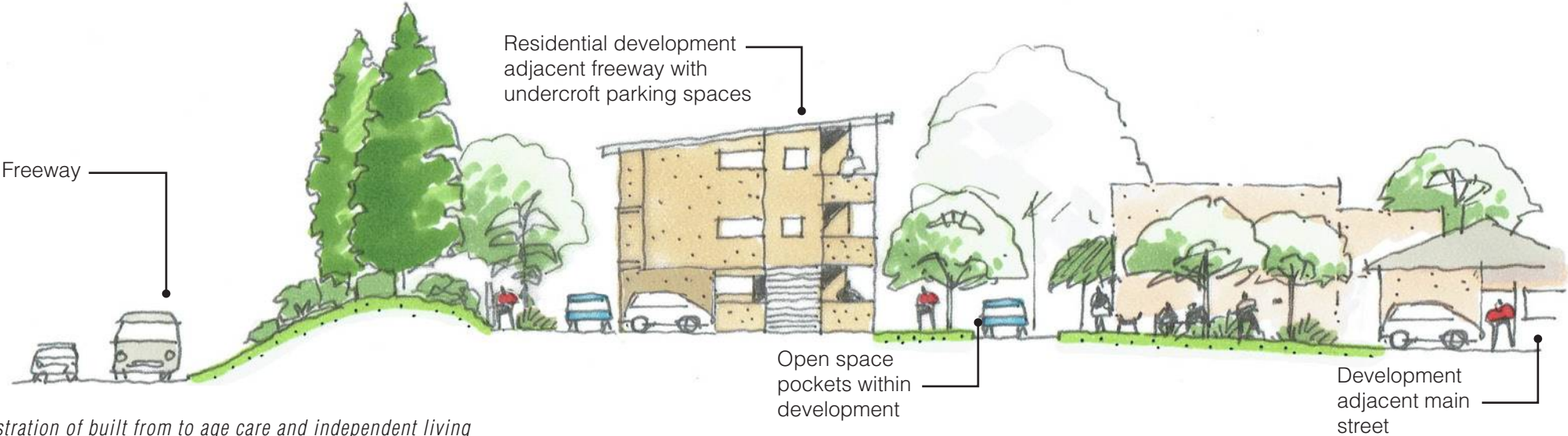


Illustration of built form to age care and independent living  
Note: Artists impression/illustration for concept purposes only.



Illustration of built form edge to main street  
Note: Artists impression/illustration for concept purposes only.



# Built Form and Land Use



## 4.3 Built Form and Land Use Actions

- ① Potential for future development to address the street with car parking located at the rear
- ② Encourage private open space 'pockets' to support hospitality and residential land uses
- ③ Potential for increased residential development and height dependent on sensitive design and ability to blend with the surrounding landscape
- ④ Retain existing character
- ⑤ Review service areas and presentation to the freeway to increase amenity of Crafers (sense of arrival from the freeway)

- Commercial
- Hospitality
- Residential (supported living)
- Civic Purpose
- Private Gardens
- Heritage building
- Building levels
- ②+ Indicates undercroft parking with 2 storeys above or development of loft accommodation



# 5\_Pedestrian Access and Cycling

## 5.1 Context

The main street has good pedestrian access along the entire length of the street, with footpaths on either side of the road. However, there are several pinch points, limited street furniture, and vehicle crossovers create numerous conflict points with pedestrians and cars entering car parks.

The connections across the main street are limited to one crossing point in front of the Crafers Hotel. This crossing does not provide any refuge or protuberances and creates a large crossing distance which is compounded with current vehicle speeds along the main street. The absence of formal crossing points, particularly to the north, leads to informal crossing by pedestrians which creates future conflicts with vehicles.

The main street has a significant carriageway width, but lacks any cycling infrastructure such as cycling lanes or shared use zones. Footpath connections to the open space around Crafers is limited and fragmented. This is compounded by limited signage which reduces access to numerous trails and facilities surrounding the village.

## 5.2 Pedestrian Guidelines

- Establish footpaths that provide continuous access along and across the main street, ensuring that pathways are continuous and accessible for people of all abilities.
- Widening of footpaths to a typical width of 3 metres to improve pedestrian access.
- Improve pedestrian access across the main street by incorporating new crossing points, either with protuberances or raised wombat crossings.
- Promote Crafers as the trail head for the Adelaide Hills, with signage and paths leading to the trails and cycle paths.
- Improve significance of walkway to Stirling including signage and upgraded footpath treatments.
- Connect the village and the car parking areas, facilitating a ‘park n’ wander’ approach.
- Improve pedestrian connections to the southern side of the freeway, across the Waverley Ridge Road bridge with strong links to the city-bound bus stops.

## 5.3 Cycling Guidelines

- Promote Crafers as a cycling hub for the hills.
- Provide bicycle parking at strategic locations along the main street and in open space with bike maintenance stations.
- Facilitate a low speed environment along the main street with line marking (sharrows) to encourage shared use and highlight the prevalence of cyclists.
- Facilitate cycling connections with destinations outside Crafers (Stirling, Aldgate, Mount Lofty, and Piccadilly Valley).



Illustration of pedestrian crossing with improved walking and cycling access





# Pedestrian Access and Cycling



## 5.3 Pedestrian Access and Cycling Actions

- 1 Pedestrian and cycle crossing points to improve access and slow vehicle traffic speeds (subject to traffic impact assessment)
- 2 Enhance continuous footpath to either side of main street
- 3 Pedestrian and cycle connections to Sharrad Court car park and trail heads
- 4 Improved connections to the Crafers-Stirling pathway across freeway
- 5 Explore connections between the main street and open space/residential properties
- 6 Improve pedestrian access to intersection

- Pedestrian crossing (raised tabletop)
- Pedestrian crossing (refuge with protuberances)
- Bus stop
- Bicycle parks and infrastructure
- Pedestrian connections
- Built form



# 6\_Vehicle Movement and Parking

## 6.1 Context

The Crafers main street is accessed via the South Eastern Freeway, with on and off ramps located at either end of the street. There is also access from the surrounding Adelaide Hills via Piccadilly Road, Mount Lofty Summit Road, and Waverley Ridge Road.

The entrances to Crafers are not well-signed for motorists entering the village, with little definition of the main street. The freeway on-ramp is seen as an extension of the main street, this leads to motorists accelerating through Crafers resulting in safety concerns for other motorists, pedestrians and cyclists.

The main street contains areas of on street parking. The parking is either line-marked within the road, or indented with no time limit. While on-street parking is convenient, the lack of true restriction encourages long term parking which reduced access for visitors to the main street. Furthermore, off-street parking is fragmented across individual land parcels. The majority of off-street parking is currently located at the eastern end of the main street, dispersed between the Crafers Hotel, the Herald Newspaper site, and around the post office. The current development form encourages parking both behind and in front of buildings. This creates a mixture of public realm characters along the main street.

There is a 36-space DPTI car park located adjacent the freeway off ramp at the western edge of Crafers. This car park acts as a 'park 'n' ride' for the Adelaide Metro bus services between the Adelaide CBD and Hills' towns. This car park is currently undersized for the number of commuters using these services, with car parking spilling out to the surrounding streets and into the Crafers main street. This demand for parking has a major impact on the town causing conflicts and congestion throughout the village.

Mount Lofty Summit Road currently experiences informal parking along the road edges. The lack of pedestrian pathways and the angle of the road creates a dangerous situation for commuters exiting their cars.

## 6.2 Vehicular and Parking Guidelines

- Encourage larger, more efficient parking areas by consolidating parking areas to the rear of new developments.
- Explore reducing the speed limit to 40km/h to encourage the safety of road users environment and improvement pedestrian environment.
- Reduce road width to foster slow speeds while creating a larger public realm to either side.
- Increase landscape treatment and tree planting within off-street parking areas to reinforce the landscape character of the Adelaide Hills and improve the amenity for users.
- Seek to establish a larger 'Park 'n' Ride' for commuters on the southern side of the freeway, with preference for the eastern sde of the Waverley Ridge rounadabout.
- Retain on street parking and establish time limits.
- Improve the visual cues when entering Crafers that you are entering a village and not an extension of the freeway.
- Explore altering Sharrad Court to a one-way road system with an exit located on Mount Lofty Summit Road to reduce vehicle and pedestrian conflicts along Cox Place.
- Explore feasibility for junction upgrade or round-a-bout to end of the Main Street and Piccadilly Road intersection to disrupt the view of the freeway and slow vehicles (noting limited opportunities for round-a-bout due to footprint and required vehicle movements).
- Introduce landscaped protuberances at the Station Road and Cox Place intersections to increase the amenity of the mainstreet.

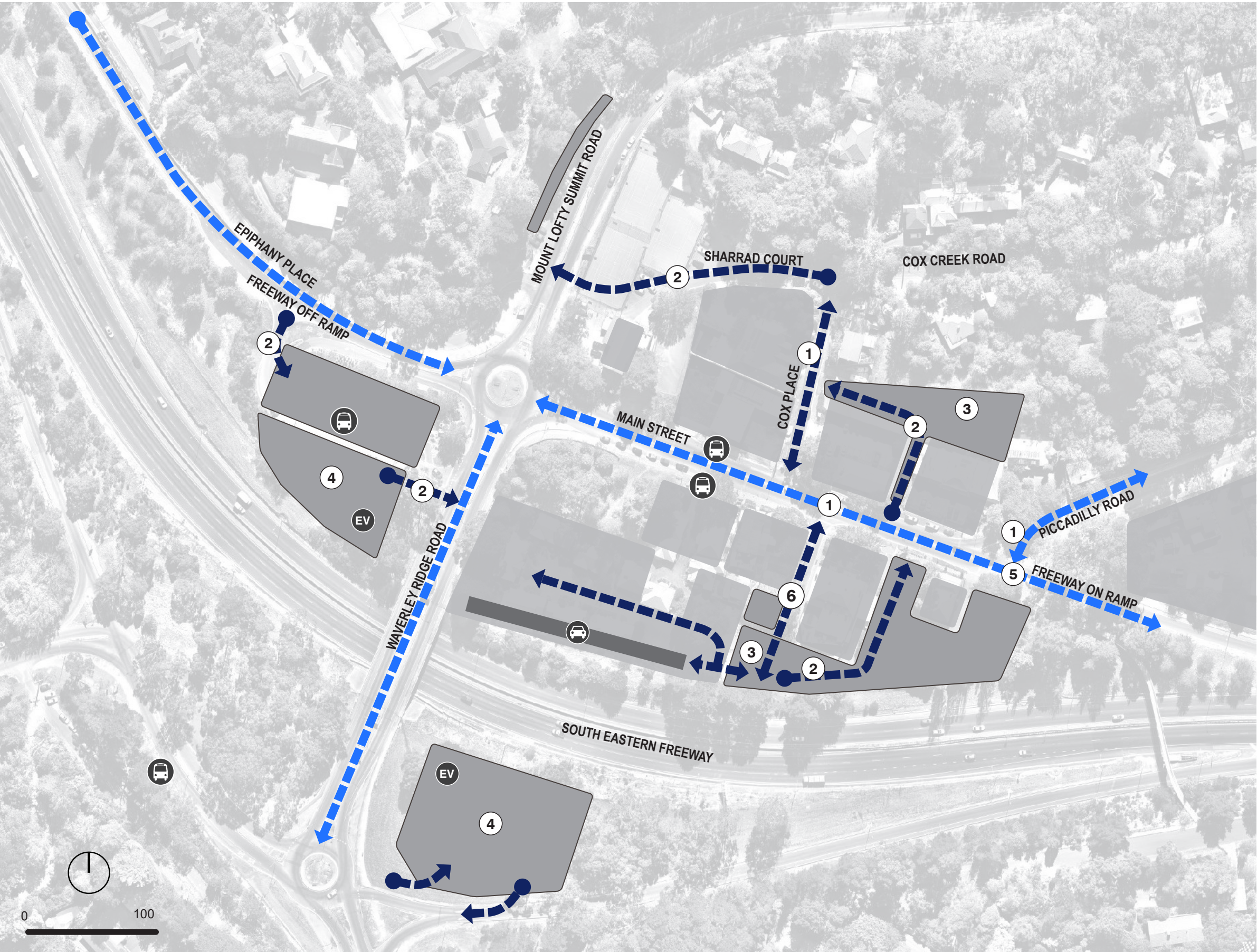


Illustration of off-ramp access with traffic calming and landscape treatments to road corridor





# Vehicle Movement and Parking



## 6.3 Movement and Parking Actions

- 1 Maintain two-way vehicle access and reduce vehicle speeds (40KPH)
- 2 Explore opportunities for one-way vehicle access
- 3 Explore potential for car parking consolidated to the rear of main street buildings
- 4 Assess demand for expansion of Crafers Park 'N' Ride car parking with tree canopy and landscape nodes (refer to section 7.3). Allow provision for electric vehicle charging stations.
- 5 Explore feasibility for junction upgrade or roundabout to end of the Main Street and Piccadilly Road (refer to section 9.3)
- 6 Explore opportunities for one-way vehicle access on Station Road (dependent on one-way loop access being provided through the hotel car park)



# 7\_Open Space and Community Use

## 7.1 Context

Crafers main street has a variable landscape character along its length. The entrances from the freeway and Waverley Ridge Road are dominated by road verges which contain gravel and no established areas of landscape. This does not present an attractive entrance to the town. The existing Institute Hall sits on high ground above the round-about and is surrounded by a collection of large trees.

The eastern end of the main street contains small street trees and landscaped verges. These trees provide shade and protection to pedestrians using the footpath and add a distinct landscape character of Crafers, especially during autumn and winter months.

Public open space is limited in Crafers with little opportunity for sitting, gathering and playing. There is an existing open space located at the southern side of the main street at the Waverley Ridge Road intersection. However this space is undeveloped and is hardly used by the local community.

The remainder of public open space within Crafers is confined to three tennis and netball courts to the north of the village. This provides opportunities for organised sports to take place. The restricted site area and sports court focus limits wider community use. Parking on site is limited and large areas of hard standing create an urban context for the Institute Hall. The level changes between the courts and main street prevent access reducing community use and discovery by visitors.

## 7.2 Public Realm Guidelines

- The public realm should enhance the village character of Crafers
- Minimise the impact of blank facades and retaining walls through utilisation of garden beds, climbing plants and green walls to provide screening and green edges.
- Utilise entry statements and entry gateways as an introduction to Crafers from surrounding roadways.
- Develop the open space at the corner of Waverley Ridge Road and main street into an activated open space for the community with strong links to adjacent residential areas.



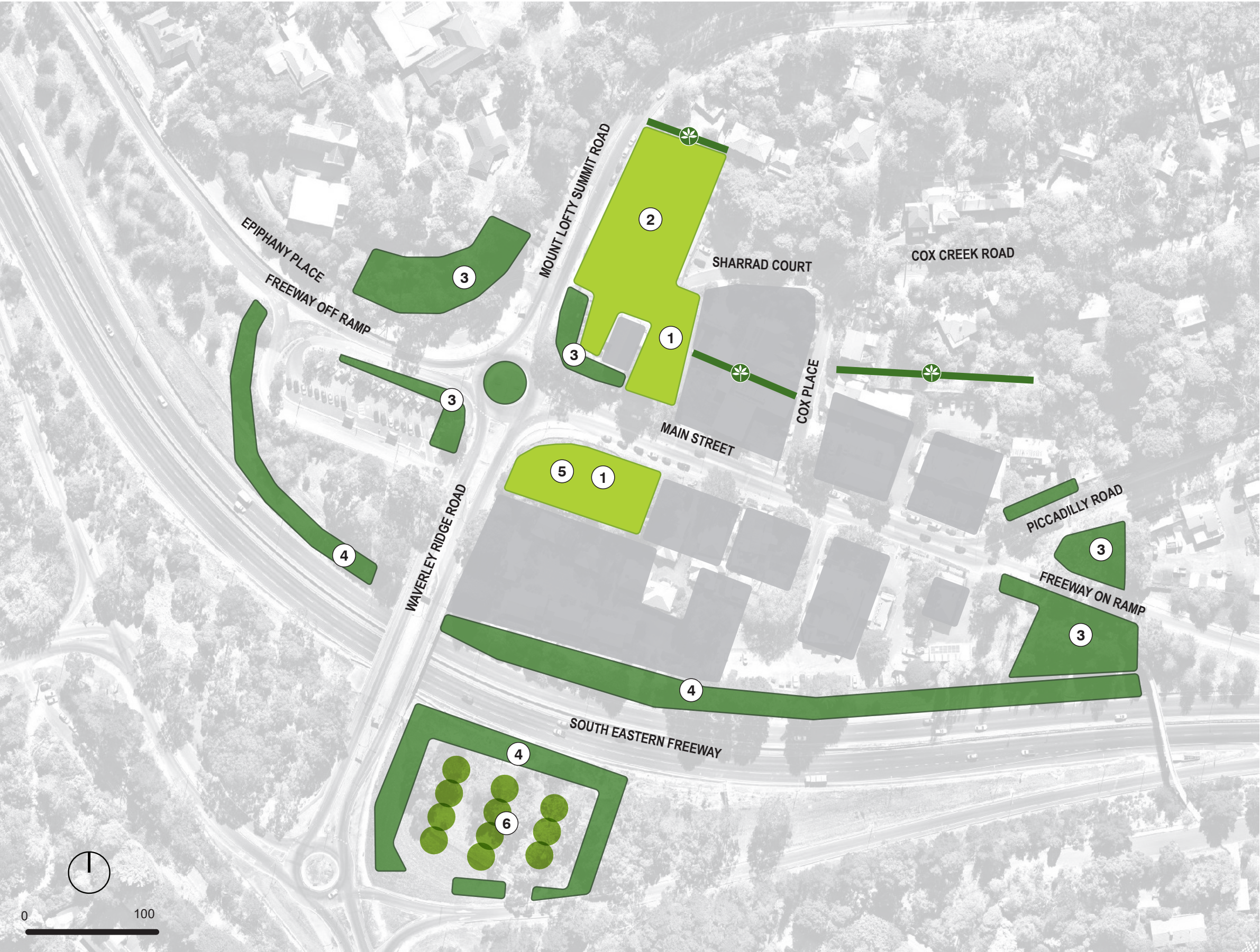
*Illustration of open space upgrade and increase pedestrian access to independent living development*





# Open Space and Community Use

## 7.3 Public Realm Actions



- 1 Opportunity to revitalise public open space with improved access and amenity
- 2 Potential upgrade of community land (highest and best use)
- 3 Need to increase sense of arrival to Crafers including potential for entry statement
- 4 Develop landscape buffers to roadways and car parks
- 5 Relocate the Crafers War Memorial from Piccadilly Road
- 6 Car parks to maintain the landscape character of the surrounding area through the inclusion of trees and garden beds throughout

- Public Open Space
- Landscape Edges (buffers)
- Landscape edge
- Trees and landscape to new car park areas
- Built form



# 8\_Open Space Options

## 8.1 Context

The open space guidelines highlight the importance of the courts area to Crafers in terms of existing recreational use and as open space for broader community use in the future. Several different approaches exist for the courts area; each will deliver different benefits and will require additional feasibility studies.

The following sketch concepts consider the development of the courts area in terms of court expansion, open space expansion and the use of the open space for civic purpose events.

## 8.2 Courts expansion

- Positives
- Expands court capacity, utilising old court location for a fourth court (reduced size).
  - Potential links to adjoining tourist facilities
- Negatives
- Maintains current fragmented parking provision
  - Limited open space opportunities throughout the site
  - Lack of pedestrian access from the main street
  - Limited opportunity for development of club rooms
  - Add 'increased participation may lead to increased car parking pressures'

## 8.3 Open space expansion

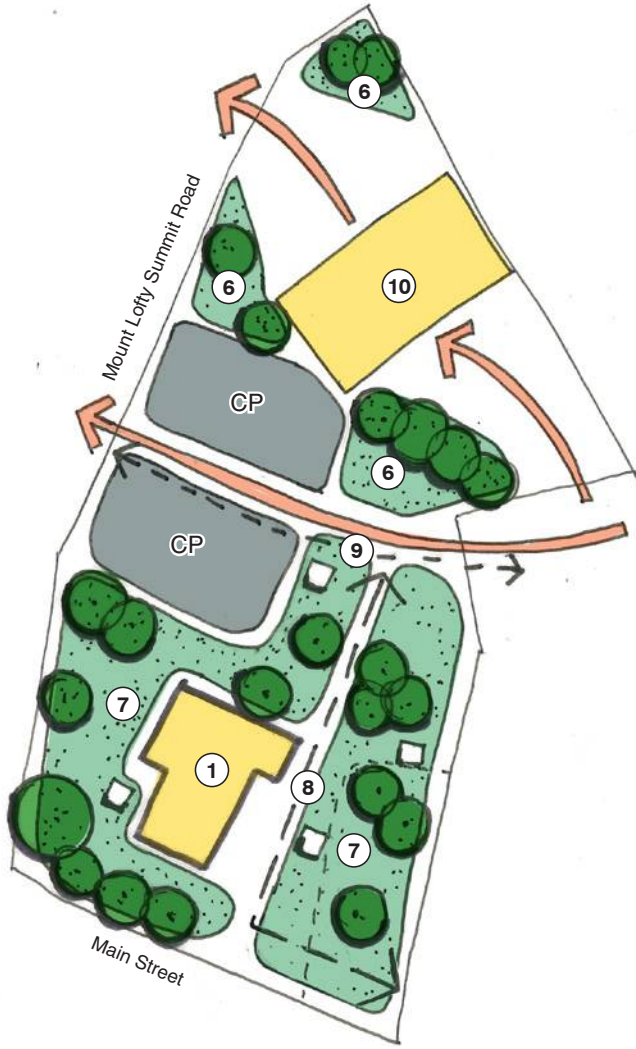
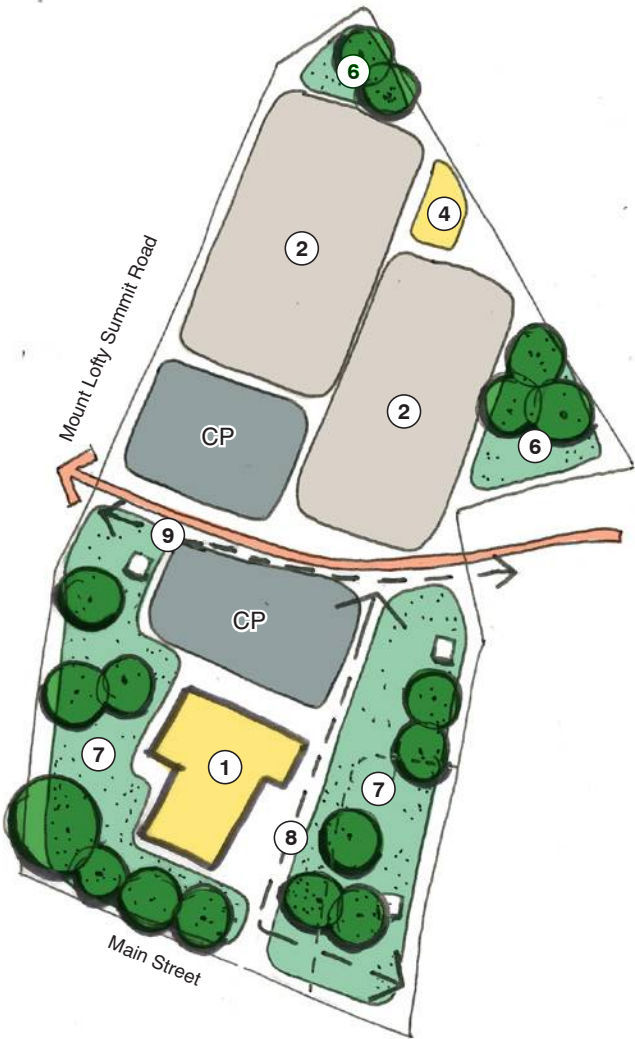
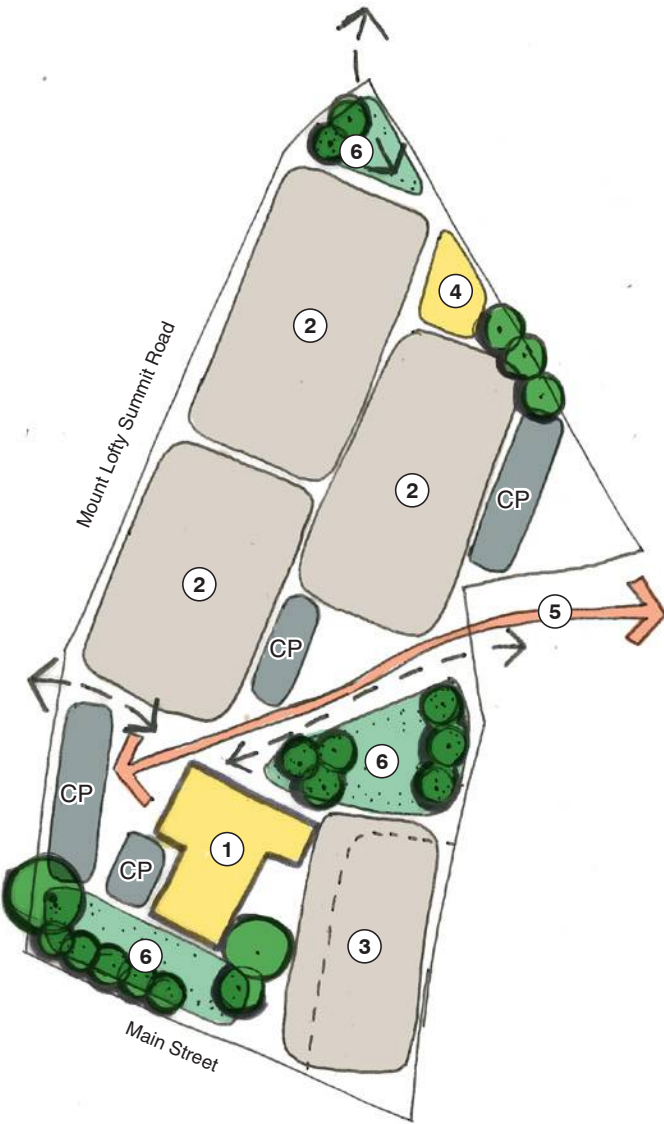
- Positives
- Retain two existing courts for community recreation use
  - Extend Sharrad Court to meet with Mt Lofty Summit Road (one way exit)
  - Pedestrian connections from the main street adjacent the Institute building
  - Expansion of car parking opportunities adjacent the courts and Institute
  - Larger open space areas for community use, including play spaces, open grass areas, shade trees and picnic areas
  - Increase landscape setting for Institute Hall
  - Public toilets and changing amenities to support open space and trail head
- Negatives
- Reduction of courts resulting in reduced capacity for local sporting clubs
  - Need to relocate tennis and netball clubs (feasibility study required)

## 8.4 Civic purpose

- Positives
- Expansion of car parking to support the open space function and informal park 'n' ride (depending on parking restrictions)
  - Inclusion of a civic purpose building to the north of the site- Potential for civil purpose or cultural building with new signalised access on to Mount Lofty Summit Road
  - Stepped pedestrian connections from the main street adjacent the Institute building
  - Larger open space areas for community use, including play spaces, open grass areas, shade trees and picnic areas
  - Increased landscape setting for Institute Hall
  - Public toilets and changing amenities to support open space and trail head
- Negatives
- Removal of all courts
  - Need to relocate tennis and netball clubs (feasibility study required)

1. Institute Hall
2. Existing tennis/netball courts
3. New court (to rooftop of potential service station)
4. Clubrooms
5. Sharrad Court (two way access)
6. Landscape edges with small green spaces
7. Open space with trees, shelter and amenities to support a trail head and community socialisation (to rooftop of potential service station)
8. Pedestrian connections with stepped access to main street (as part of petrol station development)
9. Extension of Sharrad Court (oneway access to Mount Lofty Road)
10. New civic purpose or cultural building with vehicle access

CP Car park





# 9\_Mainstreet Design

## 9.1 Village Main Street Design



*The main street will be transformed into an activated vibrant place with seating, areas for congregation, street trees, urban gardens and pedestrian connections.*

## 9.2 Village Main Street Actions

- 1 Raised pedestrian crossing creating slow speed environment
  - 2 Kerb build outs with tree planting and WSUD treatments
  - 3 Continuous footpath treatments to improve pedestrian access and safety
  - 4 Retention of on-street parking to maintain short term parking along the main street
  - 5 Development of private gardens and outdoor dining to support business and reinforce the village character
  - 6 Improved lighting with banner poles
  - 7 Low speed environment (40kph) with sharrows to improve cycling in the village
  - 8 Development of shared space laneways with improved landscape treatments
  - 9 Potential redevelopment (long term) to increase main street activation with building articulation to street frontage
  - 10 Landscaped car parks to rear of buildings with significant landscape areas to increase shade, amenity and reinforce the Hills context
- A Crafers Hotel  
B The Weekender  
C Cox Place



# 9\_Mainstreet Design

## 9.1 Piccadilly Intersection

To facilitate traffic calming to the Main Street and improving the safety of the Piccadilly Road intersection for vehicles and pedestrians, two options have been explored. These options provide a conceptual understanding of the options that may be possible at this intersection, however a traffic impact assessment will be required prior to implementation.

### T-Junction Option

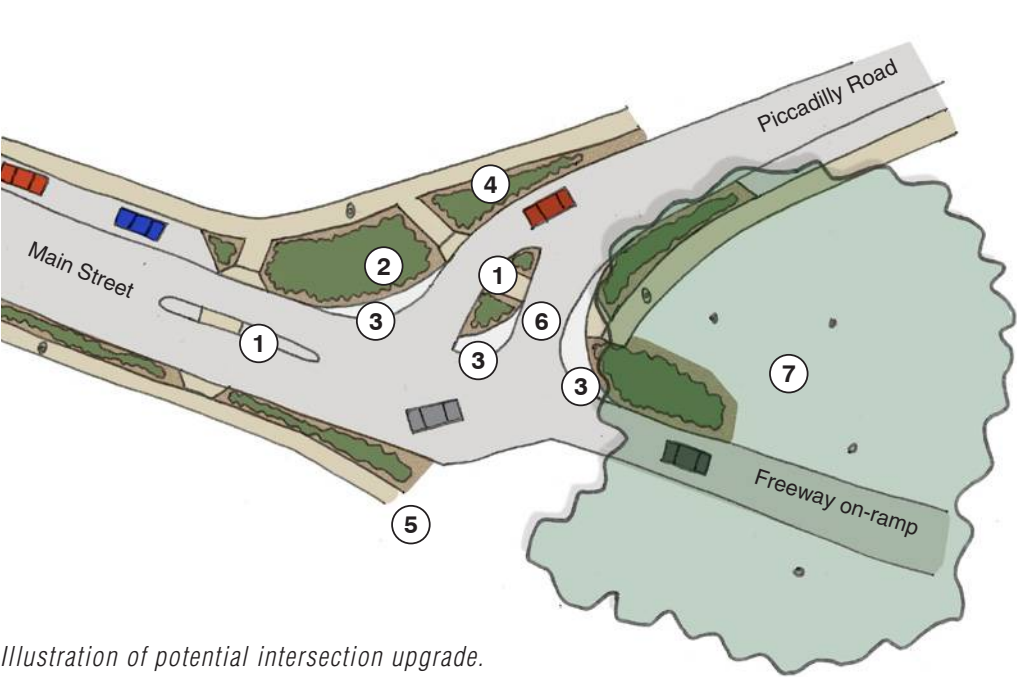


Illustration of potential intersection upgrade.

- 1. Pedestrian crossing with refuge in median
- 2. Removal of 'slip-lane' left turn into Piccadilly Road allowing traffic to slow during the turn improving pedestrian safety
- 3. Overrun areas for large turning vehicles
- 4. Garden beds
- 5. Connection to Pioneer Women's Trail to Stirling
- 6. Left turn to freeway or right turn to main street
- 7. Retention of trees to corner

### Roundabout Option

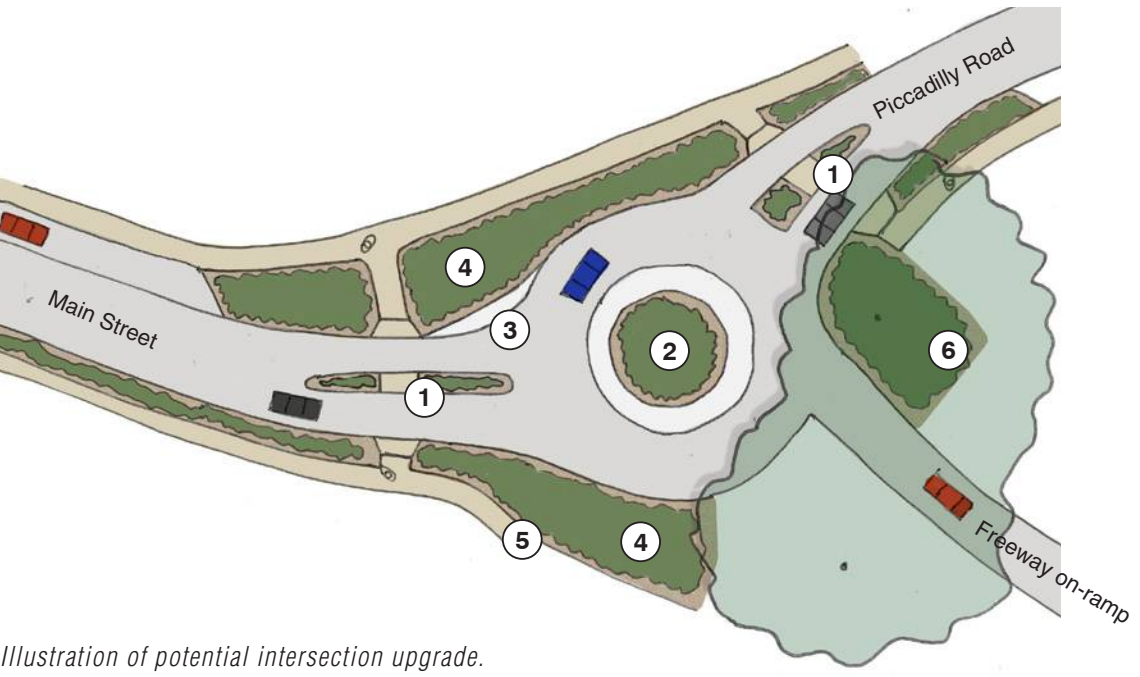


Illustration of potential intersection upgrade.

- 1. Pedestrian crossing with refuge in median
- 2. New roundabout to slow traffic entering both Piccadilly Road and the freeway on-ramp
- 3. Overrun areas for large turning vehicles
- 4. Garden beds
- 5. Connection to Pioneer Women's Trail to Stirling
- 6. Removal of some trees required to corner

# 10\_Design Palette

## 10.1 Style Guide

The principle aim of the design guidelines is to attract more visitors to stay in the town centre longer. The selection of street furniture, materials and landscapes must reflect the intent of the design guidelines and the associated projects.

Much of the character of Crafers comes from the heritage character and the authentic hills landscape of the Adelaide Hills. These values are contained in the architecture of the buildings, walls, fencing and landscapes through the use of building materials such as stone, aged metals, brick and timber. These materials reflect the history of Crafers and exhibit the idea of permanency and quality. Opportunities to reflect stories and narratives within the public realm should be realised with considerate applications.

The style guide does not propose to simply copy the historical context of the town centre, but considers relevant design responses, which are unique, confident and progressive, and will deliver outcomes that match the future expectation of the Crafers community.

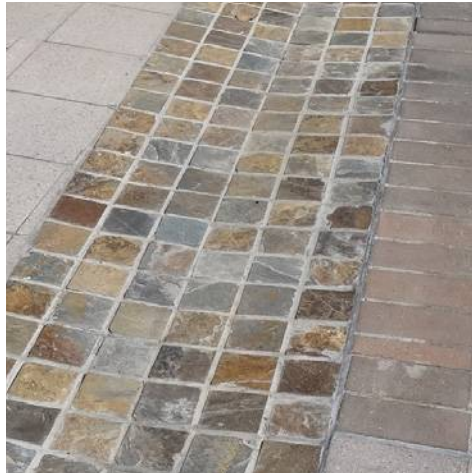
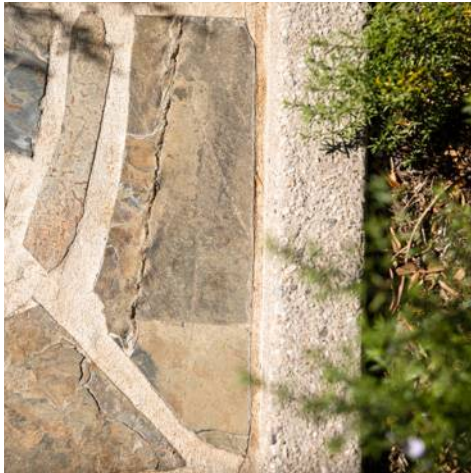
The following pages provide details and imagery of the suggested character in relation to the urban design and landscapes of Crafers.

## 10.2 Surface Treatments

- Vary use of hard surface materials (paving, exposed aggregate concrete and compacted gravels) to achieve a range of textures, contributing towards a more diverse and visual experience.
- Paving elements should be robust and incorporate the use of one or two tones in paving in line with the surrounding character with a contrasting colour incorporated in the banding (stone, brick, concrete paver) to highlight significant locations or reflect heritage architecture.
- Future paving along Main Street should be high quality, brick paver with a lighter colour banding (stone, brick, concrete paver). Aged steel edging and stone kerb detailing should be used to reinforce the main street.
- Paving throughout the remainder of the village centre should consist of smaller straight edge pavers or exposed aggregate concrete lighter in colour with darker smaller format/stone banding.
- Rustic elements such as aged steel, stone and timber can be incorporated to provide connections with the historic context of the town centre as edging and highlight details.
- Artistic elements such as mosaic tiles, shot blasted patterns or cast in metal details can be incorporated to provide interesting elements that highlight and recognise the indigenous and pioneer heritage of Crafers.

## 10.3 Structures and Furniture

- Materials should be selected for their robust nature requiring little maintenance such as stone, seasoned timbers, brick and metal that are aesthetically pleasing, reinforce permanence and feature weathered textures.
- Structures and street furniture should comprise of natural features and forms and respond to the surrounding hills landscape.
- Proposed structures should be designed or selected to maximise the provision of comfort and amenity while maintaining an appropriate scale in relation to the built form of the village.
- The suite of furniture should allow for subtle changes in detailing or combination of materials to be applied to reinforce or highlight areas of importance.
- Designs should be highly functional.
- Bespoke structures and furniture to incorporate artistic combinations of materials such as timber, stone, glass, stainless steel, ceramics and exposed aggregate that serve as both functional and aesthetically pleasing art pieces in themselves.





10.4 Lighting

- An appropriate selection of lighting that reflects the historic context of the town centre without reproduction or faux replication.
- Light selections should minimise light spill and light pollution and minimise the impact of lighting infrastructure.
- Lighting should be robust, resistant to vandalism, easy to maintain, efficient (LED) and provide security and facilitate access.
- Strip and focused beam lighting elements should be included on the ground plane for directional emphasis and in the illumination of congregation spaces.
- Use of lighting effects to enhance art pieces, prominent architecture and mature trees of architectural grandeur should be incorporated to coordinated effect.

10.5 Landscape

- Vegetation selected for seasonal attributes, hardiness and should contribute to native species habitats.
- Hardy, drought and frost tolerant native species incorporated through landscape treatments.
- Promote bushfire resilience through appropriate vegetation selections.

Trees

Liriodendron tulipifera  
Ginkgo biloba  
Quercus rubra  
Zelkova serrata  
Lagerstroemia indica  
Liquidambar styraciflua  
Acer x freemanii ‘Autumn  
Blaze’

Plants

Correa glabra  
Grevillea lavandulacea  
Hardenbergia violacea  
Philotheca myoporoides  
Plectranthus argentatus  
Raphiolepis indica  
Syzygium australe  
Westringia fruticosa  
Chrysocephalum apiculatum  
Goodenia ovata  
Myoporum parvifolium





# 11\_Recommendations

## 11.1 Key Priorities

- ① Public space upgrades
- ② A coordinated landscaping approach throughout Crafers
- ③ Traffic calming to the main street
- ④ Raised pedestrian crossings to the main street
- ⑤ Improved pedestrian experience along footpaths
- ⑥ Develop a long term strategy for the tennis and netball courts/clubs
- ⑦ Investigate expansion of the Park'n'ride
- ⑧ Improved way finding and signage to mainstreet as well as trail heads into the hills
- ⑨ On street car parking management
- ⑩ Create places for people to gather and socialise
- ⑪ Improved lighting to the main street
- ⑫ Improved bike infrastructure to facilitate trail heads

*The above recommendations should be supported by the development of a public realm style guide, signage strategy (directional, interpretive and trail head) and any necessary feasibility studies.*





# 12\_Conclusion

Crafrers faces both opportunities and challenges in relation to future development as well as social, economic and environmental impacts. What is apparent is the communities desire for Crafrers to strengthen and grow as a major gateway destination, vibrant main street and valued community asset into the future.

The Crafrers Village Design Guidelines provide a roadmap and long-term strategic directions for the village, ensuring that future actions, proposed developments, public and private investment as well as capital works contribute to achieving the vision for Crafrers.

The concept plan, guidelines and materials palette illustrate a progressive framework of actions for Crafrers. The recommendations contained within this document will require an ongoing commitment from the community, Council, key stakeholders, investors and State Government.

The design guidelines reinforces the character of Crafrers that encourages a collaborative approach to the creation of a vibrant and active main street that incorporates future development demands while ensuring its sense of place and intrinsic heritage character remain intact.

These guidelines are also intended to be used to complement development controls for the Crafrers Mainstreet Village precinct when considering development proposals and thereby facilitate the achievement of the desired outcomes as contained in this document.





---

## **Appendix 2**

### *Community Engagement Outcomes Report – Stages 1 & 2*

---

2020

Adelaide Hills Council

[www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)



# **[CRAFERS VILLAGE DESIGN GUIDELINES ENGAGEMENT OUTCOMES REPORT – STAGE I]**

**JUNE 2020**

[engage.ahc.sa.gov.au](http://engage.ahc.sa.gov.au)

[adelhillsCouncil](https://www.facebook.com/adelhillsCouncil)

[@AHCouncil](https://twitter.com/AHCouncil)

[adelaidehillscouncil](https://www.instagram.com/adelaidehillscouncil)

## Table of Contents

<b>1</b>	<b>Executive Summary .....</b>	<b>3</b>
<b>2</b>	<b>Engagement opportunities and promotion of the project .....</b>	<b>4</b>
2.1	Virtual Community Project Group .....	4
<b>3</b>	<b>Response data and feedback analysis.....</b>	<b>6</b>
3.1	Online Workshops.....	6
3.2	Email Responses.....	9
3.3	Business Survey.....	12
3.4	Pin an Idea on Crafers .....	14
3.5	Vision Board .....	15
3.6	One on One Stakeholder Engagement.....	15
<b>4</b>	<b>Summary and next steps.....</b>	<b>16</b>
4.1	Summary of all feedback received.....	16
4.2	Next Steps .....	18

# 1 Executive Summary

Land in Crafers is at a premium due to the confined nature of the village surrounding the main street, as a result there are a number of competing interests from business and community groups to better and more efficiently make use of land.

In addition, car parking and traffic issues associated namely with the park and ride overflow and the freeway on/off ramps have long caused concern within the community.

Given these continued pressures this project was recognised during the preparation of Council's 2018/19 Budget as an important process to initiate to analyse the existing situation and opportunities for developing a strategy for the long term direction of Crafers.

The aim of this project is to develop an urban design framework for the Crafers commercial village and to consider opportunities for the Netball and Tennis Club land parcel. In addition, the project aims to provide guidance for future development scenarios, carpark locations and public realm improvements within Crafers.

Council invited comments from the community and key stakeholders including local residents, community groups, landholders, business owners and the general public. Anyone with an interest in the project was encouraged to provide feedback.

Feedback could be provided in a number of ways (email, online and phone) from 6 April till 29 May. Due to COVID 19 restrictions the original face-to-face engagement program pivoted to an online format where we encouraged the community to join a virtual project group and partake in three scheduled online workshops. This also included a virtual '[walking tour](#)' video to support and build community understanding of the project.

Additional feedback was sought through direct engagement with business owners and land holders. During the engagement period the online page also provided opportunity for the community to post ideas on a map of Crafers and provide direct feedback or ask questions.

A total of 16 people joined the virtual project group providing valuable local feedback and insights. The virtual walking tour video had 622 views, the online engagement page received 464 visits and of these 336 were aware of the project, 177 informed and 20 people engaging directly with online tools. In addition, there were numerous discussions and email correspondence with landholders, businesses and the general public throughout the engagement process.

This report contains a summary of all feedback received as well as an overview of who we engaged, when we engaged, how we engaged and how the feedback will influence the direction of the draft Crafers Village Design Guidelines.

## 2 Engagement opportunities and promotion of the project

Anyone with an interest in the Crafers main street and surrounds was encouraged to provide feedback. Feedback could be provided by:

- Joining the Virtual Community Project Group and participating in three online workshops across three consecutive weeks (29 April, 6 May and 13 May)
- Using the tools available on the online engagement portal which featured: a map your idea tool, survey, Q&A and a vision board (<https://engage.ahc.sa.gov.au>)
- Emailing the project team ([engage@ahc.sa.gov.au](mailto:engage@ahc.sa.gov.au))
- Posting a letter (Po Box 44, Woodside 5244)
- Calling the project team 8400 0400

All feedback provided was captured by the project team and analysed.

The project was promoted through the Council e-newsletter which is sent to over 6,000 subscribers. In addition we used social media and our online engagement platform to raise awareness of the project. Direct emails were also sent to businesses inviting them to participate.

### 2.1 Virtual Community Project Group

It is worth providing some more detail on this engagement technique so those not involved understand how it was run and to provide a template for future engagement.

#### Pre-COVID – February and March 2020

We sought expressions of interest to be involved in a walking tour and workshop and built a stakeholder list via the Council e-newsletter and social media.

#### COVID – March, April and May 2020

We pivoted our methodology to accommodate COVID social distancing, including a video instead of a walking tour and a virtual community project group which would provide input at three stages.

- Stage 1: initial feedback – brainstorming (3 online sessions)
- Stage 2: refining draft
- Stage 3: reviewing final

We emailed all who had expressed interest in the virtual project group with a [welcome pack](#) of what they can expect. We also called all registered participants ahead of the first session to build rapport and answer any questions about the process including technical IT matters.

The sessions were split into:

- Session 1 - Wednesday 29 April | Purpose: Hello and checking the technology – a chance for us to say hi and check that the webinar platform is working for you.
- Session 2 - Wednesday 6 May | Purpose: Discussion around the analysis undertaken to date followed by the key opportunities for Crafers Village based on four geographical



areas.

- Session 3 - Wednesday 13 May | Purpose: More detailed conversation to explore the community vision.
- Extra optional Session 4 – Wednesday 27 May | Purpose: Meeting Gumeracha Mainstreet Chair, Chelsea Lewis, to understand what is involved in setting up a community group.

Each meeting was conducted via Zoom (video conferencing software) and consisted of a mixture of presentation, breakout groups, polls, chat box and question and answer sessions.

## 3 Response data and feedback analysis

Feedback was provided in a number of ways and response numbers are shown in Table 1.

The online workshop and direct email were the two most popular methods for providing feedback. A summary of all responses are provided below.

Table 1: Response numbers

Feedback type	Number of responses/ participants
Online Workshop Attendance	16
Email	23
Business Survey	4
Pin an Idea on Crafers	11*
Vision Board	1
One on One Key Stakeholder Engagement	4
<b>Total</b>	<b>55</b>

\*It should be noted that there were 35 pins on the map from 11 participants (Figure 4).

All feedback received has been summarised as either an issue or opportunity and allocated to an emergent theme.

### 3.1 Online Workshops

During the online workshops key issues and opportunities were explored with the project group. The workshops consisted of a mixture of presentation, breakout groups and question and answer sessions. All three webinar/workshops were recorded, allowing for detailed review and feedback analysis.

An unedited summary of the feedback gathered during the online workshops is provided in **Appendix 1**. Any identifying data has been removed for anonymity purposes.

#### 3.1.1 Online Workshops Issues Raised by Theme

<i>"Crafers is a carpark (If it looks like a carpark or an on-ramp, everyone will treat the village like a carpark/racetrack)"</i>	<i>"A disconnect to the attractions in the area and region creates a disharmony and friction for business owners and for visitors arriving in Crafers"</i>
<i>"Pedestrians have to wait to cross the intersection and it feels unsafe to do so"</i>	<i>"Crafers at the moment is just a pass through town"</i>

#### Entrances

The group consistently highlighted the impact of the freeway construction and its

legacy on the village. Most notably several comments expressed the notion that the entrance ways and approaches into the village all have an industrial feel, on account of the scale of the road infrastructure and its lack of treatment, tempering or intervention.

### Car Parking

Car parking rated as the most contentious issue. From the feedback this appears to be aggravated by two key factors; insufficient supply of car parking for commuters (Park n Ride) and the impact from over spill that this is having on the surrounding local street network.

A secondary issue was raised with regard to business car parking and the pressure from key businesses on high trade days such as weekends.

### Mainstreet

Pedestrian safety was considered a major issue, influenced by speeding traffic, the wide road and no designated pedestrian crossings.

In addition, there was a general consensus that the wide road, freeway style signage and light poles on the main street are all out of scale and create a disjointed atmosphere that undermines more intimate aspects of the village.

Some comments considered that Crafers lacks coherent landscaping treatments

### Existing Courts

The Crafers Sports and Social Club indicated that they are in desperate need of a fourth court.

But this was balanced by other group members lamenting the lack of general public access to the courts and/or the lack of a diversity of recreation uses/opportunities within this area.

### Open Space

The portion of open space crown land adjacent the retirement facility was considered underutilised and lacked any distinct linkages to the mainstreet.

### Signage

The group consistently highlighted that clearer wayfinding and attraction signage were lacking in Crafers. This was considered detrimental to the visitor experience and creates unnecessary traffic movements through the village.

### Built Form

The built form up to the main street was considered substandard along some stretches and it was considered that in these locations it impacted the overall amenity and experience for users of the main street.

### History and Culture

Feedback indicated that not enough recognition was provided for the indigenous nations of the area, nor the pioneers who established the Crafers village.

### 3.1.2 Online Workshop Opportunities by Theme

<i>"There is a need to increase connections between parking areas and the mainstreet through landscape, footpath and seating"</i>	<i>"Crafers is one of the first villages in the hills, how do we tap into and illuminate this history within the main street"</i>
<i>"Pedestrian friendly environments tend to be more economically prosperous"</i>	<i>"Elevate Crafers as a destination and a trail head for the Hills"</i>

#### Entrances

There was a desire amongst the group to improve the entrance ways to Crafers to create a unique sense of arrival.

#### Car Parking

There was mixed commentary as to whether an expanded Park n Ride would resolve the parking conflicts currently experience around the village. Clearly a holistic approach to Car park management is desired, that considers both physical parking space but also management (parking restrictions) and treatment, to ensure that any expanded parking areas do not detract, but rather contribute to the amenity of the village.

#### Mainstreet

Improving the pedestrian experience was considered one of the key opportunities for the main street. Suggestions centred on the need for formalised pedestrian crossings, traffic calming street treatments, better pedestrian connections, improved landscaping, more points of interest and places to rest.

#### Existing Courts

The feedback demonstrated a need to explore future possible scenarios for the tennis court area, with consideration to the needs of the Crafers Sports and Social Club and the general public and businesses more broadly.

Some suggested that better linkages need to be established between the main street and the courts area.

#### Open Space

Some suggestions considered that the crown land could provide a focal point and encourage residential connection to the park through beautification. There is also an opportunity to integrate both indigenous recognition (landscaping and material selection) and colonial history (i.e. memorial – relocation of existing war memorial).

#### Signage

Improved wayfinding and signage is supported throughout the village. Key areas for opportunity include trailheads for the various hikes that intersect Crafers and link into surrounding attractions (i.e. Mount Lofty, Botanic Gardens, Cleland and Stirling etc.)

### Built Form

There is broad support for improved built form along the mainstreet that supports the pedestrian experience by improving activation and safety. Key areas for improvement are considered along the northern extent of the main street between the service station and the Piccadilly Road intersection.

### History and Culture

There was a suggestion that there is an opportunity for a landmark cultural development that provides something significant and puts Crafers on the map for visitors.

Indigenous recognition within the village was considered a key opportunity. Other suggestions focused on elevating the history of Crafers as one of the hills first villages by leaving clues within the public realm exploring this narrative.

## 3.2 Email Responses

Email correspondence provided insight into a range of issues and provided additional context and awareness outside of the online workshops.

### 3.2.1 Email Issues by Theme

<i>"The freeway destroyed what was a genuine township, fragmented it, and robbed it of features like the town oval and 'common'"</i>	<i>"The medium strip on the bridge and the small sections up towards the bus stop all just consist of weeds and fine rubble/dirt"</i>
<i>"There is limited parking over the bridge even though that's actually where you catch the bus from (I find that quite bizarre)"</i>	<i>"Vehicles accessing the SE Freeway after exiting Upper Sturt Road regularly drive through the heart of this already carved up town at high speed".</i>
<i>"The concrete barrier (for the Crafers off ramp from Adelaide) makes it look like part of the Adelaide 500 track and effectively encourages speed"</i>	<i>"There is no defined footpath to the summit. We routinely see bewildered tourists walking up the main road from the bus stop, with no separation from fast moving traffic (and often no idea where they're going)"</i>

### Entrances

The issue of poorly maintained road reserves on all approaches to Crafers including lack of landscaping, weed prevalence and material selection was considered to detract from the approach into Crafers. In addition the off ramp coming from Adelaide was described as encouraging speeding as opposed to calming it.

### Car Parking

There was concern about the impact of overspill car parking from the park n ride on local streets outside the scope of the project area (including but not limited to Waverley Ridge Road and Hillcrest Avenue).

### Open Space

Feedback highlighted that immediately after completion of the freeway there was virtually no vegetation. That combined with the fact that it's a valley, means that the traffic noise bounces around. With today's massive growth in traffic volume, it was highlighted that without the current vegetation, its unimaginable how noisy it would be.

### Signage

It was noted that only locals know alternative walking routes to the summit, which have little, or no signage. This is considered a safety issue and detracts from the visitor experience.

### History and Culture

Feedback suggested that the Crafers War Monument at its current site is tucked away and out of view.

### 3.2.2 Email Opportunities by Theme

*“Vegetation helps ameliorate the noise of the freeway. While it doesn’t stop it, vegetation creates a visual barrier and as is well known, hiding the source of noise helps change people’s perception of it. Vegetation must be a priority”*

*“Council might consider time-limited parking and enforcing it. If you made all street areas within 1km of the main street as 4 hour zones, the car parking issue would be largely alleviated. Most parking in Crafers is by commuters who are in Adelaide all day”*

---

*“The new third lane between Crafers and Stirling will facilitate construction of a roundabout designed to slow traffic [unlike the Pomona road one]. There is adequate distance for vehicles to gain speed between this proposed roundabout and the freeway, it is also all downhill”*

#### Entrances

There was a suggestion that rationalising the haphazard design/configuration of traffic islands coupled with increased vegetation is necessary to improve the appeal of all road reserve areas and the sense of arrival into Crafers.

#### Car Parking

To address the impact of over spill parking on local streets, there was support for restricting on street parking and offering residents unlimited parking with the display of a valid permit.

In addition there was support for additional parking in the vegetated areas across the freeway, provided they are appropriately screened by vegetation. Some feedback provided that this would be a preference to an expanded Park n Ride on the current site.

There was support for a change to the bus zones. The rationale being that Crafers is where people commute to and park, if they want the cheapest fare. It follows that if the zones were changed even slightly, this would reduce the car parking load in the area.

#### Mainstreet

The opportunity to beautify all the roundabouts in Crafers was supported. There was also a desire to see the Crafers Hall upgraded to allow better community access.

#### Open Space

There is support to preserve existing vegetation and plant more vegetation. Establishing a tree theme was considered an important consideration for future plantings. It was noted that the Liquid Ambers which frame Stirling, do not seem to grow as well in Crafers. Faster growing hardy trees like Canadian maples have been suggested.

#### History and Culture

As one of the original settlements in the Hills creating a sense of ‘village’ or history was identified as an opportunity that needs to be realised in Crafers.

In addition, the need to create a sense of place, or a destination, other than it being a



transport corridor from one place to another was considered vital.

### 3.3 Business Survey

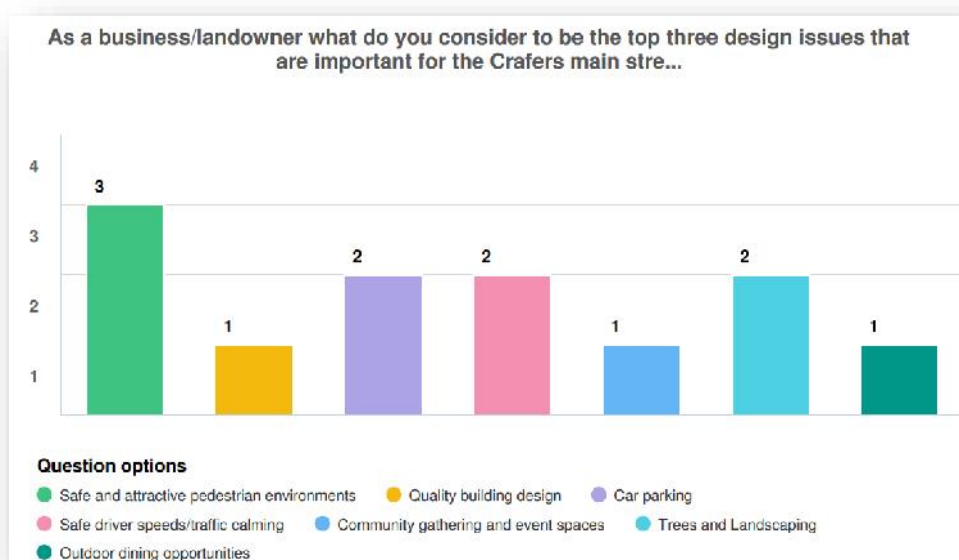
The business survey had a mix of multiple choice, open and closed questions to understand from a local business perspective, what they value and what would support their business.

A total of 13 businesses owners were personally invited to partake in the survey. A total of four businesses completed the survey and a summary of the results are provided below.

#### 3.3.1 Top 3 Design Considerations

The following graphic indicates that a safe and convenient pedestrian environment is the most important design consideration for business owners. This was followed by car parking, reduced speed and landscaping.

Figure 2: Business survey - question 1 results



#### 3.3.2 Building and public realm design outcomes

Participants were asked an open ended question regarding what they considered to be the most useful built form or public realm outcomes to benefit of their business, the following responses were provided:

*"I would like Crafrers to be developed with a 300 space car park on the existing park n ride site. The park would encompass a one above ground level and two below ground level. A vertical garden with a "Welcome to Crafrers" sign planted into the vegetation would be deliberately designed to be seen from the freeway. Such natural signage may be tolerated by the Federal authorities controlling advertising near freeways. The park would incorporate a mini bus service particularly on weekends to provide free transport to hills tourist attractions such as Cleland, Mt Lofty, Botanical Gardens, Hahndorf and wine regions etc. Crafrers can then be developed in many ways to create*

*a vibrant commercial hub integrating the history of Crafers with a beautiful hills setting. Crafers needs a reason to exist!!"*

*"Classic buildings and garden like design"*

### 3.3.3 Customer Insights

Participants were asked to share any customer insights they may have gleaned since operating their business, the following responses were provided:

*"Existing businesses and their customers are hamstrung by the lack of public parking. Solve the parking issues and new businesses and destinations will be created by the commercial opportunities resulting therefrom. There are few reasons for people outside of the local community to visit Crafers"*

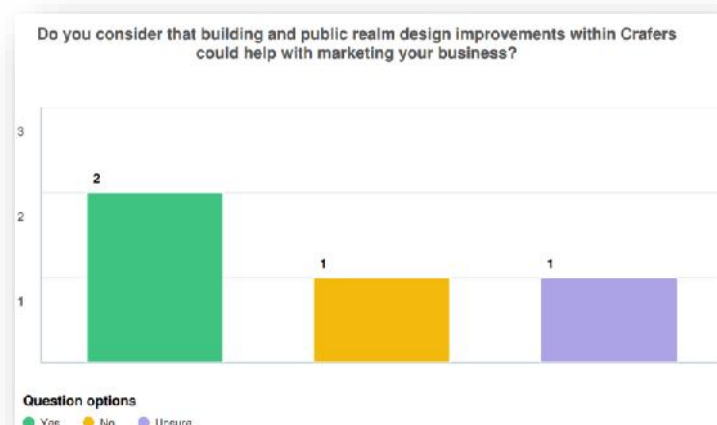
*"A safe place to find an easy carpark with smooth and easy access"*

*"Peaceful outdoor resting area"*

### 3.3.4 Marketing

Participants were asked whether they considered that building and public realm design improvements within Crafers could help market there business. The graphic indicates that two of the survey participants considered that it could with one suggesting it wouldn't and one unsure.

Figure 3: Business survey - question 4 results



### 3.3.5 Vision

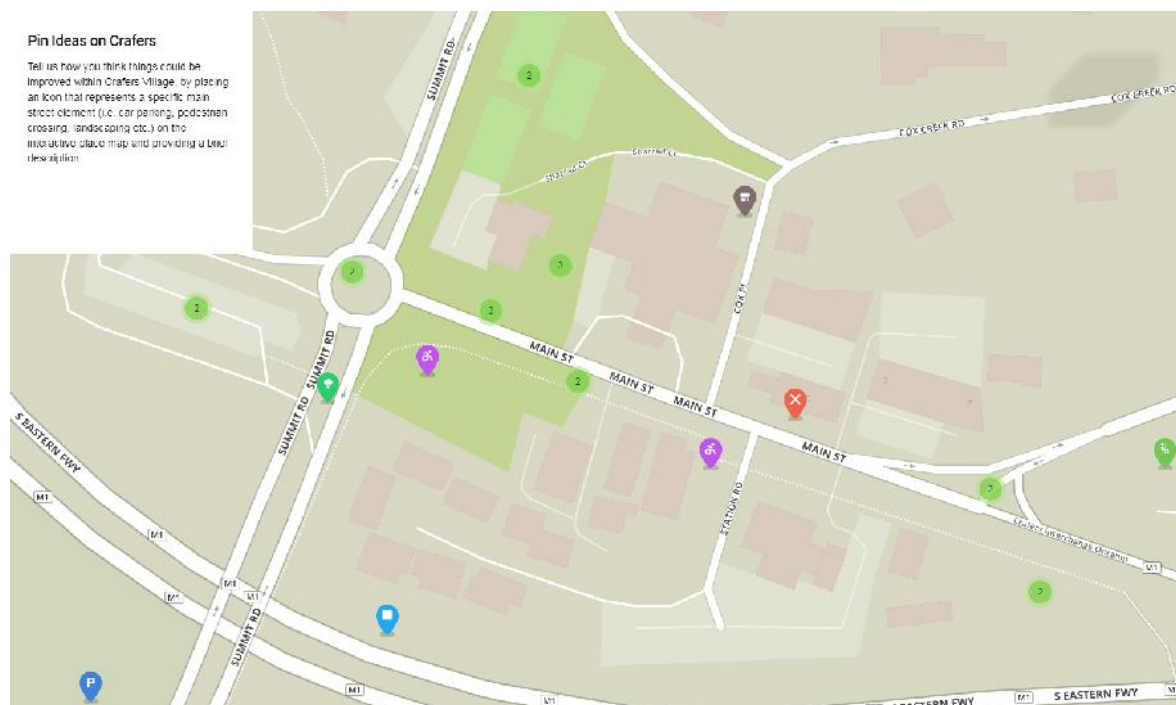
The final survey question asked participants what their future vision for Crafers was, the following feedback was received:

*"Crafers will be the true gateway to the Adelaide Hills. It will be a transport and tourist hub which will bring unique businesses into Crafers thus creating a vital Main Street to the benefit of locals and visitors. The natural beauty of the historical village of Crafers will be appreciated by all South Australians and its visitors"*

### 3.4 Pin an Idea on Crafers

Anyone with an interest in the project was invited via the project YourSay page to use the interactive mapping tool and pin their ideas on Crafers. The online tool generated a high traffic volume and most importantly received 35 contributions from 11 visitors.

Figure 4: A screenshot of the activity on the online map tool (Click on map to be directed to the live page)



#### 3.4.1 Idea Highlights

Below provides a sample of some of the highlights from the mapping tool. Please click on the above map to view all 35 contributions on the YourSay page.

Table 2: Example of online map tool feedback received

Location	Idea pinned on map by participants
<b>2 Main Street, Crafers (Institute)</b>	"Toilet facilities already exist here so it makes sense to offer these publically"
<b>2 Main Street, Crafers (Institute)</b>	"Many people use walking tracks so having a few water fountains makes sense"
<b>10 Main Street, Crafers (Piccadilly Intersection)</b>	"A roundabout is essential at this junction to slow traffic entering the Freeway"
<b>Crafers</b>	"Pick a beautiful street tree which grows well in our unique microclimate and plant on the round abouts, verges, and up main St and Piccadilly road"
<b>Summit Road, Crafers</b>	"People often walk up Summit Rd to get to Mt Lofty, as they don't realise they can join a track into Cleland. There is ample signage already, but perhaps some signage at walking level on Summit Road, pointing people up Pottery Drive or other alternatives"
<b>Public Space (Institute &amp; Courts)</b>	Bush tucker garden and interactive children's playground

**South Eastern Freeway, Crafers**

Noise pollution in Crafers is unacceptable. Barriers lined with trees would assist with noise control. Freeway noise is a significant issue in the Crafers precinct.

### 3.5 Vision Board

Following the online workshops participants were invited to post their vision statement for Crafers on the vision board set up as an online tool on the YourSay page. The following vision statements were provided:

<i>"A pedestrian friendly environment"</i>	<i>"Deciduous plantings mixed with landscaped natives. Less nandina, more native heath, bush pea and wattle"</i>
<i>"Things flowering year round with plantings focusing on being pollinator- friendly"</i>	<i>"A cyclist haven - repair station, benches to meet friends, flexible car parking space which could double as outdoor dining or to host pop up shops e.g. flower shop, apple farm etc"</i>
<i>"Places to store/ lock up bikes while having a coffee"</i>	<i>"Concrete infrastructure planted up as much as possible"</i>
<i>"A sense of welcome and friendliness to visitors"</i>	<i>"Beautiful, family friendly, environmentally friendly"</i>
<i>"Adelaide Hills Journey/ adventure starter – i.e./ walking tracks/Cleland/ shops etc"</i>	<i>"Quaint – village feel"</i>

It is noted that underling vision is a notable appetite within the resident and business community to rectify some of the 'past wrongs' and move Crafers into a more defined and brighter future.

### 3.6 One on One Stakeholder Engagement

A handful of key sites held in private ownership within the village have the potential to influence the future built form outcomes within the Crafers village. As such one on one stakeholder engagement was undertaken with the following groups:

- Ateliers
- Crafers Hotel
- AMPM Petrol Station
- Clayton Church Homes



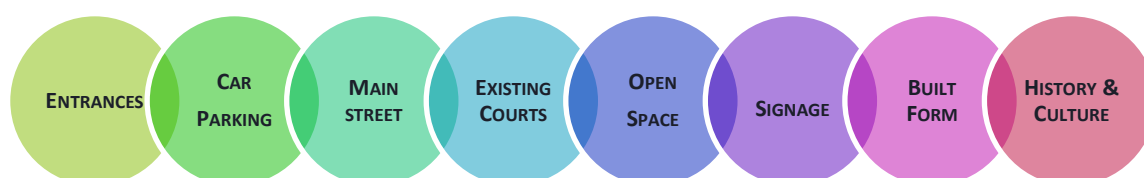
## 4 Summary and next steps

The engagement process demonstrated innovation through the Covid-19 pandemic and enabled interactions and feedback from a wide range of residents and businesses. Most importantly the process uncovered a shared passion amongst the participants to create a better Crafers. The discussions stimulated by the engagement process have provided a wealth of insight and genuine solutions that will feed into the Crafers Village Design Guidelines.

### 4.1 Summary of all feedback received

This section has further refined the direction for the Guidelines using all of the feedback provided during the community engagement process. Figure 5 illustrates the eight key themes that emerged through the engagement process. The direction for each theme has been expanded on below. It is noted that it will be critical to address these if the Guidelines are to meet the community's expectations.

Figure 5: Key themes emerging from feedback



#### Entrances

- Extend the character of Crafers Villages along the entrance roads, including;
  - Waverly Ridge Road
  - Summit Road
  - Piccadilly Road
- Increase the sense of arrival along the off-ramp
- Create a well-landscaped setting to the village reflective of the Hill's character)

#### Car Parking

- Need to increase car parking capacity
- Change timing restrictions and fare structure to discourage all-day parking
- Reconfigure parking areas to increase legibility and capacity
- Explore the potential for multi-function car parking spaces
  - Landscape treatments (woodland car park)
  - Sports courts
  - Market space
  - Skate/Scooter plaza

#### Mainstreet

- Reinforce the role of the mainstreet as a community destination
- Create a slow-speed environment

- Increase the public realm and improve pedestrian access, including;
  - Wider footpaths
  - Additional pedestrian crossing points
  - Improved facilities at bus stops
  - Rest stops and seating
- Kerb build-outs and narrowed carriageway width to reduce dominance to vehicles
- Maintaining on-street parking
- Increase signage to encourage the promotion of businesses and connections to the wider area (trailhead)
- Improved landscape treatments (signature trees to create a landscape destination)

### Existing Courts

- Review the issues and opportunities associated with development alternatives, including;
  - Retention of existing courts and development of fourth (court location, parking and access)
  - Reduced courts (2), increased public open space and increased car parking
  - Explore other uses for community land

### Open Space

- Improve the quality of open space in the village, particularly the development of a playground
- Increase footpath connections and links to the mainstreet
- Upgrade the Crown Land open space

### Signage

- More signage to increase the legibility of the village
- Different scales of signage information across the village and wider region, promoting;
  - Local business
  - Walks and cycle paths
  - Historical and cultural destinations
  - Trailhead to the national parks
  - Tourist destinations
  - Public service information (parking and transport)

### Built Form

- Conjoining of land parcels to increase access, parking capacity and legibility across the village
- Reconfiguration of building and land parcels to increase;
  - Activation of the mainstreet
  - Increase opportunities or open space and landscape areas
  - Increase car parking provision
  - Improve and reflect the heritage character and architectural value of the

mainstreet

- Development opportunities service station (private land)

### History And Culture

- Increase Indigenous interpretation (trade and migration routes through the village)
- Increase European histories
- War Memorial relocation
- Integrate weighbridge and other historical stories, elements and artefacts

## 4.2 Next Steps

The next steps for this project will be:

- Circulate draft Crafers Village Design Guidelines to the Adelaide Hills Elected Members
- Circulate draft Crafers Village Design Guidelines to all previous engagement participants for review and comment (part of Phase 2 engagement activities)
- Initiate Phase 2 of the Engagement Plan
- Review any comments or suggestions received during Phase 2 engagement
- Finalise Crafers Village Design Guidelines accordingly
- Present the Final Crafers Village Design Guidelines to the Elected Members at an August Council Meeting for endorsement – Date to be confirmed.





# 2020

Adelaide Hills Council

[www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)



## [CRAFERS VILLAGE DESIGN GUIDELINES ENGAGEMENT OUTCOMES REPORT – STAGE II]

DRAFT

## Table of Contents

1	Executive Summary .....	4
2	Engagement opportunities.....	5
3	Response data and feedback analysis.....	6
4	Summary and next steps.....	13

DRAFT

# 1 Executive Summary

Land in Crafers is at a premium due to the confined nature of the village surrounding the main street, as a result there are a number of competing interests from business and community groups to better and more efficiently make use of land.

In addition, car parking and traffic issues associated namely with the park and ride overflow and the freeway on/off ramps have long caused concern within the community.

Given these continued pressures this project was recognised during the preparation of Council's 2018/19 Budget as an important process to initiate to analyse the existing situation and opportunities for developing a strategy for the long term direction of Crafers.

The aim of this project is to develop an urban design framework for the Crafers commercial village and to consider opportunities for the Netball and Tennis Club land parcel. In addition, the project aims to provide guidance for future development scenarios, carpark locations and public realm improvements within Crafers.

Following stage 1 engagement the Draft Crafers Village Design Guidelines were developed and Council invited comments from the community and key stakeholders including local residents, community groups, landholders, business owners and the general public, with a particular focus on those previously engaged in Stage 1.

Feedback could be provided in a number of ways (online survey, email and phone) from 10-31 July. Due to Covid-19 restrictions easing, an in person turn page event was also held with the virtual project group involved in the Stage 1 engagement process.

A total of 8 people attended the turn page event providing countless insights and feedback on the draft. The online engagement page received 650 visits, with 20 participants providing feedback via the survey tool. In addition, 14 direct email responses were received by the project team.

This report contains a summary of all feedback received as part of the Stage 2 feedback as well as an overview of who we engaged, when we engaged, how we engaged and how the feedback will assist to further strengthen and revise the Crafers Village Design Guidelines.



## 2 Engagement opportunities

Anyone with an interest in the Crafers main street and surrounds was encouraged to provide feedback on the draft Crafers Village Design Guidelines. Feedback could be provided by:

- Using the tools available on the online engagement portal which featured: a map your idea tool, survey, Q&A and a vision board (<https://engage.ahc.sa.gov.au>)
- Emailing the project team ([engage@ahc.sa.gov.au](mailto:engage@ahc.sa.gov.au))
- Posting a letter (Po Box 44, Woodside 5244)
- Calling the project team 8400 0400
- Attending the turn page event (restricted to the Virtual project Team due to social distancing)

All feedback provided was captured by the project team and analysed.

### 3 Response data and feedback analysis

Feedback was provided in a number of ways and response numbers are shown in Table 1.

Table 1: Response numbers

Feedback type	Number of responses/ attendees
Online Survey	21
Email	14
Turn Page Event	8
One on One Key Stakeholder Engagement	3
<b>Total</b>	<b>45</b>

The online survey and direct email were the two most popular methods for providing feedback. A summary of all responses is provided below.

The feedback has been summarised into two groups either 'refinement recommended' or 'contrasting view' and allocated to a key theme.

A key aim of this engagement was to understand from the participants what they consider to be a priority based on the recommendations of the Draft Crafers Village Design Guidelines. The results to this can be found under Key Recommendations.

#### 3.1 Online Survey

The survey had a mix of open, and multiple choice questions targeted at both past and new engagement participants.

A total of 4 past participants provided feedback via the survey, of those 4 they all agreed that the draft Crafers Village Design Guidelines was representative of the discussions held during the virtual engagement meetings.

The remaining 16 survey participants were new to the project and were providing their feedback for the first time. A summary of the results are provided below.

##### 3.1.1 Refinement Recommended - Headline Quotes

*"Crafers needs points of interest to attract visitors and make it place for locals to stop e.g. gardens, playgrounds, street sculptures, an outdoor museum depicting the indigenous culture and the social history of the area"*

*“The entry to Crafers off the Freeway needs serious thought and a possible reconfiguration to provide better parking, landscaping and cycling access in the vicinity of the Church”.*

*“The inclusion of additional park and ride areas on the other side of the Freeway is a great idea!”*

*“There are some errors in the text typos mostly. Please correct”.*

*“Trail head is a great idea - there are numerous great walks in the area that should be promoted”.*

### 3.1.2 Refinement Recommended by Theme

#### Entrances

There is a consensus among the participants that the entrance to Crafers is completely underwhelming. Additional suggestions to those already tabled in the Stage 1 engagement and refinement includes the following:

- Realignment of the off-ramp into Crafers
- Pedestrian shelter linking the park n ride with the bus stops adjacent Waverley Ridge Road
- Create a sense of arrival with a defined entry statement using natural materials, stone and greenery on the off ramp side after the roundabout, and
- Rid the town of the concrete barrier on the off ramp.

#### Car Parking

Car Parking again proved to be hot topic for the second stage of engagement with the following feedback provided:

- a lack of ‘kiss and drop’ capacity near the main bus stops is creating dangerous traffic situations, and
- Supporting infrastructure such as bus ticket purchases machine is required.

In terms of refining the draft the following suggestions were made:

- More detail on access and car parking around the Hotel and Jimmies was desired
- Two parking areas adjacent to Waverely Ridge Road considered excessive. Preference for only one to be developed where the current road works depot has been established (south eastern site).

### Mainstreet

There was a general consensus among those who support traffic calming and a better pedestrian experience to install pedestrian crossings (raised if possible) on the main street, a roundabout at the Piccadilly intersection and provide a coordinated landscaping approach to improve amenity.

One participant favoured street lights with a French provincial character. In addition a preference for fire retardant trees was noted.

### Existing Courts

The Crafers Tennis and Netball club were pleased to see that a feasibility study would be required for the tennis & netball Clubs to move from the current location. The club considers that a turn-key option would need to be provided to move from the current location.

### Open Space

There was general support for improved open space outcomes. It is noted that a separate round of engagement would be undertaken should these spaces undergo redevelopment to understand how the community would prefer to use them.

### Signage

There was recognition that the trailhead concept picks up on a fantastic opportunity to link the existing trails network in a meaningful way.

Other specific feedback considers that there needs to be clear signage particularly for tourists regarding where the stop is for city bound buses.

### Built Form

Although addressing the noise from the freeway was considered important, participants were general cautious about 3 storey development within the village.

### History and Culture

Focusing on Crafers History, both indigenous and other was again considered really important.

#### 3.1.3 Contrasting Views – Headline Quotes

*“There are very few pedestrians on the existing footpaths and it is quite rare to anyone crossing the road , as most patrons of the hotel park in the hotel car park. The existing pedestrian crossings are more than adequate”.*

*“It seems as you are turning Crafers into a giant car park”*



*“The three story apartments you have pictured are also not really in keeping with the area”*

*“Hugely resent the use of land over the bridge as further potential car parking areas”.*

### 3.1.4 Contrasting Views by Theme

#### Car Parking

There was opposition regarding the use of land adjacent Waverley Ridge Road for additional car parking.

#### Mainstreet

Due to the nature of the mainstreet as a connection between various locations there was opposition to the installation of raised pedestrian crossings and lower speed limits due to concern regarding congestion and the need to keep traffic flowing.

#### Existing Courts

There was some opposition to the idea of removing the tennis and netball courts entirely from the village.

#### Built Form

There was general opposition to three storey development within the village. Notwithstanding participants understood the need to provide housing diversity and choice.

## 3.2 Email Responses

Email correspondence provided insight into a range of issues and provided additional feedback in addition to the survey.

### 3.2.1 Refinement Recommended – Headline Quotes

*“The development of Crafers Village has great potential and is a worthwhile proposal that puts forward some great ideas to achieve the goal of transforming Crafers Village into a useable community space and tourist destination”*

*“If this plan gets off the ground, it could be the re-birth of a town, which was destroyed by the building of the Freeway half a century ago”.*

### 3.2.2 Refinement Recommended by Theme

#### Entrances

Improving the visual cues and sense of arrival when entering Crafers was again considered an important refinement to elevate.

#### Car Parking

It was suggested that electric vehicle charging facilities in car parks should be promoted, in addition to long vehicles i.e. RV's and Caravan parking facilities.

#### Main Street

Feedback regarding mainstreet development sought to further promote surface treatments, lower speeds, shared use environment and main-street carriageway narrowing.

Other participants sought acknowledgement of digital connectivity capacity and security measures including CCTV and lighting options.

One participant felt that the priority on cycling and pedestrian connections necessitated an alternative road linkage from Mount Lofty Summit Road around the back of the existing tennis courts to link to Sharrad Court, Cox Creek Road and then to Piccadilly Road.

#### Open Space

Commentary supporting bushfire resilience and safety through fire breaks and appropriate planting was suggested.

#### Signage

More detail on what signage could look like and where it would be focussed is considered lacking from the document.

### 3.2.3 Contrasting View – Headline Quotes

*“Instead of making Park and Ride easier and providing yet more parking, how about getting rid of it altogether? Put it in someone else’s backyard! Failing that, make it less intrusive and ugly”*

*“There is no practical reason to reduce or limit street parking on Main Street”*

*“The only safe way is to provide a “walking bridge” across main street”.*

### 3.2.4 Contrasting Views by Theme

#### Car Parking

Feedback suggested that reducing or limiting parking either permanently or through management would only aggravate local residents.

#### Mainstreet

Feedback regarding mainstreet intervention included opposition to the roundabout at Piccadilly Road intersection, traffic calming measures that impact traffic flow, zebra crossing near the Waverley Ridge Rd Roundabout and a general disdain for anything that would interrupt the current traffic situation.

### 3.3 Turn Page Event

Following the easing of COVID-19 restrictions the project team took the opportunity to invite the community project group to a ‘turn page’ event held on Monday 27 July 2020. This was simply an opportunity to present the draft Design Guidelines and take any questions from the group. A total of 8 participants from the community project group attended the event.

Their feedback has been noted as comments in (Appendix xx)

### 3.4 Ongoing dialogue with Key Stakeholder

Representatives of the AMPM Petrol Station site provided feedback on the outcomes depicted adjacent to the Crafers Institute building, notably a retail component at ground level and rooftop public open space.

### 3.5 Key Actions

As part of the Stage 2 Engagement process participants were asked to rank in order of priority what key actions you think should be the focus of investment/effort in the Crafers Village over the short to medium term. The below image indicates in what actions are considered a priority

running from highest to lowest:

OPTIONS	AVG. RANK
Public space upgrades (including pocket of crown land and surrounding the Institute)	4.80
A coordinated landscaping approach	5.35
Traffic Calming (reduced speed limit, intersection upgrades, kerb buildouts etc)	5.40
2x Raised pedestrian crossing installations on the mainstreet	5.50
Improved pedestrian experience	5.60
A long term strategy for the tennis/netball courts	6.35
Park n Ride upgrade/expansion	6.50
Improved wayfinding and Signage	6.85
On street car parking management	7.10
Placemaking (pop up markets, community garden, art installations etc.)	8.05
Improved lighting	8.20
Bike infrastructure (bike lanes, parks etc.)	8.30

This information will be used to inform the Key Recommendation section of the Design Guidelines.



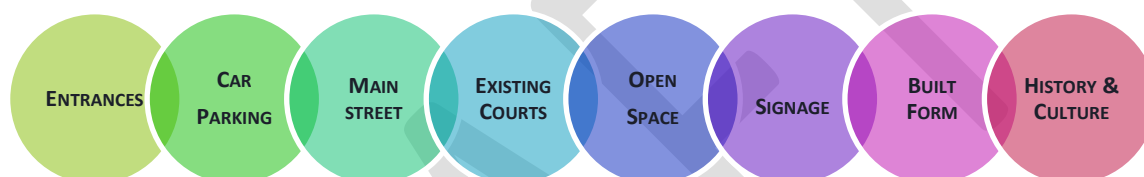
## 4 Summary and next steps

Overall the engagement process is considered to have been highly successful demonstrating innovation through the Covid-19 pandemic and engaging with a wide range of residents and businesses. Most importantly the process uncovered a shared passion amongst the participants to create a rejuvenated Crafers, and the discussions the engagement process stimulated have provided a wealth of insight and genuine solutions that will feed into the final version of the Crafers Village Design Guidelines.

### 4.1 Summary and Response

This section has further refined the direction for the Guidelines using the feedback provided during the stage 2 community engagement process. The direction for each theme has been expanded on below. An additional line of commentary has been provided below each item to confirm the final outcome.

Figure 5:



#### ENTRANCES

- Further refine the sense of arrival along the off-ramp by providing additional detail and recommended location for a potential entry statement.  
*Outcome: The montages have been updated to reduce visibility of the concrete wall on the off-ramp*
- Consider whether a realigned off-ramp would provide multiple benefits and justify a mention as a long term consideration and the Vehicle Movement and Parking section.  
*Outcome: consideration to a potential realignment of the freeway off is considered to sit outside of the scope of this document and has not been included. This may require further analysis as part of a future Traffic Impact Assessment.*

#### CAR PARKING

- More detail on access and car parking around the Hotel and Jimmies  
*Outcome: The car park between the Hotel and adjoining building has been retained as one area in the Guidelines, with any level changes to be considered at future detailed design stage.*
- Remove the western car park adjacent to Waverely Ridge Road. Preference for only one to be developed where the current road works depot has been established (south eastern site).  
*Outcome: Revised park and ride expansion reduced to the one location on the southern side of the freeway. Note: as this is furthest from the existing bus stops, there will need to be pedestrian connections created.*

- Consider including reference to electric vehicle charging facilities in car parks, in addition to long vehicles i.e. RV s and Caravan parking facilities. This could be accommodated as an action under the Vehicle Movement and Parking section.

*Outcome: Two EV charging locations depicted at the Park n Ride*

## MAINSTREET

- Carefully consider and pose the preferred the sequencing of any intervention along the mainstreet that would impact traffic flows. Provide guidance and a greater level of detail regarding each intervention.

*Outcome: Two options for the Piccadilly Rd intersection have been developed, including a roundabout. The consideration and sequencing of the main street interventions is another level of detail which sits below this document and should be considered in future works*

## EXISTING COURTS

- No additional recommendations

## OPEN SPACE

- Promote bushfire resilience through appropriate vegetation recommendations

*Outcome: The Landscape guide encourages bushfire resilience through appropriate vegetation selections.*

- Increase footpath connections and links to the mainstreet

*Outcome: Additional pedestrian connections added to the Concept Plan and Pedestrian Access and Cycling plans.*

- Upgrade the Crown Land open space

*Outcome: This has been identified by the community and stakeholders as the number one key priority for Crafers*

## SIGNAGE

- Elevate signage within the document to better capture the theme direction from stage I engagement and provide high level guidance for future signage. This could be accommodated via an addendum to the style guide.

*Outcome: An action has been included to develop a signage guide for Crafers rather than including all the signage details in this document*

## BUILT FORM

- Reduce building height to 2 storeys on retirement village site.

*Outcome: The building heights adjacent the freeway have been reduced to read as 2+ storeys with careful consideration of the surrounding context and landscape*

## HISTORY AND CULTURE

- Elevate history and cultural recognition within the document to better capture theme direction from stage 1 engagement. This could be potentially accommodated via an addendum to the style guide.

*Outcome: The document includes cultural recognition by acknowledging that lands of traditional owners. It also recommends surface treatments and material selections under the Design Palette that highlight and recognise the indigenous and pioneer heritage of Crafers.*

### 4.2 Next Steps

The next steps for this project will be:

- Finalise Crafers Village Design Guidelines based on Phase 2 Feedback
- Present the Final Crafers Village Design Guidelines to the Elected Members at an August Council Meeting for endorsement – 15 December 2020.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.5

**Responsible Officer:** Natalie Westover  
Manager Property Services  
Corporate Services

**Subject:** Declaration of Public Road – Houghton and Aldgate

**For:** Decision

---

**SUMMARY**

The purpose of this report is to seek a resolution to declare Allotment 13 Horn Street, Houghton and Allotment 51 Strathalbyn Road, Aldgate as public roads in accordance with Section 208 of the *Local Government Act 1999* (the Act)

Allotment 13 in Deposited Plan No. 26030 contained in Certificate of Title Volume 5421 Folio 887 and Allotment 51 in Deposited Plan No. 82071 contained in Certificate of Title Volume 6058 Folio 751 ("Land") are land parcels previously held by the Commissioner of Highways and transferred to Adelaide Hills Council on 10 November 2020, refer **Appendix 1**. It was a condition of the transfer of the land that the Council subsequently declare the land as public road.

Pursuant to Section 208(4) of the Act, where a Council declares land to be a public road, the Council must cause a copy of the declaration to be published in the *Government Gazette* and the declaration as public road does not take effect until the publication of the *Government Gazette*.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. To declare Allotment 13 in Deposited Plan No. 26030 contained in Certificate of Title Volume 5421 Folio 887 being Allotment 13 Horn Street, Houghton as public road pursuant to Section 208 of the *Local Government Act 1999*.
  3. To declare Allotment 51 in Deposited Plan No. 82071 contained in Certificate of Title Volume 6058 Folio 751 being Allotment 51 Strathalbyn Road, Aldgate as public road pursuant to Section 208 of the *Local Government Act 1999*.
  4. To authorise the publication of the resolution in the *Government Gazette* as required by section 208(4) of the *Local Government Act 1999* to declare the roads to be public roads.
  5. To delegate to the Chief Executive Officer to execute the necessary documentation to give effect to this resolution.
-



## 1. GOVERNANCE

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

#### *Strategic Plan 2020-24 – A brighter future*

Goal	A functional built environment
Objective B1	Our district is easily accessible for community, our business and visitors
Priority B1.5	Provide accessibility for the full range of users by ensuring Council's road, footpath and trails network is adequately maintained and service levels for all users are developed and considered
Goal	A Prosperous Economy
Objective E2	Provide Local Infrastructure to drive growth and productivity
Priority E2.4	Manage and maintain Council assets to maximise their utilisation and benefit to the community.

Prior to the Land transfer to Council, the Council maintained the road infrastructure on the Land for the benefit of the community.

To ensure the appropriate level of liability insurance is maintained and that the Land is legally accessible by the Council to maintain and available to the general public for access purposes, the Land was transferred to Council for road purposes.

### ➤ Legal Implications

Council accepted a transfer of the land parcels previously held by the Commissioner of Highways. It was a condition of the transfer of the land that the Council subsequently declare the land as public road.

Section 208 (4) of the Act provides that where the Council declares land as a public road, the Council must cause a copy of the declaration to be published in the *Government Gazette*. A resolution to declare the Land as public road will not take effect until the publication in the *Government Gazette*.

### ➤ Risk Management Implications

The declaration of the Land as public road will assist in mitigating the risk of:

*Council not completing the process to declare roads as public roads following the transfer of land to Council, leading to roads remaining as Council owned land without the legal definition as public road*

Inherent Risk	Residual Risk	Target Risk
High (2A)	Low (1E)	Low

This risk management assessment does not require the creation of a new mitigation action.

➤ **Financial and Resource Implications**

The declaration of the Land as public road and the subsequent publication in the *Government Gazette* will be managed within existing resource allocations.

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

The declaration of the Land as public road will ensure that the Land is legally consistent with the community's expectation for public road.

➤ **Sustainability Implications**

Not applicable

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Not Applicable
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>Administration:</i>	Not Applicable
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	Not Applicable

## 2. **BACKGROUND**

### Allotment 13 Horn Street, Houghton (Houghton Square)

The land referred to as Houghton Square is located in the centre of Houghton Township as indicated on **Appendix 1**.

This community space is comprised of five allotments of land, all of which are now in the ownership of Adelaide Hills Council.

Four reports have been previously presented to Council meetings on 24 May 2016, 26 July 2016, 25 June 2019 and 28 April 2020 in an effort to attain central land ownership over this land.

At the meeting of 24 May 2016, Council resolved:

#### **19.2.2. Land at Houghton – Request to Purchase – Confidential Item**

**RELEASED 27 SEPTEMBER 2016**

Moved Cr Jan Loveday S/- Cr Jan-Claire Wisdom	105
--	-----

**That a further report be prepared identifying how Council might best manage all the parcels of land in Houghton Green.**

At the meeting of 26 July 2016, Council resolved:

**9.1.2 Land at Houghton – Request to Purchase – Confidential Item (cont)**

**RELEASED 27 SEPTEMBER 2016**

Moved Cr John Kemp S/- Cr Jan Loveday	146
--	-----

1. The report be received and noted.
2. Approve the acquisition of the land described as CT 5363/842 and CT 5363/452 consisting of two parcels of land, one 819m<sup>2</sup> the other 36m<sup>2</sup> 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.
3. To undertake a Section 210 process for the conversion of private road to public road for the land described as CT 5343/355 of 27m<sup>2</sup> currently owned by Marinus Maughan and Alick Stephen Robinson.
4. To negotiate and accept a transfer of the land described as CT 5343/354 of 476m<sup>2</sup> from the City of Tea Tree Gully for nil consideration.
5. To negotiate and accept a transfer or vesting of the land described as CT 5421/887 from the Department of Planning, Transport & Infrastructure for nil consideration.
6. The Mayor and the Chief Executive be authorised to finalise the above matter including signing all necessary documentation to complete all transactions.

At the meeting of 25 June 2019, Council resolved:

**12.6 Declaration of Public Road – Houghton Village Green**

Moved Cr Malcolm Herrmann  
S/- Cr John Kemp

174/19

Council resolves:

1. That the report be received and noted.
2. To declare Allotment 89 in Filed Plan No. 132880 contained in Certificate of Title Volume 5343 Folio 355 being Lot 89 Blackhill Road, Houghton as public road pursuant to Section 210 of the Local Government Act 1999.
3. To authorise the publication of the resolution in the Government Gazette as required by Section 210 of the Local Government Act 1999 to declare the road to be public road.
4. To delegate to the Chief Executive Officer the power to execute the necessary documentation to give effect to this resolution.
5. To approve the write-off of \$5,252 for the outstanding rates on the Land.

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

On 8 August 2019, Council formally requested the transfer of the land from the Commissioner of Highways.

Allotment 51 Strathalbyn Road, Aldgate

The land at Allotment 51 Strathalbyn Road, Aldgate is indicated in **Appendix 1**. This site is located at the corner of Strathalbyn Road and Mount Barker Road, Aldgate. The area of this land is approximately 137sqm.

In 2017 Council issued a Permit to the Aldgate Pump Hotel, pursuant to s.221 of the Act , for the encroachment onto the road reserve of built structures, such as retaining wall, screens and outdoor furniture for the patrons of the Hotel.

The owners of the Hotel are seeking approval to install awnings and wind protection to the exterior area of the hotel, to make this space more protected and attractive for patrons. In seeking approval from DPTI to enable a Development Application to proceed, it was suggested that Council take ownership of this parcel of land.

On 4 December 2019, Council formally requested the transfer of the land from the Commissioner of Highways.

At the meeting of 28 April 2020, Council resolved:

**12.5 Road Land Acquisition from DPTI – Houghton & Aldgate**

Moved Cr Leith Mudge  
S/- Cr Malcolm Herrmann

71/20

**Council resolves:**

1. That the report be received and noted
2. To accept a transfer of land from the Commissioner of Highways for Allotment 13 in Deposited Plan No. 26030 contained in Certificate of Title Volume 5741 Folio 518 being Lot 13 Horn Street, Houghton from the Commissioner of Highways for nil consideration.
3. To accept a transfer of land from the Commissioner of Highways for Allotment 51 in Deposited Plan No. 82071 contained in Certificate of Title Volume 6058 Folio 751 being Lot 51 Strathalbyn Road, Aldgate from the Commissioner of Highways for nil consideration.
4. To exclude the land described in 2 & 3 above as community land pursuant to section 193(4) of the *Local Government Act 1999*.
5. To delegate to the Chief Executive Officer to execute the necessary documentation to give effect to this resolution.

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

The two parcels of land were successfully transferred into the ownership of the Adelaide Hills Council on 10 November 2020. (**Appendix 2**)



**3. ANALYSIS**

Guidelines issued by the Lands Titles Office indicate that the Council must first own the Land before it can be declared as public road.

Notwithstanding that the Council resolved on 18 December 2018 to declare the Land as public road following the transfer of the Land, for the avoidance of doubt it is prudent to make the declaration again now that the Land has been transferred to Council.

**4. OPTIONS**

Council has the following options:

- I. Resolve to declare the Land to be public road (Recommended)
- II. Not resolve to declare the Land as public road resulting in the Land remaining as Council owned land without the legal definition as public road (Not Recommended)

**5. APPENDIX**

- (1) Map identifying location of the land

---

# **Appendix 1**

*Map identifying land locations*

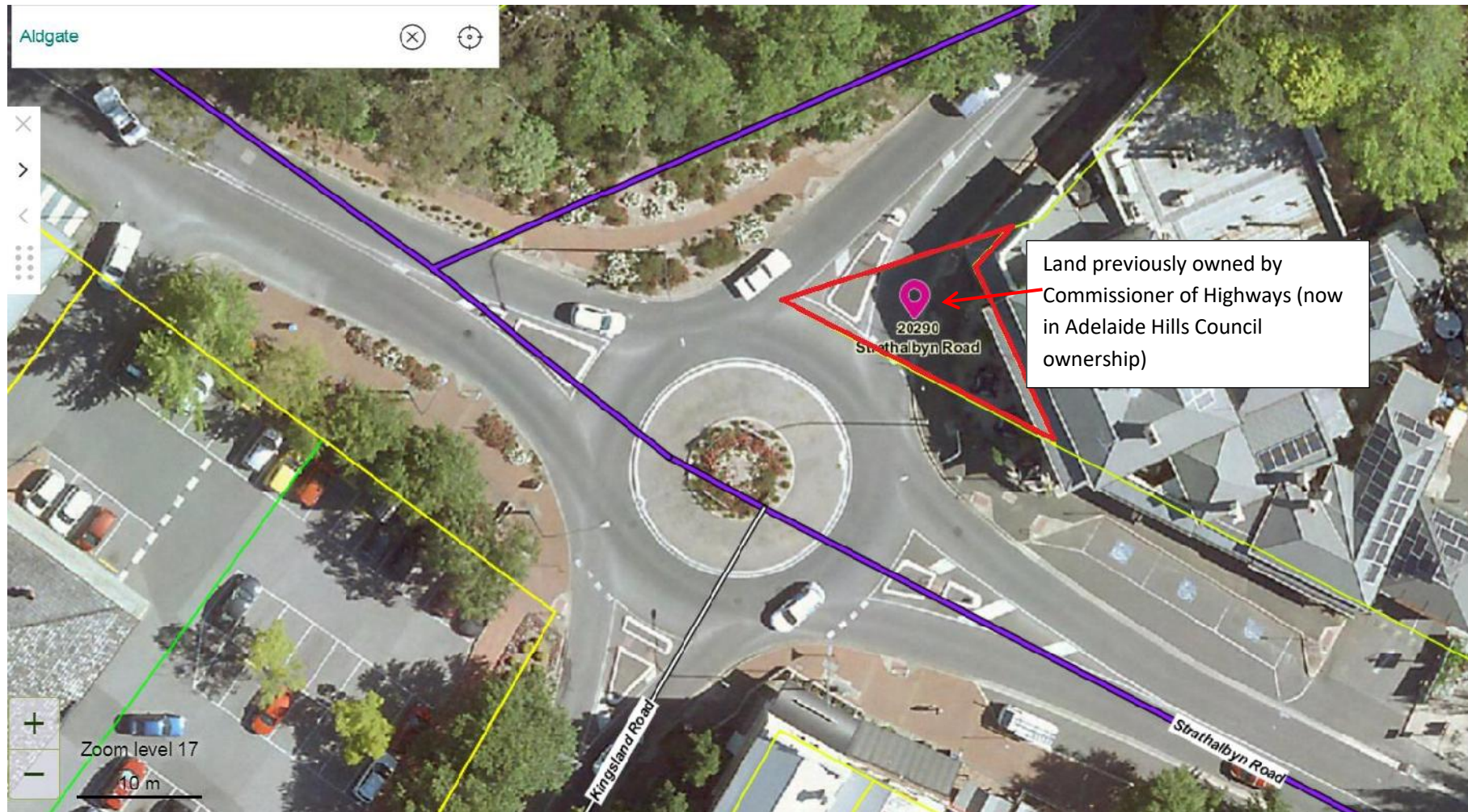
---

## HOUGHTON COMMON LAND – Allotment 13 Horn Street, Houghton





**ALDGATE LAND – Allotment 51 Strathalbyn Road, Aldgate**





**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.6

**Responsible Officer:** Natalie Westover  
Manager Property Services  
Corporate Services

**Subject:** Road Exchange – Pomona Road Stirling

**For:** Decision

---

**SUMMARY**

The purpose of this report is to seek a resolution of Council to endorse a road exchange for a portion of the footpath section of Pomona Road Stirling, adjacent to 21 Pomona Road Stirling, refer **Appendix 1**.

A recent survey undertaken by the owner of 21 Pomona Road has identified that a portion of the footpath area encroaches onto 21 Pomona Road in one section, and that the boundary of 21 Pomona Road adjacent to the kerb edge does not allow sufficient width for a footpath in another section. The plan attached an **Appendix 2** identifies the area of road in red that encroaches onto 21 Pomona Road and identifies the area in green that is proposed to be opened as road.

The Preliminary Plan lodged with the Surveyor-General is attached as **Appendix 3**.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. In accordance with sections 12 and 15 of the *Roads (Opening and Closing) Act 1991*, enter into an Agreement for Exchange with the owner of the land of 21 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as “Road to be opened 1” on the Preliminary Plan No 20/0038 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 20/0038 as “Public Road A”, subject to the owner of the land at 21 Pomona Road Stirling agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs
  3. The closed road be excluded as Community Land pursuant to the *Local Government Act 1999*.
  4. The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution.
-

## 1. GOVERNANCE

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

#### *Strategic Plan 2020-24 – A brighter future*

Goal	A functional built environment
Objective B1	Our district is easily accessible for community, our business and visitors
Priority B1.5	Provide accessibility for the full range of users by ensuring Council's road, footpath and trails network is adequately maintained and service levels for all users are developed and considered

Whilst the current area available for the public to traverse the side of Pomona Road in this area is not formalised, the current boundary between 21 Pomona Road Stirling and the edge of the kerb of the made section of the road would not allow for continued informal walking space or a more formalised future footpath to be installed.

### ➤ Legal Implications

The road exchange is undertaken in accordance with the requirements of the *Roads (Opening and Closing) Act 1991* and ensures that Council's infrastructure is located on public road owned by the Council.

### ➤ Risk Management Implications

The road exchange process will assist in mitigating the risk of:

*Pedestrians traversing across private land in the belief that it is a public road verge and footpath leading to increased risk and liability to the landowner.*

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

This is an existing control with associated mitigation action.

### ➤ Financial and Resource Implications

The land owner has agreed to pay all costs associated with the road exchange process and the administrative requirements of Council will be managed within existing resources.

The land owner has obtained a valuation report which has determined that the value of the land to be exchanged is of equal value and therefore neither party to the road exchange process is required to pay consideration for the land being exchanged.

### ➤ Customer Service and Community/Cultural Implications

The road exchange process will ensure that there is the appropriate width of road verge to enable pedestrian traffic to traverse the road verge informally or as a made footpath at some time in the future.

➤ **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 Development & Regulatory Services  
Senior Civil Engineer, Civil Services  
Senior Statutory Planner, Development & Regulatory Services

*External Agencies:* Not Applicable

*Community:* Public notification was undertaken in accordance with the requirements of the *Roads (Opening & Closing) Act 1991*, the Surveyor-General's guidelines and Council's *Public Consultation Policy*

## **2. BACKGROUND**

The owner of 21 Pomona Road Stirling is undertaking a medium density land division and residential dwelling development which has received planning approval. As part of the development process, a survey was undertaken which detailed that the area between the legal boundary of 21 Pomona Road and the kerb of the made public road was not sufficient for the retention of informal pedestrian traffic or would allow the construction of a more formal footpath at some time in the future.

The land owner approached Council with a proposal for an exchange of land that would see a portion of the land owner's land vest in Council as public road to ensure appropriate road verge/footpath width is retained in one section in exchange for the closure of a section of unmade public road verge that would merge with the land owner's land whilst retaining sufficient width for pedestrian traffic.

The road exchange proposal has benefit to both the Council and the land owner.

The owner of 21 Pomona Road Stirling has an approved landscaping plan as part of its planning approval.

At the meeting of 24 November 2020, a report in respect of the proposed road exchange was presented to Council for consideration. Council resolved "That this item be deferred to the December 2020 meeting with a report to be provided on how an agreement can be reached with the applicant for a plan to enhance and preserve the amenity of the Pomona Road streetscape". Note that at the time of writing this report, these minutes had not been confirmed by Council.

### 3. ANALYSIS

The Council's Roads Officer has consulted with Council's Senior Civil Engineer to confirm that the road exchange results in appropriate width of road verge being obtained and retained by Council to facilitate informal pedestrian traffic (where topography allows) and would enable a more formal footpath in the future if considered appropriate.

Public notification was undertaken in accordance with the requirements of the *Roads (Opening and Closing) Act 1991*, the Surveyor-General's guidelines and Council's *Public Consultation Policy*. The Council did not receive any submissions objecting to the proposal nor seeking an easement over any portion of the road exchange land during the public notification period.

The proposed road exchange provides benefit to the Council in ensuring that there is appropriate width of road verge to facilitate informal pedestrian traffic where suitable and provides benefit to the land owner in increasing the allotment size suitable for development. It is noted that the current planning approval for the land owner's development does not include the proposed road exchange and will require a minor variation.

The land owner has submitted an amended landscaping plan as a variation to the planning approval issued for this site, a copy of which is attached as **Appendix 4**. The landscaping plan highlights the retention of the existing established trees and the new landscape plantings to be undertaken along the street frontage to Pomona Road. Photos of the progress of retention and featuring of the existing trees are attached as **Appendix 5**. It is considered that the landscaping plan provides for additional plantings in this area in order to enhance the streetscape in this location. Note that due to the NBN, water and electricity mains in this location, no deep root vegetation (e.g. trees) could be planted as this would interfere with these underground services over time.

The landscaping to be undertaken on the section of road proposed to be closed is set out in the attached landscaping plan (**Appendix 4**) which is a variation to the existing Development Approval and includes the following species of plants:

LANDSCAPING			
TREES:			
ACER CAPONICUM	'FULL MOON MAPLE'	H-5M	W-5M
QUERCUS PALUSTRIS	'PIN OAK'	H-15M	W-10M
PYRUS CALLYANA	'CAPITAL CALLERY PEAR'	H-9M	W-3M
PRUNUS CERASIFERA	'SPIRE PLUM'	H-7M	W-4M
SHRUBS:			
PHOTINIA FRASERI	'RED ROBIN'	H-1.5M	W 1.5M
MAGNOLIA GRANDIFLORA	'LITTLE GEM'	H-5M	W-2.5M
LIRIOPE MUSCARI	'EVERGREEN GIANT'	H-0.5M	W-0.5M
VIBURNUM ODORATISSIMUM	'SWEET VIBURNUM'	H-3M	W-1.5M
ALL PLANTINGS TO BE CONFIRMED BY OWNER. ALL PLANTINGS TO BE IRRIGATED WITH AUTOMATED POLYPIPE DRIPPER SYSTEM OR SIMILAR, INCLUDING THOSE OVER COUNCIL LAND			
ALL PLANTINGS CONSISTENT WITH SUGGESTED PLANTINGS WITHIN DEVELOPMENT PLAN			

Note that the wide driveway entrance to lots 6 & 7 is a requirement of the CFS to enable turn areas for CFS appliances if required. This therefore reduces the ability for additional landscaping in these locations.



#### **4. OPTIONS**

Council has the following options:

- I. Resolve to issue a Road Process Order for the road exchange (Recommended)
- II. Resolve not to issue the Road Process Order which would result in a section of Pomona Road not retaining an appropriate width of road verge for informal pedestrian traffic (Not Recommended)
- III. Resolve to issue a Road Process Order for the opening of road for the land coloured Green on Appendix 1 which would result in Council needing to purchase this land from the land owner in accordance with an independent valuation (Not Recommended)

#### **5. APPENDICES**

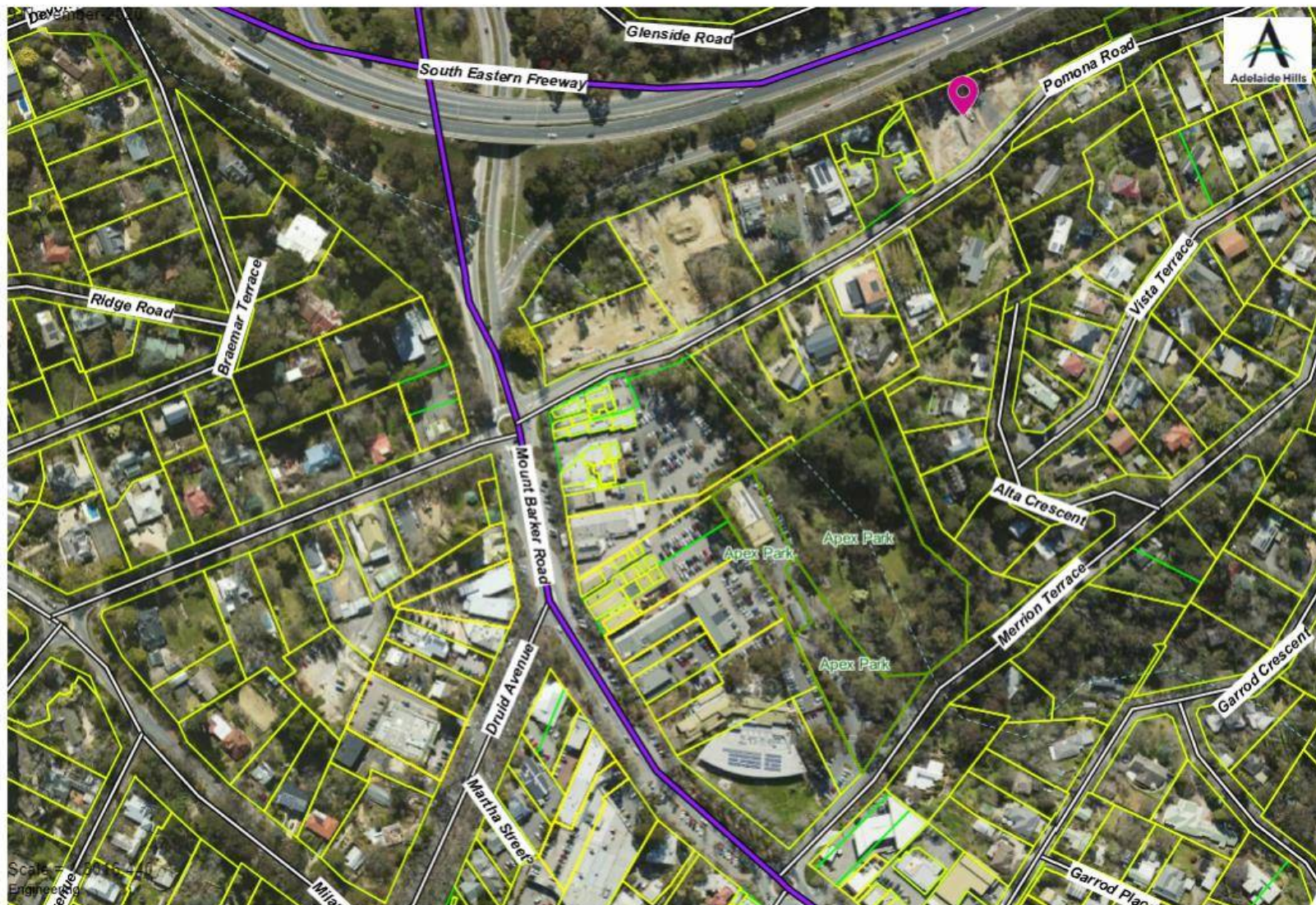
- (1) Location of 21 Pomona Road Stirling
- (2) Plan of Proposed Road Exchange
- (3) Preliminary Plan
- (4) Landscaping Plan
- (5) Photos of current tree protection

---

# **Appendix 1**

*Location of 21 Pomona Road Stirling*

---



---

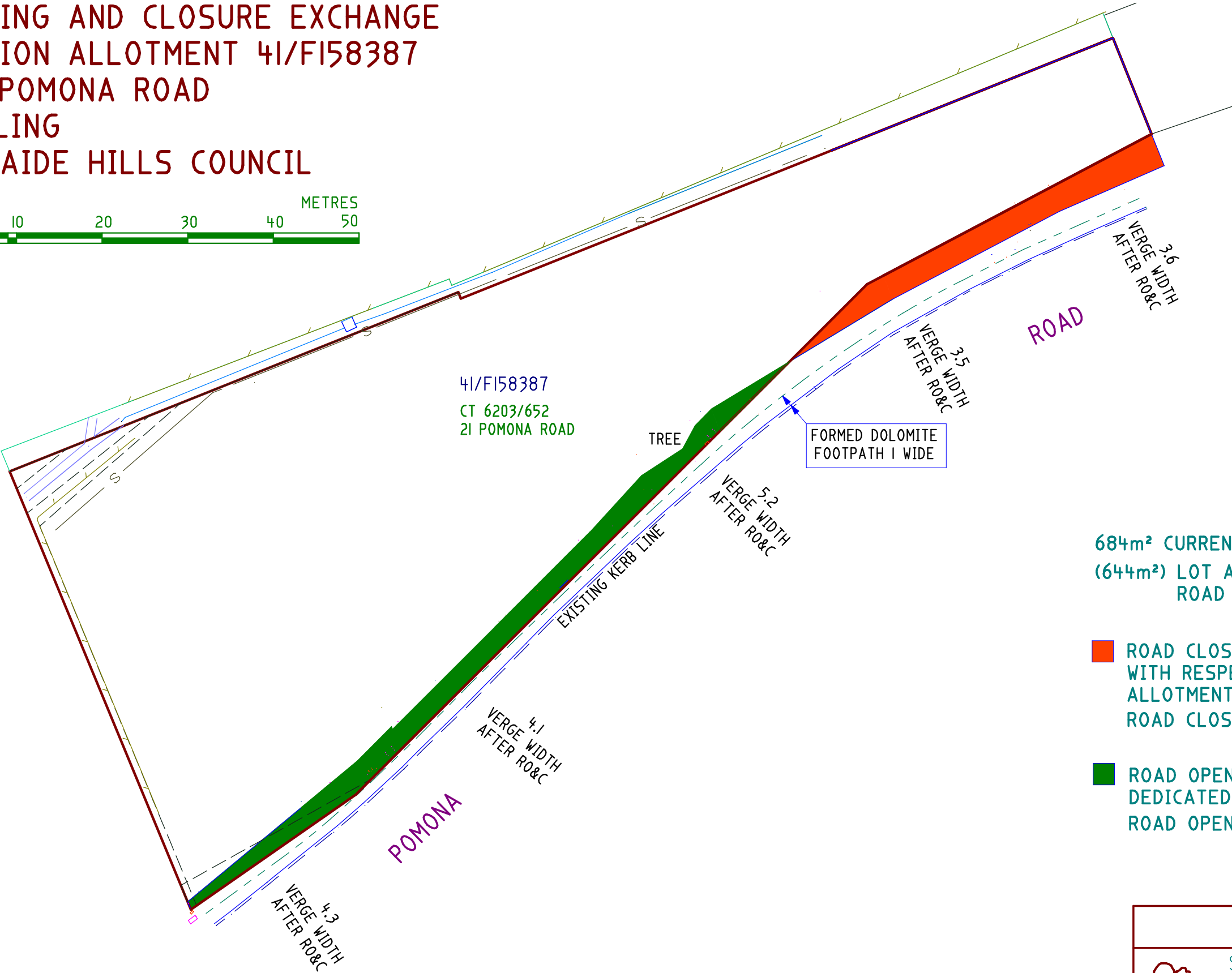
## **Appendix 2**

### *Plan of Proposed Road Exchange*

---



PLAN OF PROPOSED ROAD  
OPENING AND CLOSURE EXCHANGE  
PORTION ALLOTMENT 41/FI58387  
AND POMONA ROAD  
STIRLING  
ADELAIDE HILLS COUNCIL



684m<sup>2</sup> CURRENT LOT AREA  
(644m<sup>2</sup>) LOT AREA AFTER  
ROAD (OPENING & CLOSURE)

- ROAD CLOSED TO MERGE  
WITH RESPECTIVE ADJOINING  
ALLOTMENT  
ROAD CLOSURE (TOTAL 137m<sup>2</sup>)
- ROAD OPENED TO BE  
DEDICATED AS "POMONA ROAD"  
ROAD OPENING (TOTAL 207m<sup>2</sup>)

**Access SDM**

Surveying - Civil Design  
Development - Management

18A Cameron Street, Mount Barker SA 5251  
Ph:(08) 83913000

---

# Appendix 3

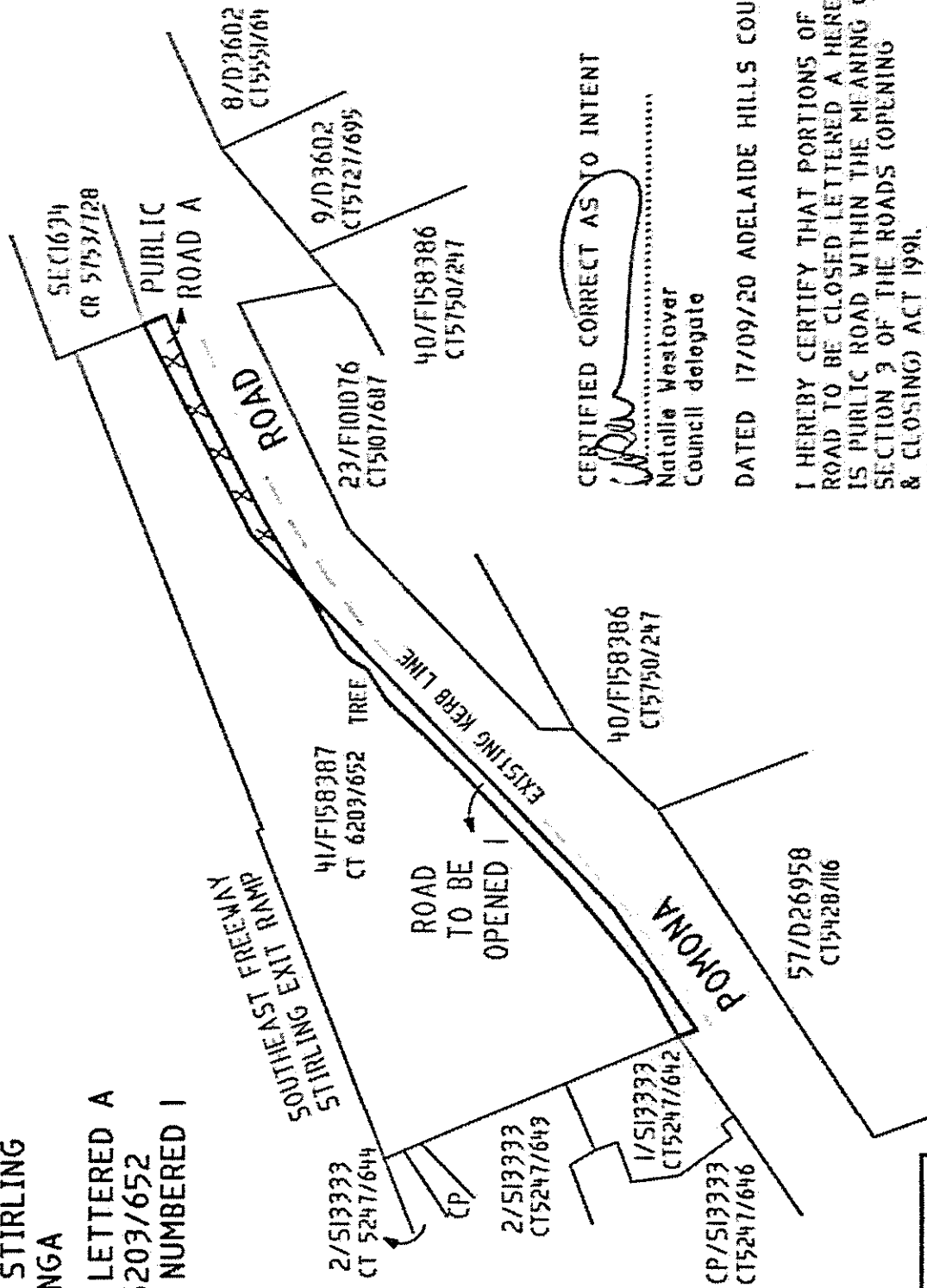
*Preliminary Plan*

---

# PRELIMINARY PLAN No. 20/0038

ADELAIDE HILLS COUNCIL  
IN THE AREA NAMED STIRLING  
HUNDRED OF NOARLUNGA

ROAD TO BE CLOSED LETTERED A  
TO MERGE WITH CT 6203/652  
ROAD TO BE OPENED NUMBERED 1  
TO BE POMONA ROAD



CERTIFIED CORRECT AS TO INTENT

Natalie Westover  
Council delegate

DATED 17/09/20 ADELAIDE HILLS COUNCIL

I HEREBY CERTIFY THAT PORTIONS OF  
ROAD TO BE CLOSED LETTERED A HEREON  
IS PUBLIC ROAD WITHIN THE MEANING OF  
SECTION 3 OF THE ROADS (OPENING  
& CLOSING) ACT 1991.  
(AUTHORITY: PUBLIC MAP)

GREG BURGESS  
LICENSED SURVEYOR  
DATE 17/09/20

Access SDM

Surveying  
18A Cameron Street, Mount Barker SA 5251  
Ph: (08) 85913000

---

## **Appendix 4**

### *Landscaping Plan*

---



Copyright Nielsen Architects. Copying, reproduction or use of this design or drawing in whole or part is prohibited without the written consent of Nielsen Architects. Use figured dimensions only - Do not scale. Check all dimensions on site prior to fabrication or setout.

REV	DATE	DESCRIPTION	DRN	CHKD
A	04.02.19	PLANNING	LT	TB
B	06.03.19	PLANNING	LT	TB
C	03.04.19	PLANNING	LT	TB
D	04.04.19	PLANNING	LT	TB
E	25.07.19	PLANNING	LT	TB
F	08.01.20	PLANNING	LT	TB
G	04.12.20	FOR REVIEW	LT	TB

2100(h) COLORBOND 'GOOD NEIGHBOR; FENCING GENERALLY. (COLOUR: C/BOND 'IRONSTONE' NOTE: NO FENCE/RETAINING WALL COMBINED HEIGHT TO EXCEED 2100mm (max) OF WHICH RETAINING WALL SHALL NOT EXCEED 600mm (max)

ALLOTMENT SIZES TO BE CONSIDERED INDICATIVELY. ALL TO BE CONFIRMED PER SUBDIVISION (BY OTHERS)

DROUGHT TOLERANT LAWN / COLORSCAPE MULCH TO ALL LANDSCAPED AREAS

- 3000L RAIN WATER TANK CONSISTING OF
- A) 1000L PLUMBED TO RESIDENCE IN ACCORDANCE WITH BCA REQUIREMENTS &
  - B) 2000L CAPACITY, TOPPED UP WITH R.M.S. SUPPLY FITTED WITH DOMESTIC FITTING FOR THE PURPOSES OF BUSHFIRE FIGHTING SET 600mm FROM GL. TANK SHALL BE OF NON COMBUSTIBLE CONSTRUCTION .
  - C) 4000L STORMWATER DETENTION TANK PER ENGINEERS DETAILS

EXISTING FENCING TO WESTERN BOUNDARY TO BE MAINTAINED

NEW EASEMENT TO BE FORMED TO FACILITATE SEWER REFER ENGINEERS SITE WORKS AND DRAINAGE PLAN

EXISTING CROSS OVER LOCATION TO BE MODIFIED TO COUNCILS SPECIFICATIONS

CRUSHED ROCK / GRAVEL FOOTPATH

MINIMAL CROSS FALL ACROSS PULL IN BAY TO ACCOMMODATE CFS VEHICLES

COMBINE CROSS OVERS TO ALLOW 14M CFS PULL IN BAY. 3.5M (min) WIDTH RESIDENTIAL CROSS OVERS TO BE FORMED FROM WASHED AGGREGATE CONCRETE OR SIMILAR IN ACCORDANCE WITH COUNCIL STANDARD DETAIL SD17. 4m NOMINAL WIDTH BALANCE OF PULL ON BAY FORMED FROM CRUSHED COMPACTED SANDSTONE (ALL WEATHER CONSTRUCTION) WITH ROLL OVER KERB

WORKS OUTSIDE OF PROPERTY BOUNDARY TO BE CONFIRMED UNDER SEPARATE DEED

PEDESTRIAN GATE ACCESS BETWEEN YARDS. OPENINGS SHALL NOT BE LESS THAN 1m

APPROXIMATE EXTENT OF VERGE ADJACENT

PROVIDE LOW HEIGHT STONEMWORK RETAINING WALL (LESS THAN 1M) SET 1.5M FROM HEART OF TREE. FOOTINGS, WHERE REQUIRED SHALL USE NON DESTRUCTIVE EXCAVATION AND ANY ROOTS SHALL BE PRUNED TO THE SATISFACTION OF A LICENSED ARBORIST.

WIDEN CROSS OVER TO FACILITATE TURN AROUND MANOEUVRE FOR CFS APPLIANCES PER MINISTERS SPECIFICATION. NOTE: REFER VERGE LANDSCAPING PLANS FOR ADDITIONAL DETAIL.

B85 TURNING CIRCLE SHOWN TO EASTERN CARPARK (WORST CASE)

PROPOSED SITE PLAN

SCALE 1:500

LANDSCAPING

TREES:			
ACER CAPONICUM	'FULL MOON MAPLE'	H-5M	W-5M
QUERCUS PALUSTRIS	'PIN OAK'	H-15M	W-10M
PYRUS CALLYANA	'CAPITAL CALLERY PEAR'	H-9M	W-3M
PRUNUS CERASIFERA	'SPIRE PLUM'	H-7M	W-4M
SHRUBS:			
PHOTINIA FRASERI	'RED ROBIN'	H-1.5M	W 1.5M
MAGNOLIA GRANDIFLORA	'LITTLE GEM'	H-5M	W-2.5M
LIRIOPE MUSCARI	'EVERGREEN GIANT'	H-0.5M	W-0.5M
VIBURNUM ODORATISSIMUM	'SWEET VIBURNUM'	H-3M	W-1.5M

ALL PLANTINGS TO BE CONFIRMED BY OWNER. ALL PLANTINGS TO BE IRRIGATED WITH AUTOMATED POLYPIPE DRIPPER SYSTEM OR SIMILAR, INCLUDING THOSE OVER COUNCIL LAND  
ALL PLANTINGS CONSISTENT WITH SUGGESTED PLANTINGS WITHIN DEVELOPMENT PLAN

CLIENT  
MR. S. BELLOSGUARDO

PROJECT  
No. 21  
POMONA ROAD  
STIRLING S.A.

DRAWING  
PROPOSED SITE PLAN

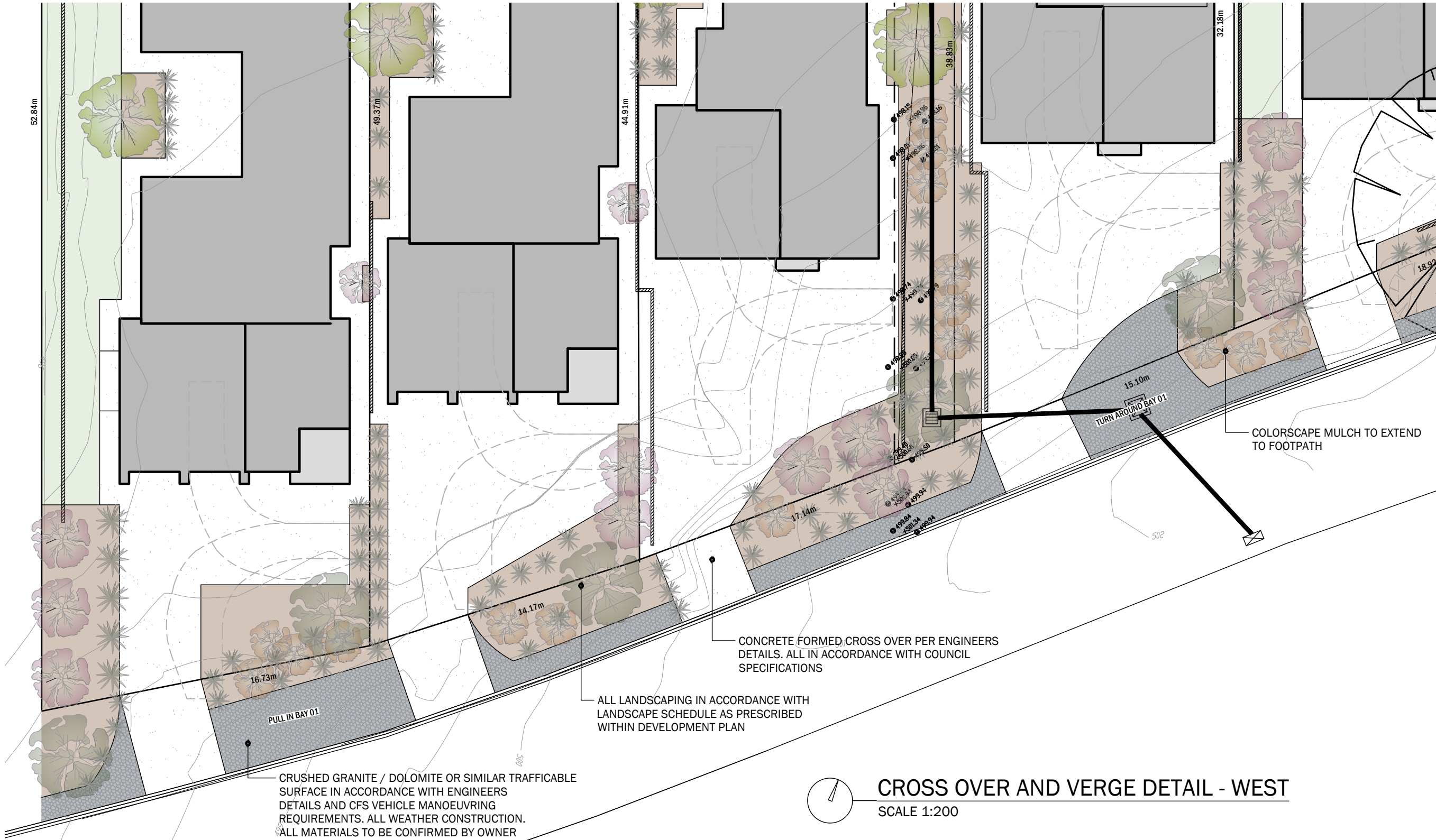


NIELSEN ARCHITECTS

108 Mt Barker Road Stirling  
South Australia 5152  
p: 08 8339 8008  
f: 08 8339 2004  
P.O. Box 691 Stirling SA 5152  
admin@nielsenarchitects.com.au  
www.nielsenarchitects.com.au

SCALE	DATE	DRAWN	CHECKED
1:500	DEC 2020	LT	TB

PROJECT No	DRAWING No	STATUS	REV
2322	03	PL	G



## NOTES

ORIGINAL A3

Copyright Nielsen Architects. Copying, reproduction or use of this design or drawing in whole or part is prohibited without the written consent of Nielsen Architects. Use figured dimensions only - Do not scale. Check all dimensions on site prior to fabrication or setout.

REV	DATE	DESCRIPTION	DRN	CHKD
-	03.04.19	PLANNING	LT	TB
-	04.12.20	PLANNING	LT	TB

## CROSS OVER AND VERGE DETAIL - WEST

SCALE 1:200

### LANDSCAPING

TREES:			
ACER CAPONICUM	'FULL MOON MAPLE'	H-5M	W-5M
QUERCUS PALUSTRIS	'PIN OAK'	H-15M	W-10M
PYRUS CALLYANA	'CAPITAL CALLERY PEAR'	H-9M	W-3M
PRUNUS CERASIFERA	'SPIRE PLUM'	H-7M	W-4M
SHRUBS:			
PHOTINIA FRASERI	'RED ROBIN'	H-1.5M	W 1.5M
MAGNOLIA GRANDIFLORA	'LITTLE GEM'	H-5M	W-2.5M
LIRIOPE MUSCARI	'EVERGREEN GIANT'	H-0.5M	W-0.5M
VIBURNUM ODORATISSIMUM	'SWEET VIBURNUM'	H-3M	W-1.5M

ALL PLANTINGS TO BE CONFIRMED BY OWNER. ALL PLANTINGS TO BE IRRIGATED WITH AUTOMATED POLYPIPE DRIPPER SYSTEM OR SIMILAR, INCLUDING THOSE OVER COUNCIL LAND  
ALL PLANTINGS CONSISTENT WITH SUGGESTED PLANTINGS WITHIN DEVELOPMENT PLAN

CLIENT  
MR. S. BELLOSGUARDO

PROJECT  
No. 21  
POMONA ROAD  
STIRLING S.A.

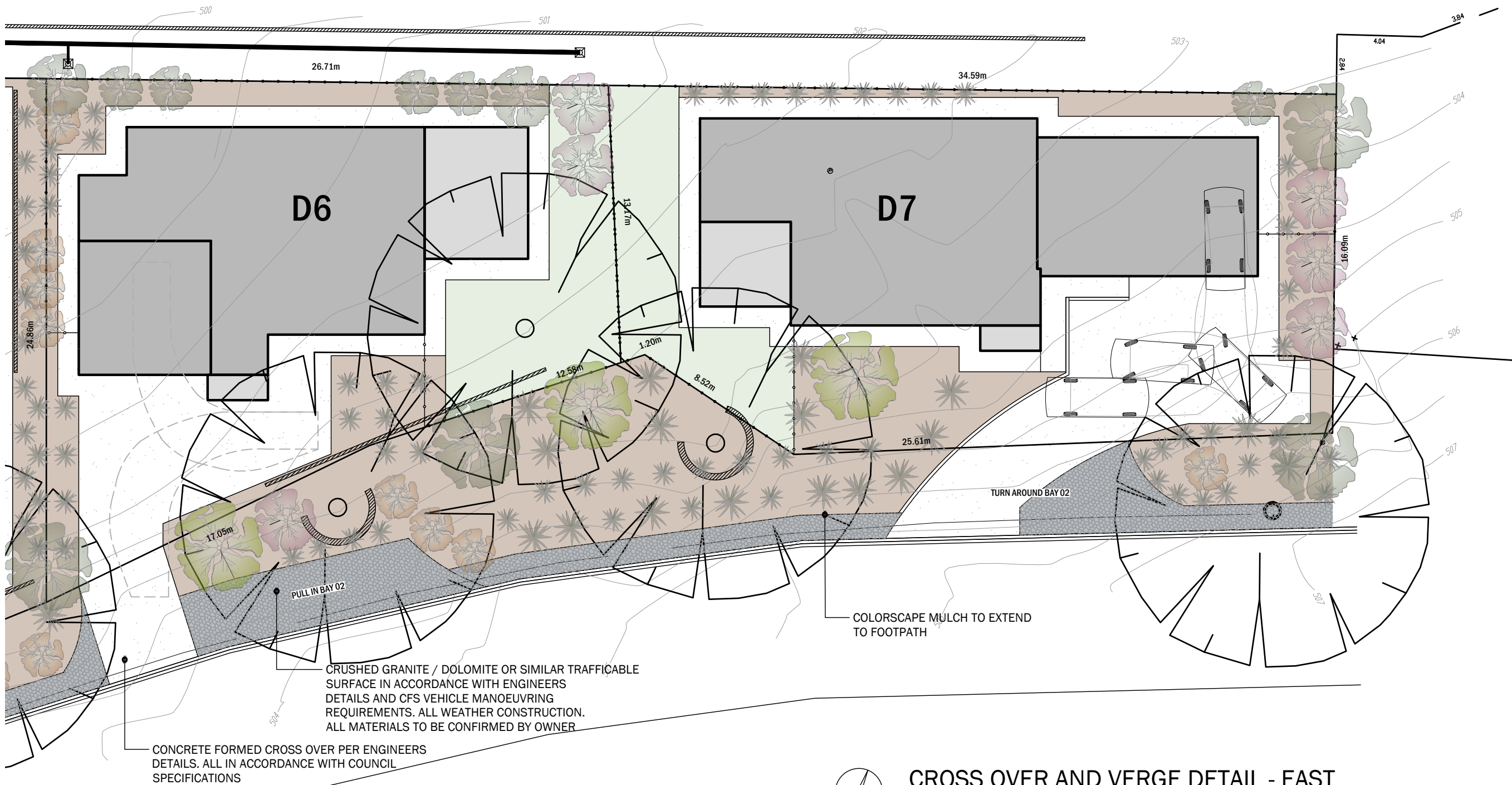
DRAWING  
PART VERGE LANDSCAPING PLAN  
WEST

 108 Mt Barker Road Stirling  
South Australia 5152  
p: 08 8339 8008  
f: 08 8339 2004  
P.O. Box 691 Stirling SA 5152  
admin@nielsenarchitects.com.au  
www.nielsenarchitects.com.au

SCALE	DATE	DRAWN	CHECKED
1:200	NOV 2020	LT	TB

PROJECT No	DRAWING No	STATUS	REV
2322	29	PL	-





CROSS OVER AND VERGE DETAIL - EAST  
SCALE 1:200

LANDSCAPING

TREES:			
ACER CAPONICUM	'FULL MOON MAPLE'	H-5M	W-5M
QUERCUS PALUSTRIS	'PIN OAK'	H-15M	W-10M
PYRUS CALLYANA	'CAPITAL CALLERY PEAR'	H-9M	W-3M
PRUNUS CERASIFERA	'SPIRE PLUM'	H-7M	W-4M
SHRUBS:			
PHOTINIA FRASERI	'RED ROBIN'	H-1.5M	W 1.5M
MAGNOLIA GRANDIFLORA	'LITTLE GEM'	H-5M	W-2.5M
LIRIOPE MUSCARI	'EVERGREEN GIANT'	H-0.5M	W-0.5M
VIBURNUM ODORATISSIMUM	'SWEET VIBURNUM'	H-3M	W-1.5M
ALL PLANTINGS TO BE CONFIRMED BY OWNER. ALL PLANTINGS TO BE IRRIGATED WITH AUTOMATED POLYPIPE DRIPPER SYSTEM OR SIMILAR, INCLUDING THOSE OVER COUNCIL LAND			
ALL PLANTINGS CONSISTENT WITH SUGGESTED PLANTINGS WITHIN DEVELOPMENT PLAN			

NOTES				
Copyright Nielsen Architects. Copying, reproduction or use of this design or drawing in whole or part is prohibited without the written consent of Nielsen Architects. Use figured dimensions only - Do not scale. Check all dimensions on site prior to fabrication or setout.				
REV	DATE	DESCRIPTION	DRN	CHKD
-	03.04.19	PLANNING	LT	TB
-	04.12.20	PLANNING	LT	TB

CLIENT
MR. S. BELLOSGUARDO
PROJECT
No. 21 POMONA ROAD STIRLING S.A.
DRAWING
PART VERGE LANDSCAPING PLAN EAST

NIELSEN ARCHITECTS

108 Mt Barker Road Stirling  
South Australia 5152  
p: 08 8339 8008  
f: 08 8339 2004  
P.O. Box 691 Stirling SA 5152  
admin@nielsenarchitects.com.au  
www.nielsenarchitects.com.au

SCALE	DATE	DRAWN	CHECKED
1:200	NOV 2020	LT	TB
PROJECT No	DRAWING No	STATUS	REV
2322	30	PL	-

---

## **Appendix 5**

*Photos of current tree protection*

---













**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.7

**Responsible Officer:** Deryn Atkinson  
Manager Development Services/Assessment Manager

**Subject:** Appointment of Independent Members to Council's  
Assessment Panel

**For:** Decision

---

**SUMMARY**

The Council Assessment Panel (CAP) is established under Sections 82 and 83 of the *Planning, Development and Infrastructure (PDI) Act 2016* (the Act). The CAP consists of four (4) Independent Members including the Independent Presiding Member and one (1) Council Member, with another Council Member as a deputy. The Act now requires that the independent CAP members be accredited in accordance with the Accredited Professionals Scheme.

The terms of office for the current four (4) Independent Members on the CAP concludes on 31 May 2021. The terms of office for the current Council Members on the CAP, Cr John Kemp, and Deputy CAP Member, Cr Leith Mudge, conclude on 31 May 2022.

It was originally anticipated that the Phase 3 of the *Planning and Design Code (P&D) Code* was to go live on 1 July 2020. However, that implementation date was initially pushed out to late 2020, and has subsequently again been pushed out by the State Government to sometime in early 2021.

Given the aforementioned anticipated implementation date, and the fact that the CAP's newest Independent Member (who commenced on 1 September 2020) will only have been on the Panel for few months, Administration is recommending that the term of the current Independent Panel Members be extended for another 12 months until 31 May 2022. This will ensure stability during the transition to the new PDI System and associated P&D Code.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. That the term of the current Independent Members of Council's Assessment Panel be extended for 12 months ending on 31 May 2022 (inclusive).
-



## 1. GOVERNANCE

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

*Strategic Plan 2020-24 – A brighter future*

Goal 5 A Progressive Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

### ➤ Legal Implications

Sections 82 and 83 of the *Planning, Development and Infrastructure Act 2016* (the Act), requires Council to have an Assessment Panel comprised of five (5) members, of which at least four (4) must be Independent Members (including an independent Presiding Member) and no more than one (1) Council Member.

### ➤ Risk Management Implications

The appointment of appropriately qualified independent members to Council's Assessment Panel will assist in mitigating the risk of:

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

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

Note that there are many other controls that assist in mitigating this risk.

### ➤ Financial and Resource Implications

The Independent CAP members are currently paid a per meeting sitting fee of \$500 ex GST (Presiding Independent Member) and \$380 ex GST (ordinary Independent Member). The Council Member on the Panel is currently paid a per meeting sitting fee of \$190.

These sitting fees are budgeted for in the 2020-21 Budget. These sitting fees will be reviewed early in the new year in order to agree on possibly revised sitting fees for the Panel by no later than 31 May 2021. Further, if Council resolves that a recruitment and selection process be undertaken, then the advertising costs for the Expressions of Interest process will be covered by the Directorate's operational budget.

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

There is likely to be a high expectation that the CAP members are competent and understand the role and functions of the Panel and their individual obligations with regard to conduct.

➤ **Sustainability Implications**

It is considered that having a CAP comprising Independent Members with the required skills set (including planning, environmental management and landscape architecture) provides for more rigour in the assessment process and in general ensures that any environmental implications are mitigated where possible.

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

No public consultation is required in this regard. However, the following were consulted in the preparation of this report:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Chief Executive Officer  
Executive Manager Governance and Performance  
Director Development and Regulatory Services

*External Agencies:* Not Applicable

*Community:* Not Applicable

**2. BACKGROUND**

On 4 December 2018, Council considered a report (Item 5.1) regarding appointment of a Selection Panel for appointment of Independent Members to CAP and resolved:

**5.1.2 Appointment of Council Member to Council's Assessment Panel (CAP) and Selection Panel for appointment of Independent Members to CAP – Expression of Interest for Independent Presiding Member**

Moved Cr Kirsty Parkin  
S/- Cr Chris Grant

316/18

That Council resolves:

1. To commence an Expression of Interest process for an Independent Presiding Member and three (3) Independent Ordinary Members of the Council Assessment Panel with the following desired skills and knowledge in accordance with the draft Accredited Professionals Scheme (i.e. a person with relevant qualifications and a minimum of 2 years full time experience) and with the ability to become Accredited Professionals in accord with the aforementioned Scheme:
  - a) In relation to the Independent Presiding Member, qualifications in urban and regional planning to accord with Level 2 accreditation of the Accredited Professionals Scheme, and knowledge of the Adelaide Hills Council area
  - b) In relation to the other three Independent Members, persons with knowledge of the Adelaide Hills Council area and qualifications in one or more of the following areas:
    - i) urban and regional planning
    - ii) architecture and design
    - iii) landscape architecture, and
    - iv) environmental management.

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

**5.1.3 Appointment of Council Member to Council's Assessment Panel (CAP) and Selection Panel for appointment of Independent Members to CAP – Appointment to Selection Panel for Independent Members**

Moved Cr Chris Grant  
S/- Cr Ian Bailey

317/18

That Council resolves:

1. That the Mayor and Councillors John Kemp and Kirsty Parkin be appointed to a Council Assessment Panel Independent Member Selection Panel, assisted by the CEO and Director Development & Regulatory Services, to undertake the short-listing and interviews of the candidates with a view to selecting an Independent Presiding Member and three (3) Independent Ordinary Members.
2. That the Council Assessment Panel Independent Member Selection Panel report their recommendations to Council for approval by no later than April 2019.

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

Following the Expressions of Interest and recruitment process in accordance with the abovementioned resolution, Council appointed the current Panel on 23 April 2019 (Item 19.2) and resolved as follows:

**ITEM 19.2 RELEASED 16 MAY 2019**

**19.2.1 Appointment of Independent Council Assessment Panel Members – Confidential item**

Moved Cr Nathan Daniell  
S/- Cr John Kemp

87/19

Council resolves:

1. That the report be received and noted
2. That Council appoints the following Independent Members to the Council's Assessment Panel for a two year period commencing on 1 June 2019 and expiring on 31 May 2021:
  - i. Geoff Parsons (as Independent Presiding Member)
  - ii. David Brown
  - iii. Ross Bateup
  - iv. Piers Brissenden
3. That Council appoints Karla Billington as an Additional Member pursuant to section 85 of the PDI Act with expertise in water quality, watershed protection and environmental management matters for a two year period commencing on 1 June 2019 and expiring on 31 May 2021.
4. That in the event any independent member(s) of the Council Assessment Panel are unable to obtain accreditation as referred to in the report by the designated date, then the Mayor and Councillors Kirsty Parkin and John Kemp be appointed to a selection panel, assisted by the CEO and Director Development & Regulatory Services, to undertake the short-listing and interviews of the candidate(s).
5. That in the event the process referred to in the above recommendation occurs, then the selection panel shall report their recommendations to Council at the next available meeting following the completion of the recruitment and interview process.

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

Since the appointment of the abovementioned Independent CAP Members, the Accredited Professionals Scheme (the Scheme - pursuant to Section 83(1)(c) of the Act) came into effect on 1 July 2020 for Phase 1 and 2 councils. In essence the Scheme requires that independent CAP members be accredited at Level 2 (refer to **Appendix 1** for details) in planning or a planning related field (e.g. architecture and design, landscape architecture, engineering, environmental management, planning law, construction management). Further, they are required to be a member an allied industry body and have a minimum of 2 years full time experience in the aforementioned fields of expertise.



Independent CAP members will also require experience in at least three of the following fields namely, planning, communication/mediation, community engagement, administration or leadership in urban and regional governance or project management.

Initially it was anticipated that the Phase 3 of the P&D Code was to go live on 1 July 2020, which would have required the independent members of CAP to be accredited in accordance with the Scheme (refer to **Appendix 1** for an extract of the Guide to the Scheme) at that time. However, that date was pushed out to late 2020. At that time it was noted that one of the Independent Members, Piers Brissenden, would not be able to meet the accreditation requirements of the Scheme. As a result, an expression of interest and recruitment process was undertaken to backfill this vacancy in preparation for the late 2020 implementation date. At the conclusion of the process, a report was presented to Council at its 28 July 2020 meeting (Item 18.2) where it resolved:

**RELEASED 07 SEPTEMBER 2020**

**18.2 Appointment of Independent Member to Council Assessment Panel – Confidential Item**

Moved Cr John Kemp  
S/- Cr Pauline Gill

156/20

**Council resolves:**

- 1. That the report be received and noted**
- 2. That Council appoints Paul Mickan as an Independent Member to the Council's Assessment Panel for a 9 month period commencing on 1 September 2020 and expiring on 31 May 2021.**

<b>Carried unanimously</b>
----------------------------

With the above in mind, the purpose of this report is to consider options for either extending the current term of the existing Independent CAP Members or to commence a process to recruit new Independent Members.

All the current independent members have Planning Level 2 accreditation as required by the Accredited Professional Scheme.

**3. ANALYSIS**

As stated earlier, it was originally anticipated that the Phase 3 of the P&D Code was to go live on 1 July 2020. However, the State Government pushed this out to late 2020 and then again to sometime in early 2021.

Given the aforementioned implementation date, and the fact that the CAP's newest member has only have been on the Panel for a few months, the Administration is recommending that the current term of the Independent Panel Members be extended for another 12 months until 31 May 2022. This will ensure stability during the transition to the new PDI System and associated P&D Code.

Alternatively, should Council not support the abovementioned approach, then Administration will need to commence the call for expressions of interest process in January 2021. If this is Council's preferred option, then the same criteria/skills set as adopted in December 2018 (as detailed earlier in this report) will be used for the expression of interest and selection process. Further, a Selection Panel will need to be appointed by Council and charged with the responsibility of short-listing and interviewing potential candidates and making recommendations to Council for the appointment of Independent Members to sit on the CAP. As with past practice, that Selection Panel should comprise the Mayor and two Councillors, assisted by the CEO and the Manager Development Services (who is also the Assessment Manager responsible for the CAP) to undertake this process. Lastly, should this be Council's preferred approach, the recommendations of the selection panel will then be reported to Council for approval which should occur by no later than April 2021.

However, as stated earlier, Administration recommend that Council extend the current term of the Independent Panel Members for another 12 months until 31 May 2022.

#### **4. OPTIONS**

Council has the following options:

- I. That Council extend the current term of the Independent Panel Members for another 12 months ending on 31 May 2022 (Recommended)
- II. That Administration be requested to commence the recruitment and selection process in January 2021 to seek expressions of interest from members of the community and that Council appoint the Mayor and two Councillors to assist with the recruitment and selection process (Not Recommended)

#### **5. APPENDIX**

- (1) Extract of the Guide to the Accredited Professionals Scheme

---

# **Appendix 1**

*Extract of the Guide to the Accredited Professionals  
Scheme*

---



ACCREDITATION  
AUTHORITY

# GUIDE TO THE ACCREDITED PROFESSIONALS SCHEME

July 2020







## 1. Overview of the Scheme

Planning and development in South Australia is changing. The new *Planning, Development and Infrastructure Act 2016* (PDI Act) is being progressively introduced to replace the existing *Development Act 1993* and will provide a more efficient and effective system.

The PDI Act will shape the future of South Australia by focusing on good design outcomes and engagement; and fundamentally change the way planning and development decisions are made, and who can make them. Importantly, the PDI Act enables the Minister for Planning to establish an Accredited Professionals Scheme for planners, building certifiers, land surveyors and other industry professionals involved in making development decisions (the Scheme).

The objective of the Scheme is to improve confidence in these decisions, as well as the professionalism of decision-making more generally. The Scheme will support the new system and expand the similar, but more limited provisions, of the *Development Act 1993* (*Private Certification – Part 12*).

Under the Scheme, there will be a range of Accredited Professionals who can make important decisions based on the nature and complexity of a proposed development. The Scheme will establish and maintain the minimum standards against which professionals are assessed to determine their level of accreditation.

The different levels are based on the professional's qualifications, skills and experience. There will also be a requirement for all Accredited Professionals to hold the necessary insurance, comply with a code of conduct, participate in annual compliance checks for continuing professional development (CPD), and participate in periodic auditing.

Under the PDI Act, Accredited Professionals will be required to renew their accreditation each year.

### 1.1 Benefits of the Scheme

- **Better decisions** - The Scheme will provide increased confidence for developers and communities that decisions are being made by qualified and experienced professionals who regularly undergo training and are audited for competency.
- **Better recognition of professionals** - The Scheme will recognise the importance of professionals in the decision-making process and value their skills and experience. It will also value professional development within the sector.
- **More choices for applicants** - Persons seeking to undertake development that ticks all the boxes will have the choice to engage Accredited Professionals in the public or private sectors, providing for faster and more responsive turnaround times on applications.
- **Improved management of complaints and investigations** - To ensure confidence in South Australia's Accredited Professionals and their decisions, the Scheme provides clear audit, complaints and investigations processes.
- **Centralised public register for all Accredited Professionals** - All professionals accredited under the Scheme will be recorded on the PlanSA Portal. This will provide an up-to-date directory of all planning and building decision-makers and their level of accreditation, including any specialist services.



## 1.2 Who needs to be accredited?

The following practitioners will require accreditation:

- **Building professionals** who are involved in assessing and providing advice on building consent applications, known under the PDI Act as ‘building certifiers’.
- **Planning professionals** who are involved in assessing development applications, including assessment managers and panel members within councils, as well as private sector planning professionals who determine applications for planning consent.
- **Surveyors** who are acting as relevant authorities for planning consent as specified in the Planning, Development and Infrastructure (General) (Development Assessment) Variation Regulations 2019.
- **Allied professionals** who are members of assessment panels, including architects, lawyers, urban designers and landscape architects.

## 1.3 Who does not need to be accredited?

The following groups will not require accreditation:

- **Elected members** who sit on a Council or Joint Planning Board assessment panel<sup>1</sup>.
- **Planning professionals** who are assessing development applications under delegation for an Assessment Manager or Assessment Panel at a council.
- **Planning professionals** who are not acting as relevant authority for planning consent.
- **Building professionals** who are not acting as relevant authority for building consent.
- **Surveyors** who are not acting as relevant authorities for land division applications seeking planning consent.

Whilst it is not a requirement of the PDI Act that members of State Commission Assessment Panel (SCAP) are accredited, the State Planning Commission has committed to ensuring all members of its Assessment Panel are accredited at Planning Level 2.

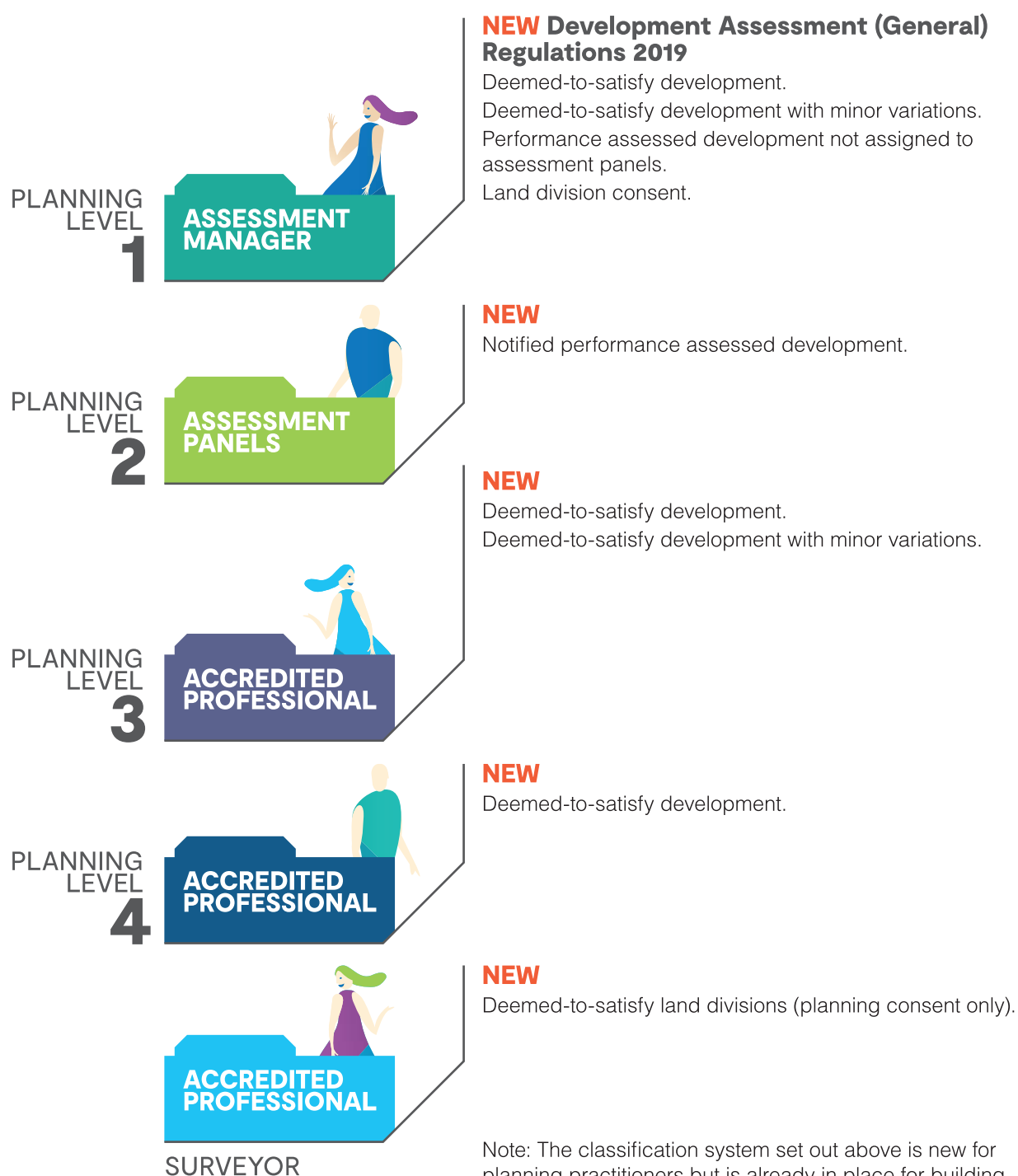
This will ensure the operations of the SCAP represent contemporary best practice in development assessment and will uphold the State Planning Commission as a champion of the Scheme.

<sup>1</sup> Council and Joint Planning Board assessment panels can include up to one elected member of a maximum panel of five members in total. The council needs to be satisfied that a person is appropriately qualified to act as a member of the assessment panel based on the person's experience in local government.



## PLANNING CLASSES OF ACCREDITATION

There are four classes of accreditation applicable to building professionals, four classes for planning professionals, and a class for surveyors under the Regulations. Each class requires a different level of qualification and experience. The below table summarises the types of proposals they can assess.

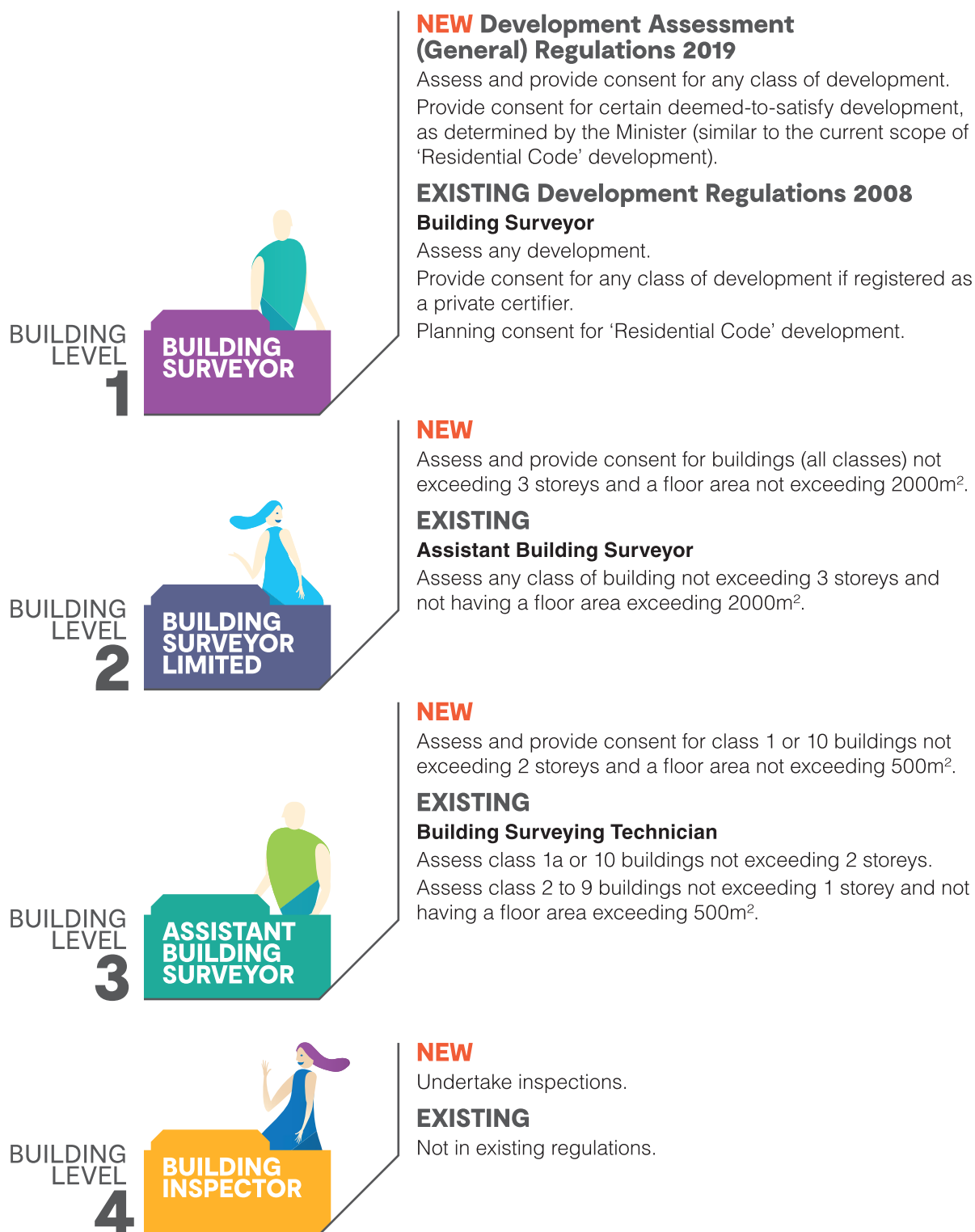


Note: The classification system set out above is new for planning practitioners but is already in place for building professionals. The classification system is also subject to consultation before being finalised.



## BUILDING CLASSES OF ACCREDITATION

New building accreditation classes that replace existing building certification under the new Scheme are shown below. Existing private certifiers will be automatically accredited under the Scheme (see Section 3 - Transitional Provisions)







## 1.5 The Accreditation Authority

To become an Accredited Professional, you must be accredited by the Accreditation Authority, which is the Chief Executive of the Department reporting to the Minister of Planning. The Accreditation Authority is responsible for the administration of the Scheme established by the *Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019* (Regulations). The Regulations are able to be accessed on the PlanSA Portal.

## 1.6 Required qualifications

The qualifications, experience and technical skills required for each class of accreditation as determined by the Accreditation Authority under regulation 5 of the Regulations, can be found in the **Accreditation Authority's Qualifications, Skills and Experience Requirements for Accredited Professionals**. This document can be accessed on the PlanSA Portal.

The Accreditation Authority may also approve alternative qualifications, experience and technical skills on a case-by-case basis, and may grant conditional accreditation in particular circumstances.

## 1.7 Recognised equivalent schemes

Practitioners may be eligible for a class of accreditation under the Scheme if the person is a member of a professional association or body that provides an equivalent scheme for the recognition of qualifications, experience and technical skills that is recognised by the Accreditation Authority under Regulation 16 of the Regulations.

Initial schemes will be recognised as outlined below. Other schemes will be considered for inclusion.

The Accreditation Authority may also approve other schemes, not included in the table below, provided they meet the relevant criteria for professional accreditation.

CLASS	RECOGNISED EQUIVALENT SCHEME
<b>Accredited Professional - planning level 1</b>	Planning Institute of Australia (PIA) Registered Planner
<b>Accredited Professional - planning level 1 (Conditional)</b>	PIA Full Member - must complete the transition to PIA Registered Planner within 24 months
<b>Accredited Professional - planning level 2</b>	PIA Full Member PIA Registered Planner
<b>Accredited Professional - planning level 3</b>	PIA Full Member - Member must demonstrate the minimum 3-years' experience requirement before a 'Statement of Membership Equivalency' is provided. PIA Registered Planner



CLASS	RECOGNISED EQUIVALENT SCHEME
<b>Accredited Professional - planning level 4</b>	PIA Full Member PIA Registered Planner Affiliate* Graduate* * Members must demonstrate the following experience requirements before a 'Statement of Membership Equivalency' is provided by PIA: <ul style="list-style-type: none"> <li>• PIA accredited course – 1-year experience</li> <li>• Non-accredited course – 2-years' experience</li> <li>• Planning related course – 4-years' experience</li> <li>• None/Non-related course – 6-years' experience</li> </ul>
<b>Note:</b> PIA will provide applicants with a 'Statement of Membership Equivalency' for use in the Accredited Professionals application process.	
<b>Accredited Professional - surveyor</b>	Licensed Surveyor with the Surveying and Spatial Sciences Institute (SSSI) General Certification
<b>Accredited Professional - building level 1</b>	Australian Institute of Building Surveyors (AIBS) Building Surveyor Level 1 Royal Institution of Chartered Surveyors (RICS) Level 1
<b>Accredited Professional - building level 2</b>	AIBS Building Surveyor Level 2 Limited RICS Level 2
<b>Accredited Professional - building level 3</b>	AIBS Assistant Building Surveyor Level 3 RICS Level 3

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.8

**Responsible Officer:** Matt Ahern, Team Leader Regulatory Services

**Subject:** Policy Review – Enforcement Policy

**For:** Decision

---

**SUMMARY**

The purpose of this report is for Council to consider the review of the *Enforcement Policy* (the Policy) as foreshadowed in the Policy Review Schedule.

The objective of the Policy is to provide guidance for all enforcement actions undertaken by Council staff to ensure the fair, equitable and consistent approach

The Policy has been reviewed and some minor changes are proposed to Council's current *Enforcement Policy* (refer to **Appendix 1** for details of the proposed changes). The Administration is therefore recommending that the revised Draft Enforcement Policy as contained in **Appendix 1** be adopted.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. With an effective date of 22 December 2020, to revoke the 26 June 2018 *Enforcement Policy* and to adopt the revised draft *Enforcement Policy* contained in Appendix 1 of this report.
- 

**1. GOVERNANCE**

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

*Strategic Plan 2020-24 – A brighter future*

Goal 5 A Progressive Organisation

Objective O2 Our customers find it easier to interact and do business with Council and have an improved customer experience

Priority O2.4 Continuously strive to measure and improve performance and service delivery across all functions

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.2            Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action

➤ **Legal Implications**

As Council has the responsibility to administer and enforce various pieces of legislation, this *Enforcement Policy* will assist in ensuring procedural fairness where non-compliance with legislation has been identified. By adhering to principles and process as outlined in the *Enforcement Policy*, Council staff can demonstrate consistency in the manner in which enforcement action is undertaken within the context of both the legislative and Policy frameworks.

➤ **Risk Management Implications**

The adoption and implementation of the *Enforcement Policy* review will assist in mitigating the risk of:

*Not having an updated Enforcement Policy in place leading to lack of consistency in enforcement decision making and approach, and a lack of community understanding of Council's enforcement action and the manner in which it is applied.*

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

Adoption of the report's recommendation to endorse the draft revised *Enforcement Policy* will result in reducing the level of misunderstanding within the community about Council's enforcement responsibilities and practices, as well as providing a consistent approach in this regard.

➤ **Financial and Resource Implications**

There are no material financial and resource implications with regard to adopting the revised draft *Enforcement Policy*.

Subject to Council ultimately adopting the revised *Enforcement Policy*, there would not be any direct financial or resource based implications associated with the implementation of the Policy. Existing regulatory and compliance staff routinely undertake enforcement action and therefore cost allowances are already included within Council's annual budget. Indirect implications of having an *Enforcement Policy* in place is that through the education of the community, the number of enforcements that may require legal action may be reduced with an associated reduction in enforcement legal costs. Cost recovery is an option in some enforcement matters but is largely by negotiated agreement between the parties.

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

The implementation of the revised *Enforcement Policy* would ensure community confidence in Council's compliance and enforcement responsibilities. By providing guidance and direction to Council staff, the revised *Enforcement Policy* will allow procedural fairness where issues of non-compliance are identified. Adoption of the revised *Enforcement Policy* will also ensure a consistent approach is taken with members of the community in regard to enforcement action.



➤ **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 Development and Regulatory Services  
Manager Development Services  
Team Leader Statutory Planning  
Team Leader Building Services  
Team Leader Environmental Health

*External Agencies:* Not Applicable

*Community:* Not Applicable

## **2. BACKGROUND**

Council has developed a range of policies over a number of years that are required to be periodically reviewed to ensure they remain compliant and contemporary.

This report is a review of the *Enforcement Policy* that was last adopted by Council in June 2018 (Item 12.4), where it resolved:

### **12.4. Enforcement Policy**

**Moved Cr Linda Green  
S/- Cr Ron Nelson**

**139/18**

**Council resolves:**

- 1. That the report be received and noted**
- 2. With an effective date of 10 July 2018, to rescind the February 2001 Reporting of Offences Policy and adopt the draft *Enforcement Policy* contained in *Appendix 1*.**

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

### 3. ANALYSIS

This policy review has identified that there are no significant changes required to Council's current *Enforcement Policy*. However, the updated revised policy does reflect a number of changes as Council's policy position on some matters has evolved over the intervening period. This includes:

- a) addition of the *Planning, Development and Infrastructure Act, 2016* in Section 2
- b) Clarification in Section 4.5.3 of the Policy regarding when commencement of formal enforcement action may be undertaken in one or more of the following circumstances:
  - a. The breach is one of life safety (e.g. swimming pool safety requirements are deficient or not installed, unsafe building or structure, building essential safety provisions or fire safety requirements have not been installed)
  - b. The breach is unlikely to be rectified in a timely manner by other means (e.g. via the development application process) and there are on-going or multiple complaints
  - c. The person has been involved in a previous breach under the same legislation in the Adelaide Hills Council area
  - d. Other circumstances approved by Team Leader/Manager e.g. the Property is listed for sale.
- c) Addition of the words shown in red below in the last paragraph of Section 4.5.3 under the heading "Serving of Orders/Notices,"

"Where there is evidence that an offence has been committed, Council may issue an Expiation Notice or launch a prosecution in addition to serving an Order/Notice. This will only be done where it is determined that the conduct of the recipient justifies taking both steps **or in other circumstances approved by Team Leader/Manager.**"

This will enable timely issuing of Expiation Notices or launching of prosecutions when necessary in the abovementioned circumstances or in other circumstances with the approval of a Team Leader/Manager.

The above proposed changes have been highlighted in the revised Policy using track changes as shown in **Appendix 1**.

In managing compliance, it is recognised that encouraging voluntary compliance and avoiding behaviours leading to a breach of legislation is optimal. Education is therefore a critical component of Council's role and forms a strong basis of the revised Enforcement Policy. It is recognised that prevention may not always be achievable and therefore encouragement and enforcement activities are included within the proposed revised Policy.

Responsibilities of the Environmental Health, Regulatory Services and Development Services portfolios are unique and require careful consideration to ensure the right balance between education, encouragement and enforcement is achieved.

The Administration is therefore recommending that the revised Draft Enforcement Policy as contained in **Appendix 1** be adopted.

#### 4. OPTIONS

Council has the following options:

- I. To adopt the revised draft *Enforcement Policy* as contained in **Appendix 1** and to revoke the existing *Enforcement Policy* (Recommended).
- II. To amend the revised draft *Enforcement Policy* as contained in **Appendix 1**. Should Council resolve to make further amendments to the revised draft *Enforcement Policy*, it is recommended that any substantive changes be referred back to Administration for analysis before doing so (Not Recommended).

#### 5. APPENDIX

- (1) Draft Revised Enforcement Policy (with tracked changes) for adoption

---


# **Appendix 1**

*Draft Revised Enforcement Policy (with tracked  
changes) for adoption*

---



## COUNCIL POLICY

	<b>ENFORCEMENT</b>
---	--------------------

<b>Policy Number:</b>	GOV-10
<b>Responsible Department(s):</b>	<del>Waste, Health</del> <a href="#">Development</a> & Regulatory Services
<b>Relevant Delegations:</b>	Delegations made under legislation relevant to this policy including all regulations, codes and policies made thereunder
<b>Other Relevant Policies:</b>	Order Making Policy 140826 Code of Conduct For Council Employees 140213 Complaint Handling 140610
<b>Relevant Procedure(s):</b>	Standard Operating Procedures
<b>Relevant Legislation:</b>	<b>Local Government Act 1999</b> <a href="#">Development Act 1993 &amp; Development Regulations 2008</a> <a href="#">Planning Development &amp; Infrastructure Act 2016</a> <a href="#">Planning Development &amp; Infrastructure (General) Regulations 2017</a> <a href="#">Planning Development and Infrastructure (Swimming Pool Safety) Regulations 2019</a> <a href="#">Expiations of Offences Act 1996</a> <a href="#">Expiations of Offence Regulations 2011</a>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	<del>Reporting of Offences, 27/02/2001, Item 15.2.2</del> <a href="#">Enforcement Policy (10 July 2018)</a>
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	<i>To be entered administratively</i>
<b>Effective From:</b>	<i>To be entered administratively</i>

Minute Reference for Adoption:	<i>To be entered administratively</i>
Next Review:	No later than <del>December 2020</del> <sup>December 2024</sup> or as required by legislation or changed circumstances

## ENFORCEMENT POLICY

### 1. INTRODUCTION

The Adelaide Hills Council is responsible for the administration and enforcement of various legislation. This responsibility includes taking action where necessary to protect the community and/or preserve the amenity of the Council area.

This Policy outlines Council's approach, method and priorities for ensuring compliance with the legislation for which it is responsible, including by carrying out enforcement functions where necessary. The Policy provides a framework to promote consistency in enforcement action and to ensure that any action taken is proportionate to the alleged offence and, where applicable, the principles of natural justice are observed.

### 2. OBJECTIVES

This Policy is relevant to all enforcement actions undertaken by Council staff and its authorised contractors for and on behalf of the Council within the Adelaide Hills Council. This includes but is not limited to, enforcement activities relating to Adelaide Hills Council By-laws and the following legislation (including all regulations, codes and policies made thereunder):

- *Local Government Act 1999*
- *Expiation of Offences Act 1996*
- *Road Traffic Act 1961 and the Australian Road Rules*
- *Private Parking Areas Act 1986*
- *Dog and Cat Management Act 2005*
- *Fire and Emergency Services Act 2005*
- *Local Nuisance and Litter Control Act 2016*
- *The South Australian Public Health Act 2011*
- *The Food Act 2001*
- *The Environment Protection Act 1993*
- *The Development Act 1993*
- [\*Planning, Development & Infrastructure Act 2016\*](#)
- *The Water Industry Act 2012*

### 3. DEFINITIONS

**"Compliance"** means the act of adhering to and demonstrating adherence to an Act, By-Law, Regulation or similar.

**"Enforcement"** means a combination of the provision of education, encouragement and formal enforcement when required to assist achieve compliance.

**"Formal Enforcement"** means use of legislative or regulatory mechanisms to achieve compliance including orders, expiations, prosecution and notices.

**"Prosecution"** means the process of instituting legal proceedings.

**“Order/Notice”** means a written direction of Council requiring specific action to be taken to secure legislative compliance.

**“3E’s “** means Educate, Encourage, Enforce.

**“In writing”** means - letter or email.

#### **4. POLICY STATEMENT**

##### **4.1 Introduction**

Council is charged with legislative responsibilities which protect individuals and the community. Council’s customers include those whom the law places a duty and those whom the law protects. Whilst it is ultimately the responsibility of individuals and other bodies to comply with the law, from time to time Council is required to carry out enforcement activities to secure compliance with legislative obligations.

This policy is an “umbrella” policy which outlines Council’s approach to enforcement matters and provides staff with direction about the manner in which enforcement activities are to be undertaken. Council will adopt an education, encouragement and enforcement approach where appropriate (3E’s philosophy) to secure legislative compliance. In line with the 3E’s, it is recognised that prevention of behaviours to avoid a breach of legislation is optimal. Education and encouragement is a critical component in achieving this objective.

Taking the above into account, the provision of education and encouragement to the community is an important element for all Regulatory and Compliance staff to influence the prevention of inappropriate practices and behaviours. It is recognised that prevention may not always be achievable, which is where encouragement and enforcement may take the lead role.

Compliance responsibilities under Council’s Regulatory and Compliance staff are unique and require careful consideration to ensure that the right balance of education, encouragement and formal enforcement is achieved. All compliance responsibilities are managed according to their merits, having regard to the evidence in Council’s possession.

##### **4.2 Principles of Good Enforcement**

Enforcement actions are taken within the context of both a legal and policy framework. Council staff will carry out their enforcement related duties with due regard to the following principles.

###### **4.2.1 Proportionality**

A proportionate response means that Council’s actions will be scaled to the seriousness of the breach. It is important to note however, that expiation amounts for offences (with the exception of offences under Council By-laws) are set by the State Government. Council does not have the discretion to reduce or set expiation fees.

Council recognises that most individuals want to comply with the law and will assist compliance by being open and helpful, offering informal advice and providing the chance to discuss compliance problems.



Attention will be focussed on those activities that give rise to the most serious risks, or where potential hazards are ineffectively controlled. Depending on the seriousness and persistence of the infringement, Council will minimise the costs to the person or body infringing the law by enforcing the minimum action necessary to secure future compliance. Mediation may also be considered and utilised where considered appropriate to resolve disputes.

Prosecution will generally be used as a last resort, or for continuous or serious offences.

#### **4.2.2 Consistency**

Council will take a consistent approach in similar cases to achieve similar outcomes. While decisions on enforcement require the use of professional judgement and discretion to assess varying circumstances, officers will:

- follow standard operating procedures wherever possible; and
- ensure fair, equitable and non-discriminatory treatment.

#### **4.2.3 Transparency**

Council will be open and transparent about the manner in which it undertakes enforcement activities and the laws it enforces. Council will consult on and provide ready access to published standards and levels of service and performance that can be expected, and be clear and open about what is expected from those on whom the law places a duty.

In educating the community, Council will make clear distinction between what is legally required and what is desirable but not compulsory.

Staff will be open to discussing potential and actual compliance failures before, during and after formal action has been taken. However, subject to legal requirements, information will not be disclosed that would likely prejudice an investigation of an alleged breach of legislation or enforcement action that is proposed to be taken.

When remedial action is required Council will explain clearly and in plain language why the action is necessary. Where practicable, Council will give notice of its intent to commence formal action and advice will be provided on the process for seeking a review of, or how to appeal against that decision.

Wherever practicable, people raising concerns will be advised of what action has been taken and why that action has been taken.

### **4.3 Authorised Officers**

Only officers who are competent by training, qualification and/or experience will be authorised to take enforcement action. Officers will also have sufficient training and understanding of Council's policies and procedures to ensure a consistent approach to their duties. Any decision to act other than in accordance with this policy must have approval from relevant Manager or Director and the reasons for action recorded in accordance with Council's records management protocols.

Officers are required to show their Authorised Officer/Person Identification card on request or otherwise as required by legislation.

#### 4.4 Decision Making

Where non-compliance is discovered as a result of enforcement investigations, options available to the Council to seek or promote compliance include:

- explaining legal requirements and, where appropriate, the means to achieve compliance;
- providing an opportunity to discuss points of issue where appropriate;
- allowing reasonable timeframes to achieve compliance, eg lodge a Development Application to seek retrospective approval;
- facilitating mediation between affected parties;
- issuing a verbal or written warning; or
- enforcement actions such as:
  - issuing an expiation;
  - issuing an enforcement order notice; or
  - prosecution.

Enforcement decisions must be fair, consistent, balanced and relate to common standards that ensure the public is adequately protected. Where a decision is made not to investigate concerns raised, the decision and reasons will be recorded in accordance with Council's records management systems and protocols and the person raising the concerns will be advised verbally and/or in writing. Decisions will be evidence based and made taking into account any public interest considerations such as public safety and environmental risk and Council resources.

In coming to a decision on the most appropriate means of enforcement, the officer shall consider, amongst other relevant factors:

- severity of the incident including whether it resulted in injury to a person or damage to property and the seriousness of any injury or damage;
- the impact of the breach/offence on the community;
- the degree of wilfulness involved on the part of the offender;
- the consequences of non-compliance;
- the offender's attitude, history, degree of cooperation and consistency of approach to similar/repeat breaches or offences;
- the degree of any hazard/danger or risk to health/safety posed to the community or the environmental risk;
- the impact of any previous actions to address the breach/offence;
- the likely effectiveness of the various enforcement options at preventing any repeat offending;
- other public interest factors;
- whether there is sufficient evidence upon which Council may rely to exercise its powers;
- the personal situation of the individual concerned including health matters, hardship and family/relationship matters;
- consistency of approach to similar breaches/offences;
- if the property is on the market, the need to ensure the non-compliance is listed to inform the real estate agent and potential purchasers.

In the case of a decision to prosecute, such decision will only be made where Council is satisfied (having regard to any legal advice regarding the merits of the prosecution case) that there is a likelihood of securing a conviction and a prosecution is in the public interest.

Where a staff member has a personal association or relationship with the alleged offender or any other person involved, the Authorised Officer will ensure:

- the matter will be brought to the attention of the relevant Team Leader, Manager, Director and the Executive Manager Governance and Performance;
- facts about any conflict/relationship will be recorded in accordance with Council's records management protocols; and
- decisions on who will investigate the alleged contravention will be made by the relevant Manager, Director and the Executive Manager Governance and Performance.

Written documentation to the land owner and/or tenant will:

- include all the information necessary to make clear what needs to be done to comply with legal requirements, the required time frame and if necessary, the reasons for these actions and potential penalties for failing to comply with the request;
- include the legislation contravened, measures necessary to ensure compliance and the consequences of non-compliance; and
- clearly differentiate between legal requirements and recommendations of good practice.

Council will assess all reports of breaches of legislation received and will prioritise matters according to the seriousness of any alleged breach whilst ensuring the most effective use of resources.

#### **4.5 Enforcement**

Prior to considering any enforcement action Council Officers will, in the first instance, determine if any action is required or justified. Action will not be taken when, after investigation, no breach of legislation or other regulatory mechanism is discovered.

It may also be appropriate to take no action when:

- the concerns raised are frivolous, vexatious or trivial in nature;
- the alleged offence is outside Council's area of authority; or
- taking action may prejudice other major investigations.

If, after investigation, it is established that enforcement action is required the following enforcement activities will be utilised in line with the 3E's philosophy and in accordance with departmental standard operating procedures.

##### **4.5.1 Education**

Education is a key component in achieving voluntary compliance in a number of regulatory functions in which Council has a responsibility. This can be achieved a number of ways through several platforms such as websites, social media, community forums, local media outlets and one on one discussions with relevant Council staff.

Use of education aims to prevent or minimise the potential for community members to breach legislative or regulatory compliance in the first instance. Generally, education focuses on ensuring community members are aware of compliance requirements. In circumstances where a compliance breach occurs, and subject to the severity of the matter, Council will take into consideration the principles of good enforcement and educate rather than commence formal enforcement action.

The availability of Council policies is another form of education to ensure stakeholders have the ability to understand requirements and therefore compliance ensues. An example of using education to ensure voluntary compliance is the annual 'dog registration due' signs used to provide advance warning of dog registration requirements.

#### **4.5.2 Encouragement**

Encouraging community members will generally occur when a compliance breach has occurred but is not severe enough to warrant formal enforcement action.

Council places a strong emphasis on engaging with, educating and assisting stakeholders to build trust, confidence and encourage voluntary compliance. Council will listen, respond and provide information and opportunities for stakeholders to ask questions and discuss issues of concern. Where a contravention is detected, the party will be informed and given the opportunity to voluntarily comply. To assist the party to comply, Council will provide guidance to help them understand how to comply. An example of encouraging voluntary compliance is use of 'written warnings' affixed to motor vehicles when parking breaches of a minor nature have occurred.

Council may use informal actions to encourage compliance with legislation which may include:

- offering a verbal or written warning;
- verbal warnings and requests for action; or
- written warnings.

Advice from Council officers will be put clearly and simply and will be confirmed in writing. The circumstances in which informal action may be appropriate include:

- the act or omission is not serious enough to warrant formal action;
- past history reasonably suggests that informal action will secure compliance;
- confidence in the individual/other body is high;
- the consequences of non-compliance will not pose a significant risk; or
- where informal action may prove more effective than a formal approach.

Where a statutory action is not possible, but it would be beneficial in a wider public safety context to urge a particular outcome, informal action will be taken by a Council officer and the reasons recorded in accordance with Councils records management protocols.

Mediation is a useful tool for encouraging self-resolution between disputing parties and when successful negates the need for Council to undertake formal enforcement action against one or both parties.

Where appropriate and dependent upon the severity of the breach, Council may make mediation available. Mediation is a possible alternative where, after investigation, it is determined that the non-compliance is capable of resolution through mediation rather than enforcement. The use of mediation services may also be appropriate where a positive outcome for Council, in the interests of the broader community, is considered possible through this alternative dispute resolution process in order to minimise the costs to both Council and the individual.



#### 4.5.3 Formal Enforcement Options

Direct commencement of formal enforcement action may be undertaken in one or more of the following circumstances:

- The breach is one of life safety (e.g. swimming pool safety requirements are deficient or not installed, unsafe building or structure, building essential safety provisions or fire safety requirements have not been installed)
- The breach is unlikely to be rectified in a timely manner by other means (e.g. via the development application process) and there are on-going or multiple complaints
- The person has been involved in a previous breach under the same legislation in the Adelaide Hills Council area
- Other circumstances approved by Team Leader/Manager e.g. the Property is listed for sale.

A number of formal enforcement options are available which will be dependent on the merits of each matter being considered. These options are outlined below.

##### **Serving of Orders/Notices**

An Order/Notice is a written direction of Council issued in exercise of a statutory power that requires specific action to be taken to secure legislative compliance. A range of legislation administered across the organisation provides Authorised Officers with the ability to issue an Order. To the extent that the legislation outlines process requirements for issuing of an Order/Notice, Council officers will ensure compliance with these requirements.

For example, some legislation requires the following steps be observed before an Order/Notice is issued:

- advise of the intention to issue an order;
- invite submissions with respect to the matter;
- order a person to do, or refrain from doing, a thing under a specified circumstances; and/or
- issue directions specifying how the Order may be complied with.

Council officers will use professional judgement and discretion to assess the variables relating to each matter under consideration, including the reasonableness of the actions required by an Order/Notice and the timeframe to comply.

If legislation does not prescribe requirements to advise of an intention to issue an Order/Notice, Council will determine whether it is appropriate in the circumstances to give such notice. In circumstances where there is a threat to life or immediate threat to public health and safety, an Order/Notice will be made without giving notice of intention. In these circumstances immediate compliance to resolve the situation can be required.

In circumstances when the threat to public health and safety is significant, and the property owner cannot reasonably undertake the required work within a reasonable time, Council may undertake the action required.

In many cases the person receiving the Order/Notice has a right of appeal to the appropriate Court or directly to Council. If an Order/Notice is served for which an appeal is possible, Council will advise the recipient in writing of the right to appeal and the relevant legal provisions at the time of serving the Order in accordance with the relevant legislation.

Where there is evidence that an offence has been committed, Council may issue an Expiation Notice or launch a prosecution in addition to serving an Order/Notice. This will only be done where it is determined that the conduct of the recipient justifies taking both steps [or in other circumstances approved by Team Leader/Manager.](#)

#### **Action in Regard to a default of Order/Notice**

Failure to comply with an Order/Notice may result in further enforcement action being taken, such as the issuing of an Expiation Notice or commencement of a prosecution.

Where legislation confers power on Council to take action in default of an Order/Notice and the necessary work has not been carried out in the time allowed without good reason, Council may consider undertaking the required work. Where work in default is undertaken, Council will seek to recover all costs over a fair period, using all statutory means available. Wherever practicable and appropriate, Council will notify the person who is in default of an Order/Notice before taking action.

The decision to carry out action in default will be made by the Authorised Officer in conjunction with the Team Leader and/or Manager.

Where an offence has been committed Council may issue an Expiation Notice or launch a prosecution in addition to taking action to fulfil an Order. This will only be done where the conduct of the recipient justifies taking such steps. Factors such as giving false information, the obstruction of Council staff and the harm or risk of harm caused by the recipient's delay will be considered in determining additional enforcement actions.

#### **Service of an Expiation Notice**

A person receiving an Expiation Notice is entitled to elect to be prosecuted for an alleged offence and there must be substantial, reliable and admissible evidence that an identifiable person or organisation has committed the alleged offence. In other words, there must be sufficient evidence to establish a person has committed an offence before an Expiation Notice is issued to that person.

The following circumstances are likely to warrant an Expiation Notice:

- certain breaches of legislation administered by Council, including parking and stopping offences under the Australian Road Rules;
- failure to correct an identified problem after having been given reasonable opportunity to do so by an Authorised Officer;
- failure to comply with the requirements of an Order/Notice (unless Council considers that the failure is sufficiently serious to warrant prosecution);
- confidence in the individual/other body is low; or
- a written warning has been given for a similar offence.

#### **Prosecution**

A prosecution will only proceed where there is a reasonable prospect that an offence can be proved beyond reasonable doubt.

The following circumstances are likely to warrant a prosecution:

- a blatant breach of the law such that public health, safety and welfare has been put at risk;

- the alleged breach is too serious, or the risks too great, to be dealt with by means of an expiation;
- a failure to correct an identified serious problem after having been given reasonable opportunity to do so;
- a failure to comply with the requirements of an Order/Notice;
- an established and recorded history of similar offences;
- a person or body elects to be prosecuted;
- an unwillingness, on the part of the individual or other body, to prevent a recurrence of the problem; or
- the recovery of the costs of the investigation or remedial work or financial compensation that are required by Council or an aggrieved party.

Where circumstances warrant a prosecution, all relevant evidence and information will be considered. Before a prosecution is recommended there must be substantial, reliable and admissible evidence that an identifiable individual or other body has committed an offence. A decision to prosecute must be in the public interest. In considering whether prosecution is in the public interest, the following additional factors will be considered:

- whether the offence was premediated;
- the need to influence the offenders future behaviour;
- the effect on the offenders or witnesses physical or mental health, balanced against the seriousness of the offence;
- the availability and efficiency of any alternatives to prosecution;
- the prevalence of the alleged offence and the need for deterrence, both personal and general; and
- the likely length, expense and outcome of a trial.

The final decision to prosecute will be made by the Chief Executive Officer or Council delegate.

## **5. DELEGATION**

The Chief Executive Officer has the delegation to:

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

## **6. AVAILABILITY OF THE POLICY**

This policy will be available for inspection at Council Offices during ordinary business hours and via Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au). Copies will also be provided to the public upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.9

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

**Subject:** Strategic Internal Audit Plan Revision

**For:** Decision

---

**SUMMARY**

At its 16 November 2020 meeting, the Audit Committee resolved to recommend to Council to amend the timing of a number of projects contained in the 2018/19-21/22 Strategic Internal Audit Plan v1.6a (the SIAP) with some minor changes.

The purpose of this report is to seek Council's consideration of the Audit Committee's recommendation.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. To adopt the revised Strategic Internal Audit Plan (v1.6a) as contained in Appendix 1.
- 

**1. GOVERNANCE**

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

*Strategic Plan 2020-24 – A brighter future*

Goal 5 A Progressive Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations



➤ **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.

The Internal Audit program is an important tool to provide an objective appraisal of the adequacy on internal controls in managing our risk and supporting the achievement of council objectives.

➤ **Risk Management Implications**

The implementation of the internal audit program will assist in mitigating the risk of:

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

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

The controls tested are part of the internal control framework contributing to the current Residual Risk rating. The recommendations arising from audits and the management actions to be undertaken are mitigations which will contribute to reducing the risk rating to the Target Risk level.

➤ **Financial and Resource Implications**

The Internal Audit budget for the 2020-21 financial year will not be sufficient to conduct all of the audits currently scheduled. As such, a Budget review will be sought later in the year depending on the schedule of future audits.

The proposed audits are planned to be outsourced under the oversight of the Executive Manager Governance and Performance. Given the range of demands on this role, and the specialised nature of a number of the audits, it is not possible to undertake audits internally and while not necessary, it does promote the objectivity of the audit process.

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

There is a high expectation that Council has appropriate corporate governance processes in place including an effective internal control environment.

➤ **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:* The timing of the 2019-20 internal audits scheduled was discussed at the 16 November 2020 Audit Committee meeting.

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Executive Manager Organisational Development  
Governance & Risk Coordinator

*External Agencies:* Internal audit firms invited to submit quotations for current projects.

*Community:* Not Applicable

**2. BACKGROUND**

At its 17 August 2020 meeting, the Audit Committee considered an amended SIAP and resolved as follows:

**7.5. Internal Audit Quarterly Update**

Moved David Moffatt  
S/- Paula Davies

40/AC20

The Audit Committee resolves:

1. That the report be received and noted
2. To recommend to Council to adopt the revised Strategic Internal Audit Plan v1.5a as contained in Appendix 1 with minor timing amendments as suggested.

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

Council considered the Audit Committee's resolution at its 22 September 2020 meeting and resolved as follows:

**12.7 Strategic Internal Audit Plan Revision**

Moved Cr Leith Mudge  
S/- Cr Malcolm Herrmann

211/20

Council resolves:

1. That the report be received and noted.
2. That Council adopt the revised Strategic Internal Audit Plan (v1.5b) as contained in Appendix 1.

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

### **3. ANALYSIS**

Since the Committee considered the SIAP in August, the Cyber Security Audit has been completed and the report presented to the Committee's October meeting.

The Payroll Administration Audit was re-tendered after the original consultant had to withdraw from the project due to winding up the business. While the audit was scheduled to commence in later November, the COVID social distancing regime, including work-from-home arrangements, have made audit commencement unviable.

Progress on the other three scheduled audits (i.e. Budgetary Management, Recruitment & retention and Payroll Administration) has progressed to the procurement phase.

A revised SIAP v1.6a (**Appendix 1**) has been attached for Council's consideration to reflect the current status of the Plan.

### **4. OPTIONS**

The Council has the following options:

- I. To adopt the revised SIAP as contained in Appendix 1 (Recommended); or
- II. To identify an alternative course of action.

### **5. APPENDIX**

- (1) Strategic Internal Audit Plan 2018/19 – 22/23 v1.6a

---

# **Appendix 1**

*Strategic Internal Audit Plan 2018/19 – 22/23 v1.6a*

---



**Strategic Internal Audit Plan 2018/19 - 22/23**

Audit Engagement	Scope	Strategic/Corporate Risk Linkage	Year 1 2018/19	Year 2 2019/20	Year 3 2020/21	Year 4 2021/22	Year 5 2022/23
Recruitment & Retention Practices	Focusing on the role analysis, authorisation, recruitment process, remuneration determination, reward and recognition processes.	SR9a - Failure to manage, improve and develop the human resources available to the Council.			Q2 (Project Brief agreed)		
Budgetary Management	Focussing on financial planning, control and reporting. Relationship of budget with LTFP, legislative and regulatory compliance.	SR9c - Failure to manage, improve and develop the financial resources available to the Council.			Q2 (Project Brief agreed. To be procured with Treasury Mgt)		
Payroll Function	Focussing on the payroll operation, including a review of the processes, systems, activities, controls and risks. The extent to the audit engagement will consider aspects from commencement of employment to termination of individuals, including payment of wages, leave, changes to position security, administration and payroll reporting. Including PIR from 2014 audit.	SR9c - Failure to manage, improve and develop the financial resources available to the Council.			Q1 (delayed due to retendering)		
Major Projects Review	Focussing on processes, activities associated with the project, including scoping, planning, implementation, monitoring, post project review, risk management, development of maintenance program and operations.	SR2 - Failure to deliver projects, programs and services in accordance with plans (time, budget, quality).		Q4 (AHBTC Divestment) - not scoped due to COVID	Q4 (nominally Fabrik)	Q2	Q2
Use of Purchase Cards	Focussing on the systems, processes and documentation for the issuing, custody, use, transaction approval and oversight of Purchase Cards	SR9c - Failure to manage, improve and develop the financial resources available to the Council.	Completed				
Capital Works Programming & Delivery	Focussing on the planning, scheduling, approval, monitoring, and reporting processes and practices regarding the Capital Works Program. The procurement and contract management processes will be out of scope due to other scheduled audits on these subjects.	SR2 - Failure to deliver projects, programs and services in accordance with plans (time, budget, quality). SR6 - Failure to provide appropriate infrastructure for the community. SR4 - Failure to take measures to protect the community from natural and other hazards			Q3 (Project brief in development)		
Treasury Management	Focusing on the processes, practices and policies regarding Treasury Management including compliance with legislative obligations.	SR9c - Failure to manage, improve and develop the financial resources available to the Council.			Q2 (to be procured with Budgetary Mgt)		
Cyber Security	<b>Focusing on the cyber security risks to the Council, undertake an assessment of the adequacy of the control framework including an assessment against the maturity levels of the Australian Cyber Security Centre's Essential Eight Model.</b>	<b>SR9b - Failure to manage, improve and develop the information resources available to the Council.</b>			Completed		
Emergency Management	Focussing on Emergency Management Plans, identification of risks associated with various types of disasters and the controls and processes to mitigate those risks, status of preparedness in the event of an emergency, recovery process and association with the Community and other Emergency Services.	SR4 - Failure to take measures to protect the community from natural and other hazards				Q3	
Business Continuity Plan	Focussing on the review of Business Continuity Plan (Disaster Recovery and Disruption) to key activities of Council including the identification, development, implementation of recovery plans and testing of conditions in the event of a disaster.	SR4 - Failure to take measures to protect the community from natural and other hazards					Q1
Economic Development Strategy Implementation	Focusing on the strategy development and revisions processes, determination of actions and initiatives, funding of strategy implementation and evaluation of outcomes against strategy objectives.	SR7 - Failure to promote the Council area and provide an attractive climate and locations for the development of business, commerce, industry and tourism.				Q1	
Debt Management	Focusing on the processes, practices and policies regarding Debt Management including compliance with legislative obligations.	SR9c - Failure to manage, improve and develop the financial resources available to the Council.				Q1	
Procurement	Focussing on processes, activities, controls, risk, compliance through stages of the function, including planning, assessment, selection, and contract execution. Including the use of payment methods such as credit cards and petty cash. Including PIR from 2014 & 2015 audits. The contract management processes will be out of scope due to another scheduled audit on this subject.	SR2 - Failure to deliver projects, programs and services in accordance with plans (time, budget, quality). SR9c - Failure to manage, improve and develop the financial resources available to the Council.				Q4	
Training & Development Practices	Focusing of the identification of training and development (T&D) needs, sourcing of T&D options, scheduling and support of activities, assessment of transfer into workplace and evaluation of T&D initiatives. This will include development activities such as coaching & mentoring.	SR9a - Failure to manage, improve and develop the human resources available to the Council.					Q1
Asset Operation	Focussing on Asset operation, processes, activities, controls, risk, service levels, planned work, maintenance programs, monitoring performance, asset registers and reporting. Including PIR from 2016 audit.	SR2 - Failure to deliver projects, programs and services in accordance with plans (time, budget, quality). SR6 - Failure to provide appropriate infrastructure for the community. SR8 - Failure to manage and develop public areas vested in, or occupied by the Council.					Q2
Contract Management	Focussing on the post-procurement processes, activities, controls, risk, compliance through stages of the function, including induction, payment approval, monitoring, superintending, reporting, contractual close and evaluation. The procurement processes will be out of scope due to another scheduled audit on this subject.	SR2 - Failure to deliver projects, programs and services in accordance with plans (time, budget, quality). SR11 - Failure to exercise, perform and discharge the powers, functions and duties under legislation, contracts, leases and policies.					Q4
<b>Number of Audits</b>							

**Version Control**

Date Adopted	Version Comments	No.
30/04/2018	Initial plan considered by Audit Committee	1.0a
22/05/2018	Adopted by Council	1.0
26/02/2019	Amended plan adopted by Council (Purchase Card audit added)	1.1
17/12/2019	Amended plan adopted by Council (Plan extended for a year, projects rescheduled)	1.2
25/02/2020	Amended plan adopted by Council (Changes to the timing and scope of the cyber security audit)	1.3
25/07/2020	Proposed amendments (Changes in timing for Recruitment & Retention, Budgetary Mgt, Treasury Mgt, Emergency Mgt & BCP)	1.4
22/09/2020	Amended plan adopted by Council (Changes to the timing of audits)	1.5
12/11/2020	Proposed amendments (completion of cyber, changes to other timings)	1.6a

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
AGENDA BUSINESS ITEM**

**Item:** 12.10

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

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

**For:** Decision

---

**SUMMARY**

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

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

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

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
2. The following completed items be removed from the Action List:

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
25/06/2019	Ordinary Council	158/19	Boundary Reform - Approval to Explore	None declared
28/04/2020	Ordinary Council	71/20	Rural Land Acquisition from DPTI - Houghton & Aldgate	None declared
8/09/2020	Special Council	196/20	Election of Deputy Mayor	Material - Cr Nathan Daniell
8/09/2020	Special Council	188/20	Audit Committee Membership appointment of Council Members	Perceived - Cr Malcolm Herrmann Actual - Cr Leith Mudge
8/09/2020	Special Council	189/20	Audit Committee Membership approval to commence recruitment of Independent Member	None declared
22/09/2020	Ordinary Council	206/20	Recovery Update	None declared
22/09/2020	Ordinary Council	216/20	Pomona Road Streetscape	None declared
27/10/2020	Ordinary Council	234/20	Change to Community Land Management Lan 10 - Vehicle Access Control Reserves	None declared
24/11/2020	Ordinary Council	266/20	Internal Review Road Closure Decisions 2018 & 2020	Perceived - Cr Pauline Gill
24/11/2020	Ordinary Council	268/20	2019-2020 Annual Report	None declared
24/11/2020	Ordinary Council	269/20	2020-2021 Community Recreation & Facility Grants	Material - Cr Linda Green
24/11/2020	Ordinary Council	272/20	Budget Review 1	None declared
24/11/2020	Ordinary Council	271/20	2019-2020 End of Year Financial Report	None declared
24/11/2020	Ordinary Council	274/20	Audit Committee Presiding Member	Material - Cr Malcolm Herrmann
24/11/2020	Ordinary Council	276/20	CEOPRP Presiding Member	Material - Cr Mark Osterstock
24/11/2020	Ordinary Council	280/20	Cessation of SPDPC Committee	None declared

## 1. GOVERNANCE

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

*Strategic Plan 2020-24 – A brighter future*

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

Not applicable

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

Not applicable

## **2. BACKGROUND**

At its meeting of 24 March 2015 Council resolved:

*That the CEO provides a report to the 28 April 2015 Council meeting in relation to outstanding resolutions passed before 31 March 2013 outlining the reasons why the resolutions have not been completed, detailing what actions have been taken and an estimated date of completion.*

The contents of this report formed a workshop discussion with Council Members on 3 May 2017.

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

## **3. ANALYSIS**

The Action list has been updated to provide Council with information regarding outstanding actions. Completed resolutions are identified in the recommendation for removal from the Action List.

## **4. OPTIONS**

Council has the following options:

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

## **5. APPENDIX**

- (1) Action List



---

# Appendix 1

*Action List*

---

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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	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 the State Diocese has consented to progress the matter and Council is awaiting contact from them to progress.
26/04/2016	Ordinary Council	83/16	Croft & Harris Road Precinct, Lenswood	None declared	2. That the Office for Recreation and Sport and Department of Planning, Transport and Infrastructure be approached to discuss any potential funding opportunities to undertake bituminising works up to where the bicycle access occurs. 3. That a further report be presented on potential road treatments for Croft Road Lenswood and the surrounding road network once additional data has been collected on peak traffic numbers generated through a major event and staff continue negotiations with ForestrySA regarding infrastructure improvements for Cudlee Creek Forest Reserve.	Peter Bice	In Progress	Director Infrastructure & Operations is now representing AHC on a Project Steering Group to assist in development of the ForestrySA Cudlee Creek Forest Trails Fire Recovery Strategy. First meeting occurred in May which incorporated visioning exercise and SWOT Analysis with a broad range of stakeholders  Public Feedback currently being sought on the draft Cudlee Creek Forest Trails Fire Recovery Strategy
24/05/2016	Ordinary Council	105/16	Land at Houghton Request to Purchase	None declared	The acquisition of the land described as CT 5363/842 and CT 5363/452 consisting of two parcels of land, one 819m2 the other 36m2 respectively, and currently owned by R J Day and B E Day for nil consideration. Council to pay all transfer fees, charges and GST that may be applied.  To undertake a Section 210 process for the conversion of private road to public road for the land described as CT 5343/355 of 27m2 currently owned by Marinus Maughan and Alick Stephen Robinson. To negotiate and accept a transfer of the land described as CT 5343/354 of 476m2 from the City of Tea Tree Gully for nil consideration. To negotiate and accept a transfer or vesting of the land described as CT 5421/887 from the Department of Planning, Transport & Infrastructure for nil consideration.	Terry Crackett	Completed	The acquisition from RJ & BE Day has been completed and registered at the Lands Titles Office.  Title for the land held by City of Tea Tree Gully has been reissued in the name of Adelaide Hills Council.  The Section 210 process has been completed.  Land has been transferred to Council from DIT and will be declared as public road by separate resolution of Council
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	DEWNR have requested that the revocation be put on hold whilst they investigate the requirements to alter the trust affecting the land and undertake an assesment of the native vegetation on the land, this is likely to take some months. DEW advised on 4/12/18 that there are some impediments to the progression of the proposed boundary realignment due to the mining operations on the adjacent land, which are being negotiated with the Dept for Mining. Advice is that these negotiations could take considerable time (2yrs). In the interim, consideration will be given to the granting of a right of way to ensure that the cemetery has legal access. DEW staff member dealing with this matter has left DEW so there may be
27/02/2018	Ordinary Council	57/18	Confidential Item - AH Swimming Centre Shade Sail	None declared	As per confidential minute	Terry Crackett	Completed	Matter now finalised in accordance with the resolution.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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 1999</i> , Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Terry Crackett	Completed	Matter now finalised in accordance with the resolution.
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves into Heritage Agreements 2018	None declared	1. That the report be received and noted. 2. That the Biodiversity Officer be authorised to enter: Doris Coulls Reserve, 152 Old Mt Barker Road, AldgateHeathfield Waste Facility, 32 Scott Creed Road, HeathfieldKiley Reserve, 15 Kiley Road, AldgateShanks Reserve, 1 Shanks Road, AldgateStock Reserve, Stock Road, MylorLeslie Creek Reserve, Leslie Creek Road, MylorMi Mi Reserve, 125 Aldgate Valley Road, MylorAldgate Valley 2 Reserve, 114 Aldgate Valley Road, MylorKyle Road Nature Reserve, Kyle Road, MylorCarey Gully Water Reserve, Deviation Road, Carey GullyHeathfield Stone Reserve, 215 Longwood Road, HeathfieldMylor Parklands, Mylor all being of significant biodiversity value, into Heritage Agreements. 3. That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves.	Peter Bice	In Progress	Heritage Agreement applications lodged for and still in progress: •Mylor Parklands •Heathfield Waste Facility  Heritage Agreement have been registered over: •Kiley Reserve •Shanks Reserve •Kyle Road Nature Reserve, •Leslie Creek Reserve •Aldgate Valley 2 Reserve •Doris Coulls Reserve
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)	The report be received and notedThe CEO undertakes a request for tender process for the divestment of Council's CWMS assets to inform Council's decision to sell or retain these assets.The resolution to undertake a request for tender process is subject to there being no matters of material impact identified through further due diligence and request for tender preparation activities, as determined by the CEO.Subject to Council resolving to proceed to a request for tender for the divestment of Council's CWMS assets, the CEO be delegated to prepare and approve an evaluation plan for the purposes of assessing responses received including but not limited to the following criteria: CWMS customer pricing and feesSale price for CWMS assetsRespondents financial capacityRespondents operational capacity and capabilityNetwork investment and expansion That ongoing analysis be undertaken on continued Council ownership of CWMS assets for request for tender comparison purposes to inform future decision making.The Prudential Review Report and the Probity Report be received and noted.The Council acknowledges that whilst S48 of the Local Government Act 1999 does not require a prudential review to be undertaken, the report in relation to this project is consistent with the provisions of S48.The Administration is to continue to work collaboratively with the City of Onkaparinga and Rural City of Murray Bridge for the potential divestment of Council's CWMS.That probity advisory services continue to be maintained throughout the CWMS review process.That a further report be provided to Council detailing the outcomes of the second stage request for tender and evaluation process with recommended next steps.	Peter Bice	In Progress	Workshop and Report to Council in December 2020.  The Registration of Interest was launched on 8/9/2020 to the market. Following this process a report is anticipated to be brought to Council in December 2020 regarding next step options and a decision to proceed or otherwise to further stages.  The Expression of Interest process has been delayed in consideration of Covid-19 impacts. In collaboration with project partners currently progressing with preparation of request for expression of interest tender process and documentation. Council staff continue to work with project partners towards request for tender release forecast to be in July 2020.  Commercial advisory services have been engaged to ensure the approach to market is undertaken in such a manner to maximise return.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
11/09/2018	Special Council	229/18	Road Exchange McBeath Drive, Skye Horsnell Gully	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> <p>Subject to the successful completion of the road exchange process, Council undertakes a process in conjunction with the City of Burnside to realign the local government boundary along the new location of McBeath Drive to the south side of pieces 42, 52 and 62 of the proposed residential allotments in accordance with the provisions of the Local Government (Boundary Adjustment) Amendment Act 2017 (to commence on 1 January 2019) and/or</p>	Terry Crackett	In Progress	<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>Awaiting advice that land division has been completed so that the boundary realignment can occur</p>
11/09/2018	Special Council	232/18	Revocation of Community Land – Bridgewater Retirement Village	None declared	<p>To commence a process to revoke the Community Land classification of the land located on the corner of Mt Barker Road and Second Avenue Bridgewater known as 511 Mt Barker Road Bridgewater contained in Certificate of Title Volume 5488 Folio 788 (Land) on which a portion of the Bridgewater Retirement Village is located by: Preparing a report as required under section 194(2)(a) of the Local Government Act 1999 and making it publicly available. Undertaking consultation in accordance with its Public Consultation Policy as required under section 194(2)(b) of the Local Government Act 1999.</p> <p>To commence a process to vary the charitable trust affecting the Land by investigating land parcels owned by the Adelaide Hills Council, including Carripook Park, Candlebark Reserve and Vincent Playground Reserve, that may be suitable for the development of a landscaped garden for the benefit of the community and for the construction of a memorial to the Ash Wednesday Bushfires of 1983 as contemplated by the charitable trust over the Land and invite community suggestions and feedback in relation to any appropriate land parcels.</p> <p>To approve a budget allocation in the amount of \$10,000 for legal expenses for the preparation of an Application to the Supreme Court to vary the charitable</p>	Terry Crackett	In Progress	<p>Initial consultation to identify possible locations for the establishment of a garden and memorial concluded on 28 January 2019 with only one submission received being a suggestion from the Retirement Village residents to investigate Carripook Park as their preferred option.</p> <p>Council, at the meeting of 27 August 2019, approved Carripook Park as the location to vary the trust to. Community consultation is open and runs until 20th December 2020.</p> <p>The Attorney-General has provided in-principle support to the proposal so a design for the landscaped garden and bushfire memorial at Carripook Park will be prepared for submission to the Supreme Court.</p>
11/09/2018	Special Council	238/18	Ashton Landfill – Confidential Item	None declared	<p>Until 10 September 2019.</p> <p>Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.</p> <p>Refer to confidential minute</p>	Peter Bice	In Progress	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	<p>This matter has been worked through with the Reconciliation Working Group and is likely to be an ongoing topic of discussion. The Group is at this stage advising the Council to focus on some 'easy wins' with places like Uraidla, Gumeracha and Cudlee Creek, whose names are anglicised versions of traditional Aboriginal names, to start building awareness in community.</p> <p>The Administration is continuing to work with the Group on how this should be done in practice.</p>

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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	Not Started	The land sits within the Enviromental 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, likley 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). Note that the implementation of the new legislation has been deferred.
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 unknown;Renewal of existing gravel driveways; and Creation/extension of driveways to facilitate expansion of the cemetery	Terry Crackett	In Progress	Investigations as to options for marking of graves has commenced and once collated will be finalised for installation. Council staff have met with the Scott Creek Progress Association Committee to progress. Construction of concrete plinths is progressing and plaques will be finalised for installation. A fenced area is proposed for the unmarked grave area. Works for driveway upgrade will be scheduled this financial year. Works will be undertaken upon recruitment of cemetery maintenance team member
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	As per the original grant agreement, resurfacing works at the Heathfield (Council owned) site have been completed. Works to the existing courts at the Stonehenge site will commence shortly.  Council staff are in the process of submitting a formal variation to the grant funding agreement with the ORSR that will allow the third component of the project (works originally intended for the creation of new courts at the Stonehenge site) to be undertaken at the Heathfield High School site instead.  Over the past few months Council staff have been working with staff from Heathfield High School and the Department for Education to facilitate an agreement that will allow these works to occur.  Project scoping and preparation for a tender process has begun. Works funded by the ORSR grant funding will include the extension and reconstruction of the Heathfield High School courts.
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	Terry Crackett	In Progress	Matter not requiring action at this time.
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	Andrew Aitken	Completed	Rec 2: Updated correspondence was sent to Woodforde and Rostrevor residents regarding the community meeting - COMPLETED Rec 3(1): C.L. Rowe & Associates engaged to conduct the Strategic Boundary Review - COMPLETED Rec 3(2): Workshops conducted on 17 March and 20 October 2020, Inform Engagement with neighbouring council Mayors and CEOs (delayed due to COVID-19) now completed. Report received at October 2020 meeting - COMPLETED.



Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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	Tenders for Mobile Library received. The procurement process was suspended pending a review of the effectiveness of alternative service delivery models resulting from the Covid-19 pandemic restrictions. The procurement process has now recommenced. Three tenders have been assessed. Further information identified and to be requested. Additional information received from tenderers and Tender Report regarding recommended company underway. Strategic Plan presented at a Council Workshop 10 November 2020 for feedback and further consideration before return to Council.
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	V Category lights identified and process to update on Council roads being developed. A new customer portal has been developed by SAPN and this will assist in light ownership and validation of V-Category (road category lighting from the Aust Standards) lighting owned by Council. DPTI request for all new lights to be V3 or V4 standard for DPTI roads. Council is also reviewing V category lighting on Council roads to determine the appropriate LED options and costs. 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 calendar 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 Production 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	An Expression of Interest process has been concluded and a preferred provider has been selected to prepare relevant material and short videos in this regard to put on Council's media channels. The provider will now be formally engaged to undertake the work which will commence early in the new year.
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	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. Recording of goods purchased with recycled content has commenced including bin surrounds, wheelie bins, office paper, fence posts and road construction materials. To date council has purchased 3446 tonnes of recycled product including predominantly recycled road base and other items such as wheelie bins, bollards, picket fence panels and steel rails. Training is ongoing as required, staff continue to record purchases of recycled product through the procurement process.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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	The park was impacted by the Cudlee Creek Bushfire.  The community group remains active in looking at opportunities to improve the park and a new sign is due to be installed.
24/09/2019	Ordinary Council	253/19	Oakbank Soldiers Memorial Hall	None declared	That the report be received and notedThat 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 made the supreme sacrifice in the Great War 1914 - 1918 and preserve the same upon trust for the general benefit of the residents of the township of Oakbank and district, and including the Balhannah township and district, and accept monies from the Association to be held on trust for that purpose.5. That the Mayor and CEO be authorised to sign all necessary documents, including affixing the common seal, to give effect to this resolution	Terry Crackett	Completed	Council rescinded this resolution on 26 October 2020
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, BalhannahCR 5926/487, Lot 20 Bell Springs Road, CharlestonCR 5753/718, Section 1544 Reserve Terrace, AldgateCR 5753/753, Section 495 off Kersbrook Road, Kersbrook Community consultation be undertaken in accordance with the Council's Public Consultation Policy. A further report be presented to Council following completion of the community consultation process.	Terry Crackett	In Progress	Consultation has closed with a report to be presented to Council in February 2021

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
26/11/2019	Ordinary Council	277/19	MON Water Usage from Bores	None declared	<ol style="list-style-type: none"> <li>1. That the CEO investigates any circumstances where Council provides water to or receives water from a person/organisation.</li> <li>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</li> </ol>	Terry Crackett	In Progress	Investigations as to various arrangements is being undertaken with a report being presented to Council early in 2021
17/12/2019	Ordinary Council	309/19	Mylor BMX Bike Track	Perceived - Cr Leith Mudge	<ol style="list-style-type: none"> <li>1. That the report be received and noted.</li> <li>2. That broad community consultation be undertaken in accordance with the consultation plan set out in this report</li> <li>3. That, following completion of community consultation and further investigations by Council staff, a further report is presented to Council for consideration.</li> <li>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</li> <li>5. To reaffirm its commitment to the Heritage Agreement application in its current form, which is in progress for the Mylor Parklands</li> <li>6. To thank all community groups and volunteers who have contributed to the preservation and conservation of the Mylor Parklands over many years</li> <li>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.</li> </ol>	Peter Bice	Completed	Completed
17/12/2019	Ordinary Council	314/19	Road Exchange Montacute Road Montacute	None declared	<ol style="list-style-type: none"> <li>1. That the report be received and noted</li> <li>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></li> <li>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 Appendix 2, to vest allotments 12 and 14 as public road for nil consideration</li> <li>4. The road to be closed as identified as "A" in Preliminary Plan 05/0056 be excluded as Community Land pursuant to the Local Government Act 1999</li> <li>5. To authorise the Chief Executive Officer and Mayor to finalise and sign all documentation, including under seal if necessary, to give effect to this resolution.</li> </ol>	Terry Crackett	In Progress	Council has executed documents to support a process to bring land under the provisions of the Real Property Act 1886. Awaiting completion of that process before the road exchange can progress.
28/01/2020	Ordinary Council	11/20	Revocation of Community Land - Bridgewater Retirement Village	None declared	That the report be received and noted Subject 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	Application to the Minister for Planning will be made once the trust variation scheme has been approved by the Supreme Court. Currently awaiting feedback from the Attorney-General.
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.	Terry Crackett	Completed	Recommendation on the appointment of the CEO Performance Review Panel Independent Member was approved on 27/10/2020.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
28/04/2020	Ordinary Council	71/20	Rural Land Acquisition from DPTI - Houghton & Aldgate	None declared	That the report be received and notedTo accept a transfer of land from the Commissioner of Highways for Allotment 13 in Deposited Plan No. 26030 contained in Certificate of Title Volume 5741 Folio 518 being Lot 13 Horn Street, Houghton from the Commissioner of Highways for nil consideration.To accept a transfer of land from the Commissioner of Highways for Allotment 51 in Deposited Plan No. 82071 contained in Certificate of Title Volume 6058 Folio 751 being Lot 51 Strathalbyn Road, Aldgate from the Commissioner of Highways for nil consideration.To exclude the land described in 2 & 3 above as community land pursuant to section 193(4) of the <i>Local Government Act 1999</i> . To delegate to the Chief Executive Officer to execute the necessary documentation to give effect to this resolution.	Terry Crackett	Completed	The registration of the transfer of the land parcels to Council has been completed. A further report will be presented to Council to obtain a resolution to declare the land parcels as public road.
28/04/2020	Ordinary Council	75/20	CEO PRP Independent Member Deferral	None declared	That the report be received and notedTo defer the recruitment of an Independent Ordinary Member until the social distancing restrictions associated with COVID-19 are sufficiently reduced/removed.	Andrew Aitken	Completed	Recommendation on the appointment of the CEO Performance Review Panel Independent Member was approved on 27/10/2020.
26/05/2020	Ordinary Council	93/20	Support for Road Closures - 2020 Shannons Adelaide Rally & 2020 Gorge Rallysprint	Cr Chris Grant - Perceived	That the report be received and noted. That, in relation to the 2020 Shannons Adelaide Rally and 2020 Gorge Rallysprint, Council supports the event contingent on the organisers, to the satisfaction of the Chief Executive Officer:Providing evidence of satisfactory insurance to cover any damage to third party property caused by the eventEntering into a road repair agreement with Council to cover any rectification works required as a result of damage caused by the eventProviding confirmation that the affected business owners are aware of the road closuresProviding written confirmation that the concerns raised by affected residents have been adequately addressed and that arrangements for egress and regress for those properties can be managed within the event where possibleWritten confirmation from the organisers that they will erect advance notice of road closures on the affected roads, at least three weeks prior to the event. That subject to the requirements of item 2. being undertaken, Council provides consent for road closure orders in relation to the two events, to be held on Sunday 13 September and between Wednesday 25 and Saturday 28 November as follows: Refer to Minutes 4. That the Council confirms that the Chief Executive Officer may use existing powers under delegation to consider, and determine whether or not to provide consent to, any proposals for minor changes to the road closures in the lead up to the event. 5. That organisers of the 2020 Shannons Adelaide Rally be required to attend a Council workshop by February 2021 to provide feedback on the 2020 event and allow elected members the opportunity to ask questions in relation to the event.	David Waters	In Progress	The event organiser is aware of the Council's resolution and is willing to attend the workshop in February 2021.  Evidence of all requirements received.  The Gorge Rallysprint was held on Sunday 13th September and a feedback was provided on 17 September. There were no complaints or enquiries received on or post event. The Adelaide Rally takes place on 25-28 November 2020.
23/06/2020	Ordinary Council	105/20	Community & Recreation Facility Framework Project Update	None declared	That the report be received and notedThat Council endorses the Community & Recreation Facilities Framework - Community Consultation Implementation Plan, contained in <i>Appendix 1</i> .	Peter Bice	In Progress	The CRFFIWG members will continue to progress & develop models, service levels & policy positions, which will be presented to a Council Member workshop in early 2021. In addition, CRFFIWG members & staff recently held a targeted stakeholder consultation session to discuss various service level options.
23/06/2020	Ordinary Council	122/20	Event Opportunity - Confidential	None declared	Refer to Confidential Minute	David Waters	In Progress	The matter remains subject to the confidentiality order.
23/06/2020	Ordinary Council	123/20	Event Opportunity - 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 event agreements are signed and the relevant event details are announced by the relevant Minister, but not longer than 31 December 2021.	David Waters	In Progress	This items remains in confidence under the provisions contained in the resolution and a report will be going to Council to extend this period.
28/07/2020	Ordinary Council	136/20	MON Late Lewis (Lew) Brickhill	None declared	That the CEO investigates, in consultation with the family and the Friends of Bushland Park, how the memory of the late Lewis Norman Brickhill can be commemorated for his contribution to, not only Lobethal Bushland Park, but also to the wider community, and provides a report to Council by 30 September 2020.	Peter Bice	Completed	Report has been tabled

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
28/07/2020	Ordinary Council	147/20	Citizen of the Year Awards Presentation Location	None declared	That the report be received and noted. That the winners of the three primary Australia Day Awards – Citizen of the Year, Young Citizen of the Year and Community Event of the Year – be given the opportunity to receive their award at a community celebration of their choice, commencing in January 2021.	David Waters	Not Started	The action arising from this resolution does not come about until January 2021.
28/07/2020	Ordinary Council	148/20	Road Closure adj Posen Road Birdwood	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 piece of land identified as "A" in the Preliminary Plan No. 20/0005 attached to this report with Piece 14 in Deposited Plan No. 63287 comprised in Certificate of Title Volume 5911 Folio 108. 3. Subject to the closure of the road identified in the Preliminary Plan attached, that: The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i> ; and The piece marked "A" be sold to Mrs Elizabeth Addams-Williams, the owner of the property with which it is merging for the amount of \$8,000 plus GST (if applicable) and all fees and charges associated with the road closure process. 4. Authorise the Chief Executive to finalise and sign all necessary documentation to close and sell the above portion of closed road pursuant to this resolution.	Terry Crackett	In Progress	Commenced in accordance with the resolution.  Awaiting gazettal notification of completion of the road closure process
28/07/2020	Ordinary Council	149/20	Road Widening Netherhill Road Kenton Valley	None declared	1. That the report be received and noted 2. To purchase the areas of land totalling 335 sqm identified in red on the Land Acquisition Plan attached as <i>Appendix 2</i> ("land") from Stephen Paul Cowie the land owner at 67 Nether Hill Road, Kenton Valley, for the purchase price of \$6,700 (excl GST) plus all reasonable costs to vest the Land as public road. 3. To purchase the area of land being 188 sqm identified in red on the Land Acquisition Plan attached as <i>Appendix 2</i> ("land") from Paul Andrew Arnup and Danielle Marie Beatrice Helbers the land owner at 109 Nether Hill Road, Kenton Valley, for the purchase price of \$3,760 (excl GST) plus all reasonable costs to vest the Land as public road. 4. The road land being acquired to be excluded as Community Land pursuant to the <i>Local Government Act 1999</i> ; and 5. That the Mayor and CEO be authorised to sign all necessary documentation, including affixing the common seal, to give effect to this resolution. 6. To approve an expenditure budget of \$10,460 to purchase the two areas of land on Nether Hill Road, Kenton Valley, with funding to be sourced from favourable capital revenue identified within the 2020-21 Capital Works budget.	Terry Crackett	In Progress	Progress has commenced in accordance with the resolution  Conveyancer has been instructed to prepare boundary realignment documents



Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
25/08/2020	Ordinary Council	165/20	Replacement LMA 3 & 5 Pomona Road Stirling	None declared	<ol style="list-style-type: none"> <li>1. That the report be received and noted</li> <li>2. To enter into a deed of rescission, rescinding Land Management Agreement 10923983 dated 10 March 2008 and Variation of Land Management Agreement 12221145 dated 22 October 2014 noted on the land comprised and described in Certificate of Title Book Volume 6127 Folio 47, known as 3 Pomona Road, Stirling</li> <li>3. To enter into a deed of rescission, rescinding Land Management Agreement 13038239 dated 29 November 2018 noted on the land comprised and described in Certificate of Title Book Volume 6218 Folio 57, known as 5 Pomona Road, Stirling</li> <li>4. To enter into the new Land Management Agreement with Aldi Foods Pty Ltd attached in Appendix 1 of this report for Certificate of Title Volume 6127 Folio 47 and Certificate of Title Volume 6128 Folio 57, known as 3 &amp; 5 Pomona Road, Stirling, subject to the acceptance by the Council Assessment Panel to the variation of the approved landscaping plan for Development Application 16/463/473 and subject to the acceptance of the State Commission Assessment Panel to the variation of the approved landscaping plan for Development Application 19/272/473 (19/E9/473)</li> <li>5. The Mayor &amp; CEO are authorised to affix the Council Seal and execute the new Land Management Agreement, the Deeds of Rescission, and Consents to Note the new Land Management Agreement and Rescissions for 3 &amp; 5 Pomona Road Stirling, and</li> </ol>	Marc Salver	In Progress	The new LMA approved by Council on 25 August has been forwarded to the applicant for execution and will then be registered on the respective titles. They awaiting SCAP approval to the amended landscaping plan before the LMA in this regard can be registered.
25/08/2020	Ordinary Council	168/20	Gumeracha Court Resurfacing Project	None declared	<ol style="list-style-type: none"> <li>1. That the report be received and noted.</li> <li>2. To approve the 2020-21 capital expenditure budget of \$220k to be funded by \$220k in capital grants income from the Federal Government Community Development Grants Program in accordance with initial funding documentation.</li> <li>3. That \$150,000 be brought forward from the 2021-22 LTFP allocation into the 2020-21 Capital Program to enable the lighting and associated works at the Gumeracha courts to be undertaken.</li> <li>4. That \$50,000 from the 2019-20 Capital Program be carried forward into the 2020-21 Capital Program to enable the lighting and associated works at the Gumeracha courts to be undertaken.</li> </ol>	Peter Bice	In Progress	<p>Update 14/9 - Staff are progressing the funding agreement with the relevant Federal Government agency, &amp; have organised to meet with community representatives in the coming weeks.</p> <p>Update 8/10 - Staff are finalising the funding agreement with the relevant Federal Government agency. Staff have also met with a club representative to understand their needs &amp; ensure that these are reflected in the project scope. Project scoping works, in preparation for tender have begun.</p> <p>Update 17/11 - As per above update.</p> <p>Update - 7/12 - After an unsuccessful initial tender process, staff have considered some alternative options &amp; will engage a consultant to produce Detailed Concept Documentation for the project, which then be used in tender documentation for a Design &amp; Construct project.</p>
25/08/2020	Ordinary Council	169/20	Heathfield Change Room & Cricket Net Project	None declared	<p>That the report be received and noted.</p> <p>To approve an increase in the 2020-21 Capital Expenditure Budget of \$1,088,949, resulting in a total project cost of \$1,414,851, to be funded by \$1,088,949 in grants and associated contributions for the Heathfield Oval Change Room and Cricket Net Project, in accordance with the Funding Agreements.</p>	Peter Bice	In Progress	<p>Update - 14/9 -Council staff &amp; project managers are currently waiting for outcomes of planning assessment. Tender documentation continues to be progressed.</p> <p>Update 8/10 - Development Plan Consent has been completed for the project, &amp; the Building Rules Consent process has begun. Staff &amp; club representatives have formed a Building Reference Group that will meet throughout the duration of the project to ensure that all necessary outcomes are met. Tender documentation continues to progress.</p> <p>Update 17/11 - The various clubs have started some site preparation works, that form part of their in-kind &amp; cash contributions towards the project. Detailed design documents continue to progress, for use in the tender process, as does the Building Rules Consent process.</p> <p>Update 7/12 - Club representatives &amp; staff have provided some design</p>

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
8/09/2020	Special Council	184/20	MON Woodforde/Rostrevor Boundary Reform FOI Release	None declared	Receive the documents contained in Appendix 1, offered to Council by Cr Mark Osterstock as the product of a Freedom of information (FOI) request in his private capacity to Campbelltown City Council. The documents are in satisfaction of the FOI application dated 23 June 2020 and released in a determination dated 20 August 2020 with the following requested information: Copies of ALL correspondence (including yet not limited to email correspondence) received from, or to, residents residing in Rostrevor (Adelaide Hills Council), and Woodforde (Adelaide Hills Council), relating to the issue of 'boundary realignment' and From, or to, any person, business, government or non-government agency, in relation to the issue of 'boundary realignment', and From, or to, any or all Elected Members of Council in relation to the issue of 'boundary realignment' (10 November 2018 – 23 June 2020, inclusive). Copies of all correspondence (including yet not limited to email correspondence) from any member of the Council Administration to any one, or all, of the Elected Members of Council, concerning requests from Adelaide Hills Council for a deputation on the issue of 'boundary realignment', particularly in relation to the 2nd June 2020 deputation that Council received from the Adelaide Hills Council. (01 February 2020 – 23 June 2020, inclusive). Copies of all correspondence (including yet not limited to email correspondence) from any Elected Members of Council, to any person, concerning requests from Adelaide Hills Council for a deputation on the issue of 'boundary realignment', particularly in relation to the 2nd June 2020 deputation that Council received from the Adelaide Hills Council (01 February 2020 – 23 June 2020, inclusive). The Chief Executive Officer prepare a report for a future meeting analysing the contents of the released documents to identify any points of	Andrew Aitken	In Progress	Recent boundary reform happens have diverted resources away from this action.
8/09/2020	Special Council	196/20	Election of Deputy Mayor	Cr Nathan Daniell - material	Council resolves to appoint Cr Nathan Daniell to the position of Deputy Mayor for a 12 month term to commence 27 November 2020 until 26 November 2021	Andrew Aitken	Completed	Accounts Payable advised, email of congratulations sent to Cr Daniell from Lachlan Miller.
8/09/2020	Special Council	188/20	Audit Committee Membership appointment of Council Members	Cr Malcolm Herrmann - Perceived Cr Leith Mudge -	Council resolves to appoint Cr Malcolm Herrmann and Cr Leith Mudge as members of the Audit Committee for a 24 month term to commence from 27 November 2020 until the conclusion of this Council term.	Andrew Aitken	Completed	Records updated
8/09/2020	Special Council	189/20	Audit Committee Membership approval to commence recruitment of Independent Member	None declared	That the report be received and noted That in relation to the Audit Committee: To undertake a recruitment process for the selection of one Independent Ordinary Member for the Audit Committee for a term commencing 1 November 2020 and concluding 30 April 2022 (inclusive). To appoint Cr Malcolm Herrmann, Cr Leith Mudge and the CEO (or delegate) as members of the Audit Committee Independent Member Selection Panel.	Andrew Aitken	Completed	Appointment confirmed.
22/09/2020	Ordinary Council	203/20	Long Term Strategic Tree Planting Program	None declared	That the Chief Executive Officer provides a report to inform the 2021/2022 budget process on the establishment of a long term (approximately 10 years) tree planting program. Such a report to address, inter alia: Possible locations including roadsides, reserves, council and community owned land Potential involvement of schools, volunteers and/or community groups Priorities for plantings which may inform the number of trees to be planted, and/or a \$ cost per annum	Peter Bice	In Progress	Draft Program will be prepared for consideration of the 21/22 ABP.
22/09/2020	Ordinary Council	205/20	100 Old Mt Barker Road Stirling	Material - Cr Kirrilee Boyd	1. That the report be received and noted 2. To progress the budgeted upgrade of the old school building located at 100 Old Mt Barker Road Stirling including the replacement of the roof, gutters, fascia boards, downpipes and damaged internal ceilings, with the anticipated cost to be \$155,000. 3. To apply to the Minister for Environment and Water for approval to lease the land located at 100 Old Mt Barker Road Stirling, including the old school building, to The Old School Community Garden Inc. 4. Subject to obtaining the approval specified in 3 above, offer to The Old School Community Garden a 2 year lease over the land located at 100 Old Mt Barker Road Stirling, including the old school building. The rent under the lease to be \$1 per annum (if demanded). 5. That the Mayor and Chief Executive Officer be authorised to sign all necessary documents, including affixing the common seal, to give effect to this resolution.	Terry Crackett	In Progress	Initial information provided to Crown Lands in relation to approval for lease, awaiting their response. Designs and scope of works have been completed with a development application being lodged.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
22/09/2020	Ordinary Council	206/20	Recovery Update	None declared	<p>1. That the report, including the update on the Council's activities in support of recovery from the Cudlee Creek Bushfire and COVID-19 pandemic, be received and noted.</p> <p>2. That Council approve the submission of an application for funding of \$140,000 per year for two years for the establishment of a Resilience and Readiness Program.</p> <p>3. That Council work with the Office of the Premier's Advocate for Suicide Prevention to initiate a Suicide Prevention Network in the Adelaide Hills.</p> <p>4. That subject to the success of the pilot series of workshops currently being conducted to support community groups in the recovery from both the</p>	David Waters	Completed	<p>The Administration submitted the application described in Point 2 of the resolution, and has since been advised that it was successful.</p> <p>The Office of the Premier's Advocate for Suicide Prevention has been advised of the decision made in Point 3 and staff will work with them over the coming months to establish the network.</p> <p>Two successful community support workshops were held (Point 4) and staff are presently designing another series of workshops to follow.</p>
22/09/2020	Ordinary Council	207/20	S210 Conversion to Public Road	None declared	<p>1. That the report be received and noted.</p> <p>2. To undertake a process pursuant to Section 210 of the <i>Local Government Act 1999</i> for the conversion of private road to public road for the land described as: Russell Terrace, Bridgewater being the land comprised in CT 5411/603 of 1494m2 currently owned by Bridgewater Park Ltd (in Liquidation).Lot 82 Western Branch Road, Lobethal being the land comprised in CT 5696/27 of 105m2 currently owned by Margaret Dixon Dearman, Ernest William Dearman &amp; Burton Stirling Dearman.1 Robert Street Woodside being the land comprised in CT 5695/342 of 58m2 currently owned by James Johnston and William Johnston.Pieces 29 and Lot 30 in FP 156206 on Western Branch Road, Lobethal being the land comprised in CT 5696/31 of 446m2 and 337m2 currently owned by South Australian Company.Norman Road, Bridgewater being Allotment 16 and 17 in DP 2167 as the land comprised in CT 5890/905 of 738m2 and 1265m2 currently owned by Donald Frederick Canham &amp; Eileen Agnes Canham.</p> <p>3. That the Mayor and the Chief Executive be authorised to finalise the above matter including signing all necessary documentation to complete all transactions.</p>	Terry Crackett	In Progress	Advertisements seeking land owners or beneficiaries of land owners have been undertaken. A report will be presented to Council in January 2021.
22/09/2020	Ordinary Council	216/20	Pomona Road Streetscape	None declared	That the Chief Executive Officer provide for consideration by the elected body at the November 2020 Council meeting a report detailing the way in which the Pomona Road Stirling streetscape will be returned to its prior tree-lined amenity (or similar) after all the construction works currently taking place, or planned, across various sites along the road have been completed.	Marc Salver	Completed	A report in response to this motion was contained in Council's Agenda for the 24th November 2020 meeting. However, that meeting was adjourned to 15 December 2020 before this matter could be considered and will now be considered at the forthcoming meeting.
27/10/2020	Ordinary Council	223/20	Petition - Opposition to DA Silver Lake Mylor	None declared	<p>1. That the petition signed by 16 signatories opposing the Category 3 Development Application at 118 Silver Lake Road Mylor be received and noted.</p> <p>2. That the CEO advises the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.</p> <p>3. It is noted that Council has no role to play in the assessment of development applications and that Council's Assessment Panel (CAP) is the decision authority in this instance, which, due to legislative restrictions, cannot receive or consider a petition as part of its deliberations on a development application.</p>	Andrew Aitken	Completed	Letter sent to Petitioner
27/10/2020	Ordinary Council	224/20	MON Speed Limit Reduction Longwood & Red Hill Roads	None declared	<p>That Council:</p> <p>1. receives the residents' request as contained in Appendix 1 and</p> <p>2. undertakes a speed limit review on sections of Longwood and Red Hill Roads in response to the submission received from local residents, and</p> <p>3. communicates the outcome of the review and proposed action to Council Members via the Council and Committee Meeting Action Tracker.</p>	Peter Bice	In Progress	Speed limit review being undertaken currently; data collection complete with next step being community consultation..
27/10/2020	Ordinary Council	225/20	MON South Eastern Freeway Noise	None declared	<p>That the Mayor writes to the Minister for Infrastructure and Transport, Minister for Environment and Minister for Planning asking the State Government to:Undertake a comprehensive noise study that includes a noise survey and modelling of the impacts of development and traffic volumes along the South Eastern Freeway (the Freeway), both now and into the future.Consider implementing noise mitigation measures along the Freeway corridor to reduce noise to acceptable levels for nearby residents and businesses.</p> <p>That copies of the letter be forwarded to the Member for Heyesen, Member for Kavel, the State Opposition Leader and the Federal Member for Mayo.</p>	Andrew Aitken	Completed	Letters sent to Ministers, copied to Electorates & Leader of Opposition

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
27/10/2020	Ordinary Council	226/20	Memorial Seat for former Cr Bill Gale	None declared	That, in conjunction with the Gale family, Council purchase and install a park seat with a plaque to commemorate the contribution the late ex Cr Bill Gale made to the Adelaide Hills Council and, in particular, to the Woodside area.	Peter Bice	In Progress	Process underway.
27/10/2020	Ordinary Council	227/20	Lew Brickhill Memorial	None declared	Council resolves:That the report be received and noted.That Council approve a \$5,600 expenditure budget to undertake an engineering design for the restoration and reinstatement of the lookout tower at Lobethal Bushland Park.Subject to recommendation 2 above, a quote for restoration and reinstatement works of the lookout tower at Lobethal Bushland Park be obtained.That consideration be given to funding the restoration and reinstatement of the Lobethal Bushland Park lookout tower in the development of the 2021-2022 budget.	Peter Bice	In Progress	Design and quotation process underway.
27/10/2020	Ordinary Council	228/20	Disability Access and Inclusion Plan	None declared	Council resolves:That the report be received and noted.To endorse the provisional <i>Adelaide Hills Council Disability Access and Inclusion Plan (DAIP) 2020-2024: A brighter future for all</i> , as contained in <i>Appendix 1</i> , for publication on Council's website and further community consultation.To delegate to the Chief Executive Officer to determine the timings, media and processes around further community consultation while ensuring consistency and compliance with the provisions of applicable legislation and Council's Public Consultation Policy.That an amended edition of the DAIP incorporating further community and stakeholder feedback on the provisional DAIP (received during further community consultation) be referred back to the Council for consideration and adoption at the Council Meeting scheduled for 27 January 2021.	David Waters	In Progress	Council's provisional Disability Access and Inclusion Plan (DAIP) 2020-2024 was published on the AHC website on Wednesday 28 October 2020. The Chief Executive of the Department of Human Services (DHS) was notified of the publication of AHC's DAIP on 29 October 2020. Phase 2 of community consultation currently underway, seeking community feedback on Council's provisional DAIP.
27/10/2020	Ordinary Council	229/20	Mylor BMX Consultation Findings	Perceived - Cr Leith Mudge	Council resolves:That the report be received and noted.That Council approve a \$15,000 expenditure budget to undertake remediation of the Aldgate Quarry site.That funds be considered as part of Council's 2021-22 Annual Budget and Business Planning process for the construction of a pump track at Sherry Park in Mylor.	Peter Bice	In Progress	Investigations are underway to identify options for consideration of a pump track at Sherry Park in Mylor to be included as part of the 21-22 ABP.  Update 7/12 - In addition to above, safety / remediation works have begun at the Aldgate Quarry site.
27/10/2020	Ordinary Council	230/20	General Purpose Financial Statements	None declared	Council resolves:That the report be received and noted.That, in accordance with Section 127 of the <i>Local Government Act 1999</i> and the <i>Local Government (Financial Management) Regulations 1999</i> , Council adopts the General Purpose Financial Statements for the financial year ended 30 June 2020 with the required changes as set out in section 3.6 of agenda report 12.4.To authorise the Mayor and CEO to sign the General Purpose Financial Statements for the financial year ended 30 June 2020.	Terry Crackett	Completed	The A/Mayor and CEO have signed the updated General Purpose Financial Statements for the financial year ended 30 June 2020 and as a result Galpins, Council's External Auditors have provided their signed audit opinions in relation to Financial Statements and Internal Controls.
27/10/2020	Ordinary Council	231/20	Draft Road, Footpath & Kerb Asset Management Plan 2020	None declared	Council resolves: 1. That the report be received and noted. 2. That the Draft Road, Footpath and Kerb Asset Management Plan 2020 as contained in <i>Appendix 1</i> be released for community consultation. 3. That the CEO be authorised to determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's Public Consultation Policy.	Peter Bice	In Progress	Community consultation underway
27/10/2020	Ordinary Council	232/20	Nomination of East Waste Audit Committee Independent Member	None declared	Council resolves:That the report be received and noted That Council nominates Paula Davies and Lachlan Miller to East Waste for consideration as an Independent Member of the East Waste Audit Committee.	Andrew Aitken	Completed	Letter sent to both nominees and East Waste advised of nominations with CVs
27/10/2020	Ordinary Council	233/20	Resilient Hills and Coasts Sector Agreement	None declared	That the report be received and noted.To note the achievements of the Resilient Hills & Coasts partnership to date, and its future priorities for action.To recommit to the partnership by authorising the Mayor to sign the RH&C Sector Agreement 2020-2025, as contained in <i>Appendix 1</i> .	Peter Bice	In Progress	Signing of the Sector Agreement now needs to wait on other Council's formally endorsing the process.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
27/10/2020	Ordinary Council	234/20	Change to Community Land Management Plan 10 - Vehicle Access Control Reserves	None declared	That the report be received and noted. That the proposed amendment of Plan 10 of the Community Land Management Plan – Vehicle Access Control Reserves has no impact or no significant impact on the interests of the community and therefore the provisions of section 198(3) of the <i>Local Government Act 1999</i> requiring community consultation do not apply. To amend Plan 10 of the Community Land Management Plan - for Vehicle Access Control Reserves to permit leases or licences to adjoining landowners to occupy a portion of a reserve immediately abutting their property. That it be a condition of any lease or licence to an adjoining landowner to occupy a portion of a reserve that vehicle access across the reserve is prohibited and any fence constructed does not include a gate wide enough to cater for a vehicle.	Terry Crackett	Completed	Amendments are being undertaken to the published Community Land Management Plan in accordance with the resolution
27/10/2020	Ordinary Council	235/20	Revocation of Community Land - Closed Road R855 Upper Hermitage	None declared	That the report be received and notedTo commence a revocation of community land process for the land described as "A" in Road Plan No. 855 ("Closed Road") including consultation in accordance with Council's Public Consultation Policy and the <i>Local Government Act 1999</i> with the intention of selling the Closed Road to the adjoining owners. That a further report be presented to Council at the completion of the consultation.	Terry Crackett	In Progress	Community consultation plans are being developed and community consultation will be commenced in respect of the proposal to revoke the community land classification
27/10/2020	Ordinary Council	236/20	12.10Rescission of resolution 253/19 - Oakbank Soldiers Memorial Hall	None declared	That the report be received and notedTo rescind the resolution made on 24 September 2019 and numbered 153/19.To continue to provide assistance to the Oakbank Soldiers Memorial Hall Inc Committee consistent with support provided by Council to other community owned halls.	Terry Crackett	Completed	No action required
27/10/2020	Ordinary Council	237/20	Strategic Boundary Review	None declared	1. That the report be received and noted. 2. That the Strategic Boundary Review Report in Appendix 1 be received and noted. 3. To conduct a workshop session in the first quarter of 2021 to further explore the boundary reform options identified in the Strategic Boundary Review Report.	Andrew Aitken	In Progress	Part 1 - COMPLETED  Part 2 - COMPLETED  Part 3 - Scheduled for 9 February 2021 workshop
27/10/2020	Ordinary Council	238/20	Confidential Items Review	Perceived - Cr Andrew Stratford Material - Cr Linda Green Material - Cr Malcolm	Decision 1 - 10 Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer	Andrew Aitken	Completed	
27/10/2020	Ordinary Council	255/20	Confidential - Audit Committee Independent Member	None declared	As per confidential minute	Andrew Aitken	Completed	Appointment confirmed, advice sent to candidates
27/10/2020	Ordinary Council	256/20	Confidential Item - Audit Committee Independent Member Appointment	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 appointment has been confirmed with the applicant	Andrew Aitken	Completed	Applicant advised.
27/10/2020	Ordinary Council	258/20	Confidential - CEO PRP Independent Member Appointment	None declared	As per confidential minute	Terry Crackett	Completed	All interviewed candidates have been advised of the outcome of the CEO PR Panel Independent Member appointment. Successful candidate has been confirmed in writing also.
27/10/2020	Ordinary Council	259/20	18.2.2CEO PRP Independent Member Appointment - Period of Confidentiality	None declared	until the appointment have been confirmed with the applicants, but not longer than 2 months	Terry Crackett	Completed	All interviewed candidates have been advised of the outcome of the CEO PR Panel Independent Member appointment. Successful candidate has been confirmed in writing also. Governance has been advised this action is
27/10/2020	Ordinary Council	261/20	Confidential - Event Opportunity	None declared	As per confidential minute	David Waters	Not Started	Subject to confidentiality order.
27/10/2020	Ordinary Council	262/20	Confidential - Event Opportunity - Period of Confidentiality	None declared	until the event agreements are signed and the relevant event details are announced by the relevant Minister, but not longer than 31 December 2020	David Waters	Not Started	Triggers for bringing this item out of confidence have not yet occurred.
24/11/2020	Ordinary Council	265/20	Road Resurfacing Albert Street Gumeracha (PLEC project)	None declared	That the Mayor writes to the State Minister for Infrastructure and Transport requesting the Department of Infrastructure and Transport to bring forward the reseal of Albert Street, Gumeracha to the 2021/22 financial year's capital works program in order to schedule the works to align with the completion of the Gumeracha Main Street Upgrade Project.	Peter Bice	In Progress	Letter currently in draft



Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
24/11/2020	Ordinary Council	266/20	Internal Review Road Closure Decisions 2018 & 2020	Perceived - Cr Pauline Gill	Council resolves: That the report be received and noted.  To accept the findings, conclusions and recommendations in the <i>Internal Review Final Report – 2018 and 2020 Road Closure Decisions</i> at Appendix 1 and that the decisions to give consent to road closures (196/18 and 93/20) were reasonable, appropriate and lawful and should be upheld	David Waters	Completed	
24/11/2020	Ordinary Council	267/20	Road Exchange Pomona Road Stirling	None declared	That this item be deferred to the December 2020 meeting with a report to be provided on how an agreement can be reached with the applicant for a plan to enhance and preserve the amenity of the Pomona Road streetscape.	Terry Crackett	In Progress	Report being presented to the 15 December 2020 meeting for consideration
24/11/2020	Ordinary Council	268/20	2019-2020 Annual Report	None declared	That the report be received and noted. The 2019-20 Annual Report, as contained in Appendix 1, be adopted. That the Chief Executive Officer be authorised to make minor content, formatting or design changes necessary for publication purposes	Andrew Aitken	Completed	Report finalised and lodged.
24/11/2020	Ordinary Council	269/20	2020-2021 Community Recreation & Facility Grants	Material - Cr Linda Green	1. That the report be received and noted. 2. That Council approves the awarding of Community & Recreation Facility Grants for 2020-21 totalling \$99,943.00 as follows (see minute)	Peter Bice	Completed	
24/11/2020	Ordinary Council	270/20	Community Development Grants	Material - Cr Ian Bailey Perceived - Cr	That the report be received and noted. That Council approves the awarding of Community Development Grants totalling \$49,800.78 as follows - see minute	David Waters	In Progress	
24/11/2020	Ordinary Council	272/20	Budget Review 1	None declared	That the report be received and noted.  To adopt the proposed budget adjustments presented in the 2020-21 Budget Review 1 which result in: An increase in the Operating Surplus from \$808k to \$2.343m for the 2020-21 financial year. Changes to Capital Works, increasing capital income by \$50k and capital expenditure by \$219k for the 2020-21 financial year resulting in a revised capital expenditure budget for 2020-21 of \$21.487m. A decrease in Council's current Net Borrowing Result from \$6.350m to \$4.984m for the 2020-21 financial year as a result of the proposed operating and capital adjustments.	Terry Crackett	Completed	Relevant systems updated for all budget adjustments endorsed by Council
24/11/2020	Ordinary Council	271/20	2019-2020 End of Year Financial Report	None declared	The report be received and noted. The 2019-20 End of Year Financial Results in comparison to budget have been appropriately considered by Council.	Terry Crackett	Completed	No further action required
24/11/2020	Ordinary Council	274/20	Audit Committee Presiding Member	Material - Cr Malcolm Herrmann	To appoint Cr Malcolm Herrmann to the position of Audit Committee Presiding Member for a 12 month term to commence 27 November 2020 and conclude on 26 November 2021 inclusive.	Andrew Aitken	Completed	Information updated across Council's systems and website.
24/11/2020	Ordinary Council	276/20	CEOPRP Presiding Member	Material - Cr Mark Osterstock	To appoint Cr Mark Osterstock to the position of Chief Executive Officer Performance Review Panel Presiding Member for a 24 month term to commence 27 November 2020 until the conclusion of the Council Term 2022.	Andrew Aitken	Completed	Information updated across Council's systems and website.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
24/11/2020	Ordinary Council	278/20	Shannons Adelaide Rally 2020 proposed date changes	None declared	<p>1. That the report be received and noted.</p> <p>2. That the Council determines that, due to the extraordinary situation posed by the COVID-19 emergency declaration and directions, the normal provisions of the Festivals and Events Policy as they apply to motorsport events regarding consultation with residents on affected sections of road, not be required to be applied in this instance, on the basis that: It is the same event, postponed to a new date. The roads, times and days of week that sections of road are proposed to be closed are the same as that previously consulted on and consented to by the Council. The requirement to undertake the usual process of consultation would jeopardise the ability for the organisers to reschedule the event and maintain existing entries.</p> <p>3. That, in relation to the 2020 Shannons Adelaide Rally, Council supports rescheduling of the event to March 2021 contingent on the organisers, to the satisfaction of the Chief Executive Officer: Providing evidence of satisfactory insurance to cover any damage to third party property caused by the event Entering into a road repair agreement with Council to cover any rectification works required as a result of damage caused by the event Working in collaboration with Council staff to inform the community of the new event date and seek their feedback regarding issues, concerns or support Providing written confirmation that the concerns raised by affected residents have been taken into account and that arrangements for egress and regress for those properties can be managed within the event where possible Written confirmation from the organisers that they will erect advance notice of road closures on the affected roads, at least three weeks prior to the event.</p> <p>4. That subject to the requirements of item 2 being undertaken, Council provides consent for road closure orders in relation to the event, to be held</p>	David Waters	Not Started	
24/11/2020	Ordinary Council	280/20	Cessation of SPDPC Committee	None declared	<p>1. That the report be received and noted</p> <p>2. With an effective date of 27 November 2020, to cease the Strategic Planning &amp; Development Policy Committee.</p>	Andrew Aitken	Completed	Information updated across Council's systems and website.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
AGENDA BUSINESS ITEM**

**Item:** 13.1

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

**Subject:** Recovery update

**For:** Information

---

**SUMMARY**

The purpose of this report is to provide a progress report on the implementation of the Council's Bushfire Recovery Action Plan and initiatives supporting recovery from the COVID-19 pandemic. It also provides a progress report on discussions with government and non-government agencies on opportunities to help communities and businesses develop resilience to future events.

**RECOMMENDATION**

**Council resolves:**

**That the report be received and noted.**

---

**1. GOVERNANCE**

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

*Strategic Plan 2020-24 – A brighter future*

Goal Community wellbeing

Objective C2 A connected, engaged and supported community.

Priority C2.5 Continue to work with government agencies and non-governmental organisations to support the community recovery from natural disasters and the COVID-19 pandemic.

➤ **Legal Implications**

The *Local Government Act 1999* defines one function of a council to be:

*7(d) to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards.*

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 recovery will assist in mitigating the risk of:

*Failure to adequately formulate and execute a plan for helping the community recovery from bushfire and COVID-19 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 development of a *Bushfire Recovery Action Plan* and the implementation of measures contained therein to date.

Further controls to reduce the risk include pursuing additional funding to enable the Council to fully implement its Bushfire Recovery Action Plan and to conduct initiatives to restore confidence following the COVID-19 pandemic.

➤ **Financial and Resource Implications**

*Bushfire recovery*

The Council allocated a net \$430,000 in its 2020-21 Budget to go along with a net \$570,000 in 2019-20 for a total Council bushfire recovery net contribution of \$1.0m.

Changes in the accounting treatment for income initially recognised in 2019-20 following consultation with the Council's auditors, resulted in \$1.55m of recovery grant income being transferred to 2020-21. Nevertheless, the total budgeted amount for bushfire recovery remains \$1.0m. It should be noted that some of this budget will need to be allocated into 2021-22 to recognise some extended recovery activities.

The following table indicates the latest estimate of costs and income against key recovery initiatives.

Recovery initiative	Original estimated cost	Latest estimated cost*	Offsetting income and source
Roadside tree management	\$3.0m	\$3.882m	\$3.732m \$1.225m Cat D federal grant \$2.487m State Government
Biodiversity and habitat restoration	\$770,000	\$520,000 (inc. \$30,000 for LBP masterplan)	\$90,000 \$50,000 wildlife recovery grant \$40,000 trails development grant Further grants to be pursued
Planning and development	\$560,000	\$400,000	\$175,000 Development application fees
Community development activities	\$255,000	\$255,000	\$250,000 Community Recovery Fund (State/Fed)
Commonwealth Home Support Program – additional support	\$220,000	Nil	N/A
Business recovery activities	\$150,000	Nil	State Government has appointed this role.
Fencing repairs	\$50,000	\$65,000	
Fencing contributions	\$100,000	\$85,000	
Sports fields rehabilitation	\$75,000	\$210,000	\$210,000 AFL Bushfire Relief Fund
Fire tracks assessment and rehabilitation	\$75,000	\$50,000	
Other expenses (inc waste management, events, communications, rates relief, etc)	\$650,000	\$272,000	
Other income (inc. insurance)			\$103,000
<b>TOTAL</b>	<b>\$5.905m</b>	<b>\$5.739m</b>	<b>\$4.560m</b>

\*Excludes costs for Lobethal Bushland Park Playspace, which has been given a separate allocation of capital funding (\$150,000).

The table above shows a difference of \$1,179,000 between identified recovery costs and secured offsetting income. Grants are still being pursued, particularly in the area of biodiversity and habitat restoration and fire mitigation in order to reduce the Council's total net costs down to the budgeted amount of \$1.0m. In addition, discretionary elements are under constant review in order to reduce costs where possible.



Since the September 2020 update report, the most significant change is to costs and offsetting income against the roadside tree management item. The total estimated cost of works has risen from \$3.2m to \$3.88m as further necessary tree work has been identified. At the same time, the State Government has agreed to fund up to \$2.487m, which coupled together with the Federal Government's initial funding of \$1.225m, covers almost all of this cost.

#### COVID-19 pandemic support

The Council allocated \$120,000 in its 2020-21 operating budget for *"Financial support to assist the business and community to recover from bushfires and COVID-19 (incl. rates)"*.

The Council also allocated \$50,000 to cover operational costs associated with service continuity, including things such as additional vehicle hire to enable works crews to distance while continuing to travel to and from work sites, Perspex barriers in service areas, hand sanitiser, masks, etc. At this stage, the costs associated with this aspect are around \$120,000.

The \$120,000 budget amount was primarily intended to offset lost revenue including through the deferral of rates, waiving of fines/interest where people impacted with either the bushfire or COVID-19 pandemic sought assistance through the Council's hardship provisions, as well as, if the demand for hardship consideration allowed, provide the Council with capacity to address other needs in a targeted fashion.

The following points are of interest:

- a. As at the end of October 2020, 861 ratepayers had rate balances outstanding, significantly down on just over 2,900 outstanding when rate reminder letters were sent out in mid-September 2020. Of the 861, 77 had applied for hardship including those impacted by COVID-19 and the Cudlee Creek Bushfire and these ratepayer's interest continues to be waived.
- b. The total amount of rates fines and interest remitted to 30 November 2020 totals \$11,670
- c. In addition an amount of \$13,426 relating to outdoor dining permits for businesses within the Council are were waived resulting in an a total balance of \$25,096 allocated to the Financial support Operating Initiative to the end of November 2020.

While it is difficult to predict what may happen in the remainder of the financial year, it can be inferred from the above points that while the number of people struggling to pay rates on time has only increased marginally, a significant additional percentage of ratepayers are electing to pay their rates in instalments rather than in full up front. It is not known whether this reflects a hardship situation or that people are just being more conservative with spending (or both).

It should also be noted that the Federal Government's Job Keeper and Job Seeker programs are being wound back. The impact of this is not yet known, so although it is apparent that the full \$120,000 budget may not need to be spent in this way, it would be prudent to retain a portion of the budget provision to enable the Council to respond accordingly.

As advised in the Budget Review 1 report considered by the Council on 24 November 2020, it is intended to consider both of these budget items in Budget Review 2, with a view to balancing them out as far as possible.

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

There has been a significant focus on continuity of service provision during both the bushfire recovery and the COVID-19 pandemic.

In relation to the bushfire, the Administration had customer service and development assessment staff based at the Recovery Centre at Lobethal for a number of weeks in order to be as accessible as possible to the impacted community.

In relation to the COVID-19 pandemic, which forced the shutdown of the Council's physical sites, as many programs and services as possible were moved online or conducted in an alternative manner. These included library programs, community centre programs and Fabrik programs. The borrowing of physical library items continued throughout the restrictions with protocols put in place to enable people to safely collect and return items they had reserved online. The only exception to this was during the recent 'stay at home' direction, where all on site services were paused for three days. Most programs and services are now back up and running in-house, with COVID-safe Plans in place where required by the Police Commissioner's health directions. The Mobile Library returned to service in mid-September and in-house group library programs recommenced in October.

➤ **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:* Nil since the previous update report in September 2020.

*Advisory Groups:* Not applicable.

*Administration:* The following staff had input to the Recovery Action Plan updates:  
Manager Economic Development  
Manager Community Development  
Manager Financial Services  
Manager Development Services  
Arboriculture Officer  
Community Recovery Officer  
Biodiversity Officer  
Sport and Recreation Planner

*External Agencies:* There has been regular engagement with relevant government agencies regarding the development, funding and execution of the Council's Recovery Action Plan.

*Community:* Not applicable.

## 2. BACKGROUND

The Cudlee Creek Bushfire started on 20 December 2019 and the COVID-19 pandemic started to significantly impact in March 2020. In both cases, the Council quickly recognised its role in supporting its community through recovery.

The Council has received numerous reports and held workshops on these matters and for the sake of brevity, the complete history is not repeated here.

Pertinent to this report, however, the Council adopted three performance targets for the Chief Executive Officer in 2020-21, being:

1. *Provide quarterly progress reports to Council on the implementation of the Council's Bushfire Recovery Action Plan and initiatives supporting recovery from the COVID-19 pandemic.*
2. *Actively pursue opportunities to work with government and non-government partners on programs to assist communities and businesses develop resilience and readiness for future disasters. Include regular updates to Council as part of the quarterly Recovery Action Plan reporting.*
3. *Engage with local communities and businesses in developing a Lobethal Bushland Park Masterplan. Present the draft masterplan to Council for its consideration.*

Further, at its meeting held on 25 August 2020, following consideration of a Motion on Notice, the Council resolved as follows:

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

**163/20**

**That Staff provide a report to Council on support for community groups in response to impacts from COVID-19 at the Ordinary Council Meeting in September 2020.**

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

Following consideration of an update report at its meeting held on 22 September 2020, the Council resolved as follows:

### 12.3 Recovery Update

Moved Cr Pauline Gill  
S/- Cr Linda Green

206/20

Council resolves:

1. That the report, including the update on the Council's activities in support of recovery from the Cudlee Creek Bushfire and COVID-19 pandemic, be received and noted.
2. That Council approve the submission of an application for funding of \$140,000 per year for two years for the establishment of a Resilience and Readiness Program.
3. That Council work with the Office of the Premier's Advocate for Suicide Prevention to initiate a Suicide Prevention Network in the Adelaide Hills.
4. That subject to the success of the pilot series of workshops currently being conducted to support community groups in the recovery from both the Cudlee Creek Bushfire and the COVID-19 pandemic, that a further series of workshops be held to target the needs of community and sporting associations throughout the district.

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

This report addresses the matters contained in the Chief Executive Officer's performance target, as well as providing an update on resolutions made at the September 2020 meeting.

### 3. ANALYSIS

#### Bushfire Recovery Action Plan

Updates against each item in the Council's *Bushfire Recovery Action Plan* are contained in **Appendix 1**. In general, the Council's recovery initiatives are in line with the plan considered and endorsed by the Council at its meeting held on 24 March 2020.

Notable amendments include:

- Amending the business recovery aspect to recognise that the State Government has appointed resources to manage this
- Adding the development of a masterplan to guide the recovery and development of Lobethal Bushland Park.

One indicator of a community's progress in recovery is the rate of rebuilding. Up to 24 November 2020, Council had received 243 development applications from bushfire affected properties, including 42 dwellings. Of the 243 development applications, 227 or 93.4% have now received either full Development Approval or Planning Consent.

Given there were some 550 structures destroyed by the fire, including 87 dwellings, this suggests a good rate of rebuilding. It is recognised that some people will, and should, take some time to determine whether or not to rebuild and may in fact rebuild differently.

The Council has also continued to maintain a considerable level of communication with the fire impacted community through a dedicated web page and outward communications (e-newsletter, social media, etc) to promote available funding and other types of support.

#### COVID-19 pandemic recovery

Although there is no formal 'recovery structure' in place for the COVID-19 pandemic, there are a range of things the Council is doing to support its community. Primarily this is focussed on tailoring normal council programs and services to emerging needs and ensuring continuity of programs and services in a COVID-safe way.

Community support measures include:

- Contacting Commonwealth Home Support Program (CHSP) clients regularly by phone to maintain contact and conduct welfare checks, including in recent weeks, the provision of single-use facemasks for use by contractors and clients when services are undertaken in a private home
- Gradually resuming in-house CHSP and community centre programs in line with increasing confidence in program participants' desire to come back to in-house programs. All programs are conducted in line with relevant health directions and recommendations
- Adjusting program offerings to match community needs
- Providing alternative forms of support to CHSP clients through, for instance, home delivery of activity packs
- Utilising home delivery service in lieu of the Mobile Library
- Offering children's programs on line – by livestreaming in-house programs on Facebook and posting videos on YouTube (subject to copyright limitations)
- Offering interactive science, technology and creative programs through Zoom
- Re-covering customer seating with easily cleaned faux leather and progressively restoring public seating across libraries
- Separating physical service points to ensure continuity of access while achieving physical distancing
- Installing perspex screens between computer stations to ensure all stations are still accessible while providing physical distancing
- Encouraging community groups and sporting associations to apply for grants to support the community recovery
- Referring community members to appropriate avenues of support through normal customer service channels, the Council's dedicated COVID-19 information webpage and through other communications channels (e-newsletter, social media posts, etc).



Business support measures include:

- Utilising the Council's business newsletter (over 6,000 subscribers) to share information and promote support available to businesses from other levels of government
- Direct referral to government and non-government support services available to businesses
- Encouraging an industry led response to challenges facing the tourism industry including sourcing grant funding for regional tourism initiatives, including:
  - \$30,000 for Pome Fest 2020
  - \$40,000 for trail upgrades in Lobethal Bushland Park to enhance visitor appeal
  - \$60,000 for improved signage and other facilities to improve visitor experiences along the Amy Gillet Bikeway

Council Members will also be aware that Council recently allocated \$780,000 in Commonwealth funding from the Local Roads and Community Infrastructure Program to the following projects supporting economic recovery:

- New Toilets – Woodside Institute (\$200,000)
- Lobethal Centennial Hall Toilet Upgrade (\$80,000)
- Fabrik – Building upgrades (\$230,000)
- Mill Road Corner Community Pocket Forest (\$40,000)
- Stirling to Crafers Bikeway (\$125,000)
- Footpath – Crafers (\$66,415)
- Footpath – Cudlee Creek, Redden Drive (\$40,000)

The Commonwealth has committed further funding under this program, however at this stage the Administration is not aware of the allocation to this Council.

#### Supporting community groups through the COVID-19 pandemic

At the 22 September 2020 meeting, Council considered a range of ways to support community groups through the COVID-19 pandemic. Since that meeting, and in furtherance of the Council's resolution in this regard, the following has taken place:

- Community Development Grants have been considered and awarded by the Council at its meeting held on 24 November 2020. A number of these grants were awarded to community groups which specifically highlighted the impacts of the COVID-19 pandemic on their ability to raise funds, as well as the benefits their proposals would have on communities impacted by pandemic restrictions
- A workshop providing tips on securing grants was held in September 2020
- A workshop on securing sponsorships in a COVID-19 environment was held in September 2020.

Based on the success of the aforementioned workshops, a further series of workshops is being planned for 2021.

Council continues to support community groups across the district in ways such as:

- Rent free ('peppercorn') accommodation in Council facilities
- Maintenance grants (for certain sporting groups which own public facilities)
- Insurance subsidies (for committees managing council halls)
- Printing subsidies
- Rate rebates

#### Supporting resilience

As mentioned earlier in this report, one of the Chief Executive Officer's performance targets for 2020-21 is to pursue opportunities to work with a range of agencies and organisations to support resilience and readiness for future disasters.

Fruitful discussions were held with a range of government and non-government agencies as outlined in the September update report. Subsequent to the 22 September 2020 resolution, the Administration lodged an application for funding to conduct a Resilience and Readiness Project, with key objectives being to:

- play a coordinating role in connecting communities and individuals to existing programs aimed at helping communities and individuals prepare for disasters (such as CFS programs and Australian Red Cross Programs)
- deliver training and awareness to target groups in the area of psychological preparedness, with a focus on young children and adolescents
- establish and maintain information on the Council's website to assist communities plan for and recover from disasters.

The Council's application was successful and \$280,000 in Commonwealth funding has been secured for the program for the 18 months to 30 June 2022.

At the time of writing this report, recruitment was underway for officers to deliver the program.

#### Suicide Prevention Network

In the September update report, Council Members were appraised of the Office of the Premier's Advocate for Suicide Prevention's invitation for the Council consider working with the Office to establish a Suicide Prevention Network in the Adelaide Hills. Council Members previously received a workshop presentation by the then Premier's Advocate for Suicide Prevention, the Hon. John Dawkins MLC, on 11 August 2020, regarding this matter.

Subsequent to the 22 September 2020 resolution, the Administration advised the Officer of the Premier's Advocate for Suicide Prevention (who is now Dan Cregan MP, Member for Kavel). Further work to initiate the Network is planned for early 2021.

*Bushland Park masterplan*

The Administration has progressed the development of a masterplan for Lobethal Bushland Park, with an open community engagement session planned for Sunday 13 December 2020 and an online engagement portal already open. The plan will be developed using an engagement-led process involving a number of local and regional stakeholders. Key stakeholders include the Friends of Lobethal Bushland Park, the Lobethal Community Association, local businesses and local schools/kindy.

In the meantime, the Administration has been advised that the Council has been successful in securing a further \$150,000 in Local Economic Recovery Program (State and Commonwealth) funding for the development of a new play space at Lobethal Bushland Park. This brings the total available funding, including Council contributions, State Emergency Relief Fund contributions and insurance settlements to \$479,000.

**4. OPTIONS**

Council has the following options:

- I. Determine whether or not to receive and note this report, and/or make any further decisions regarding the subject matter.

**5. APPENDIX**

- (1) *Bushfire Recovery Action Plan* status report

---

# **Appendix 1**

## *Bushfire Recovery Action Plan status report*

---

Activity title	Recovery domain	Recovery aspect	Activity description	Responsible officer	Total cost estimate	Potential funding sources	Offsetting income estimate	Status - as at 30 November 2020	Timeframe
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	\$ 3,882,000	Federal Government Cat D funding \$1.225m State Government 'bushfire clean-up' funding \$2.487m	\$ 3,732,000	SUBSTANTIALLY COMPLETE. Final work underway. The Administration negotiated further funding with the State Government to enable additional work to be carried out to address outstanding at-risk trees on roadsides.	Jan - Dec 2020 - initial work Ongoing monitoring and follow up for 3 years
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		Cost incorporated into tree clearing contractor costs. No external funding requirement anticipated.		COMPLETE. Over 50 tonnes of wood was distributed to people in the bushfire impacted area.	March-May 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 \$29,000) 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	\$ 450,000	Insurance State / Federal Government - LERP State Emergency Relief Fund - Community Projects	\$ 300,000	IN PROGRESS. Council has formally allocated \$150k. SERP has awarded \$150k. LERP application submitted for \$150k. Stakeholder consultation, to inform the design of the space will be undertaken in conjunction with the LBP masterplan.	July 2020-June 2021
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	State / Federal Government (Some existing Biodiversity operational budget for reserve and roadside management and use of in-house biodiversity staff resources)		IN PROGRESS. Council has initiated post bushfire weed management in its significant reserves, such as Lobethal Bushland Park. A comprehensive weed management program will be delivered using Wildlife Recovery Grant funding for a period of 3 years. Council has supported volunteer organisations in their bushfire recovery efforts with additional green waste collection and disposal. Council has also supported the construction of DEW funded 'threatened species fencing' around significant populations of nationally threatened plants to deter overgrazing by native and exotic herbivores. Council is facilitating access to cut Eucalyptus foliage from roadside maintenance, to service the increased demand for koala and possum 'browse' as a result of the rescued wildlife following the bushfire. Council has created a Native Habitat Gardening Guide for 'low flammability' gardens to assist residents in selecting appropriate plant varieties for their gardens in high bushfire risk areas.	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	\$50,000 Wildlife Recovery Fund grant has been secured. \$20,000 Nature Valley Trails Landcare Grant. \$40,000 trails recovery funding has been secured. Further grants being pursued. (Some existing Biodiversity operational budget for reserve and management and use of in-house	\$ 90,000	As above for Biodiversity Management Reserves	Winter / Spring 2020-2025
Biodiversity Management - Blue Marker Sites	Natural	Biodiversity regeneration and fauna habitat	Restore Blue Marker sites	Tonia Brown	\$ 220,000	Seeking \$150,000 from Bushfire Recovery for Wildlife and Habitat Community Grants Program (Federal)		ONGOING. Council's Roadside Weed Control Work Plan will target fire affected Blue Marker sites (Native Vegetation Marker Scheme) over the next few years to target emerging weeds.	next 5 years
Lobethal Bushland Park - Masterplan	Natural	Recreation, unstructured	A masterplan will be developed to guide the recovery and future development of Lobethal Bushland Park to reinforce its role as a key biodiversity conservation site and maximise its potential for recreation and tourism.	Meridee Jensen	\$ 30,000			IN PROGRESS. Project plan and stakeholder mapping is complete. First open community engagement to be held on site on 13 December 2020.	September-March 2021
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	\$ 400,000	Partially offset by fees.	\$ 175,000	ONGOING. Effective 24 November Council had received 243 development applications from bushfire affected properties, including 42 dwellings. Of the 243 development applications, 227 or 93.4% have now received either full Development Approval or Planning Consent. The Administration continues to expedite bushfire rebuilding development applications where possible. Two additional staff have been appointed to help with the workload and external consultants are being used as required.	Now until 2-3 years



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	\$	255,000	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)	\$	250,000	ONGOING. The Community Recovery Officer developed the overarching multi-agency Cudlee Creek Bushfire Recovery Plan and is now focussing on implementation of community development initiatives. Recent activities include: -forming and convening regular meetings of a Community Reference Group -organising a 'Building Back Better' workshop for people looking to rebuild -rolling out mental health first-aid training across the fire impacted area -writing and editing regular Cudlee Creek Recovery Community Newsletters and newspaper columns -administering the Cudlee Creek Recovery Facebook page -supporting community groups and individuals to develop and hold events relevant to bushfire recovery.	2 years
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 and domestic support)	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			Possible, additional Commonwealth Home Support (CHSP) Funding			COMPELTE. Some additional services were provided prior to the onset of Covid-19 pandemic restrictions. Demand was not as great as anticipated and with the onset of the restrictions, any additional services were able to be provided without the need to source additional funding.	12 Months
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			Possible, additional Commonwealth Home Support (CHSP) Funding			ONGOING. Covid-19 pandemic restrictions have limited the ability to provide in-house programs, however, programs from Fabrik, the Torrens Valley Community Centre and the Postive Ageing Centre have been particularly focussed on the needs of those impacted by the fire.	12 Months
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			State/Federal funding			ONGOING. As a direct consequence of the Council's advocacy, the State Government appointed a Business Recovery Officer to complement the Community Recovery Officer. The BRO assists any businesses (including primary producers) by providing information about the services available to them. Helping them make connections with other providers based on the support they need and assist them with completing grant applications etc and engaging with relevant government agencies and services.	2020-21
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				IN PROGRESS. Some of the Heritage Agreement fencing at Lobethal Bushland Park is being replaced under DEW's HA insurance claim. Fencing around Lobethal Bushland Park and other Council reserves progressively replaced in cost-share with adjoining owners. To date, \$78,000 has been committed as 50% contributions to neighbouring fences.	Jan-Dec 2020
Oval Repair / Rejuvenation	Built/infrastructure	Sporting facilities and clubs	Several Ovals (Balhannah, Gumeracha, Lobethal, Mount Torrens and Woodside) were used for CFS Staging during the fire, and the turf surface has been impacted by the vehicles.	Renee O'Connor	\$	210,000	Office for Recreation & Sport, Cricket Australia, AFL.	\$	210,000	COMPLETE. Council, in partnership with the SANFL, SACA, Sport SA, Living Turf, and the associated clubs for each site worked together to develop a costed remediation plan for each site. Funding was successfully obtained from the AFL.	March - April 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	\$	50,000				ONGOING. Fire track clearance undertaken in conjunction with normal operation practices.	Annually in Spring to Summer over five 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				ONGOING. Additional free green organic drop off days were organised during February - May 2020. Tip passes (for all types of waste) are still being made available to people directly impacted by the fire.	March to October 2020
Fence post (CCA treated) disposal service	Natural	Waste management	Provision of a service where residents in the fire affected area can dispose of burnt permagrip 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				COMPLETE. The Council's Woodside Depot was made available to Green Industries SA as a drop-off point for treated pine posts and other waste.	March to June 2020 (inclusive)

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	\$	20,000		COMPLETE. Council Customer Service Officer was stationed at the Recovery Centre for approximately 12 weeks after the fire. A Statutory Planner was also there for approximately 5 weeks.	Jan-March 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	Cost/FTE requirement is only that of the effort required to pursue funding, not the requirement for project delivery itself.	ONGOING. A significant number of potential local investment opportunities were presented to Government via the local RDA. The Administration has supported the Mayor in furthering direct advocacy with local members of parliament and the Federal Minister for Infrastructure.	Feb-Mar 2020
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		-		IN PROGRESS. Council has had a staff member appointed to the State Emergency Relief Fund Committee. The Committee is in the final stages of administering the Fund for this fire.	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	\$	50,000		ONGOING. The Administration has managed a significant increase in media liaison this year. A specific bushfire information hub has been created and maintained on the Council's website. Regular information provided for the Community Recovery Newsletter.	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	COMPLETE. The event was held in February 2020, raising over \$6,000 for local CFS brigades and bringing thousands of people to Lobethal across the weekend.	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		COMPLETE. Ongoing workshops tailor for people impacted by the fire have been, and continue to be, held at Fabrik.	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		COMPLETE. A SALA exhibition in August, featured works produced using materials from the Kangaroo Island Fire.	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	\$	-		COMPLETE.	No End Date - Ongoing Monitoring
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				COMPLETE. There was a particular focus on six (6) temporary accommodation pods which were placed in the district for people wanting to live on site as the rebuild.	
Infrastructure repair and replacement	Built/infrastructure	Infrastructure assessment and restoration	Repairing road surfaces, replacing signage, guardrail, guide posts, etc.	Joel Eckermann	\$	30,000	Disaster Recovery Assistance Arrangements	IN PROGRESS. Infrastructure repairs on Council roads are substantially complete.	Jan-Dec 2020
Recovery planning and coordination	Social	Other	Establishing a documented plan for the Council's role and activities in disaster recovery. Future: Establish community plans for recovery after disasters. Future: Establish community resilience networks across the district.	David Waters	\$	50,000		COMPLETE. The Director Community Capacity was appointed to the dedicated role of Director Bushfire Recovery for a period of three (3) months March-May 2020 to coordinate the Council's bushfire recovery efforts. The DCC continues to oversee recovery efforts part-time in his substantive role. Establishing Community Recovery Plans and Community Resilience Networks is to be considered if external funding can be obtained to support these.	Jan-May 2020
Bushfire Valuation Amendments	Economic	Financial support	Revaluation of bushfire affected properties effective from date of fire to 30/6/20	Mike Carey	\$	32,000	Cost represents likely lost (credited) rate revenue.	COMPLETE. Valuer-General undertook revaluations and issued to Council with retrospective effect for the second half of 2019-20. Credits were applied to rateable properties accordingly.	July 2020

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	\$ 15,000	ONGOING. A number of planned events were cancelled or deferred as a consequence of the Covid-19 pandemic restrictions.	Jan 2020 - June 2021
Other income (insurance, donations, etc)					\$ 103,000		
					\$ 6,189,000	\$ 4,860,000	
Total exc playspace					\$ 5,739,000	\$ 4,560,000	

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
AGENDA BUSINESS ITEM**

**Item:** 13.2

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

**Subject:** Risk Management Plan Update

**For:** Information

---

**SUMMARY**

This report provides Council with an update on Risk Management activities including the current status of the Strategic Risk Profile and Management Plan.

In relation to the Strategic Risk assessments, there has been no change to the Inherent, Residual or Target risk ratings for the quarter.

In relation to the implementation of Mitigation Actions to manage the Strategic Risks, the following results have been achieved since the last reporting period:

- New Mitigation(s): No new mitigations
- Completed: 73% (60) is increased with one (1) completed action
- In Progress: Decrease from 26% to 24%(20)
- Not Commenced: Steady at 3%

**RECOMMENDATION**

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

---

**1. GOVERNANCE**

➤ **Strategic Management Plan/Council Policy**

*Strategic Plan 2020-24 – A brighter future*

Goal 5 A Progressive Organisation

Objective 05 We are accountable, informed, and make decisions in the best interests of the whole community

Priority 05.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

Priority 05.2 Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action.

A number of actions contained in the 2020-21 Annual Business Plan have been added as mitigations against the applicable strategic risk

➤ **Legal Implications**

A number of sections of the *Local Government Act 1999* require councils to identify and manage the risks associated with its functions and activities. Further, s125 requires council to have appropriate internal controls.

Similarly the *Work Health & Safety Act 2012* is structured around the protection of workers and others against harm to their health, safety and welfare through the elimination or minimisation of risk arising from work or specified substances or plant.

➤ **Risk Management Implications**

Improvements in the implementation of the risk management framework will assist in mitigating the risk of:

*A lack of effective risk management occurs which leads to greater uncertainty in the achievement of objectives and/or negative outcomes.*

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Medium (4D)	Medium (4D)

Note that there are many other controls that assist in mitigating this risk.

➤ **Financial and Resource Implications**

While there are no direct financial or resource implications from this report, a number of Strategic Risk Profile and Management Plan treatments are impacted by funding limitations or have been accommodated in the 2020-21 Annual Business Plan and Budget.

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

There is a high expectation that Council has appropriate corporate governance processes in place including an effective corporate risk management system.

➤ **Sustainability Implications**

There are no direct sustainability implications arising from this report.

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

*Council Committees:* The Audit Committee received and noted the Risk Management Plan Update at its 16 November 2020 meeting.

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Chief Executive Officer  
Director Corporate Services



Director Community Capacity  
Director Development & Regulatory Services  
Director Infrastructure & Operations  
Executive Manager Organisational Development

*External Agencies:* Not Applicable

*Community:* Not Applicable

## 2. BACKGROUND

Council's Strategic Risk Profile monitoring and reporting process has been in place since 2014 based on the, then, current Risk Management Policy and the Risk Management Framework.

The allocation of risk owners has been reviewed over time due to changes in the portfolio allocation within the Administration. The current allocations have been in place since May 2017.

Reports on the Strategic Risk Profile have been provided to the Audit Committee and subsequently Council on a quarterly basis since February 2016.

At its 13 May 2019 meeting, the Committee reviewed the Risk Management Policy and noted that only minor nomenclature changes were required, prior to recommending it for Council's consideration.

Council adopted the revised Policy at its 28 May 2019 meeting.

At its 13 May 2019 meeting the Committee requested that the full Register be provided for the Committee's review. As was noted at the time, the full Register is quite large and therefore difficult to produce in a comprehensible form, nevertheless this is now the standard format for the Committee and Council and is at **Appendix 1**.

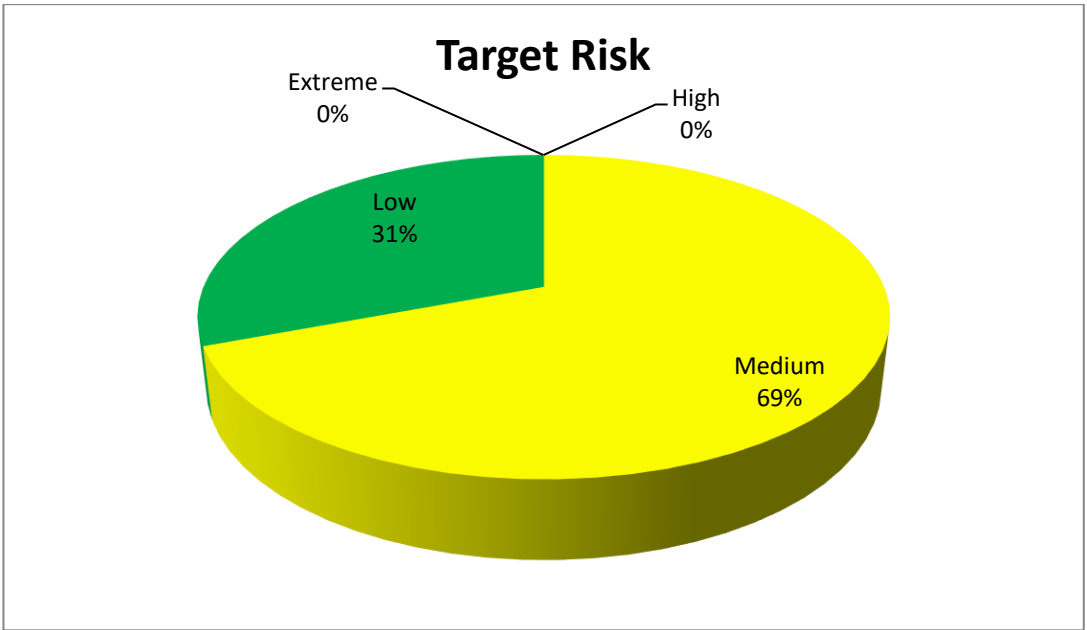
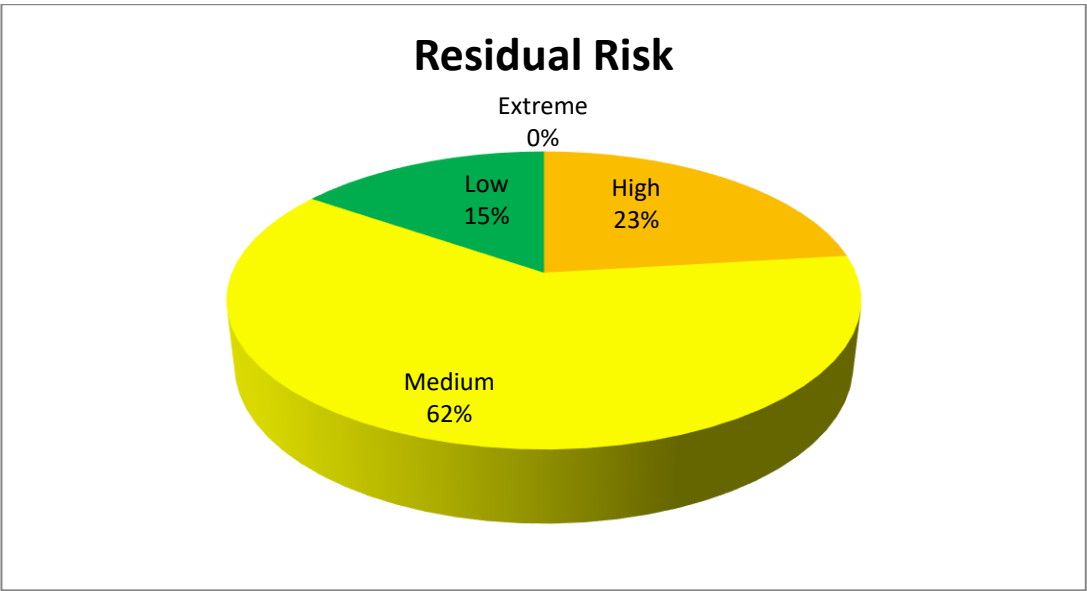
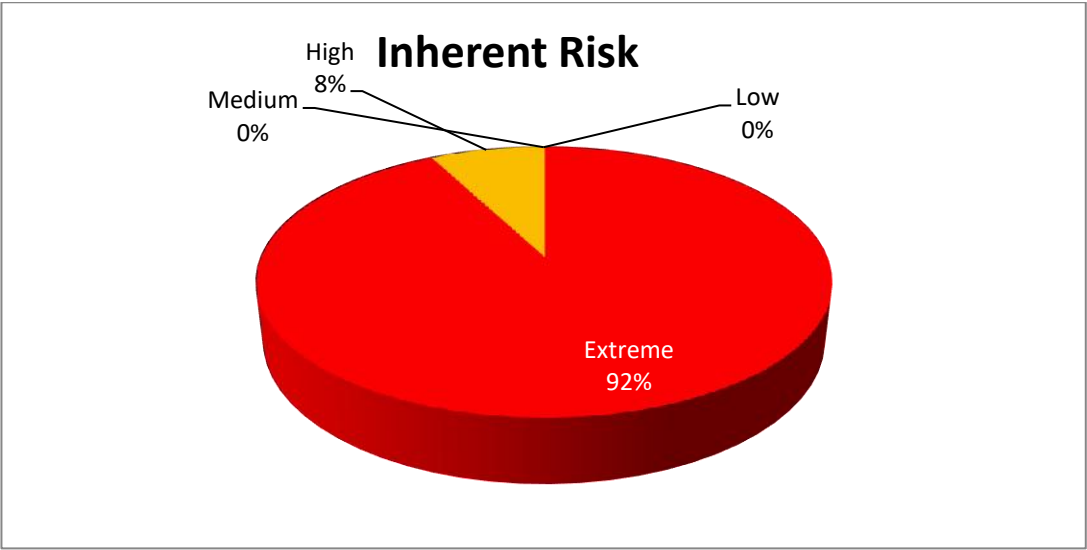
## 3. ANALYSIS

### Strategic Risk Profile

The Strategic Risks are regularly reviewed by the risk owners responding to triggers in the risk environment, changes in causation or impact, changes in the control environment and on the completion of mitigation actions (which then form part of the control environment) which collectively can impact the likelihood and/or consequence of the risk.

The Strategic Risks were recently reassessed and the following diagrams depict the Inherent, Residual and Target ratings. There has been no change to the Inherent or Target risk ratings from the August 2020 assessment.

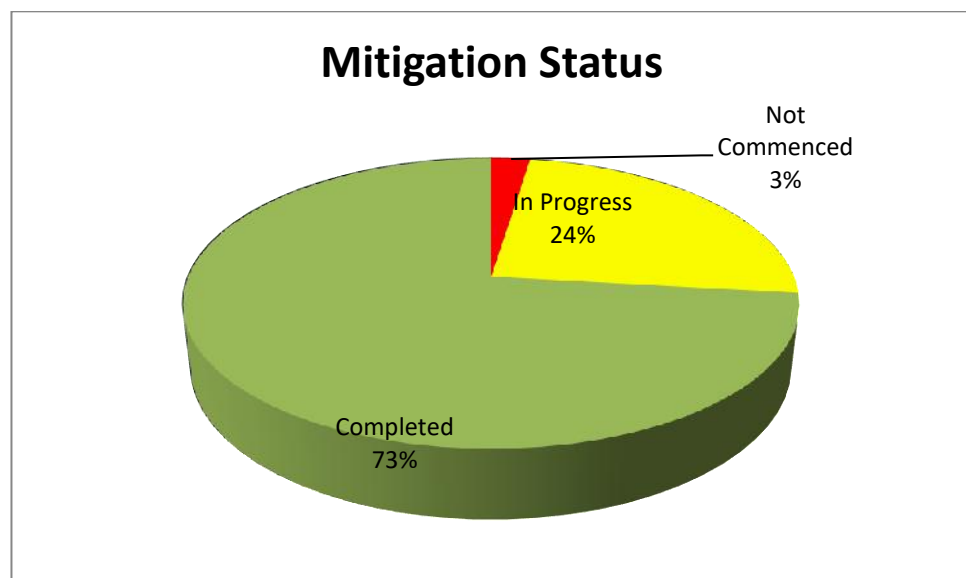
There has been no change in the Residual Risk rating for the reporting period. Whilst this may be problematic if the risk were not being reviewed, officers regularly review their risks and mitigations, although the Residual Risk rating identifies no change for the reporting period.



The implementation of Mitigation Actions has been progressing steadily. The current status is:

Status	February 2020	May 2020	August 2020	November 2020
<b>Completed</b>	64% (50 actions)	70% (55 actions)	72% (59 actions)	73% (60 actions)
<b>In Progress</b>	32% (25 actions)	27% (21 actions)	26% (21 actions)	24% (20 actions)
<b>Not Commenced</b>	4% (3 actions)	3% (2 actions)	2% (2 actions)	3% (2 actions)
<b>New Initiatives (in above totals)</b>	Nil actions	1 New Mitigation	5 New Mitigations	Nil actions

This is shown diagrammatically below:



#### 4. OPTIONS

The Council has the following options:

- I. To note the update on the Strategic Risk Profile as presented. (Recommended)
- II. To determine not to note either or both updates and/or identify additional actions to be undertaken. (Not Recommended)

#### 5. APPENDIX

- (1) Strategic Risk Register – November 2020

---

# **Appendix 1**

*Strategic Risk Register – November 2020*

---

AUDIT COMMITTEE  
NOVEMBER 2020

Work unit/activity being assessed: AHC Strategic Risk Assessment										Assessment date: 13/5/20															
Context: To conduct a strategic risk assessment for the Adelaide Hills Council focusing on the function of the Council under the Local Government Act 1999.																									
Section 1: Risk Identification				Section 2: Inherent Risk				Section 3: Controls				Section 4: Residual Risk				Section 5: Risk Evaluation		Section 6: Risk Mitigation							
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Category	Consequence	Likelihood	Risk Rating	Details	Effectiveness	Consequence	Likelihood	Risk Rating	Date of assessment	Mitigation actions required (According to Risk Management Framework)	Next assessment no later than	Mitigation Number	Mitigation Action	Responsible Officer	Original Due Date	Progress	Status Comment	Move to controls (Y/N)	Revised Due Date	Target Rating	
Example	IT server failure leading to inability to provide service to customers	Cause : Power surge, virus, malfunction Impact : inability to access corporate information or undertake processing	Manager ICT	Service Continuity	Moderate	Likely	High (3B)	Virus scanning, surge protectors	Good	Moderate	Possible	Medium (3C)	1/03/14	Minimum biannual assessment of residual risk required or when causes or controls change or	28/08/14		Install parallel servers	Manager ICT	30/04/14					Low	
1	Failure to plan at the local and regional level for the future development and future requirements of the area. (F)	Cause: - Poor understanding of development, infrastructure, population, transport, demographics and trends - Ineffective liaison with state and federal planning and development agencies. - Unresponsive Development Plan that inappropriately restricts development opportunities & results in poor development outcomes. - Ineffective strategies to enhance and conserve character areas and iconic sites. - Poor place making strategies. - Deficient planning and building rules consent practices. - Ineffective infrastructure planning processes. - Lack of appropriately trained and experienced staff. - Poor business planning and budgeting processes to allocate sufficient resources to functions. Impact: - Poor planning & development outcomes, ad-hoc & reactionary planning, unresponsive approaches to addressing community needs and trends - Uncoordinated approaches to infrastructure provision, lack of partnership & funding arrangements, lack of collaborative & mutually beneficial outcomes for community, Council and State Govt., duplication of services & resources - Disempowered community with poor and inefficient use of public spaces - Dysfunctional organisation with a poor reputation resulting in community dissatisfaction with level and type of service provision resulting in a Council regime change - Non-compliant with legislative responsibilities resulting in considerable liability exposure - Inconsistent and misdirected operations and service provision	Director Development & Regulatory Services	Corporate Objectives	Major	Likely	Extreme (4B)	- Development Policy Planning function in place to monitor, analyse and advise - Program of conversion of Development Plan into the Planning & Design Code established - Up to date Development Plan in place - Privately-funded DPA and other development-related policies in place - Participation in relevant forums with State & Federal Govt and other stakeholder groups regarding any changes to development policy - Undertake responsibilities outlined in the Collaborative Work Plan between DPTI and Council regarding transitioning to the new Planning, Development & Infrastructure (PDI) Act 2016 - Transition the and amend where required the Council's Development Plan to the Planning & Design Code over the next 3 years in accordance with the PDI Act - Precinct Planning Framework and expertise in place - Skilled and experienced planning, building, infrastructure, sport & recreation planning, community development and economic development teams in place - Community engagement and consultation methodologies in place to accord with the Community Engagement Charter - Relevant development assessment staff and CAP members accredited in accordance with the State's Accreditation Scheme - 4x8 processes identifying training and development needs - Development and PDI Act delegations and sub-delegations - CAP in place and functioning - Adopted District Master Plan in place - Regional Climate Change Adaptation Plan - Resilient Hills and Coast - Completion of outstanding Development Plan Amendment (i.e. the Local Heritage DPA)	Good	Minor	Unlikely	Low (2D)	10/11/20	Minimum annual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	10/11/21	1	Rollout of Precinct Planning methodologies as projects are identified	Director I&O	Ongoing	COMPLETE	COMPLETED. Rolled out Uraidla & Gumeracha project. Place Making Group established to identify and roll out future projects	Y	N/A	Low	
																2	Progression of outstanding DPA: Local Heritage (Stage 1 DPA) to be lodged with the Minister for approval in May 2018	Senior Strategic & Policy Planner	28/2/16	COMPLETE	COMPLETED. DPA approved by SPDPC on 14 August 2018 and subsequently by the Minister for Planning on 8 August 2019.	Y	N/A		
																3	Implementation of Planning, Development & Infrastructure Act reforms	Manager Development Services Senior Strategic & Policy Planner	31/07/20	IN PROGRESS	IN PROGRESS: The PDI Act still being rolled out in stages and to be fully operational sometime in early 2021. Staff have prepared all the delegations, policies and procedures currently provided by the State Planning Commission in order to be able to go live. However, further policies and procedures, and changes to the delegations are expected from the State Planning Commission in the coming months.	N	30/03/21		
																4	Transition of Development Plan into the new Planning & Design Code	Senior Strategic & Policy Planner	31/07/20	IN PROGRESS	IN PROGRESS: Changes to the Rural Planning Policy to be incorporated into development of Planning & Design Code. Entire Development Plan to be transitioned into the aforementioned Code when it is implemented in early 2021. Phase 3 of the Code is currently out for a second round of public consultation until 18 December 2020. A workshop with Council Members is to occur on 17 November 2020.	N	30/03/21		
																5	Asset Management Planning - renewal and future requirements	Director I&O	30/06/16	IN PROGRESS	IN PROGRESS. Asset Management Plan reviews underway, and ongoing. Jeff Roorda Review findings and reasonable assumptions being considered and incorporated where appropriate.	Y	Ongoing		
																6	Regional Climate Change Adaptation Plan - Resilient Hills and Coast	Director I&O	31/12/21	COMPLETE	COMPLETED. Plan endorsed by Council 27/09/16	Y	NA		
2	Failure to deliver projects, programs and services in accordance with plans (time, budget, quality)	Causes: - Ineffective Budget Bid process ( ineffective cost estimates preparation; possible lack of understanding of budget and budget process; - Unrealistic timeframes e.g. 12 months for design, consultation and delivery; Change or poorly defined scope; Inadequate specifications and documentation and design; Lack of stakeholder engagement. - Lack of effective consistent project management methodologies - Unforeseen weather and climate conditions, - Lack of appropriate plant and equipment, - Poor contractor management, - Lack of resources (Lack of adequate skilled resources; Loss of key staff,) - Change in government legislation or policy, - Reduction in grant funding, - Lack of scheduled maintenance - Unclear Service ranges and levels Impact: - Cost of projects escalates, unbudgeted spending, impacts on delivery of the projects - Damage to Council reputation - Outcomes of the project delivered fails to meet community's expectations Weaknesses in infrastructure incorporation	Director Infrastructure & Ops	Finance & Assets	Major	Likely	Extreme (4B)	- Monthly capital reports from finance - Reporting of The Quarter to Council - Regular team meetings with project updates - Quarterly budget review process - 3 Year Capital Program - Procurement policy - Process and qualified staff/teams - Project reporting process - Panel contractors - Legislation and policy - KPI monitoring and reporting - Financial Reporting	Marginal	Moderate	Possible	Medium (3C)	12/11/20	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	11/05/21	1	Project Management a) Implementation of Project management framework. A trial with Built and Natural Assets is underway since 1/7/15. A review was undertaken in 2016 to assess and refine framework. Further review required now that Manager Civil Services appointed b) Process to audit and check project management. c) Implementation of scheduled program maintenance,	Director I&O	30/06/16	IN PROGRESS	IN PROGRESS. Project Management Documentation now being developed in partnership with external expertise.	Y	30/07/21	Medium	
																2	Refine the budget bid process to ensure that sufficient time is allocated to cost budget submissions and also timing recognising that some projects will need to span across multiple years due to lead times associated with planning, consultation and approvals. Action: develop a budget bid database with a two stage process by 30/3/2016	Director I&O	30/01/16	COMPLETE	COMPLETED. Initial 3 year program developed for 2017/18 ABP.	Y	N/A		
																3	Start to promote multiple year project planning in line with Asset Management Planning	Director I&O	30/06/16	COMPLETE	COMPLETED. 3 Year Capital Program has been established, which help to achieve this goal.	Y	N/A		
																4	Develop process in conjunction with Organisational Development to transfer knowledge once an employee has notified intent to leave the organisation (i.e. to capture staff knowledge with consideration of succession planning and transition to retirement)	Director I&O	30/09/16	IN PROGRESS	IN PROGRESS. Process development underway, however progress has stalled due to other delivery priorities. Looking to reinvest in this process development over the coming months. Suggest this be transferred to Executive Manager Organisational Development.	N	30/12/20		



**AUDIT COMMITTEE**  
**NOVEMBER 2020**

[illegible]

AUDIT COMMITTEE  
NOVEMBER 2020

Section 1: Risk Identification				Section 2: Inherent Risk				Section 3: Controls			Section 4: Residual Risk				Section 5: Risk Evaluation		Section 6: Risk Mitigation							
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Category	Consequence	Likelihood	Risk Rating	Details	Effectiveness	Consequence	Likelihood	Risk Rating	Date of assessment	Mitigation actions required (According to Risk Management Framework)	Next assessment no later than	Mitigation Number	Mitigation Action	Responsible Officer	Original Due Date	Progress	Status Comment	Move to controls (Y/N)	Revised Due Date	Target Rating
4	Failure to take measures to protect the community from natural and other hazards (F)	<p><b>Cause:</b></p> <ul style="list-style-type: none"><li>- Poor fire prevention initiatives</li><li>- Poor flood protection initiatives</li><li>- Poor wind protection initiatives</li><li>- Ineffective emergency management regimes</li><li>- Ineffective asset maintenance and replacement plans and programs</li><li>- Lack of participation in regional emergency management arrangements</li><li>- Noncompliance with legislation</li><li>- Insufficient budget</li><li>- Ineffective planning and preparations</li></ul> <p><b>Impact:</b></p> <ul style="list-style-type: none"><li>- Significant property loss and damage</li><li>- Loss of life, injury</li><li>- Reputational damage</li><li>- Exposure to liability and penalty</li><li>- Loss of community normality</li><li>- Council services stretched and some services may not be fully operational</li><li>- Loss or damage of public and private infrastructure</li><li>- Environmental and biodiversity impacts</li></ul>	Director Infrastructure & Ops	Community, Social & reputational	Catastrophic	Likely	Extreme (3B)	<ul style="list-style-type: none"><li>- Provision of assistance to control agencies and the community to respond to emergency incidents as they arise and work with local units to resolve localised issues relating to EM.</li><li>- Provision of assistance to the community and to relevant government and non-government agencies assist recovery from emergencies.</li><li>- Contribute to, support and participate in community education programs including the SES Flood Safe Program, Red Cross REDiPlan program and CFS Community Fire Safety Meetings.</li><li>- Ongoing replacement and maintenance of Council's infrastructure through implementation of Council's AMP and proactive and reactive maintenance programs including stormwater infrastructure (including Flood Plain Modelling), fire track maintenance and street sweeping program.</li><li>- Ongoing fuel reduction programs on high risk Council owned land including woody weed control, slashing and maintenance of asset protection zones.</li><li>- Ensure ongoing compliance with the F&amp;ES Act 2005 including annual property inspections to ensure community compliance with requirements of the Act, respond to breaches of the Act as they arise, ongoing appointment of Fire Prevention Officers pursuant with requirements of the Act and provide advice to residents on bushfire prevention and mitigation.</li><li>- Ongoing implementation of tree maintenance programs including the monitoring and maintenance of high risk trees and undertaking reactive tree pruning and removal of high risk trees minimising failure in windy conditions. Commencement of Zone-based Preventative Maintenance Program. Bushfire Mitigation Operational Committee</li><li>- i-Responda process and trained staff</li><li>- Establishment of EM function in Infrastructure &amp; Operations Directorate</li></ul>	Good	Major	Unlikely	Medium (4D)	15/05/20	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	11/11/20	2	Commit to I Responda emergency response framework.	Ex Mgr Gov Perf	19/01/16	COMPLETE	Council is now part of this program . Its plan to be transferred to contemporary standard. Anticipated to be complete by 31/12/19.	Done	N/A	Medium
3	Develop Emergency Management Team for ongoing development and review of Council's EM processes relating to emergencies that occur external to the organisation (not WHS emergency management)	Mgr Waste & EM	31/12/16	COMPLETE	To be developed under EM Framework. Update 05/08/19 - Draft Incident Operations Manual 95% complete. This document will be used with the draft Emergency Management Plan to plan, prepare, respond and recover from emergency events. Anticipated to be completed by 30 November 2019. Update 02/10/19 - Draft Incident Operations Manual to be considered by ELT for endorsement on 3 October 2019. Update 07/11/19 - Incident Operations Manual adopted by ELT 3 October 2019 including establishment of an Incident Management Team completing this action.	N	N/A																	
4	Research the establishment of a dedicated EM role (temporary/permanent)	Exec Mgr Gov & Risk	31/03/16	COMPLETE		Done	N/A																	
5	Establish Zone-based Preventative Maintenance Program	Mgs Open Space & Civil Works	1/02/16	COMPLETE	Zone program established	Done	N/A																	
6	Review bushfire prevention and mitigation arrangements	Mgs Open Space and Team Leader Regulatory Service	30/06/17	COMPLETE	Structure in place	Done	N/A																	
7 (new)	Review insurance option related to loss of rate revenue following significant loss of property associated with bushfire	Exec Mgr Gov & Perform	30/11/20	IN PROGRESS	Intital meeting held with Mutual Liability Scheme to discuss options	N	30/11/20																	
5	Failure to manage, develop, protect, restore , enhance and conserve the environment in an ecologically sustainable manner and to improve amenity. (F)	<p><b>Cause:</b></p> <ul style="list-style-type: none"><li>-Lack of understanding of biodiversity.</li><li>- Inadequate planning controls,</li><li>- Lack of specific skill and knowledge of natural environment,</li><li>- Insufficient budget,</li><li>- Lack of internal coordination in project delivery,</li><li>- Inadequate emergency response to environmental hazard,</li><li>- Lack of longitudinal planning and service delivery, difficulty of meeting varying community expectation,</li><li>- Ineffective natural resource management strategies and processes.</li><li>- Poor environmental management practices.</li><li>- Illegal dumping</li></ul> <p><b>Impact:</b></p> <ul style="list-style-type: none"><li>- Damage to local environment</li><li>- Financial - restoration of failure to act (fines plus the works to restore)</li><li>- Reputational damage</li><li>- Impact on human health and wellbeing due to the loss of visual amenity and ability to interact with nature</li><li>- Local amenity not maximised</li><li>- Health and economic impacts due to climate change</li><li>- Failure to meet stakeholder expectation</li></ul>	Director Infrastructure & Ops	Environment	Catastrophic	Possible	Extreme (5C)	<ul style="list-style-type: none"><li>- Biodiversity Strategy,</li><li>- Water Management Plan</li><li>- Biodiversity Advisory Group and Sustainability Advisory Group</li><li>- Trained &amp; qualified staff</li><li>- Safe working procedures</li><li>- Blue Marker sites</li><li>- Spill kits</li><li>- SDS</li><li>- Customer request system for reporting to us</li><li>- Machinery hygiene</li><li>- Development Plan</li><li>- Strategic Plan Reviewed with Goal area for Natural Environment established (including priorities)</li></ul>	Good	Major	Rare	Medium (4E)	12/11/20	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	11/05/21	1	Water Resources strategy to be developed	Sustainability Officer		COMPLETE	Water Management Plan endorsed by Council 13 December 2016.	Y	N/A	Medium
2	Project Management framework (see action above)	Director I&O		IN PROGRESS	Expected Delivery 31 December 2020	N	31/07/21																	
3	Implementation plan for the Biodiversity Strategy to be developed; interim review of Strategy	Biodiversity Officer		COMPLETE	Biodiversity Strategy endorsed by Council on 24/9/2019. Implementation plan for the Biodiversity Strategy complete.	Y	N/A																	
4	Ensure adequate budget and human resources are allocated to the priority strategies articulated in the Biodiversity Strategy's Implementation Plan	Director I&O		COMPLETE	Implementation plan for the Biodiversity Strategy complete. The plan informs Annual Programming and LTFP.	Y	N/A																	
5	Establish a program to review the safe operating procedures to ensure that they incorporate contemporary management techniques to minimise environmental impacts.	Manager Open Space		COMPLETE	Budget Bids to support this years program were included in the 2018-19 Annual Business Plan and Budget Process.	N	N/A																	
6	Expansion of Blue Marker Sites	Manager Open Space	30/10/16	COMPLETE		Y	N/A																	
																		Mgr Sustainable Assets for Infrastructure and Strategic Property Officer for Land and Buildings	31/12/16	IN PROGRESS	Footpaths, Kerbs and Roads AMP currently undergoing public consultation. AMPs for other classes in development.	N	Ongoing	
		<p><b>Cause:</b></p> <ul style="list-style-type: none"><li>- Ageing infrastructure in need of renewal to remain fit for purpose and/or comply with legislation</li><li>- Poor asset management regimes (data,</li></ul>																Mgr Sustainable Assets for Infrastructure and Strategic Property Officer for Land and Buildings	1/01/17	COMPLETE		Y	N/A	

AUDIT COMMITTEE  
NOVEMBER 2020

Section 1: Risk Identification				Section 2: Inherent Risk				Section 3: Controls			Section 4: Residual Risk				Section 5: Risk Evaluation			Section 6: Risk Mitigation							
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Category	Consequence	Likelihood	Risk Rating	Details	Effectiveness	Consequence	Likelihood	Risk Rating	Date of assessment	Mitigation actions required (According to Risk Management Framework)	Next assessment no later than	Mitigation Number	Mitigation Action	Responsible Officer	Original Due Date	Progress	Status Comment	Move to controls (Y/N)	Revised Due Date	Target Rating	
6	Failure to provide appropriate infrastructure for the community (F)	<p>Review:</p> <ul style="list-style-type: none"><li>- Ineffective maintenance regimes</li><li>- Leaseholders conducting works outside of contractual/legislative obligations.</li><li>- Duplication or gaps in infrastructure provision to communities.</li><li>- Lack of understanding community needs and trends</li></ul> <p><b>Impact:</b></p> <ul style="list-style-type: none"><li>- Increased cost to maintain infrastructure</li><li>- Reduced confidence in Council by the community</li><li>- Increased risks to staff and community when utilising facilities</li><li>- Disadvantage to AHC community over that of other areas</li><li>- Negative impact on community wellbeing</li></ul>	Director Infrastructure & Ops	Corporate Objectives	Major	Likely	Extreme (4B)	<ul style="list-style-type: none"><li>- Endorsed annual budget for maintenance program (all asset categories)</li><li>- Annual Business Plan &amp; Budget consultation undertaken</li><li>- Customer Survey undertaken</li><li>- Asset condition audits undertaken cyclically</li><li>- Asset management system in place (Conquest)</li><li>- Building inspections (last done 2013)</li><li>- Compliance audits for buildings as per legislation</li><li>- Customer request system captures community concerns/issues</li><li>- Sport and Recreation Strategy</li><li>- Bike Strategy</li><li>- Preventative Maintenance regime</li><li>- Strategic Plan Reviewed with Goal area for Built Environment established (including priorities)</li></ul>	Good	Moderate	Possible	Medium (3C)	12/11/20	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	11/05/21	3	Establish service levels in consultation with community	Mgr Sustainable Assets for Infrastructure and Strategic Property Officer for Land and Buildings	1/03/16	IN PROGRESS	Updated to CRM response times completed. Levels of service refinements required as part of AMP reviews.	N	31/12/20	Medium	
																4	Establish cycle for condition audits and monitor (incl buildings)	Mgr Sustainable Assets for Infrastructure and Strategic Property Officer for Land and Buildings	31/12/16	IN PROGRESS	Condition audits identified in AMP and new system implementation and set up has delayed some condition auditing. Limited progress, though strategic property review commenced	N	30/06/21		
																5	Develop Bike Strategy to identify infrastructure requirements	Mgr Sustainable Assets for Infrastructure and Strategic Property Officer for Land and Buildings	1/01/17	COMPLETE	To Council Oct 16 - completed	Y	N/A		
																6	Revise Sport and Recreation Strategy to identify infrastructure requirements	Mgr Sustainable Assets for Infrastructure and Strategic Property Officer for Land and Buildings	1/03/16	COMPLETE	Strategy completed and infrastructure requirements linked to Strategic Property Review. LTFP now capturing ongoing investment.	Y	N/A		
7	Failure to promote the Council area and provide an attractive climate and locations for the development of business, commerce, industry and tourism (F)	<p><b>Cause:</b></p> <ul style="list-style-type: none"><li>- Dysfunctional local economy, loss of jobs, loss of basic retail and service functions</li><li>- Poor engagement with business community, leading to relative disadvantage for business community</li><li>-Lack of understanding of economic drivers, leading to potential wasted allocation of effort, stagnation of effort, and/or perception of Council being out of touch with business community.</li><li>- Inappropriate infrastructure in industrial precincts or nodes, placing barriers on development of industrial precincts.</li><li>- Lack of understanding of tourism demand, leading to potential wasted effort, stagnation of effort, and/or perception that the Council is unable/willing to support the tourism sector.</li><li>- Poor support of tourism and business associations, leading to fragmentation of effort and dis cohesive strategies.</li><li>- Unresponsive Development Plan that inappropriately restricts development opportunities &amp; results in poor development outcomes.</li></ul> <p><b>Impact:</b></p> <ul style="list-style-type: none"><li>- Loss of local jobs</li><li>- Loss of basic local retail and service businesses</li><li>- Devaluation of local residential and commercial property</li><li>- Rise in social problems deriving from a declining economy</li><li>- The community procures goods outside of the area as business not vibrant and meeting local requirements</li></ul>	Director Community Capacity	Economic	Moderate	Likely	High (3B)	<p>Economic Development Strategy (EDS); Economic Development Officer appointed Dec 2015; implementation plan approved Mar 2016; active and positive engagement with local business communities, integrated approach to creating a diverse and sustainable economy across the District, resources to provide required implementation of the EDS.</p> <p>EDS addresses need to work actively with business groups and associations, resources (such a business contact database) provided to interact and network on a consistent basis. Consistent framework for effective interaction.</p> <p>Ad-hoc engagement on an as-needs basis. Advisory Group exists for Primary Production. Higher level engagement occurs with one business association. Some engagement has occurred with industry reps and DPTI regarding specific transport issues.</p> <p>Council partners with DC Mt Barker, RDA and SATC to run Adelaide Hills Tourism, which is designed to help providers understand and leverage tourism opportunities.</p> <p>Support for AHT is high, but support for business associations is low.</p> <p>Adelaide Hills Council Economic Profile Sept 2014.</p> <p>Annual subscription to economy id.</p> <p>Business contact database</p> <p>Involvement in place making initiatives</p>	Marginal	Moderate	Likely	High (3B)	12/11/20	Minimum quarterly assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan required.	10/02/21	1	Implementation Plan for EDS finalised and approved Mar 2016	Director Community Capacity	31/12/16	COMPLETE	COMPLETED: The EDS as approved in March 2016 was completed in 2019	Y	N/A	Low	
																2	Identify significant economic infrastructure issues and opportunities	Director Development & Regulatory Services	31/12/16	COMPLETE	COMPLETED: Manager ED worked with key stakeholders to progress two major transport routes - b-double access to Lobethal and Northern Freight Train Bypass. The B-double access project was completed in 2019. However, the State Government announced they would not be progressing the Northern Freight Train Bypass.	Y	N/A		
																3	Assess effectiveness of key points of AHC engagement with community	Director Development & Regulatory Services	1/07/16	COMPLETE	Ongoing through role of Community Engagement Coordinator, through the introduction of online engagement tool	Y	N/A		
																4	Active and positive engagement with local business communities	Manager Economic Development	1/07/16	COMPLETE	Ongoing role of MED	Y	N/A		
																5	Encourage an integrated and coordinated approach across all levels of govt to create a diverse and sustainable economy across the District	Manager Economic Development	31/10/16	COMPLETE	Actively developing and maintaining relationships with relevant State and Commonwealth Govt agencies	Y	N/A		
																6	Work actively with business groups and associations, providing resources to interact and network on a consistent basis. Key role for EDO	Manager Economic Development	31/12/16	COMPLETE	The Manager ED is actively building relationships with existing business associations and working with communities that currently do not have business groups (e.g. Gumeracha, Northern Hills, Lobethal) to explore the benefits	Y	N/A		
																7	Assess effectiveness of key points of engagement with community e.g. website, contact centre, development approval process, waste, health and regulatory services	Manager Economic Development	31/12/16	IN PROGRESS	Quarterly e-newsletters distributed to more than 6,000 registered ABNs in the region. Mostly achieving above industry standards with at least 30% open rate and over 10% click rate.	N	30/12/20		
																8	Develop business contact database	Manager Economic Development	31/12/16	COMPLETE		Y	N/A		
																9	Identify significant organisations, roles and skillsets within region	Manager Economic Development	31/12/16	COMPLETE	Relationships with key contacts with business and industry organisations being regularly maintained and developed by the MED	Y	N/A		
																10	Improve partnership with DC Mt Barker and SATC to assist Adelaide Hills Tourism leverage tourism opportunities	Manager Economic Development	31/12/16	COMPLETE	MED active committee member of Adelaide Hills Tourism (AHT) and Visitor Information Servicing Group	Y	N/A		
																11	Improve engagement with local business associations	Manager Economic Development	31/12/16	COMPLETE	Regular communication established with SBA and WCA	Y	N/A		
																12	Undertake precinct planning/placemaking, with consideration of triple bottom line (As appropriate)	Manager Economic Development	31/12/16	COMPLETE	The MED is a member of Council's Placemaking group to ensure a coordinated approach	Y	N/A		
								-Community Land Management Plans updated 2016								1	Update Community Land Management Plans	Manager Property	31/12/06	COMPLETE	Action Plan endorsed by Council that included a review of the Community Land Mgt Plans. Review commenced and workshop presented to Council in Jan 2019. Draft Plans presented to Council 27 July 2019 and endorsed for Community Consultation. Consultation subsequently completed and updated CLMPOs adopted.	Y	N/A		

**AUDIT COMMITTEE  
NOVEMBER 2020**

Section 1: Risk identification				Section 2: Inherent Risk				Section 3: Controls		Section 4: Residual Risk				Section 5: Risk Evaluation			Section 6: Risk Mitigation							
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Category	Consequence	Likelihood	Risk Rating	Details	Effectiveness	Consequence	Likelihood	Risk Rating	Date of assessment	Mitigation actions required (According to Risk Management Framework)	Next assessment no later than	Mitigation Number	Mitigation Action	Responsible Officer	Original Due Date	Progress	Status Comment	Move to controls (Y/N)	Revised Due Date	Target Rating
8	Failure to manage and develop public areas vested in, or occupied by the Council (F)	<b>Cause:</b> - Lack of strategic and operational processes to manage Council's property portfolio. - Poor sports, recreation and open space management practices. - Physical hazards to users (trips, slips, debris, falling items) - Poor climate adaptation regimes <b>Impact:</b> - Increased cost to maintain infrastructure - Reduced confidence in Council by the community - Increased risks to staff and community when utilising facilities - Disadvantage to AHC community over that of other areas - Negative impact on community wellbeing	Director Corporate Services	Community, Social & reputational	Major	Almost Certain	Extreme (4A)	- Asset Management Plans developed for property assets - Annual budget developed to include mtce funding - Strategic Plan that captures community facilities and open space - Recreation and Open Space Plan adopted by Council - High risk / high use assets (e.g., playground equipment) inspected as per established regime - High risk tree audit plan established - Lease and licence arrangements in place for occupiers of council facilities - Maintenance regime in place for all reserves and buildings - Customer request system in place - Rec and Open space planner employed - Reviewed Property Function and Manager Property employed - Sport and Recreation Strategy endorsed by Council - Community Facilities and Recreation Framework Working Group established.	Marginal	Moderate	Possible	Medium (3C)	12/11/20	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	10/02/21	2	Programmed maintenance regime to be developed (land and buildings)	Mgr Civil Services Mgr Open Space/ Mgr Property	31/12/16	IN PROGRESS	Strategic Property Review endorsed by Council. Programmed maintenance schedules developed in Open Space and Civil Services areas. Building maintenance schedule being developed as part of Facility Framework, service standards to be developed	N	31/12/21	Medium
																3	Review of Crown Land under care and control of Council	Manager Property	31/12/19	IN PROGRESS	Detailed assessment of all land parcels undertaken and workshop and report provided to Council. Preliminary consultation completed in relation to potential land parcels to hand back to the Crown. Revocation of community land classification commenced and final community consultation to be undertaken in 2020.	N	31/12/20	
9a	Failure to manage, improve and develop the human resources available to the Council. (F)	<b>Cause:</b> - Poor IR practices - Ineffective attraction and retention initiatives - Lack of workforce planning and development. - Deficient equity and diversity programs - Poor leadership - Failure to ensure appropriate WH&S for employees and volunteers. - Volunteers deterred by training/inductions requirements - Ageing population impacting on volunteer participation - Failure to engage young population as volunteers <b>Impact:</b> - Increased financial cost; - potential litigation; decrease in morale; poor work performance; inability to deliver services; negative impact on council brand and reputation; lacking or ineffective policy/procedures; inability to meet the demand for volunteering opportunities, inability to offer attractive positions (older and younger workers), potentially lose volunteers who don't want to participate in induction and training, council could fail to meet the legislative requirements if training avoided; not having available staff/volunteers to undertake work at required times; heightened number of complaints around EEO; ineffective management of human resources, lose ability to innovate through poor leadership, fear of doing the wrong things and receiving punishment; more injured workers, potential death; litigation threatening the viability of the organisation; unable to attract employees and volunteers; lack of handover and transfer of valuable knowledge; challenges about fair and equitable process; higher turnover costs and negative affect on work culture; potentially losing good candidates.	Director Corporate Services	Staff Welfare & Engagement	Major	Likely	Extreme (4B)	- Volunteer Coordinator, volunteer management project and practices - Provide leadership training and development/coaching, - OD Team -trained and experienced; - Policy and procedures that include screening, police and health checks; - Position descriptions for every position, - WHS & OD policies and procedures; - Trained leaders and employees; executive team trained and engaged in management of WH&S; - Active H&S Committee; WHS Advisor-expertise in organisation; - Well maintained plant and equipment; - Regular reporting in teams and across the organisation; - Annual audits by external party; - Access to LGAWCS/risk services for advice; - Proven track record of high achievement; - WHS improvement plan; WHS KPI action plan (annual); annual WHS KPI Audit (external party) - Fair Treatment, Workplace Bullying Procedures implemented and training provided - Grievance Procedures implemented	Marginal	Moderate	Possible	Medium (3C)	7/08/20	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	5/11/20	1	Equity and diversity plan is being developed	Exec Manager Organisational Development	30/07/19	IN PROGRESS	Further development of the plan is being undertken through the Diversity and Inclusion Team. Some initial ideas for the plan have been researched. Further work to be progressed in 2020 and into 2021.	N	31/03/21	Medium
																2	Update Fair Treatment and Bullying Procedures, and Grievance Resolution Procedure;	Exec Manager Organisational Development		COMPLETE	Fair Treatment, Workplace Bullying Procedures and Grievance Procedures implemented and published on Workspace	Done	N/A	
																3	Undertake Fair Treatment and Bullying training	Exec Manager Organisational Development	30/04/16	COMPLETE	HR delivered training to all employees and People Leaders in March 2016. A network of Equity and Diversity Contact Officers established and trained in March 2016. Training will be undertaken annually for new employees.	Done	N/A	
9b	Failure to manage, improve and develop the information resources available to the Council. (F)	<b>Cause:</b> - Business systems do not effectively support organisational needs - Ineffective media and brand management strategies. - Poor information management practices (capture, use, storage, retrieval). <b>Impact:</b> - Inefficiency; increased risk of errors (from manual systems); negative impact on council brand & reputation; decreased staff morale; potential for increased turnover of staff; lack of consistency; increased cost in undertaking work; systems cannot be upgraded due to inadequate hardware layer; inability to test updates before being implemented; lack of information sharing, working in information silos, failure to capture corporate knowledge effectively, misinformation that leads to negative or undesired outcomes, residents being misinformed or mislead, potential legal or financial implications, poor uptake of services; customer confusion regarding branding of council programs and services	Director Corporate Services	Community, Social & reputational	Major	Likely	Extreme (4B)	Communications and branding team, corporate policies/procedures around media contact, brand style guide for consistency; records department; EDRMS - Records Policy Updated and endorsed by Council; range of internal communication system-emails, meetings, internet, Lync, CRM; business systems are reviewed and upgraded; employees are trained in basic system use; security access relevant to job requirements are provided; restricting permissions control; nightly backups; Workspace (intranet) - Website Champions in place; emails; corporate systems; security groups and access ICT Business Continuity Plan established Tender for new Asset Management System completed - System acquired New information management system acquired - rollout currently underway New data centre built in City and BCP in place for rollover Restructure of Information Services undertaken and recruitment of Manager completed.	Marginal	Minor	Possible	Medium (2C)	12/11/20	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	10/02/21	1	Implement Asset Management System	Manager Sustainable Assets	30/06/18	IN PROGRESS	90% of Council assets transitioned into final Production version of Asset Management Enterprise system. Stormwater and Kerb in Valuation Instance.	N	N/A	Medium
																2	Implement new records management system in conjunction with SharePoint upgrade	Manager IS	30/06/17	IN PROGRESS	New SharePoint environment implemented, Record Point software acquired to replace TRIM and installed, project plan established for EDRMS and architecture completed. Build of Test Environment completed and software integration with line of business systems being undertaken. Live environment built and configured and staged rollout commenced in July 2019 with three pilot areas. New project manager appointed December 2019.	N	31/12/20	

**AUDIT COMMITTEE  
NOVEMBER 2020**

Section 1: Risk Identification				Section 2: Inherent Risk				Section 3: Controls		Section 4: Residual Risk				Section 5: Risk Evaluation		Section 6: Risk Mitigation								
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Category	Consequence	Likelihood	Risk Rating	Details	Effectiveness	Consequence	Likelihood	Risk Rating	Date of assessment	Mitigation actions required (According to Risk Management Framework)	Next assessment no later than	Mitigation Number	Mitigation Action	Responsible Officer	Original Due Date	Progress	Status Comment	Move to controls (Y/N)	Revised Due Date	Target Rating
9c	Failure to manage, improve and develop the financial resources available to the Council. (F)	<p><b>Cause:</b></p> <ul style="list-style-type: none"><li>- Poor internal control environment</li><li>- Poor procurement planning and processes.</li><li>- Ineffective insurance arrangements.</li><li>- Poor financial management processes (treasury, AP, AR)</li><li>- Poor contract management</li></ul> <p><b>Impact:</b></p> <p>Potential for qualified accounts as an audit outcome; inappropriate segregation of duties; increased potential for fraud; negative impact on Council brand &amp; reputation; lack of consistency in process use; inability to measure process effectiveness and outcomes; increased risk of litigation; inappropriate assets with short medium and long term financial impacts; potential inability to pay; negative impact on ability to service the community; poor customer relations; poor supplier relationships; potential impact on income from rates, fees and charges; increased risk of litigation leading to financial instability</p>	Director Corporate Services	Legal & Regulatory	Catastrophic	Likely	Extreme (8B)	Internal audit and annual review of internal controls; system security and configuration; induction procedures; recruitment and selection processes; financial delegations; an informed level of insurance cover through LGAMLS, rating policy, process and timeframes; asset management register and program; Manager Governance and Risk in organisation; qualified employees; trained in policies; conflict of interest declaration (Directors/CEO); WHS procedures on plant purchasing, consultation and risk assessment; Fraud and Corruption Policy; Whistleblowers Policy; insurance reviewed annually and all areas of insurance are reviewed and recalculated for following year; wage declaration which affects the insurance calculation annually; insurance claims process; quality accredited insurance company-LG Risk Services; insurer processes claims; professional internal advice; financial management system; Updated Procurement Policy and Procedures Adopted by Council in 2019 (delegation and authority included); Code of Conduct for Employees and Council Members; discipline processes; ongoing training and development; internal controls framework; debt recovery; Debt Recovery Policy and Accounts Reconciliation Policies updated and adopted External Fund Funding Policy adopted by Council (2017) Implementation of ContolTrack to monitor financial controls environment Tresury Policy established	Marginal	Moderate	Unlikely	Medium (3D)	12/11/20	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	10/02/21	1	Review positions across council that require criminal history checks, including financial roles	EMOD	30/06/16	COMPLETE	Updated Policy and Procedure covering the relevant criminal history check requirements have been adopted and training completed. Identified positions requiring checks are being updated or undertaken currently.	Y	N/A	Medium
																2	Recruit Procurement Coordinator Role	Manager Financial Services	30/09/17	COMPLETE	Recruitment completed in June 2018	Y	N/A	
																3	Review of Procurement Policy and procedures (Stage 1)	Procurement Coordinator	1/10/16	COMPLETE	Updated Policy and Procedure endorsed by Council in August 2019	Y	N/A	
																4	Review the process map of the insurance claims procedure to enable consistency of application.	EMOD	30/06/16	COMPLETE		Done	NA	
																5	Explore Grant funding opportunities	All budget owners	1/07/16	COMPLETE	A Grant Funding Policy endorsed by Council. Savings Strategy endorsed by ELT.	Y	N/A	
																6	Develop a Treasury Management Policy	Mgr Financial Services	30/11/18	COMPLETE	Proclcy endorsed by Council October 2017	Y	N/A	
10	Failure to act as a representative, informed and responsible decision-maker in the interests of the community. (PR)	<p><b>Cause:</b></p> <ul style="list-style-type: none"><li>- Poor governance practices (CR22)</li><li>- Poor risk management practices (CR21)</li><li>- Poor representation arrangements (CR92)</li><li>- Poor representation of the community by Council Members (CR62)</li><li>- Lack of effective strategic planning and resource allocation processes. (CR63)</li><li>- Lack of effective financial sustainability processes. (SR9c)</li><li>- Ineffective performance management and reporting processes. (CR64)</li><li>- Poor working relationship between Council and Administration. (CR65)</li></ul> <p><b>Impact:</b></p> <ul style="list-style-type: none"><li>- Decisions are not representative of community sentiment or made in the community's interest</li><li>- Decisions are poorly or incorrectly informed leading to a high risk profile, errors, loss, waste, omissions, breaches of legislation.</li><li>- Breaches of legislation, unenforceable decisions/resolutions, creation of liabilities/ additional risk to Council, stakeholder and/or regulator dissatisfaction and/or sanction.</li></ul>	Exec Manager Governance & Performance	Community, Social & reputational	Catastrophic	Possible	Extreme (5C)	Legal considerations considered in agenda report templates, Governance Manager advises council, functioning Audit Committee, flyers and updates from LGA, legal providers and professional associations. Professional and experienced management team. Policies (conduct, COPMP, allowances, caretaker,IG, COPAMD, PID), delegations, agendas, minutes, training & development. Review of s41 Committee, Advisory Groups ,s43 subsidiary and external group fiduciary arrangements. Council Resolution Update report shows COIs declared. CRM Policy adopted, CRMF adopted, training provided to senior staff, RM considerations included in agenda report templates. General awareness of risk management principles and considerations. MLS Risk Reviews and advisory Provisions of Chpt 3 of the LG Act regarding composition of councils and wards, mandated representation reviews. Scheduled review completed in 2017. Strategic Plan, strategic, business and project planning and budgeting processes, trained and experienced staff. Budget review processes, provisions of LG Act regarding budget reviews and annual reporting, trained and experienced staff. Corporate Planning & Performance Reporting Framework, Quarterly Council Performance Report Council Member and Administration training in the respective roles, team building and relationship development, performance reporting, One Team - Communication Protocols Governance & Risk Coordinator and Corporate Planning & Performance Coordinator roles	Good	Moderate	Rare	Low (3E)	12/11/20	Minimum annual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	12/11/21	1	Governance Framework Review	Exec Manager Governance & Performance	30/09/16	COMPLETE		Y	N/A	Low
																2	Review of s41 Committee and Advisory Group Terms of Reference	Exec Manager Governance & Performance	30/0916	COMPLETE		Y	N/A	
																3	Rollout of ContolTrack (Internal control module)	Manager Financial Services	30/12/15	COMPLETE	Endorsed and implemented for Financial Controls	Y	N/A	
																4	Review of Risk Management Framework	Governance & Risk Coordinator	30/09/19	IN PROGRESS	will form part of RM review	N	31/10/20	
																5	Mandated representation review project	Exec Manager Governance & Performance	30/04/17	COMPLETE		Y	N/A	
																6	Participation in boundary reform initiatives	Exec Manager Governance & Performance	As Required	COMPLETE		Y	N/A	
																7	Review of s43 and external group fiduciary duties where Council members or staff are on Boards	Exec Manager Governance & Performance	31/12/16	COMPLETE		Y	N/A	
																8	Election induction training	Exec Manager Governance & Performance	As Required	COMPLETE		Y	N/A	
																9	Implementation of Corporate Planning & Performance Reporting Framework	Exec Manager Governance & Performance	30/06/19	COMPLETE		Y	N/A	
																10	Strategic Boundary Review project	Exec Manager Governance & Performance	30/06/20	COMPLETE	Final report adopted by Council in September 2020	N	30/09/20	
																11 (new)	Implementation of LG Reform legislative changes.	Exec Manager Governance & Performance	30/06/21	NOT COMMENCED	Draft legislation forecast in Q4 2020/21	N		



Section 1: Risk Identification				Section 2: Inherent Risk				Section 3: Controls				Section 4: Residual Risk				Section 5: Risk Evaluation		Section 6: Risk Mitigation						
No	Risk Statement (use the situation-consequence technique)	Causes & Impact	Risk Owner	Category	Consequence	Likelihood	Risk Rating	Details	Effectiveness	Consequence	Likelihood	Risk Rating	Date of assessment	Mitigation actions required (According to Risk Management Framework)	Next assessment no later than	Mitigation Number	Mitigation Action	Responsible Officer	Original Due Date	Progress	Status Comment	Move to controls (Y/N)	Revised Due Date	Target Rating
																12 (new)	Service Review Framework development	Corporate Planning & Performance Coordinator	30/06/21	NOT COMMENCED		N		
11	Failure to exercise, perform and discharge the powers, functions and duties under legislation, contracts, leases and policies (PR)	<b>Cause:</b> - Lack of awareness of legislative/contractual/lease/policy requirements - Lack of standardised lease terms and conditions. - Ineffective delegation and authorisation mechanisms. - Poor procurement and contract management practices - Ineffective compliance management systems - Staff do not possess the appropriate KSE - Legislative changes, not being fully understood <b>Impact:</b> - Legislative/lease/policy of contractual obligations are not discharged leading to breaches of legislation and/ or contractual arrangements - Failure to effectively undertake the functions of a council - Contractual penalties and liabilities. - Inefficient systems that lead to loss of resources - Scrutiny and sanctions by integrity agencies	Exec Manager Governance & Performance	Legal & Regulatory	Major	Likely	Extreme (48)	Legal considerations considered in agenda report templates, flyers and updates from LGA, legal providers and professional associations. Professional and experienced management team. Register of leases and licences. Legislative delegations register regularly reviewed, role specific training & development. Policy registers, policies on web, MLS and WCS audits, contract registers, lease registers, internal audit program, external audit program Governance Legal Compliance Audit Full review of Subdelegations and authorisations completed 2017. Employment of Procurement Coordinator Procurement Framework implemented. Experienced property team.	Marginal	Moderate	Rare	Low (3E)	12/11/20	Minimum annual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	12/11/21	1	Legislative compliance audit	Exec Manager Governance & Performance	30/06/16	COMPLETE		Y	N/A	Low
																2	Development of contract management system, subject to funding	Manager Financial Services	31/12/16	COMPLETE		Y	N/A	
																4	Implementation of new delegations and authorisations management system and associated training.	Governance & Risk Coordinator	29/06/20	COMPLETE	Software has been implemented and is now being updated as delegation changes occur.	Y	N/A	
																5 (new)	Community & Recreation Facilities Framework will provide for greater standardisation in leasing terms and conditions	Manager Property Services	31/12/16	IN PROGRESS	Action Plan endorsed by Council for review of facilities under a Community and Recreational Facilities Framework. Revised due date established. A number of workshops held with Council and Framework endorsed. Action plan now being progressed. Workshop held with Council in Feb '19, followed by the establishment of a working group to further progress the matter. Working group have commenced review of Framework. Consideration to be given to a revised timeline to reflect level of complexity identified.	N	30/06/21	

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
CONFIDENTIAL AGENDA BUSINESS ITEM**

**Item:** 18.1

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

**Subject:** Citizen of the Year 2021 recommendations

**For:** Decision

---

**1. Citizen of the Year 2021 recommendations – Exclusion of the Public**

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Chief Executive Officer, Andrew Aitken
- Director Infrastructure & Operations, Peter Bice
- Director Development & Regulatory Services, Marc Salver
- Director Corporate Services, Terry Crackett
- Director Community Capacity, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.1: (Citizen of the Year 2021 recommendations) in confidence.

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

Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), the disclosure of which could reasonably be expected to publicise the personal affairs of the Citizen of the Year Award nominees, in that details of their nominations will be discussed.

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

**3. Citizen of the Year 2021 recommendations – Period of Confidentiality**

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.1 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the presentation of the awards on 26 January 2021, with the exception of appropriate release of information to media outlets to enhance coverage of the awards.

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

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 15 December 2020  
CONFIDENTIAL AGENDA BUSINESS ITEM**

**Item:** 18.2

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

**Subject:** External Audit Contract

**For:** Decision

---

**1. External Audit Contract – Exclusion of the Public**

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Chief Executive Officer, Andrew Aitken
- Director Infrastructure & Operations, Peter Bice
- Director Development & Regulatory Services, Marc Salver
- Director Corporate Services, Terry Crackett
- Director Community Capacity, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.2: (External Audit Contract) in confidence.

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

Section 90(3)(d) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) that would, on balance, be contrary to the public interest, the disclosure of which could reasonably be expected to prejudice the commercial position of the business which supplied the information and confer a commercial advantage on a third party.

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

**3. External Audit Contract – Period of Confidentiality**

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.2 in confidence under sections 90(2) and 90(3)(d) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until Council has determined its position in relation to the exercise of the two-year option under the Professional Services Agreement.

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