



## 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 23 February 2021**  
**6.30pm**  
**63 Mt Barker Road Stirling**

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

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

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



## ORDINARY COUNCIL MEETING

**AGENDA FOR MEETING**  
**Tuesday 23 February 2021**  
**6.30pm**  
**63 Mt Barker Road Stirling**

### ORDER OF BUSINESS

**1. COMMENCEMENT**

**2. OPENING STATEMENT**

*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.*

**3. APOLOGIES/LEAVE OF ABSENCE**

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

**4. MINUTES OF PREVIOUS MEETINGS**

Council Meeting – 27 January 2021  
*That the minutes of the ordinary meeting held on 27 January 2021 as supplied, be confirmed as an accurate record of the proceedings of that meeting.*

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

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

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

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



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

- 8.1. Petitions
  - 8.1.1. Reduction of Speed Limit Torrens Valley Road Birdwood
- 8.2. Deputations
  - Jim Bastiras, Chairperson, Residents Against White Rock Quarry Ass Inc
  - A & J Lowe re Melrose Avenue Stirling road closure, land purchase
- 8.3. Public Forum

**9. PRESENTATIONS (by exception)**

- 9.1. Hanson White Rock Quarry

**10. QUESTIONS ON NOTICE**

Nil

**11. MOTIONS ON NOTICE**

- 11.1. Relief & Recovery Fund (Cr Nathan Daniell)
  - 1. *the CEO investigate the establishment of an Adelaide Hills Disaster Relief and Recovery Fund. Considerations must include but may not be limited to the following:*
    - a. *What “triggers” would activate the Fund allowing donations to be made*
    - b. *How funds raised would be dispersed to alleviate the distress, suffering and personal hardships, brought about by a disaster or emergency in our region*
    - c. *How the activities of the fund would be overseen, for example, what type of Committee should be established and what operational rules would apply*
    - d. *Ensuring the structure of the Fund adheres to all relevant legislation*
    - e. *An analysis of the costs associated with establishing and administering the Fund*
    - f. *Steps required for the Fund to obtain Deductible Gift Recipient status from the Australian Taxation Office.*
  - 2. *The results of the investigation be presented at a future Council Workshop for feedback, and that a report be provided for Council’s consideration on this matter by 23 November 2021.*
- 11.2. Traffic management, Bridgewater (Cr Nathan Daniell)
  - 1. *The Mayor write to the Minister for Infrastructure and Transport, Corey Wingard MP, requesting the Department of Infrastructure and Transport consider the construction of a roundabout at the intersection of Mount Barker Road and Carey Gully Road in Bridgewater as part of their 2021/22 capital works program. That a copy of the letter also be forwarded to Member for Heysen, Josh Teague MP.*
  - 2. *The CEO determine what traffic calming works are appropriate for Mill Road (Bridgewater) and, if necessary, include any works which cannot be addressed within existing resources for consideration as part of the 2021/22 budget process.*

**12. ADMINISTRATION REPORTS – DECISION ITEMS**

- 12.1. White Rock Quarry Horsnell Gully  
*Council resolves that the report be received and noted.*
- 12.2. Road Closure adjacent 9 Melrose Avenue Stirling
1. *That the report be received and noted*
  2. *To make a Road Process Order pursuant to the Roads (Opening & Closing) Act 1991 to close and merge the pieces of land identified as "A" in the Preliminary Plan No. 20/0040 attached to this report with Allotment 34 in Deposited Plan No. 4120 comprised in Certificate of Title Volume 5489 Folio 961.*
  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 Local Government Act 1999; and*
    - *The piece marked "A" be sold to the owners of 9 Melrose Avenue Stirling, being the owners of the property with which it is merging for the amount of \$9,000 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.*
- 12.3. Economic Development Plan
1. *That the report be received and noted.*
  2. *To adopt the Economic Development Plan, as contained in Appendix 1.*
  3. *That the CEO, or delegate, be authorised to make any necessary formatting, nomenclature or other minor changes to the Economic Development Plan prior to being published.*
- 12.4. Tree Management
1. *Council resolves that the report be received and noted.*
  2. *That Council acknowledges the significant impact that climate change is having on our ability to manage and fund tree related fire and emergency events.*
  3. *That Council acknowledges the increasing importance, costs and growing community expectation relating to tree management.*
  4. *That Council acknowledges the funding and related support provided by the State and Federal Governments for Council and our community following the Cudlee Creek Bushfire*
  5. *That the Mayor write to the State and Federal Governments to thank them for the support provided to our Council and our community following the Cudlee Creek Bushfire and that we seek to continue working with them to further reduce the financial and related impact of this bushfire (and the more recent Cherry Gardens Bushfire) and future emergency events on Council and affected members of our community.*

- 12.5. 2020 – 21 Budget Review 2
1. *That the report be received and noted.*
  2. *To adopt the proposed budget adjustments presented in the 2020-21 Budget Review 2 which result in:*
    - a. *A reduction in the Operating Surplus from \$2.343m to \$1.883m for the 2020-21 financial year.*
    - b. *Changes to Capital Works, increasing capital income by \$175k and reducing capital expenditure by \$1.404m for the 2020-21 financial year resulting in a revised capital expenditure budget for 2020-21 of \$20.083m.*
    - c. *A decrease in Council's current Net Borrowing Result from \$4.984m to \$3.865m for the 2020-21 financial year as a result of the proposed operating and capital adjustments.*
- 12.6. Long Term Financial Plan 2021
1. *That the report be received and noted*
  2. *To endorse the Draft Long Term Financial Plan, as contained in Appendix 1 for community consultation in accordance with Section 122 of the Local Government Act 1999.*
  3. *That the CEO be authorised to:*
    - a. *Make any formatting, nomenclature or other minor changes to the Plan prior to being released for public consultation and*
    - b. *Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's Public Consultation Policy.*
- 12.7. Establishment of Fee placing Public Notices on Land
1. *That the report be received and noted*
  2. *To adopt a fee of \$350 including GST to cover the reasonable costs of placing signs on land for the purpose of giving notice of performance assessed development applications as required by Section 107 (9) of the Planning, Development and Infrastructure Act 2016.*
  3. *That the CEO be authorised to adjust this fee within the next 12 months if it is determined that the reasonable costs for undertaking this task are either less or more than anticipated.*
- 12.8. Feedback and Adoption of Road, Footpath & Kerbs Asset Management Plan
1. *That the report be received and noted.*
  2. *That Council note the community feedback on the Draft Road, Footpaths and Kerbs Asset Management Plan.*
  3. *That the Draft Road, Footpath and Kerb Asset Management Plan 2021 as contained in (Appendix 1) be endorsed by Council.*
  4. *That the CEO, or delegate, be authorised to make any necessary formatting, nomenclature or other minor changes to the Asset Management Plan 2021 prior to being published.*
- 12.9. External Audit Plan
1. *That the report be received and noted*
  2. *To approve the 2020-21 External Audit Plan by Galpins Accountants, Auditors and Business Consultants as contained in Appendix 1.*

- 12.10. Strategic Internal Audit Plan Revision
  - 1. *That the report be received and noted.*
  - 2. *To adopt the revised Strategic Internal Audit Plan (v1.7a) as contained in Appendix 1.*
- 12.11. Delegations Review February 2021  
*Refer to Agenda*
- 12.12. Status Report – Council Resolutions Update  
*Refer to Agenda*

**13. ADMINISTRATION REPORTS – INFORMATION ITEMS**

- 13.1. Council Quarterly Performance Report Q2
- 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 – 10 February 2021  
*That the minutes of the CAP meeting held on 10 February 2021 as supplied, be received and noted.*
- 17.2. Audit Committee - 15 February 2021  
*That the minutes of the Audit Committee meeting held on 15 February 2021 as supplied, be received and noted*
- 17.3. CEO Performance Review Panel  
*Nil*

**18. CONFIDENTIAL ITEMS**

Nil

**19. NEXT MEETING**

Tuesday 23 March 2021, 6.30pm, 63 Mt Barker Road, Stirling

**20. CLOSE MEETING**

## Council Meeting/Workshop Venues 2021

DATE	TYPE	LOCATION	MINUTE TAKER
<b>MARCH 2021</b>			
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
<b>APRIL 2021</b>			
Tues 13 April	Workshop	Woodside	N/A
Wed 14 April	CAP	TBA	Karen Savage
Mon 19 April	Audit Committee	Stirling	TBA
Tues 20 April	Professional Development	Stirling	N/A
Tues 27 April	Council	Stirling	Pam Williams
<b>MAY 2021</b>			
Tues 11 May	Workshop	Woodside	N/A
Wed 12 May	CAP	TBA	Karen Savage
Tues 18 May	Professional Development	Stirling	N/A
Mon 24 May	Audit Committee	Stirling	TBA
Tues 25 May	Council	Stirling	Pam Williams

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

## Community Forums 2021

**6.00 for 6.30pm**

*(dates and venues to be confirmed)*

Mylor Community Hall	Tues 30 March 2021	6.00 – 8.30pm
----------------------	--------------------	---------------

# 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.

---

## **Item 4 Minutes of Council**

---

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

In Attendance

**Presiding Member:** Mayor Jan-Claire Wisdom

**Members:**

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

In Attendance:

Andrew Aitken	Chief Executive Officer
Terry Crackett	Director Corporate Services
Peter Bice	Director Infrastructure & Operations
Marc Salver	Director Development & Regulatory Services
David Waters	Director Community Capacity
Lachlan Miller	Executive Manager Governance & Performance
John McArthur	Manager Sustainability Waste and Emergency Management
Deryn Atkinson	Manager Development Services
David Collins	Manager Strategic Assets
Josh Spier	Community & Social Planning Officer
Pam Williams	Minute Secretary

**1. COMMENCEMENT**

The meeting commenced at 6.33pm.

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**2. OPENING STATEMENT**

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

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

**3. APOLOGIES/LEAVE OF ABSENCE**

**3.1 Apology**

Nil

**3.2 Leave of Absence**

Nil

**3.2 Absent**

Nil

**4. MINUTES OF PREVIOUS MEETINGS**

**4.1 Council Meeting – 24 November 2020 (adjourned)**

Moved Cr Malcolm Herrmann  
S/- Cr Nathan Daniell

1/21

That the minutes of the Ordinary Council meeting held on 24 November 2020 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

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

**4.2 Council Meeting – 15 December 2020**

Moved Cr Linda Green  
S/- Cr Leith Mudge

2/21

That the minutes of the Ordinary Council meeting held on 15 December 2020 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

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

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

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

**5.1 Material Conflict of Interest, Cr Malcolm Herrmann, Item 18.2 CWMS Review**

Under Section 74 of the *Local Government Act 1999* Cr Malcolm Herrmann disclosed a Material Conflict of Interest in Item 18.2 CWMS Review, the nature of which is as follows:

- I own a property at 10 Pool Street Birdwood which is connected to the CWMS. I may gain a benefit or suffer a detriment depending on the decision.

**5.2 Material Conflict of Interest, Cr Linda Green, Item 18.2 CWMS Review**

Under Section 74 of the *Local Government Act 1999* Cr Linda Green disclosed a Material Conflict of Interest in Item 18.2 CWMS Review, the nature of which is as follows:

- I live at 37 Springhead Road Mt Torrens which is connected to the CWMS. It could be seen that I could gain a benefit or suffer a detriment depending on the decision.

**5.3 Material Conflict of Interest, Cr Andrew Stratford, Item 18.2 CWMS Review**

Under Section 74 of the *Local Government Act 1999* Cr Andrew Stratford disclosed a Material Conflict of Interest in Item 18.2 CWMS Review, the nature of which is as follows:

- I own a property in Woodside connected to the CWMS and may gain a benefit or suffer a detriment as a result of the decision.

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

Mayor Jan-Claire Wisdom discussed the Cherry Gardens fire which started on Sunday 23 January 2021, and sent her best wishes to everyone involved. The Mayor stated that Council would be working with the Local Government Functional Support Group to assist where appropriate. The bulk of the burnt area is in Adelaide Hills Council and the Mayor will be visiting the fire scar this week.

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

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

**7.1 Questions Adjourned**

Nil

**7.2 Questions Lying on the Table**

Nil

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

**8.1 Petitions**

Nil

**8.2 Deputations**

Nil

**8.3 Public Forum**

Nil

**9. PRESENTATIONS**

Nil

**10. QUESTIONS ON NOTICE**

Nil

**11. MOTIONS ON NOTICE**

**11.1 Cemeteries**

Moved Cr Malcolm Herrmann

S/- Cr Ian Bailey

3/21

That the CEO prepares a report accompanied by a draft policy on the Council's role in regard to assuming control of church (i.e. private) cemeteries, such report and draft policy to be discussed at a workshop in April 2021 prior to consideration by Council prior to 30 June 2021.

<b>Carried unanimously</b>
----------------------------

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**12. OFFICER REPORTS – DECISION ITEMS**

**12.1 Amended Access & Inclusion Plan 2020 - 2024**

Moved Cr Pauline Gill

S/- Cr Kirsty Parkin

4/21

Council resolves:

1. That the report be received and noted.
2. To revoke the *Provisional Disability Access and Inclusion Plan (DAIP) 2020-24* which was adopted on 27 October 2020 and to adopt the amended *Access and Inclusion Plan 2020-24*, as contained in *Appendix 1*.
3. That the Chief Executive Officer be authorised during the currency of the *Access and Inclusion Plan 2020-24* (the DAIP) to make any formatting, nomenclature or other minor changes :
  - a. To ensure that the Plan is consistent with an Act of the State or the Commonwealth, or
  - b. To ensure that the Plan remains consistent with the *State Disability Inclusion Plan*, or
  - c. To correct an error or omission.

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

**12.2 Advisory Group Independent Members – Selection Panels**

Moved Cr Linda Green

S/- Cr Nathan Daniell

5/21

Council resolves:

1. That the report be received and noted
2. To establish Selection Panels for the recruitment of Independent/Community Members for the identified Advisory Groups with the following Council Members, assisted by the respective Executive Officers, to undertake the short-listing and interviews of the candidates with a view to making recommendations for appointment at a future Council meeting(s):
  - a. Biodiversity Advisory Group – Cr Chris Grant and Cr John Kemp
  - b. Cemetery Advisory Group – Cr Pauline Gill and Cr Ian Bailey
  - c. Rural Land Management Advisory Group – Cr John Kemp and Cr Ian Bailey
  - d. Sustainability Advisory Group – Cr Kirrilee Boyd and Cr Leith Mudge

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

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**12.3 Appointment of Building Fire Safety Committee**

Moved Cr Mark Osterstock  
S/- Cr Pauline Gill

6/21

Council resolves:

1. That the report be received and noted
2. That Council appoints the following members to the Adelaide Hills Building Fire Safety Committee as the appropriate Authority for the purposes of Section 157 (17) of the *Planning, Development and Infrastructure Act 2016* commencing on the designated date of implementation of the Section 157(17) of the *Planning, Development and Infrastructure Act 2016* for Phase 3 Councils and expiring on 31 May 2022:
  - a) Peter Harmer (Contract Building Surveyor Engineer) as a person with expertise and qualifications in building surveying, engineering and building fire safety
  - b) Persons nominated by the Country Fire Service to act as the CFS representative member and deputy members
  - c) Jeff Grinnell as Team Leader Building Services as an authorised Council Officer with expertise and qualifications in building surveying and building fire safety with Tom Warneke as deputy member, and
  - d) Deryn Atkinson as Manager Development Services as an authorised Council Officer with Marc Salver appointed as deputy member.

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

**12.4 Hard Waste Service**

Moved Cr Leith Mudge  
S/- Cr Kirrilee Boyd

Council resolves that:

1. the report be received and noted
2. any additional budget requirements to meet service demand for the Kerbside Hard Waste Service during 2020-21 be addressed through Council's budget review process
3. Council conducts community consultation on options presented in the report with a consultation report presented to Council in sufficient time to contribute to the 2021-22 budget consideration process.



**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**12.4.1 Hard Waste Service – Formal Motion**

**Moved Cr Pauline Gill  
S/- Cr Andrew Stratford**

**7/21**

**That the motion be put.**

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

The Motion was put.

<b>LOST</b>
-------------

**Moved Cr Pauline Gill  
S/- Cr Chris Grant**

**8/21**

**Council resolves that:**

- 1. the report be received and noted**
- 2. any additional budget requirements to meet service demand for the Kerbside Hard Waste Service during 2020-21 be addressed through Council's budget review process**
- 3. a user contribution fee equal to 50% of budgeted costs to provide the Kerbside Mattress Service be considered during the development of the 2021-22 Annual Business Plan and Budget**
- 4. a user contribution fee equal to 50% of budgeted costs to provide the Kerbside Hard Waste Service be considered during the development of the 2021-22 Annual Business Plan and Budget.**

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

7.54pm Cr Osterstock left the Chamber

7.56pm Cr Osterstock returned to the Chamber

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**12.5 Delegations Review January 2021**

Moved Cr Malcolm Herrmann  
S/- Cr Pauline Gill

9/21

Council resolves:

1. That the report be received and noted
2. That, having considered a review of Council's Delegations as presented, the Council hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the following Acts:

<b>Instrument of Delegation</b>
<i>Instrument of Delegation under the Burial and Cremation Act 2013 and Burial And Cremation Regulations 2014 (Superseded)</i>
<i>Burial and Cremation Regulations 2014 Updates</i>
<i>Community Titles Act 1996 Updates</i>
<i>Community Titles Act 1996 (Superseded)</i>
<i>Cost of Living Concessions Act 1986 Updates</i>
<i>Crown Land Management Act 2009 Updates</i>
<i>Electricity (Principles of Vegetation Clearance) Regulations 2010 Updates</i>
<i>Electricity Act 1996 Updates</i>
<i>Gas Act 1997 Updates</i>
<i>Heavy Vehicle (Mass Dimension and Loading) National Regulation (NSW) Updates</i>
<i>Heavy Vehicle National Law (schedule to the Heavy Vehicle National Law (South Australia) Act 2013) Updates</i>
<i>Independent Commissioner Against Corruption Act 2012 Updates</i>
<i>Labour Hire Licensing Act 2017 Updates</i>

ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING

---

<i>Land and Business (Sale and Conveyancing) Act 1994 Updates</i>
<i>Land and Business (Sale and Conveyancing) Act 1994 (Superseded)</i>
<i>Landscape South Australia (General) Regulations 2020 Updates</i>
<i>Landscape South Australia (Water Management) Regulations 2020 Updates</i>
<i>Local Government (Elections) Act 1999 Updates</i>
<i>Local Government (Financial Management) Regulations 2011 Updates</i>
<i>Local Government (General) Regulations 2013 Updates</i>
<i>Local Government (Members Allowances and Benefits) Regulations 2010 Updates</i>
<i>Local Government (Procedures at Meetings) Regulations 2013 Updates</i>
<i>Local Government Act 1999 (Superseded) Updates</i>
<i>Private Parking Areas Act 1986 Updates</i>
<i>Roads (Opening and Closing) Act 1991 Updates</i>
<i>Roads (Opening and Closing) Act 1991 (Superseded)</i>
<i>State Records Act 1997 Updates</i>
<i>Strata Titles Act 1988 Updates</i>
<i>Strata Titles Act 1988 (Superseded)</i>
<i>Development Act 1993 and Development Regulations 2008</i>
<i>Planning, Development and Infrastructure Act 2016 Instrument A (until full PDI commencement)</i>
<i>Planning, Development and Infrastructure Act 2016 Instrument A</i>
<i>Planning, Development and Infrastructure Act 2016 of Power of a Council as a Relevant Authority</i>
<i>Planning Development and Infrastructure Act 2016 Instrument B</i>

---

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

<i>Road Traffic Act 1961, the Road Traffic (Miscellaneous) Regulations 2014 and the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014 (Superseded)</i>
<b>Road Traffic Act 1961 - General Approval Instrument of Authorisation</b>

3. That, having considered a review of Council's Delegations as presented, in exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Acts and statutory instruments made thereunder contained in the proposed Instrument of Delegation attached to the Report dated 27 January 2021 and entitled as detailed in the table below are hereby delegated this 27 Day of January 2021 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

<b>Instrument of Delegation</b>	<b>Appendix Number</b>
<i>Instrument of Delegation under the Burial and Cremation Act 2013 and Burial And Cremation Regulations 2014 (Superseded)</i>	Appendix 2
<i>Burial and Cremation Regulations 2014 Updates</i>	Appendix 3
<i>Community Titles Act 1996 Updates</i>	Appendix 4
<i>Community_Titles_Act_1996_(Superseded)</i>	Appendix 5
<i>Cost of Living Concessions Act 1986 Updates</i>	Appendix 6
<i>Crown Land Management Act 2009 Updates</i>	Appendix 7
<i>Electricity (Principles of Vegetation Clearance) Regulations 2010 Updates</i>	Appendix 8
<i>Electricity Act 1996 Updates</i>	Appendix 9
<i>Gas Act 1997 Updates</i>	Appendix 10
<i>Heavy Vehicle (Mass Dimension and Loading) National Regulation (NSW) Updates</i>	Appendix 11
<i>Heavy Vehicle National Law (schedule to the Heavy Vehicle National Law (South Australia) Act 2013) Updates</i>	Appendix 12
<i>Independent Commissioner Against Corruption Act 2012 Updates</i>	Appendix 13
<i>Labour Hire Licensing Act 2017 Updates</i>	Appendix 14

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

<i>Land and Business (Sale and Conveyancing) Act 1994 Updates</i>	Appendix 15
<i>Land and Business (Sale and Conveyancing) Act 1994 (Superseded)</i>	Appendix 16
<i>Landscape South Australia (General) Regulations 2020 Updates</i>	Appendix 17
<i>Landscape South Australia (Water Management) Regulations 2020 Updates</i>	Appendix 18
<i>Local Government (Elections) Act 1999 Updates</i>	Appendix 19
<i>Local Government (Financial Management) Regulations 2011 Updates</i>	Appendix 20
<i>Local Government (General) Regulations 2013 Updates</i>	Appendix 21
<i>Local Government (Members Allowances and Benefits) Regulations 2010 Updates</i>	Appendix 22
<i>Local Government (Procedures at Meetings) Regulations 2013 Updates</i>	Appendix 23
<i>Local Government Act 1999 (Superseded) Updates</i>	Appendix 24
<i>Private Parking Areas Act 1986 Updates</i>	Appendix 25
<i>Roads (Opening and Closing) Act 1991 Updates</i>	Appendix 26
<i>Roads (Opening and Closing) Act 1991 (Superseded)</i>	Appendix 27
<i>State Records Act 1997 Updates</i>	Appendix 28
<i>Strata Titles Act 1988 Updates</i>	Appendix 29
<i>Strata Titles Act 1988 (Superseded)</i>	Appendix 30

3.1 Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

4. That, having considered a review of Council's Delegations as presented, in exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the Development Act 1993 and Development Regulations 2008 and the Planning, Development and Infrastructure Act 2016 and statutory instruments made thereunder contained in the proposed Instrument of Delegation attached to the Report dated 27 January 2021 and entitled as detailed in the table below are hereby delegated

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

this 27 Day of January 2021 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

<b>Instrument of Delegation</b>	<b>Appendix Number</b>
<i>Development Act 1993 and Development Regulations 2008</i>	<b>Appendix 31</b>
<i>Planning, Development and Infrastructure Act 2016 Instrument A (until full PDI commencement)</i>	<b>Appendix 32</b>
<i>Planning, Development and Infrastructure Act 2016 Instrument A</i>	<b>Appendix 33</b>
<i>Planning, Development and Infrastructure Act 2016 of Power of a Council as a Relevant Authority</i>	<b>Appendix 34</b>

4.1 Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

5. That, having considered a review of Council's Delegations as presented, in exercise of the power contained in Section 100 of the Planning, Development and Infrastructure Act 2016 the powers and functions under the Planning, Development and Infrastructure Act 2016 and statutory instruments made thereunder contained in the proposed Instrument of Delegation attached to this Report dated 27 January 2021 and as detailed in the table below are hereby delegated this 27th day of January 2021 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

<b>Instrument of Delegation</b>	<b>Appendix Number</b>
<i>Planning Development and Infrastructure Act 2016 Instrument B</i>	<b>Appendix 35</b>

5.1 Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Section 100(2)(c) of the Planning, Development and Infrastructure Act 2016 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

6. That, having considered a review of Council's Delegations as presented, the Council hereby delegates the sub-delegation and authorisation of powers under the Road Traffic Act 1961 this 27 day of January 2021 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

Instrument of Delegation	Appendix Number
<i>Road Traffic Act 1961, the Road Traffic (Miscellaneous) Regulations 2014 and the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014 (Superseded)</i>	Appendix 36
Road Traffic Act 1961 - General Approval Instrument of Authorisation	Appendix 37

- 6.1 Such powers and functions may be further delegated by the Chief Executive Officer in accordance with sub-delegation and authorisation of powers under the Road Traffic Act 1961 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

7. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Instruments during the period of currency.

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

**12.6 Status Report – Council Resolutions Update**

Moved Cr John Kemp  
S/- Cr Linda Green

**10/21**

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
24/11/2020	Ordinary Council	265/20	Road Resurfacing Albert Street	None declared

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

			Gumeracha (PLEC project)	
24/11/2020	Ordinary Council	267/20	Road Exchange Pomona Road Stirling	None declared
24/11/2020	Ordinary Council	282/20	Policy Review - Cemetery Operating Policy	None declared
15/12/2020	Ordinary Council	294/20	MON Council Boundary Reform Legislative Provisions	None declared
15/12/2020	Ordinary Council	297/20	Submission Revised Draft Planning & Design Code	None declared
15/12/2020	Ordinary Council	298/20	Adoption of the Crafers Village Design Guidelines	None declared
15/12/2020	Ordinary Council	299/20	Declaration of Public Roads - Houghton & Aldgate	None declared
15/12/2020	Ordinary Council	301/20	Appointment of Independent Members of CAP	None declared
15/12/2020	Ordinary Council	303/20	Strategic Internal Audit Plan Update	None declared

**Carried Unanimously**

**13. OFFICER REPORTS - INFORMATION ITEMS**

**13.1 Woodforde/Rostrevor Boundary Reform FOI Report**

Moved Cr Pauline Gill  
S/- Cr John Kemp

**11/21**

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

**Carried Unanimously**



**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**14. QUESTIONS WITHOUT NOTICE**

Cr Mark Osterstock – immunisation program & COVID-19  
Cr Ian Bailey – LGA funding opportunities

**15. MOTIONS WITHOUT NOTICE**

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

**15.1 Horsnell White Rock Quarry Mine Operations Plan**

Moved Cr Mark Osterstock  
S/- Cr Nathan Daniell

12/21

Council resolves that

1. the Mayor write to the Minister for Energy & Mining, the Hon. Dan van Holst Pellekaan, seeking that no decision be made on the Horsnell White Rock Quarry Mine Operations Plan (MOP) until Council has submitted its views/comments on this proposal.
2. representatives of the Hanson White Rock Quarry be invited to present to their proposal to Council at its 23 February 2021 ordinary meeting.
3. staff prepare a report for Council's consideration on this matter, including recommendations, on how resident concerns could be addressed, whether as part of the existing State Government approval process, or by legislative amendment, including, yet not limited to:
  - a. Potential noise impacts on adjoining residents
  - b. Pollution of the adjoining creek
  - c. Impacts of heavy vehicle traffic on Council's roads
  - d. Impacts on fauna and flora within the proposed expansion area
  - e. Management of Crystalline Silica dust generated by the quarrying activity
  - f. Meeting of EPA separation guidelines
  - g. Impact on the Hills Face Zone
  - h. Buffer or exclusion zones

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

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**15.2 Cherry Gardens Fire January 2021 – appreciation to Firefighters**

Moved Cr John Kemp  
S/- Cr Leith Mudge

**13/21**

**That Council recognises and appreciates the tremendous work of all Firefighters over the last 4 days, and ongoing, in controlling the Cherry Gardens fire.**

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

**16. REPORTS**

**16.1 Council Member Function or Activity on the Business of Council**

**Mayor Jan-Claire Wisdom**

- 20 December 2020, Reclaim the Day Community gathering , Lobethal
- 21 December, Mayor's Christmas video, Stirling
- 23 December, Local (CC Bushfire) Recovery Committee meeting via zoom
- 24 December, Springhead Lutheran Christmas Eve service with the Governor, Mt Torrens
- 24 December, Visits to residents affected by Cudlee Creek bushfires with the Governor
- 13 January 2021, Weekender Herald Australia Day photos and article, Stirling
- 18 January, Festival of Cycling media call with Premier & local producers, Adelaide
- 18 January, Australia Day Awards, Government House
- 19 January, Meeting Stirling resident re local projects
- 22 January, Festival of Cycling, Birdwood and Lobethal
- 24/25 January, Various media interviews re Cherry Gardens Fire
- 26 January, Australia Day AHC Awards, Woodside
- 26 January, Australia Day Citizenship ceremony, Stirling

**Cr Pauline Gill**

- 26 January, Australia Day Breakfast at Woodside
- 27 January, Local Recovery Committee Teleconference

**Cr Leith Mudge**

- 17 December, Meeting with Bridgewater residents regarding Native Vegetation & Planning, Bridgewater
- 25 January, CFS Community Meeting - Cherry Gardens Fire, Mylor Hall, Mylor
- 26 January, Australia Day Citizenship Ceremony, Stirling Library

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**Cr Kirsty Parkin**

- 26 January, Australia Day Citizenship Ceremony Stirling
- 25/1/2021 Stirling Cricket Club Fundraising Committee meeting
- 18/12/2020 Stirling Business Association end of year event

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

**16.3 CEO Report**

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

- Cherry Gardens fire response
- Tree planting & signage
- Bus shelter relocation Woodside
- Blackspot projects Forresteron
- Cudlee Creek Bushfire Development Applications
- Major developments
- Australia Day events Woodside & Gumeracha

**17. REPORTS OF COMMITTEES**

**17.1 Council Assessment Panel – 9 December 2020**

Moved Cr John Kemp  
S/- Cr Nathan Daniell

**14/21**

That the minutes of the Council Assessment Panel meeting of 9 December 2020 as distributed, be received and noted.

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

**17.2 Council Assessment Panel – 13 January 2021**

Moved Cr John Kemp  
S/- Cr Linda Green

**15/21**

That the minutes of the Council Assessment Panel meeting of 13 January 2021 as distributed, be received and noted.

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

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**17.3 Audit Committee**

Nil

**17.4 CEO Performance Review Panel**

Nil

**17.4.1 Moved Cr Leith Mudge  
S/- Cr Ian Bailey**

**16/21**

**That the meeting adjourn for a short time.**

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

9.00pm The Council meeting adjourned

9.13pm The Council meeting resumed

**18. CONFIDENTIAL ITEMS**

**18.1 AHC Tender 2020/21-12 Supply of Limestone Rubble – Exclusion of the Public**

**Moved Cr Ian Bailey  
S/- Cr Malcolm Herrmann**

**17/21**

**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
- Minute Secretary, Pam Williams

**be excluded from attendance at the meeting for Agenda Item 18.1: (AHC Tender 2020/21-12 – Supply of Limestone Rubble) in confidence.**

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

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)(k) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is tenders for the supply of goods, the provision of services or the carrying out of works; the disclosure of which could reasonably be expected to prejudice the commercial position of the business who supplied the information by disclosing specific quotes and modelling by the tenderer.

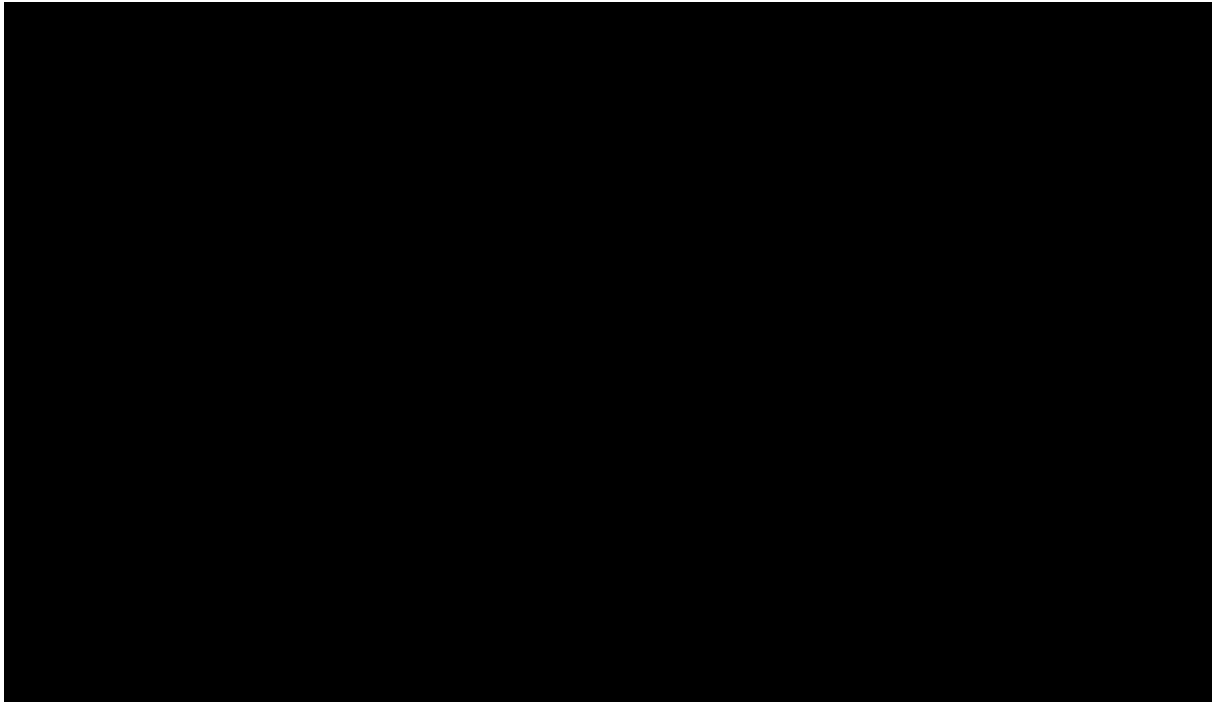
Accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

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

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**18.1.1 AHC Tender 202021-12 Supply of Limestone Rubble – Confidential Item**



**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**18.1.2 AHC Tender 202021-12 Supply of Limestone Rubble – Period of Confidentiality**

**Moved Cr Ian Bailey  
S/- Cr Leith Mudge**

**19/21**

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)(k) 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 and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the contracts are signed, but not longer than 12 months.
- Appendix 1 be retained in confidence until 28 February 2023.

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.

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

9.32pm Crs Linda Green, Andrew Stratford & Malcolm Herrmann declared a Material Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to item 18.2 and left the Chamber and did not return.

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**18.2 CWMS Review – Exclusion of the Public**

**Moved Cr Leith Mudge  
S/- Cr Kirsty Parkin**

**20/21**

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
- Manager Strategic Assets, David Collins
- Manager Sustainability Waste and Emergency Management, Sustainability, Waste & Emergency Management, John McArthur
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.2: CWMS Divestment in confidence.

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

Section 90(3) (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which –

- (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
- (ii) would, on balance, be contrary to the public interest;

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) the disclosure of which could reasonably be expected to provide a commercial advantage to another party as it relates closely to a proposed tendering process and may influence market responses and that disclosure may have a detrimental effect on the efficient and effective conduct of government functions.

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.

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



**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**MINUTES NOT IN CONFIDENCE**

**18.2.1 CWMS Review – Confidential Item**

Moved Cr Leith Mudge  
S/- Cr Chris Grant

21/21

Council resolves that:

1. the report be received and noted.
2. Council withdraws from the tender process with the consortium of councils thereby determining not to divest its Community Wastewater Management System Assets.
3. Council continues to own, operate and maintain the Community Wastewater Management Systems for the communities of Kersbrook, Birdwood, Mount Torrens, Woodside, Charleston, Verdun and Stirling (Golf Links Road).
4. Council, in deciding to retain the Community Wastewater Management System Assets, acknowledges the on-going review of the operational management of the system and risk profile that may result in changes to Council's future operational management requirements.
5. the Chief Executive Officer writes to the Chief Executive Officers of both the City of Onkaparinga and Rural City of Murray Bridge to formally inform them of Council's decision.

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

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 27 JANUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**18.2.2 CWMS Review – Period of Confidentiality**

Moved Cr Ian Bailey  
S/- Cr Kirsty Parkin

22/21

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 discussion and considerations of the subject matter be retained in confidence until 30 July 2021.

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.

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

**19. NEXT ORDINARY MEETING**

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 23 February 2021 from 6.30pm at 63 Mt Barker Road, Stirling.

**20. CLOSE MEETING**

The meeting closed at 9.55pm.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 8.1.1

**Responsible Officer:** Peter Bice  
Director Infrastructure & Operations

**Subject:** Petition – reduction of speed limit Torrens Valley Road Birdwood

**For:** Decision

---

**SUMMARY**

A petition has been received with 47 signatories stating:

In view of the road profile, accidents (including a fatal) property damage and a dangerous intersection (angled) – McQueens Lane, the Council writes to the Minister of Transport with a request to change the speed limit on Torrens Valley Road Birdwood from 100kph to 80kph from the Birdwood town boundary to the Randell Road junction. Torrens Valley Road is already 80kph from Randell Road to Mount Pleasant.

**RECOMMENDATION**

**Council resolves:**

- 1. That the petition signed by 47 signatories requesting the reduction of speed limit on Torrens Valley Road Birdwood, from the town boundary to Randell Road junction, be received and noted.**
  - 2. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.**
- 

**1. PETITION DETAILS**

Council has received a petition organised by Arthur Tucker of Birdwood and signed by 47 signatories.

The Petition states:

*In view of the road profile, accidents (including a fatal) property damage and a dangerous intersection (angled) – McQueens Lane, the Council writes to the Minister of Transport with a request to change the speed limit on Torrens Valley Road Birdwood from 100kph to 80kph from the Birdwood town boundary to the Randell Road junction. Torrens Valley Road is already 80kph from Randell Road to Mount Pleasant.*

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

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

Council's Strategic Plan 2020-24 includes a priority to "improve road safety through a safe system approach to road design, construction and maintenance". A key pillar of the safe system approach to road safety is "safe speeds".

Torrens Valley Road is under the care and control of the Department for Infrastructure and Transport, therefore Council would not normally consider a request for speed limit review on this road. Council engineering staff have not investigated the speed limit or road safety environment on Torrens Valley Road so are unable to comment on the appropriateness of the petitioners' request. However, Council engineering staff are aware of research studies into travel speed and the risk of crash involvement on rural roads, which have found that increased speeds are associated with an increased risk of casualty crashes. These same studies have recommended consideration be given to reducing speeds on undivided rural roads to no greater than 80 km/hr.

The Department has previously undertaken a speed limit review into key roads within the Adelaide Hills Council, including Torrens Valley Road and concluded that the 100 km/hr posted speed restriction for this section of road is appropriate. Further, the Department advises that the petition organiser has recently written to the Minister for Transport regarding this matter. In response, the Department has reviewed the proposal, and reaffirmed its position, providing the following advice:

- Torrens Valley Road is 100 km/h from Birdwood buffer zone to Randell Road.
- The Speed Limit of 100 km/h is located where adjacent land is undeveloped and any houses are isolated and set well back from the road.
- 80 km/h speed are applied to arterial roads in partially developed roadside environment with low levels of direct access.
- The open nature of the eastern roadside may lead to drivers disobeying speed limit as it does not reflect a lower speed limit environment.
- Current speed limits on these roads are considered to be consistent with State Speed Limit Guidelines.
- The 100 km/h speed zone on Torrens Valley Road has very low levels of development compared to the 80km/h speed zone west of Birdwood. Similar 100 km/h speed zones are applied to nearby Randell Road and Onkaparinga Valley Road. Additionally, the 80 km/h speed zone west of Birdwood has a higher proportion of closely spaced curves.
- Summarising the above, the existing speed limit is considered to be appropriate for current roadside conditions.
- It is the responsibility of every driver to drive with due care and attention with regard to the prevailing traffic, road and weather conditions.

➤ **Options<sup>1</sup>**

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

- I. Refer the petition to the Department for Infrastructure and Transport for their consideration (Recommended)
- II. Council engineering staff undertake a review of the speed limit on the subject portion of Torrens Valley Rd and report their findings to a future meeting of Council, for consideration (Not Recommended)
- III. Not support the petition on the basis that the Department for Infrastructure and Transport has already considered the proposal (Not Recommended)

---

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

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 11.1 Motion on Notice

**Originating from:** Cr Nathan Daniell

**Subject:** Establishment of Disaster Relief and Recovery Fund

---

**1. MOTION**

**I move that:**

- 1. Council requests the CEO investigate the establishment of an Adelaide Hills Disaster Relief and Recovery Fund. Considerations must include but may not be limited to the following:**
  - a. What “triggers” would activate the Fund allowing donations to be made**
  - b. How funds raised would be dispersed to alleviate the distress, suffering and personal hardships, brought about by a disaster or emergency in our region**
  - c. How the activities of the fund would be overseen, for example, what type of Committee should be established and what operational rules would apply**
  - d. Ensuring the structure of the Fund adheres to all relevant legislation**
  - e. An analysis of the costs associated with establishing and administering the Fund**
  - f. Steps required for the Fund to obtain Deductible Gift Recipient status from the Australian Taxation Office.**
- 2. The results of the investigation be presented at a future Council Workshop for feedback, and that a report be provided for Council’s consideration on this matter by 23 November 2021.**

**2. BACKGROUND**

The Adelaide Hills region has always been at a high risk of natural disasters, particularly bushfires.

During my 6 years on Council our community has experienced multiple major disasters including the Sampson Flat Bushfire, significant floods, multiple hailstorms, and the Cudlee Creek Bushfire. The recent Cherry Gardens Bushfire (which could have been much worse) is another reminder of the challenges we face living in the Adelaide Hills.

While these events have demonstrated the wonderful qualities which exist in our community such as resilience and an unwavering desire to help those in need, the establishment of an Adelaide Hills Disaster Relief and Recovery Fund may prove beneficial in aiding our community as they recover from the next major disaster.

Examples of “Funds” established by other Councils to assist their community in recovering from a disaster include:

- The “Bega Valley Mayoral Appeal” which raised over \$1.5 million for residents impacted by the 2018 Yankees Gap fire
- The “Kangaroo Island Mayoral Bushfire Relief and Recovery Fund” which raised over \$5.7 million for residents impacted by the 2019/20 Bushfires.

There are also Funds which exist at the state level such as the “State Emergency Relief Fund” (SA), and the “Lord Mayor’s Distress Relief Fund” (WA) which is currently taking donations in response to the Wooroloo Bushfire.

Establishing a Fund in advance of the next major disaster ensures a framework is already in place and that the Fund is operated in accordance with all relevant legislation. It also provides those wishing to donate with a clear understanding of how their money will be used to assist the Adelaide Hills community. While we have a strong and resilient community the establishment of a Fund would provide additional support to those who need it most in a time of need.

### 3. OFFICER’S RESPONSE – David Waters, Director Community Capacity

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

*Strategic Plan 2020-24 – A brighter future*

Goal	Community wellbeing
Objective C4	An active, healthy, thriving and resilient community
Priority C4.5	Take an all hazards approach to emergency management so we can support the emergency services and the community before, during and after disaster events.
Goal	A progressive organisation
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.

The investigation contemplated in this motion would explore what ways, if any, the establishment of a locally administered relief fund can contribute toward these priorities and others.

#### ➤ Legal Implications

Section 7 of the *Local Government Act 1999* describes the functions of a council. One of these is:

*(h) to establish or support organisations or programs that benefit people in its area or local government generally;*

There will be legal implications associated with the administration of a relief fund. These will be ascertained and included in the investigation contemplated by this motion, should it be successful.

➤ **Risk Management Implications**

Investigating the establishment of a locally administered disaster relief and recovery fund will assist in mitigating the risk of:

*Making an ill-informed decision on the establishment of a fund leading to potential waste of public funds in administering a fund and duplication of effort made by other levels of government and organisations.*

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

The inherent risk is based on a scenario where a relief fund is considered with no prior investigation. As there are no controls presently in place, the residual risk is the same. The target risk can be achieved through a robust investigation as contemplated in the motion.

The risks and opportunities associated with the existence and operation of the actual fund itself will be included in the investigation, should the motion be successful.

➤ **Financial and Resource Implications**

The investigation contemplated by the motion would further explore financial and resource implications of a locally administered emergency relief fund, however, it is noted that in examples known to the Administration at this time, the administration of a council run local relief fund is normally funded by the applicable council at ratepayers' expense and without drawing on monies donated to the fund, i.e. the administration of the fund would need to be resourced. It is also noted that when the fund is activated, i.e. after a significant emergency, the administrative requirements increase in order to manage, distribute and acquit funds.

The investigation itself would be undertaken primarily by the Director Community Capacity, who has some awareness of relief fund administration, having been a member of the State Emergency Relief Fund Committee and having knowledge of some council administered funds in other jurisdictions. It will impact on the Director's time (likely around 30 hours of work), but can be accommodated between now and November 2021.

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

The intent of the motion is clearly to see a benefit coming to those in the Adelaide Hills Council community impacted by disasters. The investigation contemplated by the motion would further explore community and cultural implications of a locally administered emergency relief fund.

➤ **Sustainability Implications**

Should the motion be successful, the investigation will examine any social, environmental or economic sustainability issues arising from operating a relief fund.



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

Consultation on the development of this report was as follows:

*Council Committees:* Not applicable

*Council Workshops:* Not applicable

*Advisory Groups:* Not applicable

*Administration:* Director Corporate Services  
Executive Manager Governance and Performance

*External Agencies:* Not applicable

*Community:* Not applicable

**4. ANALYSIS**

The investigation contemplated by this motion can be undertaken, with results workshopped with Council Members and a report presented back to a Council Meeting on or before 23 November 2021.

As noted in the background provided by Cr Daniell, a number of other councils have initiated local relief fundraising campaigns, however, in large scale events, the State Emergency Relief Fund is usually activated and serves as the primary avenue for the donation and distribution of community funds. A number of not for profit non-governmental organisations also operate relief funds and, in more recent years, the advent of online crowd-sourced relief funding has become commonplace.

In addition to the points specified in the motion, the investigation would also consider the place of a local government administered relief fund in the overall landscape of relief fundraising.

**5. APPENDIX**

Nil

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 11.2 Motion on Notice

**Originating from:** Cr Nathan Daniell

**Subject:** Roundabout/traffic calming in Bridgewater

---

**1. MOTION**

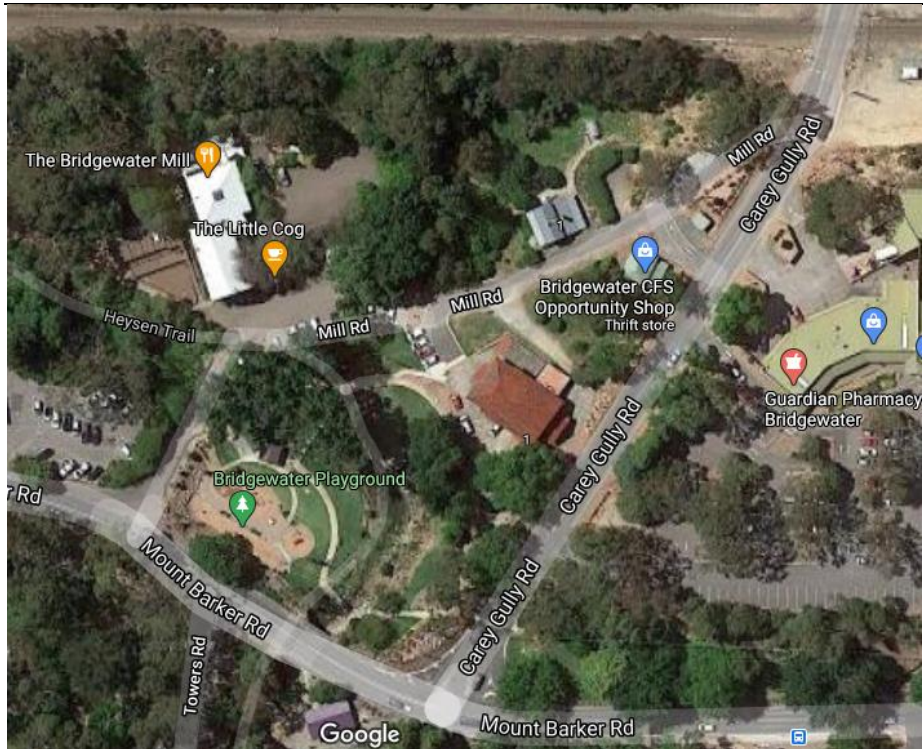
**I move:**

- 1. The Mayor write to the Minister for Infrastructure and Transport, Corey Wingard MP, requesting the Department of Infrastructure and Transport consider the construction of a roundabout at the intersection of Mount Barker Road and Carey Gully Road in Bridgewater as part of their 2021/22 capital works program. That a copy of the letter also be forwarded to Member for Heysen, Josh Teague MP.**
- 2. The CEO determine what traffic calming works are appropriate for Mill Road (Bridgewater) and, if necessary, include any works which cannot be addressed within existing resources for consideration as part of the 2021/22 budget process.**

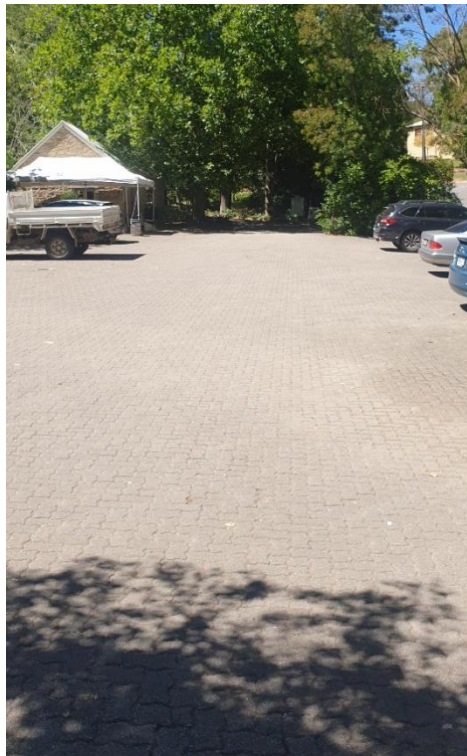
**2. BACKGROUND**

For many years Bridgewater residents have desired a roundabout be built at the intersection of Mount Barker Road and Carey Gully Road, both for safety reasons and to enhance the town centre. It is often raised in conversations with me by residents. Residents have also recently lobbied local Member for Heysen, Josh Teague MP to try and bring this project to fruition.

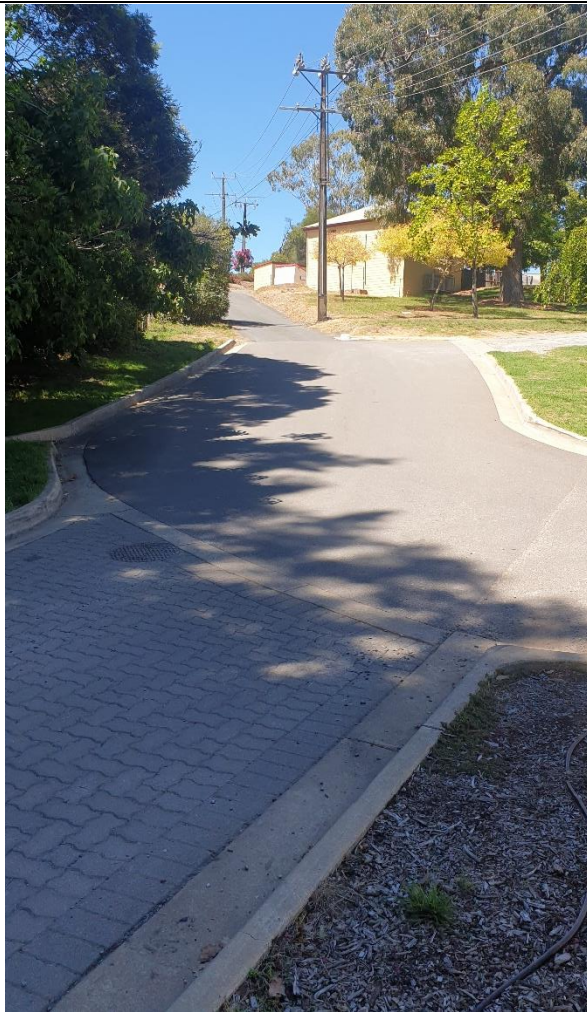
The intersection is particularly busy during school drop off times and after freight trains cross Carey Gully Road. When the intersection becomes congested some drivers travelling along Carey Gully Road towards the intersection use Mill Road as a short-cut. This raises safety concerns for me as Mill Road borders on the playground and 'The Little Cog'. It is also a location where many people park and begin their walk along the creek towards Mount George. Parents and young children often cross Mill Road between these two locations and parents have raised concerns with me regarding Mill Road being used as a shortcut by drivers. Note that a considerable part of Mill Road is owned by The Bridgewater Mill and it would be anticipated that Council staff communicate with the owners to help ensure any potential works are amenable for all involved.



Aerial view of the intersection and relevant roads (e.g. Mill Road).



The image on the left shows where Mill Rd intersects with Mt Barker Road. Pedestrians (including children) will often walk through this space on the road. The image on the right shows the part of Mill Road owned by The Bridgewater Mill. This is where most pedestrians cross the road to access The Little Cog or to begin their walk to Mount George.



The image above is taken looking up Mill Road towards the railway crossing on Carey Gully Road. The park/BBQ area and playground are to the right.

### 3. OFFICER'S RESPONSE – Ashley Curtis, Manager Civil Services

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

*Strategic Plan 2020-24 – A brighter future*

Goal 1	A functional Built Environment
Objective B4	Sustainable management of our built assets ensures a safe, functional and well serviced community
Priority B4.4	Improve road safety through a safe system approach to road design, construction and maintenance including on-going applications to the State and Federal Road Blackspot program

#### ➤ Legal Implications

The *Road Traffic Act 1961* requires that the Minister for Transport and Infrastructure grant approval to install, maintain, alter, operate or remove traffic control devices. The Minister has delegated powers and granted approvals by issuing Instruments to the Commissioner of Highways, Councils and a number of other road authorities. These Instruments specify the conditions of approval, and the devices requiring separate approval.



➤ **Risk Management Implications**

Reducing congestion at Mt Barker Road/ Carey Gully Road junction, thus reducing rat-running on Mill Road will assist in mitigating the risk of:

*Higher speeds leading to more frequent and severe crashes.*

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

➤ **Financial and Resource Implications**

Whilst the construction of a roundabout at the Mt Barker Road/ Carey Gully Road junction would be a significant undertaking, this is a matter for the Department to fund.

With regards to works proposed for Mill Road, generally these can be accommodated within current operational budgets. More substantial works, as described within the analysis below, would require an investment of new capital in the order of \$15,000.

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

Not applicable.

➤ **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 Infrastructure & Operations*

*Manager Civil Services*

*Manager Open Spaces*

*Technical Officer*

*External Agencies: Department for Transport and Infrastructure*

*Community: Not Applicable*

#### 4. ANALYSIS

In November 2020, community concerns were forwarded to Council regarding congestion at the Mt Barker Road/ Carey Gully Road junction and the use of Mill Road as a shortcut or 'rat-run'. As the Mt Barker Road/ Carey Gully Road junction is under the care and control of the Department for Infrastructure and Transport, Council staff forwarded these concerns on to the Department for consideration.

In January 2021 the Department advised the following:

*On receipt of this correspondence, the Department undertook a review of the Mount Barker Road/ Carey Gully Road intersection.*

*Whilst the Department appreciates your suggestion regarding the installation of a roundabout at this location, each year the Department receives many hundreds of requests to undertake work at specific locations throughout the State. Unfortunately, the cost to undertake all of these projects substantially exceeds the available funding, so a priority system is used to assess which projects will receive funding.*

*Given the low crash history at this location, this intersection is not highlighted as requiring upgrades based on safety grounds. It is also noted that road widening would be required to accommodate a roundabout at this location. Therefore, the upgrade of this intersection is not as high priority as other locations on a state-wide basis and the Department considers that the intersection is operating adequately in its existing layout and there are no current plans to undertake upgrades to this intersection.*

*Nevertheless, the Department will continue to monitor traffic movements at this intersection and should the need for change become evident the appropriate action will be taken in the interests of road safety.*

Notwithstanding the above, Council administration believe there could be merit in providing a roundabout at this location, but acknowledges this would be a substantial undertaking which would only be feasible with the resources available to the State Government.

With regards to Mill Road, Council engaged a specialist traffic engineering consultant to investigate the matter and report back on findings and recommended treatments. Whilst this report is still to be finalised, preliminary results indicate the following:

- Most users of Mill Road and the associated car park do not speed.
- The traffic volumes on Mill Road are higher than expected for a road of this nature, indicating that rat-running is an issue.
- Additional "10 km/hr shared zone" signage is warranted within the car park area, subject to discussion with the landowner.
- "Local traffic only" and/ or "No through road" signage (or similar) may be warranted on Mill Road, subject to the final report.
- Other traffic control devices, such as speed humps, slow points, or similar may be warranted, subject to the final report and discussion with landowners.

Generally the above measures can be implemented utilising existing operational resources. However, the construction of new traffic control devices, particularly in the vicinity of where Mill Road transitions into car park, would require an investment of new capital in the order of \$15,000. It is noted that the car park driveway (including bridge) and the car park itself is owned and operated by the Bridgewater Mill, whilst Mill Road is under the care and control of Council. It is not proposed to seek a contribution from the Bridgewater Mill for these works, as the primary aim is to reduce the use of Mill Road as a shortcut.

## **5. APPENDIX**

Nil

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 12.1

**Originating Officer:** Marc Salver, Director Development & Regulatory Services

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

**Subject:** Expansion Proposal for White Rock Quarry, Horsnell Gully

**For:** Information

---

**SUMMARY**

Hanson Construction Materials Ltd (Hanson) own and operate the White Rock Quarry (the quarry) located on Horsnells Gully Road, Horsnell Gully. The quarry has 'private mine' status granted in early 1970's, with quarrying having commenced at the site in 1946. Ownership of the quarry has changed over the years, with Hanson being the owner since 2007. The quarry site is predominantly located within the Adelaide Hills Council area with a portion extending into the Burnside Council area (refer to **Appendix 1** – Locality Plan), and is approximately 10 km east of the Adelaide CBD.

Hanson has undertaken an analysis of the resource capacity of the quarry site and developed an expansion plan covering the next 100 years. The State Government has identified the quarry as a Strategic Mineral Resource Area (SMRA) within the greater Adelaide region due to the extracted material (quartzite, sandstone and siltstones) being used in the construction and road building industries. The quarry expansion is detailed in a Mine Operations Plan (MOP), a statutory document required by the *Mining Act 1971* (the Act) for approval for any future expansion of a private mine. The revised MOP was lodged with the Department for Energy and Mining (DEM) on 23 December 2020 for assessment and approval. DEM completed a preliminary assessment of the MOP on 15 January 2021, and a detailed assessment is currently underway. Expansion of the quarry operations cannot occur until DEM has approved the MOP.

Private mines are distinct from other mining tenements and are regulated under the framework as set out in the Act. One of the key differences between private mines versus new mines is that the draft MOP does not require formal public or council consultation. However, Hanson has undertaken informal public consultation and has recently publicly released the MOP, which normally would be a confidential document. As a result of the informal consultation, 19 residents from Burnside Council area, interstate and our Council area have written to the CEO and Elected Members raising their concerns about the quarry expansion plans. As a result, Council resolved at its 27 January 2021 meeting (Item 15.1) that a report on the MOP for the quarry be reported to the 23 February 2021 Council meeting. Hence this report. As the quarry has private mine status, Council has no formal role or involvement in the Quarry expansion approval process.



This report provides a response to the eight issues identified in the 27 January 2021 resolution, which relate to the key matters raised by the residents/members of the public, and provides information in relation to each of these. Note that as the *Mining Act 1971* has recently been reviewed, with these revisions having come into effect on 1 January 2021, no legislative amendments are suggested in this report.

## 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 3 Support and grow our region's existing and emerging industries

Goal 5 A Progressive Organisation

Objective 04 We Actively Represent Our Community

Priority 04.3 Advocate to, exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region

The Adelaide Hills Council District is a scenic area with a diversity of primary production activities and tourism offerings. There are seven open cut quarries in the Council area, the largest being White Rock and Stonyfell, and comments on any proposed expansion plans should be considered within this context. Any potential socio-economic benefits and potential negative impacts on the environment, tourism and primary production activities need to be mitigated or addressed as part of the DEM's assessment process.

#### ➤ Legal Implications

The Minister for Energy and Mining, as the relevant authority via the Department for Energy and Mining (DEM), considers and approves applications for mining Operations pursuant to the *Mining Act, 1971*. Council has no formal role or involvement in the mine approval process other than to provide comments to the aforementioned Minister when provided with the opportunity to do so. In this instance, as this is a private mine, no formal consultation with residents or the Council is required as would otherwise be the case for a new mine. Therefore no referral to Council is required pursuant to Section 75 (2) of the *Development Act, 1993*, and Regulation 84(1)(b) of the *Development Regulations, 2008* in this instance.

However, Regulation 84(2) requires Building Rules Consent (BRC) to be issued by the relevant council for all housing, offices and work areas or other amenities which are not directly associated with the mining/quarry operations (e.g. staff canteen) which trigger the need for development approval. The "planning" consents though are issued by DEM under the *Mining Act, 1971*.

➤ **Risk Management Implications**

The receiving and noting of this report will assist in mitigating the risk of:

*Council not responding to community concerns regarding the quarry expansion plans and considering what possible impacts these will have on Council's infrastructure, the environment and the community, and forwarding these concerns to the Minister for Energy & Mining.*

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

As no formal referral is required in this instance, the only option for Council is to submit comments to DEM and advocate on behalf of its residents should it choose to do so. There are therefore no other controls to mitigate the above risk.

➤ **Financial and Resource Implications**

There are no financial implications as a result of this information report.

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

A number of residents have raised concerns about the proposed quarry expansion plans. Although this is a private mine and no formal consultation with residents or the Council is required, Council still has the option of advocating on behalf of its residents and raising concerns about the proposed expansion with DEM and/or the Minister for Energy and Mining, if it chooses to do so. The MOP report states that there are no records of Aboriginal Heritage Sites within the Private Mine site as per the Department for Environment & Water (DEW) heritage register.

➤ **Sustainability Implications**

There are no sustainability implications as a result of this information report.

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

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* Manager Sustainable Assets  
Manager Economic Development Services  
Biodiversity Officer

*External Agencies:* Environment Protection Authority (EPA)  
Department for Energy & Mining (DEM)

*Community:* Hanson has undertaken informal public and council consultation and representatives from Hanson will be presenting to this meeting of Council.

## 2. BACKGROUND

The Hanson White Rock Quarry is an open cut quarry which extracts quartzite, sandstone and siltstones and uses these to produce products for the construction and road building industries. Products include concrete aggregates and road base. The site also contains a concrete batching plant which generally operates between the hours of 4am and 5pm. However, at times due to specific client needs, batching has and will occur outside of these hours. The quarry site is predominantly located within the Adelaide Hills Council area with a portion extending into the Burnside Council area (refer to **Appendix 1** – Locality Plan), and is approximately 10 km east of the Adelaide CBD. The property within which the quarry is located covers an area of 136.87 hectares and is bounded by Old Norton Summit Road to the north, and Horsnell Gully Conservation Park to the south, the residential suburb of Skye in the Burnside Council area to the west, and rural residential properties to the east (refer to **Appendix 1** – Locality Plan). The State Government has identified the quarry as a Strategic Mineral Resource Area (SMRA) within the greater Adelaide region due to the extracted material (sandstone quartzite) being used in the construction and road building industries.

When the *Mining Act 1971* (the Act) commenced on 3 July 1972, ownership of South Australia's minerals became vested in the Crown. As this represented a significant shift in this regard, existing mine operators were at the time permitted for a limited period after the commencement of the Act, to be registered as a private mine in order to retain their mineral rights under certain circumstances. In this instance, the previous owners of the quarry were successful in applying for private mine status, noting it had been in operation since 1946, which predated the Act.

Private mines are distinct from other mining tenements and are regulated under the framework as set out in the Act. Private mines require authorisation from the Department of Energy and Mining (DEM) for future expansion/development plans and have to submit a Mine Operations Plan (MOP) for review and approval.

Hanson currently operate under a MOP approved in 2004. Late last year, Hanson undertook informal public consultation regarding expansion proposals for the quarry over the next 100 years. As a result of the feedback received from members of the public, Hanson submitted a revised MOP to DEM on 23 December 2020 for review which outlines their long-term quarry development plan. The revised MOP only includes stages 1 – 3a (i.e. stages 4 & 5 have been removed) over an 88 year period as opposed to the original 100 year period – refer to **Appendix 2** – Staging Summary of the proposed quarry expansion.

Since late last year, 19 residents have written to the either the CEO and/or Elected Members expressing their concerns regarding the quarry expansion plans (refer to **Appendix 3** – copy of the form letter received). Of the 19 residents, 3 were from interstate, 6 were from the Burnside Council area, 9 did not provide addresses and one was from Horsnell Gully (from the Adelaide Hills Council area). As a result, Cr Osterstock raised a Motion Without Notice at the 27 January 2021 Council meeting (Item 15.1) where Council subsequently resolved:

### 15.1 Horsnell White Rock Quarry Mine Operations Plan

Moved Cr Mark Osterstock  
S/- Cr Nathan Daniell

12/21

Council resolves that

1. the Mayor write to the Minister for Energy & Mining, the Hon. Dan van Holst Pellekaan, seeking that no decision be made on the Horsnell White Rock Quarry Mine Operations Plan (MOP) until Council has submitted its views/comments on this proposal.
2. representatives of the Hanson White Rock Quarry be invited to present to their proposal to Council at its 23 February 2021 ordinary meeting.
3. staff prepare a report for Council's consideration on this matter, including recommendations, on how resident concerns could be addressed, whether as part of the existing State Government approval process, or by legislative amendment, including, yet not limited to:
  - a. Potential noise impacts on adjoining residents
  - b. Pollution of the adjoining creek
  - c. Impacts of heavy vehicle traffic on Council's roads
  - d. Impacts on fauna and flora within the proposed expansion area
  - e. Management of Crystalline Silica dust generated by the quarrying activity
  - f. Meeting of EPA separation guidelines
  - g. Impact on the Hills Face Zone
  - h. Buffer or exclusion zones

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

Item 1 above has been actioned with the letter to Minister for Energy & Mining, the Hon. Dan van Holst Pellekaan, having been sent on 10 February 2021 (refer to **Appendix 4** for a copy). Item 2 above has been actioned and representatives of the Hanson White Rock Quarry will be in attendance to present to Council at its 23 February 2021 meeting. Item 3 is the subject of this report and the eight items listed above are addressed in the next section of this report.

### 3. ANALYSIS

In accordance with the aforementioned resolution of Council, the following information has been obtained from the Mine Operations Plan (MOP) publicly released by Hanson (click here <https://www.whiterockquarry.com.au/> to view a full copy of the 778 page document) in response to each of the eight issues listed. Where appropriate, recommendations have been included on how resident concerns could be addressed as part of the existing State Government (DEM) approval process in relation to each of the issues. The matter of legislative amendments is addressed in Section 3.9 of this report.

At the outset it is noted that as a result of the recent stakeholder/resident feedback, Hanson has reduced the proposed quarry expansion plans from five stages (over 100 year period) to three stages (over an 88 year period). Hanson advises that this has significantly reduced the available reserves onsite and therefore the value of the site from an economic perspective. However, Hanson acknowledge that stakeholder engagement has been a key consideration to the viability and performance of this site for the long term and want to ensure that the site can coexist with the surrounding stakeholders/residents.

### 3.1 Potential noise impacts on adjoining residents

Section 2.5.1 (page 18) of the MOP report addresses the issue of noise impacts. The report states that the noise environment varies across the site and the surrounding land. Currently, the site operates with a number of noise mitigation measures in place. A noise investigation was undertaken on 7 April 2020 and included noise measurements at various sensitive receptor locations (i.e. nearby residences). The assessment findings indicate that ambient noise consists of natural sources such as fauna and foliage movement as a result of the wind at the majority of surrounding sensitive receptor locations. Closer to the road network, particularly Old Norton Summit Road which runs parallel to the northern boundary, the noise environment is caused by traffic. During the inspection, quarry noise was audible at two (2) locations to the southwest of the site. The noise investigation results (including detailed modelling) are presented in Section 2.3 of Attachment 5 of the MOP report. Noise modelling has been undertaken in order to assess the predicted noise levels at sensitive receptor locations against the relevant noise criteria as detailed in the EPA Environment Protection (Noise) Policy (2007) for each stage of development. The relevant noise criteria are derived in accordance with Part 1, Clause 5 of the EPA Noise Policy as shown in the table below.

**Table 3 – Noise Criteria**

Zone in which the source and receptors fall within	Noise Criteria (L <sub>EQ</sub> , 15min, dB(A))	
	Day time hours (7.00 am to 10.00 pm)	Night time hours (10.00 pm to 7.00 am)
Primary Production Zone – Rural Industry	52	45

The MOP report states that the model used considers the quarry development and operational conditions during each stage of the expansion of the quarry. The report notes that Stages 2 and 3 of the quarry expansion are operationally similar and a single model was used to assess these two (2) stages. The noise model is considered to be conservative, representing a worst-case configuration for noise emissions during each stage of development. The model assumes maximum production (1 Mega Tonne (MT) per annum) and cumulative noise impacts of future operations for the whole of the quarry throughout each stage of the expansion plans. Specific source locations and travel paths were selected based upon proximity to residential receptors and where there would be minimal noise shielding effects from the future pit geometry. Vehicle movements are based on a maximum throughput value and are based upon noise emissions that are expected to occur using current technologies, which may improve into the future.

The report goes on to state that initial modelling results predict compliance at the majority of receptors. Noise levels at receptors situated in Horsnell Gully, Norton Summit and Teringie are compliant with the EPA noise criteria throughout all stages of quarry development. It notes that some minor night time exceedances are predicted from Stage 2 onwards, which is primarily attributed to the operations of the processing plant (maximum 5 dB(A) above the criteria of 45 dB(A)).

As far as mitigation measures are concerned, the report states that such measures were identified and integrated into the model to inform the identification and implementation of appropriate mitigation strategies that are required to achieve compliance. Key mitigation measures include acoustic treatment or acoustic shielding of the rock drill during daytime operations and acoustic treatment of the processing plant during night time operations. The noise modelling results indicate that compliance with the EPA noise criteria can be achieved

both daytime and night time periods when mitigation measures are put in place. Importantly to note, the modelling is based on 1 MT per annum, over 300 percent above the anticipated volumes extracted onsite.

With regard to operating hours, it is noted that the site is currently approved for 24 Hours operations, seven days per week. To refine these operations, it is proposed to keep the abovementioned criteria but to allow for 'normal' operating hours to be included that include:

- Extractive Industry operations 5.30 am – 6.00 pm and 6.30 am to 12.00 pm on Saturdays or as required
- Blasting between 9.00 am and 4.00 pm Monday to Friday, and Saturdays if required
- Concrete plant and transport operates 24/7 for the pick-up of concrete in agitator bowls and loading of quarry materials for distribution.

(Note: Hanson state that these hours can change based on sales requirements or to avoid sleeping an explosive shot (i.e. not immediately firing a shot), upon obtaining approval with the Mining Regulator).

Standard concrete batching occurs from 4 am to 5 pm which is same for other batching plants across Adelaide. Section 3.7.2 of the MOP report states that the crushing plant starts no earlier than 6.00 am and does not operate past midnight.

With the above operating hours in mind, it is recommended that although the site is permitted to operate 24/7, Council could write to the Minister and DEM to request that none of the above activities occurs on Sundays. Further, that concrete batching outside of the abovementioned hours should not occur unless absolutely necessary to meet a specific client need. Limiting the operating hours for the key noise generating activities should in Administration's opinion mitigate any potential increase in noise coming from the site operations.

### 3.2 Pollution of the adjoining creek

The MOP report states that the quarry site is located in the centre of the Torrens River Catchment receiving surface waters from the Horsnell Gully and Giles Conservation Parks which form part of the Third Creek Sub-Catchment. There are two (2) permanent natural water bodies (Giles Conservation Park Dam and Horsnell Gully Conservation Park Dam) and several constructed sediment basins within the site. The watercourse (part of the Third Creek Sub-Catchment) is located through the centre of the site with inflows originating from the Giles Conservation Park and the Horsnell Gully Conservation Park. Clean surface water flows along a series of natural and modified drainage lines and an underground pipe in a westerly direction through the site before entering the Horsnell's Gully Road (creek). Overland flow from the quarry area is separated from the clean water flows within the site and is directed toward a series of sediment basins and low lying depressions.

The report also notes that contamination of surface waters and surrounding receiving waters as a result of offsite discharge of silt laden waters, contamination from wastes, hydrocarbons and chemicals has been identified as a potential risk and has been assessed accordingly. Surface water discharge from the site converge with surface water within the Third Creek sub catchment flowing toward Magill and Tranmere through sections modified watercourses and concrete channels / culverts before entering the suburb of Firlie through underground infrastructure into a narrow drainage reserve or concrete channel, until it joins the Torrens River in Felixstow.

A detailed hydrological assessment of the existing and future conditions of the site has been undertaken to inform the catchment characteristics of the site and hydrological parameters.

The report identifies the following guiding principles which are to be applied for surface water management at the site:

1. Runoff from clean catchments will be diverted around disturbed areas to the extent practicable
2. Land disturbance will be minimised to the extent necessary
3. Stormwater control elements will be installed prior to land disturbance and in a logical progression
4. Water requirements will be collected onsite and recycled to the maximum practical extent, and
5. Monitoring will be undertaken to confirm the effectiveness of water treatment systems, erosion and sediment control measures and also to program maintenance.

The report states that these principles will guide a set of operational procedures set out in the Stormwater Management Plan that will ensure compliance with EPA water quality requirements. Ongoing monitoring and annual verification reporting will demonstrate whether or not these mitigation measures are effective.

The report notes that a portion of the catchment is occupied by the Hanson Magill Concrete Plant of which the surface water catchment is managed by a series of gutters, diversion humps, spoon drains and graded areas creating elevations for drainage systems into different flow paths segregating contaminated surface flows (pH affected) from dirty areas (sediment laden). Turbidity and surface water flow is continuously measured at the V-notch weir located approximately 215m downstream of the site as part of the water quality monitoring programme for the site. During future operations of the site, the clean water diversion will continue to be retained enabling surface water from the Horsnell Gully and Giles Conservation Parks to remain separated from the quarry development areas, while additional sediment basins will be established within future disturbance areas. A single point of offsite discharge will continue to be retained. Further details of surface water management are discussed in Section 3.9 of the MOP report.

It is noted that the site is required to operate in accordance with EPA Licence No. 12714. Stormwater and drainage across the quarry site is managed by a series of formal and informal drains, bunds, basins, pits and ponds to manage stormwater and process water to reduce the risk of off-site pollution of waterways. As part of the EPA Licence conditions for the site, Environmental Improvement Plan (EIP) – Stormwater Management, has been approved by the EPA on 29 September 2017, refer to Attachment 21 in the MOP report. The intent of the EIP is to resolve stormwater management measures and operational requirements relating to the existing operations of the site. The infrastructure required to manage stormwater for the existing and future operations at the site defined by the International Erosion Control Association (IECA) Best Practice Erosion and Sediment Control (BPESC) guidelines, 2008 are comprised of a number of sediment basins, clean water dams and associated drainage infrastructure.

With the above in mind, Administration consider that appropriate measures will be put in place to manage stormwater runoff and quality from the site and monitor any potential pollution of the Third Creek catchment. It is also noted that the EPA and Department for Environment & Water (DEW) are currently reviewing the MOP to ensure potential water

pollution considerations are adequately addressed. Therefore no further action is recommended in this instance from Council's point of view.

### 3.3 Impacts of heavy vehicle traffic on Council's roads

Access to the quarry site is via Horsnell's Gully Road, a shared council road between the Adelaide Hills and Burnside Councils, which connects to Old Norton Summit Road (a State Government Road). Hanson advises that they own some of the residences on Horsnell's Gully Road and therefore the majority of the traffic affiliated with the use of the road network will be attributed to Hanson. It is noted that although heavy vehicle traffic may increase over time to and from the site, no detailed traffic impact assessment is provided in the MOP as one was not required by the legislation. However, it is considered that Hanson be requested to provide more details in this regard in order to determine whether or not increased traffic will impact on Council's road over time, and whether or not Council should require a contribution from Hanson for the upgrading of this road in the future.

### 3.4 Impacts on fauna and flora within the proposed expansion area

Section 2.12.1 of the MOP report provides details on the impacts on Native Fauna. The report states that an Environmental Protection and Biodiversity and Conservation (EPBC) Protected Matters Search of the site and immediate surrounds summarises the fauna and other matters protected by the EPBC Act that may occur within three (3) km of the site. It also identifies identified invasive species that may occur in this area (refer to Attachment 12 of the MOP). It is noted that the EPBC Protected Matters Search Report identified the following:

- 14 Listed Threatened Species – 12 Bird Species and two (2) Mammal Species.
- 14 Listed Migratory Species – one (1) Migratory Marine Bird Species, five (5) Migratory Terrestrial Species and eight (8) Migratory Wetlands Species.

The MOP report goes on to highlight that a search of Government of South Australia Enviro Data application 'NatureMaps' (2020) for records of State and Federal listed species at the PM returned results for instances of Grey-headed Flying Fox occurring at the Private Mine(PM), within the last 20 years. The species is classed as Vulnerable under the EPBC Act and typically roosts in large groups, with the only known camp in which the species roosts continuously in Adelaide located in the Adelaide CBD parkland near the Torrens River. The species may occur at the site as transient visitors only, likely whilst foraging, and are unlikely to be impacted by the ongoing quarry Operations.

The report identifies that the search also returned instances of the Chestnut-rumped Heathwren within the Horsnell Gully Conservation Park south of the site, which is listed as Endangered under the National Parks and Wildlife Act 1972 and the EPBC Act. The closest known record of this species is approximately 600m to the south of the existing extraction area along the eastern perimeter of the Horsnell Gully Conservation Park. Within the Mount Lofty Ranges distribution and population size vary widely of which there are only six (6) to seven (7) fragmented populations recorded. The next closest population of this species is recorded approximately 1.5 km north of the site. However, it is isolated from the site and the Horsnell Gully Conservation Park population due to historical vegetation clearing within the area. As such, future development within the site is not expected to alter the pre-existing fragmentation or impact on the extent of the known species populations.



The report mentions that a number of fauna have historically been recorded as being present at the site, including Western Grey Kangaroos, Koalas, Ringtail Possums, Brushtail Possums, Yellow Footed Marsupial Mouse, Bush Mouse, Peregrine Falcons and unspecified varieties of bat.

In the risk assessment section of the report (refer to Section 6.7.3 of the MOP report) regarding native fauna, the report states that the potential of native fauna being injured or killed by vehicles, equipment and / or machinery and disturbance and / or clearance of native fauna habitat resulting from quarrying operations, causing harm to native wildlife, has been identified as the key risks to native fauna. A range of operational management strategies are identified in the MOP report to mitigate the inherent risks to native fauna from the mining operations, which include but are not limited to the following:

- Vehicle access restricted to established roadways and extraction areas.
- Visual inspection of work area prior to commencing task (spotter if required).
- Relocation of wildlife to be undertaken in consultation with DEW (or equivalent) and conducted by an appropriately qualified contractor.
- Vegetation clearing to be undertaken in accordance with control and management strategies set out in the report.
- Retention of a vegetation buffer around the perimeter of the site.
- Vegetation clearance or disturbance will be kept to a minimum and shall not exceed more than (10 ha) per clearance activity.
- Prior to the commencement of clearance activities, an assessment shall be undertaken by an appropriately qualified person to identify any areas of habitat and fauna occupation and undertake appropriate fauna relocation in consultation with DEW (or equivalent) and the adjacent conservation park manager to identify suitable relocation locations.

Section 2.11.1 of the MOP report details the native vegetation impacts on the site and states that the EPBC Protected Matters Report identified 10 endangered or vulnerable species and one (1) critically endangered species of native flora which may occur in the area. Further, a search of the Government of South Australia Enviro Data application 'NatureMaps' (2020), did not identify any flora within one (1) km of the site boundary. However, the report notes that there are six (6) species listed as Rare under the National Parks and Wildlife Act 1972 that have been sighted within proximity to the site within the last 20 years including Shade Tussock-grass, Candlebark gum, Pink Gum, Manna Gum, Spoon-leaf Spyridium and Mount Lofty Phebalium. River red gum and Stringybark tree species have also been observed within the site and adjacent areas.

Section 6.5.4 of the MOP report states that the key objective in this instance is that *"No loss of abundance and / or diversity of native vegetation on or off the land as a result of quarrying activities, unless approved in accordance with the approved Quarry Development Plan."* It is noted that as the quarry expands, there will be impacts on native vegetation and fauna habitat. Section 7.3 of the MOP report outlines the quarry rehabilitation and closure plans and it is noted that the Hanson has gathered valuable data in regard to species listings on the surrounding slopes up to and including the species located within the adjacent Horsnell Gully and Giles Conservation Parks. The report states that these species including understorey and tubestocks will be utilised in the progressive rehabilitation planting program that is highlighted within the MOP.

With the above in mind, no further action by Council is recommended in this instance as tube stock of the endemic species around the site will be planted as part of the quarry rehabilitation activities after each stage.

### 3.5 Management of Crystalline Silica dust generated by the quarrying activity

The MOP report highlights that a by-product of the open cut quarry operations at Horsnell Gully is the generation of Crystalline Silica dust. Sections 2.5.2 (19) and 6.3 of the MOP report address the issue of air quality and dust and states that to assess the potential for air quality impacts on the nearest sensitive receptors as a result of the ongoing operations, computational air dispersion modelling was undertaken using the CALPUFF<sup>1</sup> modelling system. The model considered the whole of the development within the PM in order to assess the cumulative impacts of the Operations (refer to Attachment 6 of the MOP). Whilst the modelling assessment of the worst-case scenario model considers production throughput of one (1) MT per year it should be noted that current production levels are in the order of 300,000 tonnes per year.

The report states that the modelling was undertaken to predict deposited dust concentrations, particulate dust concentrations (Total Suspended Particles (TSP), particulate matter with a diameter of 10 micrometres or less (PM<sub>10</sub>), and particulate matter with a diameter of 2.5 micrometres or less (PM<sub>2.5</sub>)). Modelling results are assessed against the air quality criteria defined in the EPA Environment Protection (Air Quality) Policy 2016 (Air Quality EPP) and National Environment Protection (Ambient Air Quality) Measure 2016 (NEPM Air).

The report goes on to say that the air quality goals for PM<sub>2.5</sub> and PM<sub>10</sub> are based on 24-hour and annual average concentrations and are related to the protection of human health. The EPA has also identified a suggested TSP target limit of 120 µg/m<sup>3</sup> as a 24 hour average to prevent nuisance impacts and an annual average TSP of 90 µg/m<sup>3</sup> was adopted for the assessment (based upon criteria adopted in other Australian states). Reference has also been made to a commonly adopted dust deposition limit of 4 g/m<sup>2</sup>/month (e.g. NSW EPA). A summary of the criteria used in the assessment is displayed in Table 4 below – Air Quality Criteria.

---

<sup>1</sup> CALPUFF is an advanced non-steady-state meteorological and air quality modelling system developed by scientists at Exponent, Inc. It is maintained by the model developers and distributed by Exponent. The model has been listed by the U.S. Environmental Protection Agency (EPA) as an alternative model for assessing long range transport of pollutants and their impacts on Federal Class I areas and for certain near-field applications involving complex meteorological conditions when the selection and use occur.

**Table 4 – Air Quality Criteria**

Compound	Criteria (µg/m <sup>3</sup> )	Averaging Period	Source of Criteria	Criteria in relation to
<b>TSP</b>	120	24 hour	SA EPA	Nuisance
	90	Annual	Other Australian states	Nuisance
<b>PM<sub>10</sub></b>	50	24 hour	SA Air Quality EPP	Health
	25	Annual	NEPM	Health
<b>PM<sub>2.5</sub></b>	25	24 hour	SA Air Quality EPP and NEPM	Health
	8	Annual	SA Air Quality EPP and NEPM	Health
<b>Deposited Dust</b>	4 g/m <sup>3</sup> /month	Monthly	Other Australian states	Nuisance

Detailed modelling results of the base scenario modelling can be viewed in Attachment 6 of the MOP report – Air Quality Assessment Appendix B.

The report goes on to state that further model scenarios were then developed to determine suitable mitigation measures that are to be implemented, in order to achieve compliance with the air quality criteria. The model demonstrated that compliance with the relevant air quality goals can be achieved during Stage 1 and 4 with a level one (1) watering rate on haul roads (< 2 L/m<sup>2</sup> /hr). Stage 2, Stage 3 and Stage 5 demonstrate compliance with the adoption of an increased level two (2) watering rate (or chemical suppressant equivalent) on unsealed haul routes. A level two (2) watering rate is defined as being more than two (2) litres of water to be applied per square metre per hour (> 2 L/m<sup>2</sup> /hr). This is in addition to the mitigation measures modelled in the previous scenarios, including use of an enclosed processing plant with water sprays. It is important to note that a key mitigation measure throughout all stages is the regular cleaning of the sealed access road (Horsnell's Gully Road) within the PM, to ensure that silt loading is minimised. Hanson is committing to the construction of a truck wash to assist with minimising drag out from the site. Detailed modelling results for the mitigation scenario can be viewed in Attachment 6 of the MOP report – Air Quality Assessment Appendix D.

As a result of engagement and concerns regarding dust exposure, Hanson states that they have committed to the installation of a real time PM<sub>10</sub> dust monitoring network in consultation with DEM. In addition, the site has developed an Air Quality Trigger and Response Plan (TARP) to assist in the management of dust onsite that will be linked to outputs from the real time air quality monitoring network, refer Attachment 7 of the MOP report – Air Quality TARP. Importantly to note, the modelling is based on 1MT per annum, over 300 percent above the anticipated volumes extracted onsite.

The report also identifies that quartzite quarried at the site results in elevated levels of respirable crystalline silica (RCS) within the source rock when crushed into finer particles. The site recently (November 2020) had an audit conducted from the regulator (Safework SA) and no outcomes, actions and / or improvements were noted. In the report, Hanson state that it does and will continue to measure workers against the relevant legislative requirements, and that the current South Australian legislation has a reduced Workplace Exposure Limit (WEL) for respirable crystalline silica for an eight (8) hour time weighted average of 0.05 mg/m<sup>3</sup>.

With the above in mind, it is noted that reporting on the dust monitoring results will occur on a regular basis using the real time monitoring. As such any increases in RCS beyond the acceptable limits will require action to reduce the potential health impacts on both their employees and surrounding residents. No further action by Council is therefore suggested in this instance.

### 3.6 Meeting of EPA separation guidelines

It is noted that the 'Guidelines for separation distances' as prepared by the EPA were developed to provide a 'guiding' tool as a starting point for assessing the potential for an incompatible land-use located too close to an extractive industry (e.g. a quarry or mine). The distances are recommended separation distances between various industrial land-uses and sensitive land-uses. This is intended to both protect the sensitive use (i.e. a residence) as well as the generator of the impact (in this instance the quarry). The guide has been developed to assist with evaluation of proposals and the distances are not intended to be absolute criteria, but rather a starting point for evaluation. This recognises that every site and situation is different and therefore the impacts will be different in nature and extent. The EPA suggests a 500m separation distance for mining operations involving blasting, and 300m for those where blasting is not required. It is noted that these buffers are about protecting sensitive uses from harmful impacts.

The *Mining Act 1971* on the other hand makes reference to a 400 m distance from a dwelling. However, in consultation with DEM staff, it is noted that this requirement does not apply to existing private mines. However, it is noted that the majority of the residences in Skye are located between 900m to over 1km from the nearest point in the current quarry site (i.e. where extraction of material occurs). The nearest dwelling to the actual quarry is located some 230 metres to the north of the site on Old Norton Summit Road, behind the ridge which separates it from the quarry.

It is also noted that the quarry is required to operate in accordance with EPA Licence No. 12714. In addition, the following EPA Policies have informed Hanson's assessment methodologies:

- *EPA Environment Protection (Noise) Policy (2007)*
- *EPA Environment Protection (Air Quality) Policy 2016*
- *EPA Ambient Air Quality Assessment (August 2016) guideline.*
- *EPA Standard for the production and use of Waste Derived Fill (WDF) 2013)*

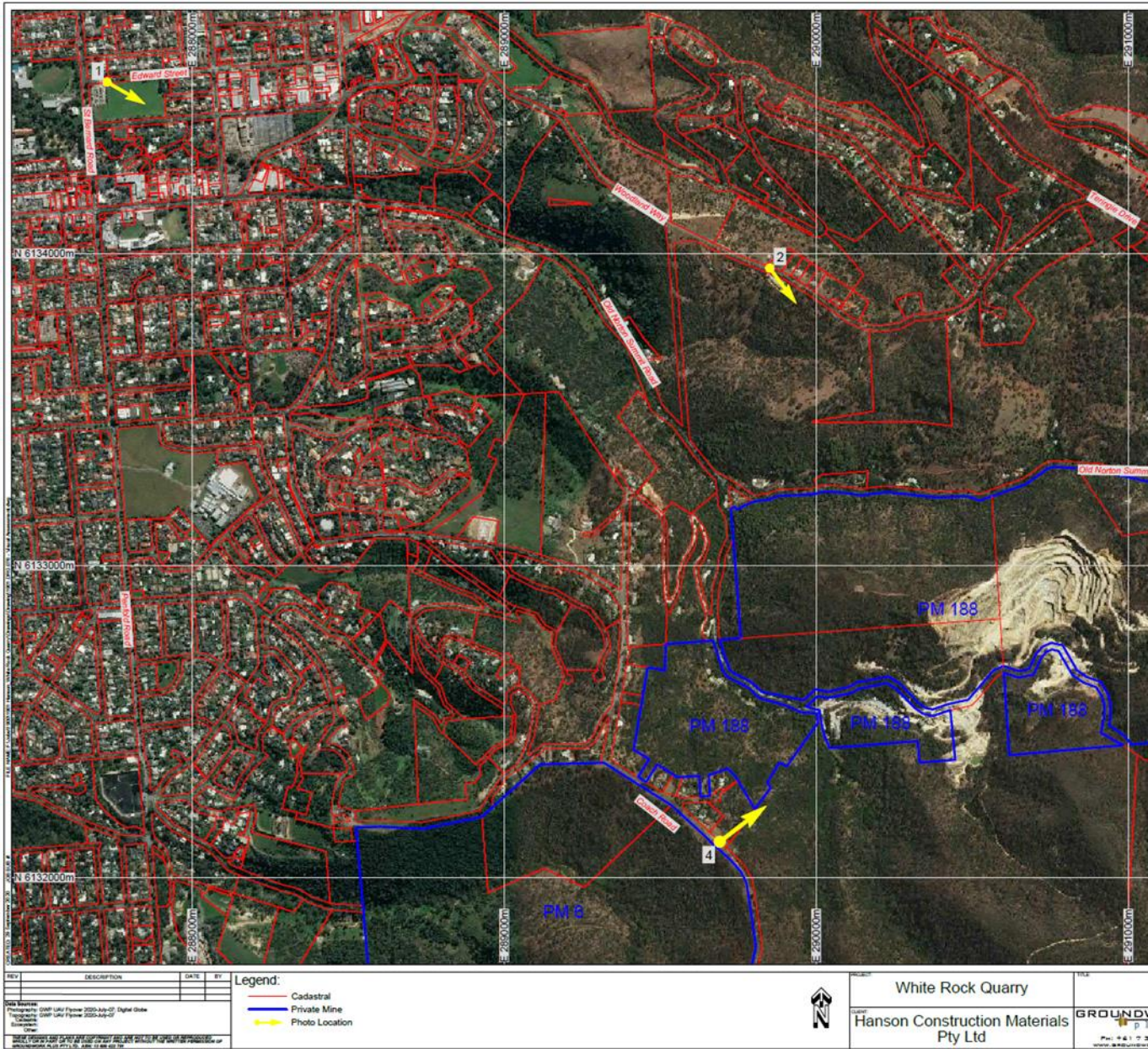
It is also noted from the future expansion plans for the quarry (refer to **Appendix 2** – Staging Summary) that encroachment towards residences beyond the existing quarry boundaries does not occur until stage 3a in approximately 2063 (i.e. 42 years from now). At that point, Administration have estimated that the quarry will be just over 700m from the nearest Skye residence to the west, and should be no closer to other residences on Old Norton Summit Road to the north.

### 3.7 Impact on the Hills Face Zone

The objective of the Hills Face Zone controls are to protect the backdrop of the hills when viewed from the Adelaide plains. With regard to the quarry, it is noted that the operational aspects of the site are generally well concealed by the natural topography of the area and not visible from the Adelaide plains. The main views of the quarry operations are from the residences situated immediately to the west and south west (from Coach Road in the suburb of Skye) of the site and, to a lesser degree, those few residences to the north east. It is noted from the MOP report that the progressive rehabilitation plans for the site have been informed by views at these locations. It is noted that as the pit area expands in the years to come, that progressive rehabilitation is to be undertaken to visually mitigate the views of the quarry pit. It is also noted that the progressive rehabilitation strategies outlined in the MOP designed for the site have also been informed by the results of community consultation. These have been staged to occur in a manner that is intended to visually soften the contrasting elements of the eastern face of the quarry prior to the removal of the eastern side of the western hill within the quarry.

The MOP contains details of four locations where a visual assessment was undertaken including photo montages (refer to the map below for locations of where the visual assessment was undertaken from). It is noted that location 2, 3 and 4 are located within the Adelaide Hills Council.





The table below is from the MOP report and provides details of the visual assessment.

Location	Impact Description	Visual Impact Assessment
Location 2 - situated approximately 700 m from the northern boundary of the PM, on Woodland Way	The quarry development has been designed to utilise the topographic contours within the quarry to mitigate potential views of operational areas within the site from this location.	Negligible visual impact from this location
Location 3 - situated approximately 450 m to the north east from the PM boundary however closer to 900 m from the current disturbance area.	<p>Current views from this location consist of steeply sloping agricultural land in the foreground and views of the vegetated north east portion of the quarry. Views from this location during Stage 1 of the quarry development remain largely unchanged from the existing view described above as the Stage 1 extraction areas are shielded by local topography.</p> <p>During Stage 2 and Stage 3 of the quarry development, progressive rehabilitation of the south eastern faces of the pit is undertaken. Views from Location 3 are visually softened as vegetative cover is progressively established on these pit faces and as the landform on the north west of the pit is lowered. Minor portions of the unrehabilitated extraction areas remain visible at this location during these stages.</p>	Minor visual impact from this location
Location 4 - located on Coach Road, to the south west of the quarry.	<p>Current views from this location are largely comprised of land within the quarry and the adjacent conservation parks, to the south of the site. Views of the existing pit are largely comprised of the north east pit face whilst the natural topography provides shielding to views of the remainder of the extraction area, to the west.</p> <p>Stage 1 of quarry development entails the progression of the existing pit in an eastern direction and the commencement of progressive rehabilitation of the lower portions of the pit. Views of the north east pit face are expected to increase during this stage. The existing plant is relocated to the pit floor, adjacent to the Stage 1 extraction area. The location at which</p>	Major Visual Impact from this location

	<p>the plant will be situated is expected to be shielded by natural topography from Photo Location 4. The new fixed plant will be constructed based on financial assessment and viability. In the interim, the site may crush and screen via mobile plant.</p> <p>Views during Stage 2 and Stage 3 of quarry development are similar from this location. Views of the pit faces along the northern portion of the pit are opened as the pit progresses to the west of the PM and the topography between the pit and Photo Location 4 is lowered. A temporary overburden stockpile on the pit floor is to be established, assisting with visual screening of the quarry plant. Progressive rehabilitation of the upper benches in the north east portion of the pit can be seen during these stages.</p>	
--	---	--

Refer to **Appendix 2** for the photo montages of the future visual impacts of the quarry operations.

With the above in mind, it is noted that there will be almost no visual impacts of the future quarry expansion when viewed from the Adelaide Plains. However, some sites to the west and south west of the site will see changes to the current landscape. However, the rehabilitation program, which includes replanting of native vegetation, at the end of each stage will reduce these visual impacts over time. Therefore no further action is suggested by Council in this regard.

### 3.8 Buffer or exclusion zones

The Mining Act makes reference to a 400 m distance from a dwelling but as noted in Section 3.6 of this report that the separation distances do not apply to existing private mines. Further, the EPA separation distances are guides that relate to the potential risk of an impact occurring which again do not apply in this instance. However, it is noted that the distances used are a generalised indicator of the potential for impact and are a starting point for the evaluation of particular aspects/impacts of a mining operation and the area that might be affected. It is noted that there has long been concern about the conflict that occurs when sensitive uses (such as residential uses) are located too close to mining activity, and that this is a particular issue for the mining activities that supply materials for the construction industry such as the quarry in question. However, it is noted that these types of quarries/mines need to locate close to the market they serve (i.e. urban areas) in order to keep costs down to a reasonable level but this also means that they are more likely to experience encroachment as urban areas expand and surround them. However, as this is a private mine which has existed in that location since 1946, no further action by Council is suggested in this instance.



### 3.9 Legislative changes

The resolution of Council in relation to this matter sought any recommended changes to the legislation in order to ensure residents' concerns are adequately addressed. In this instance Administration sought legal advice from Council's lawyers who advised that private mines are regulated differently to other mining operations under the *Mining Act 1971*. They are exempt from many provisions of the Act. However, the Act was amended substantially on 1 January 2021, following a long-running review. Relevantly, a number of provisions relating to private mines were amended. These amendments go some way to harmonising the way in which private mines and other mines are regulated. The amendments have also increased the environmental compliance requirements and consequences for breach for private mine operators.

In the long run, Mining Operations Plans (which are a concept specific to private mines) will be phased out in 15 years, and private mine operators will need to prepare and obtain approval for 'Programs for Environment Protection and Rehabilitation' (PEPRs) in the same way as any other mining operator.

In the more immediate term, the definition of 'environment' in the context of private mines has been updated (effective 1 January 2021) to a more modern definition which includes 'buildings, structures and other forms of infrastructure, and cultural artefacts' and 'public health, safety and amenity'. Accordingly, an operator of a private mine must now address these matters (including establishing processes for ongoing monitoring and measuring of impacts) in its MOP, just as other mine operators must do in PEPRs. The Director of Mines will only approve a MOP if it satisfactorily addresses these matters. The Director can require the mine operator to make alterations before approving any MOP.

Further, under the amendments to the Mining Act, authorised officers (being State Government officers) can now issue 'emergency orders' in certain circumstances to prevent undue damage to the environment (which includes amenity). This is in addition to authorised officers' other powers of issuing 'compliance orders' and 'rectification orders'. Maximum penalties for breaches of any of these types of orders have now increased from \$120,000 to \$250,000. The Mining Act also now includes provisions creating accessorial liability<sup>2</sup> for directors of companies which commit offences. The amendments also make it simpler for the Minister to revoke a private mine if satisfied that the whole or part of the mine is not being effectively operated. It is also noted that the amendments also require private mine operators to submit annual compliance reports to DEM which are then published on their website as part of the Public Mining Register. Any concerned resident can then review the reports to see if the mine is complying with its MOP in any given year.

With the above in mind, it is considered that the recent changes to the Act have strengthened the ability to hold private mine operators accountable for compliance with their MOPs. Therefore no further legislative changes are suggested in this instance.

---

<sup>2</sup> In essence accessorial liability occurs where a person (in this case a director) is "involved" in another's contravention of the Act. For example, a director of a mine becoming drawn into the liability lawsuit as a result of an offence committed by an employee of the quarry who failed to comply with a requirement of the MOP.

### In Conclusion

The proposed quarry expansion plans over the next 88 year period will see a noticeable alteration of the landscape within the site and as viewed from some locations. However, the MOP provides a detailed analysis of these impacts and outlines rehabilitation plans after each stage of the proposed expansion. It is also noted that as a result of resident/stakeholder feedback, Hanson has dispensed with stages 4 and 5 of the expansion plans which will see the retention of Mt Skye and a reduced visual impact of the proposed quarry to the residents of Skye and on the Hills Face when viewed from the Adelaide Plains.

Notwithstanding, on assessment of the eight highlighted issues, the Administration has identified the following gaps which should be taken up with Hanson via comments to DEM and/or the Minister for Energy & Mining:

1. Hanson be requested to not undertake any quarrying or blasting activities on Sundays. Further, that concrete batching outside of the proposed operating hours should not occur unless absolutely necessary to meet a specific client need.
2. Hanson be requested to provide a detailed traffic impact report prepared by a suitably qualified traffic engineering consultant in order to determine whether or not increased traffic will impact on Horsnell's Gully Road over time. Further, if such impacts are to result in the deterioration of the aforementioned road, then Hanson should be required to contribute to any upgrading costs to the road in the future.

It is considered that the Mine Operations Plan as presented is a comprehensive document that has addressed the key concerns of residents as outlined in this report. However, should Council desire to do so, the abovementioned matters could be raised with DEM and/or the Minister for consideration as part of the condition in final MOP approval.

## **4. OPTIONS**

Council has the following options:

- I. To receive and note the report (Recommended)
- II. To receive and note the report and also resolve to do otherwise.

## **5. APPENDICES**

- (1) Locality Plan – White Rock Quarry, Horsnell Gully
- (2) Staging Summary of the proposed White Rock Quarry Expansion
- (3) Example of the form Letter/Email received from some residents
- (4) Letter to the Minister for Energy & Mining

---

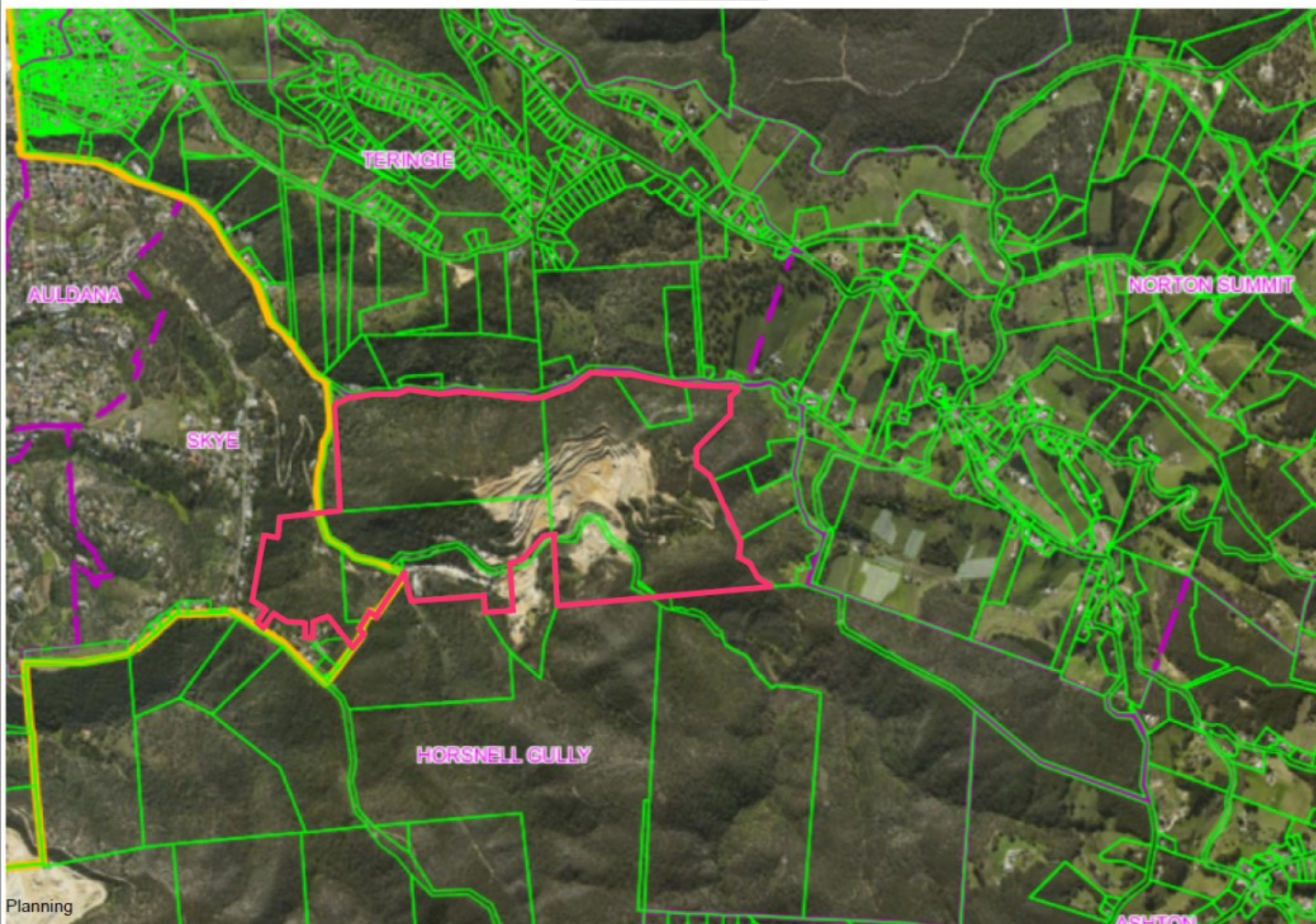
# **Appendix 1**

*Locality Plan – White Rock Quarry, Horsnell Gully*

---



# LOCALITY PLAN



- White Rock Quarry Boundary
- Parcels
- AHC LGA
- Suburbs

Scale = 1:24131.520

500 m

---

## **Appendix 2**

### *Staging Summary of the proposed White Rock Quarry Expansion*

---



Stage 1:

Drawing No. 1901.DRG.062R3 – Quarry Development and Rehabilitation Plan - Stage 1 has been provided to visually understand both extraction and rehabilitation activities occurring within the stage. All extraction activities are focused on the development of a terminal boundary on the eastern side of the Site. The only other main extraction area will be the completion of an access road to the western side of the pit shell as noted within the drawing. Some clearing of vegetation will occur within this stage however most of the disturbance area is already disturbed from historical quarrying activity. The fixed plant will be constructed within Stage 1 of the development plan.

Rehabilitation is focused on the establishment of a rehabilitated batter on the south eastern side of the pit shell. Importance is given to providing stabilisation of this batter as it will be added to in weight in later stages of development. This rehabilitated area will also provide additional geotechnical stability by way of a toe buttress to the eastern wall to assist with long term stability of the Site.

A mixture of understorey and tubestock mix will be planted on the batter to assist with germination and stabilisation of the face. Attachment 18 – Species Listing has been provided and will be used as a guide to ensure that rehabilitation objectives are in alignment with the adjacent landholding. The deepest part of the pit shell is 299 mAHD. Stage 1 is estimated to take up to 27 years to achieve based on the current extraction profile.

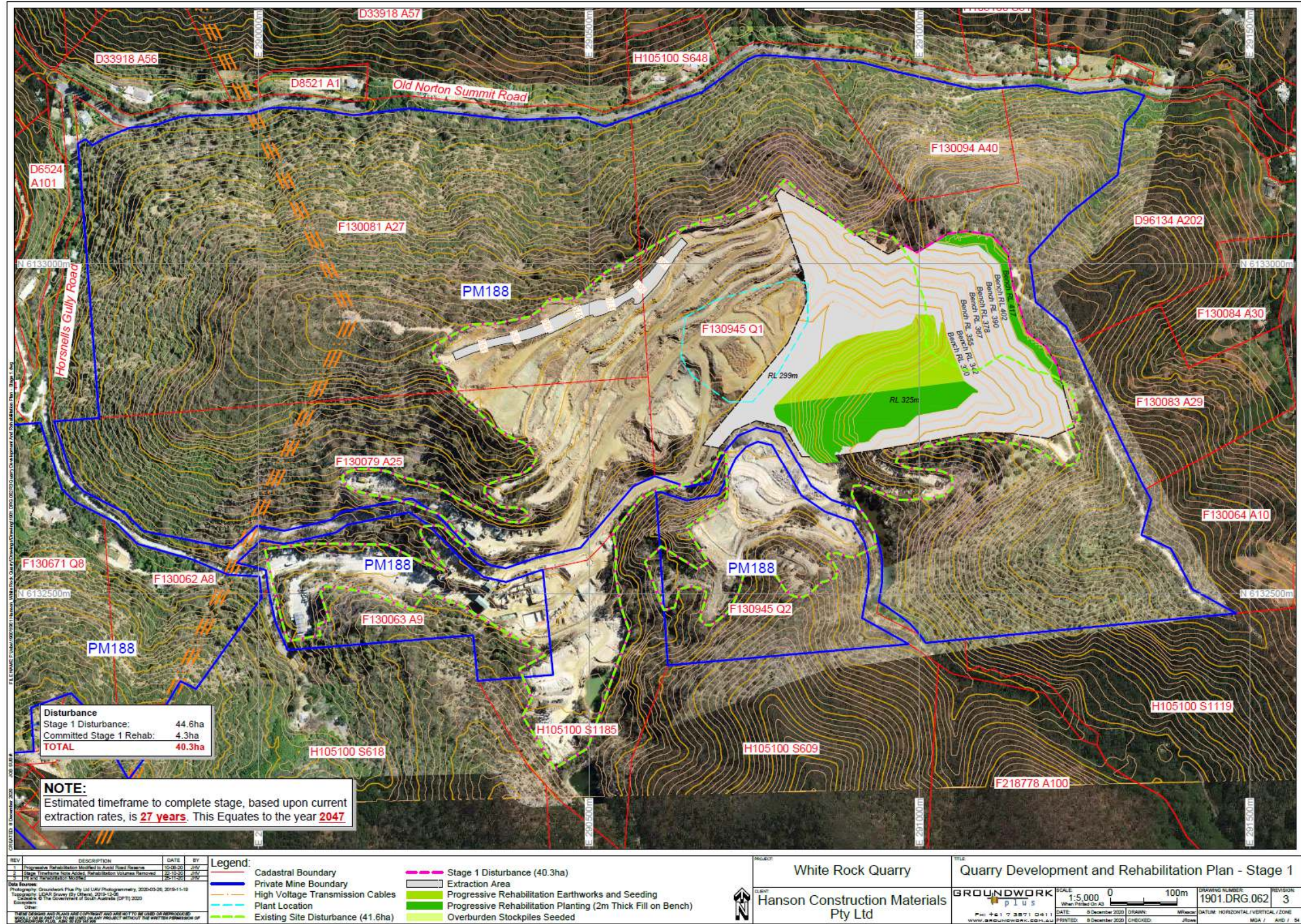






Plate 13: VP03 – Base.



Plate 14: VP03 – Stage 1.



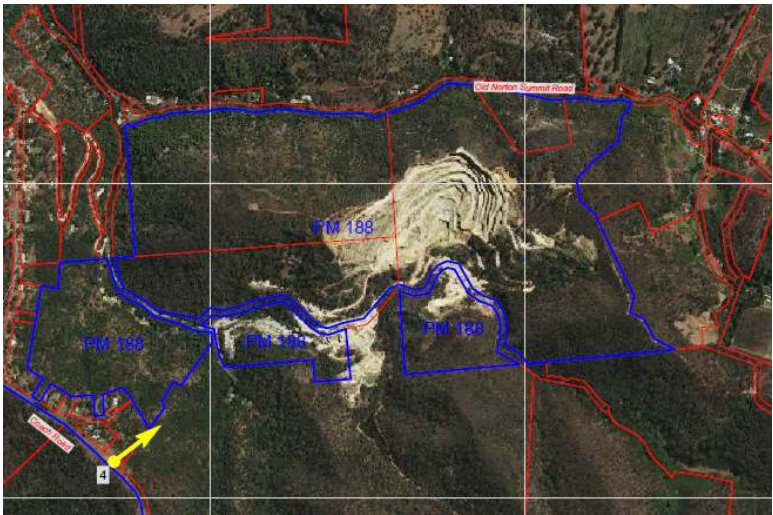




Plate 19: VP04 – Base.



Plate 20: VP04 – Stage 1.





## Stage 2:

Drawing No. 1901.DRG.063R3 – Quarry Development and Rehabilitation Plan - Stage 2 includes the development of the pit shell to the west, toward the Horsnell Gully direction. Extraction depth will be limited to that described within Stage 1 (299m AHD). Due to the lack of available room, a provisional stockpile for overburden will be utilised on the quarry floor as can be seen in the drawing. This stockpile will be drawn upon in later stages of quarry development. It has been calculated that the Site has at least two (2) m of available overburden at the later stages of development to fully cover the floor area for final rehabilitation objectives to be achieved. The rehabilitated batter on the south eastern side of the pit shell will be added to a height and additional species will be planted on this batter. The top bench of the eastern face will also be rehabilitated. Stage 2 is expected to take approximately 15 years based on the current extraction profile. It is thought that there will be multiple MOP Reviews undertaken prior to the start of Stage 2.

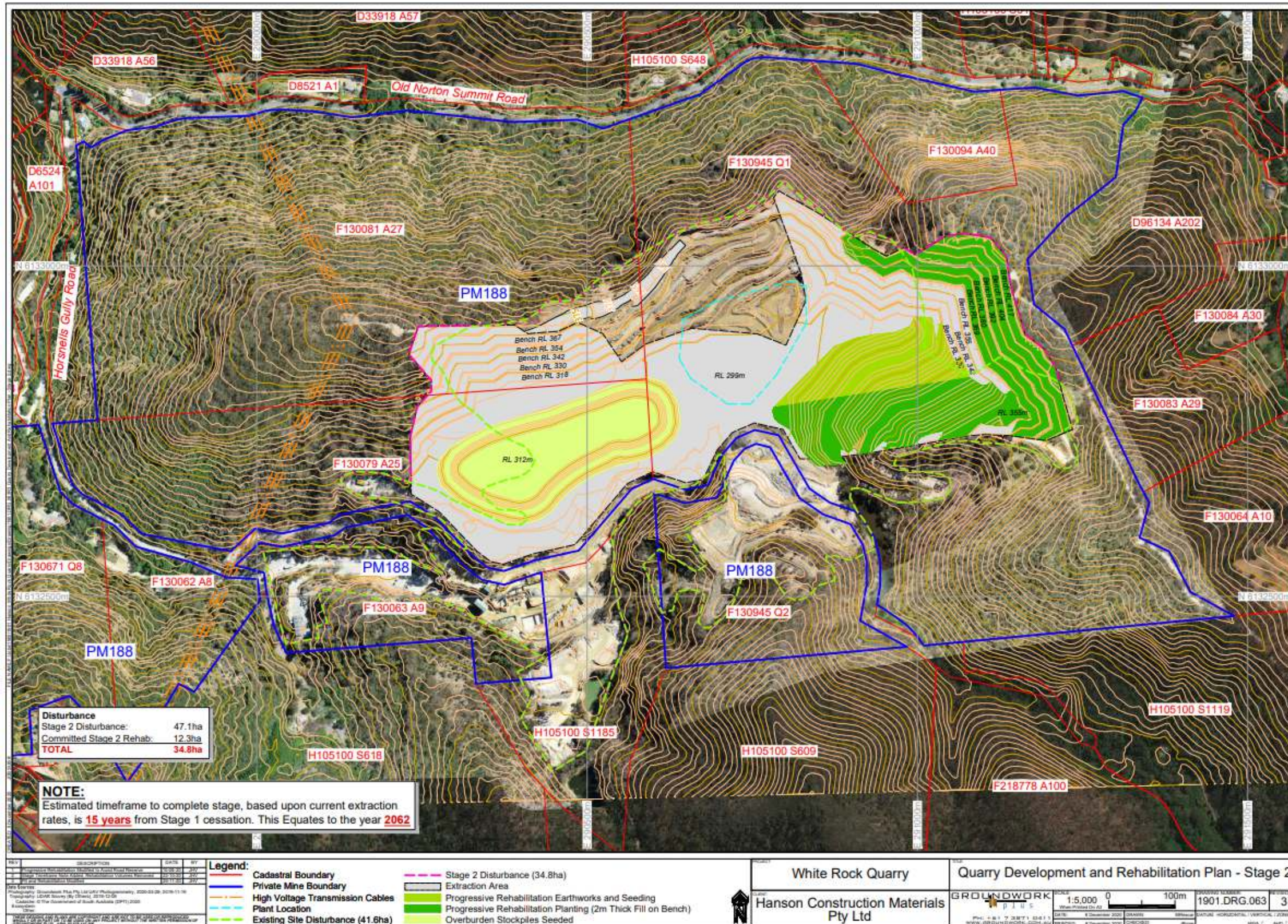






Plate 15: VP03 – Stage 2.



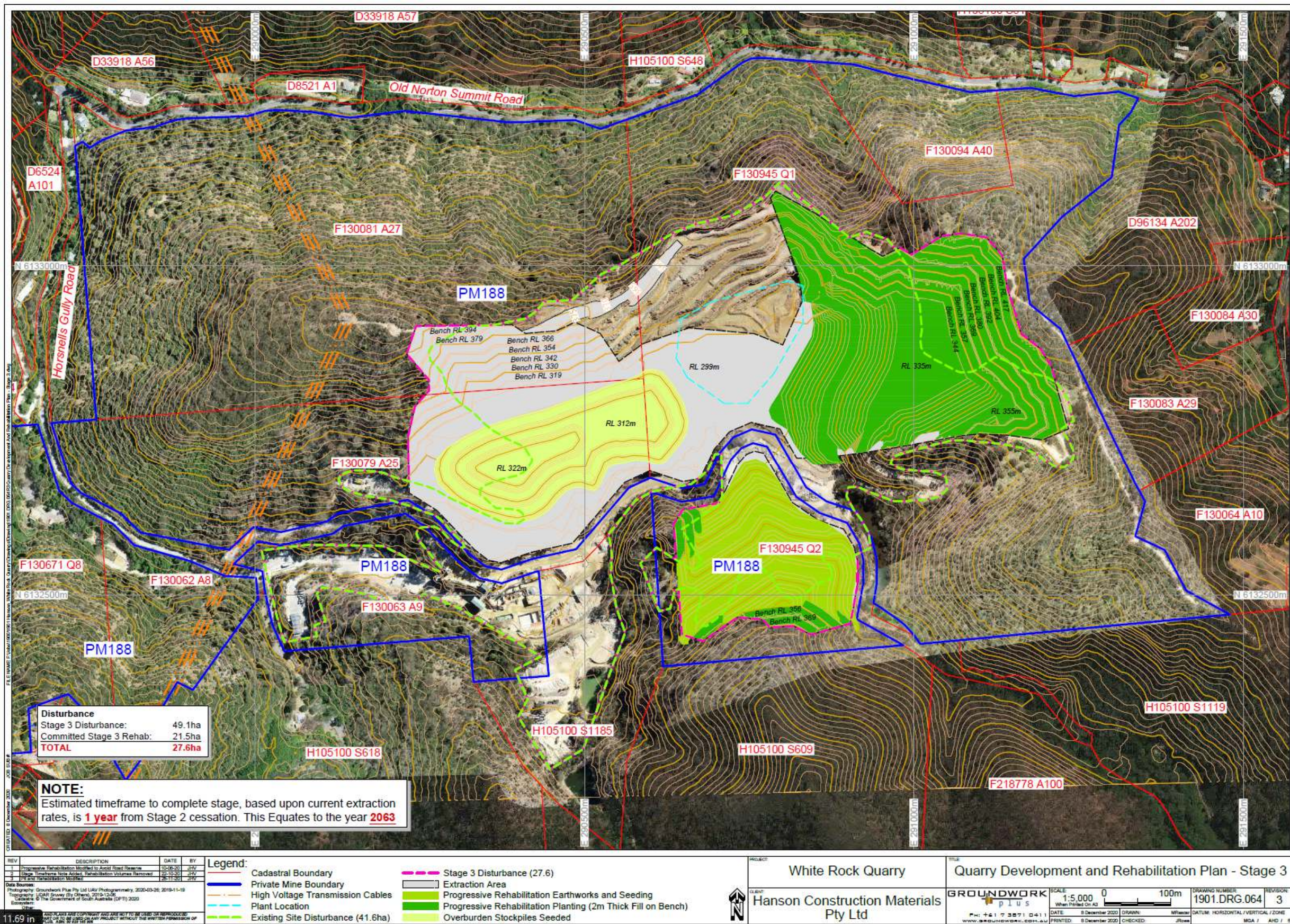
Plate 21: VP04 – Stage 2.





Stage 3:

Drawing No. 1901.DRG.064R3 – Quarry Development and Rehabilitation Plan - Stage 3 is a very short planned stage, one (1) year. However, this stage is important for the final rehabilitation of the ‘old quarry’. This location highlights the area whereby currently returned concrete is recycled. Some additional rehabilitation occurs on the northern aspect of the eastern batter and by the cessation of Stage 3, all proposed earthworks and rehabilitation planting is to be completed on the eastern face. It is thought that there will be multiple MOP Reviews undertaken prior to the start of Stage 3.





Stage 3a:

Drawing No. 1901.DRG.085 – Quarry Development and Rehabilitation Plan – Stage 3a presents a maximum disturbance area that is presented within this MOP Review document. Throughout this Stage of development, the northern crest will advance slightly to the northern aspect and to the terminal face. The western aspect of the pit shell will advance to the crest of the western hill, this will be the terminal limit within this MOP Review document. To reflect the stable batter profiled on the eastern side of the pit shell, the western batter has also been profiled in the same 1:3 batter profile to ensure a safe and stable landform remains. The conservative groundwater contour has been considered within this design, at a later stage and if required further studies will inform whether a deeper pit floor can be achieved. To do this it is required to have additional groundwater information to support such a change, at this time another MOP Review will be required.

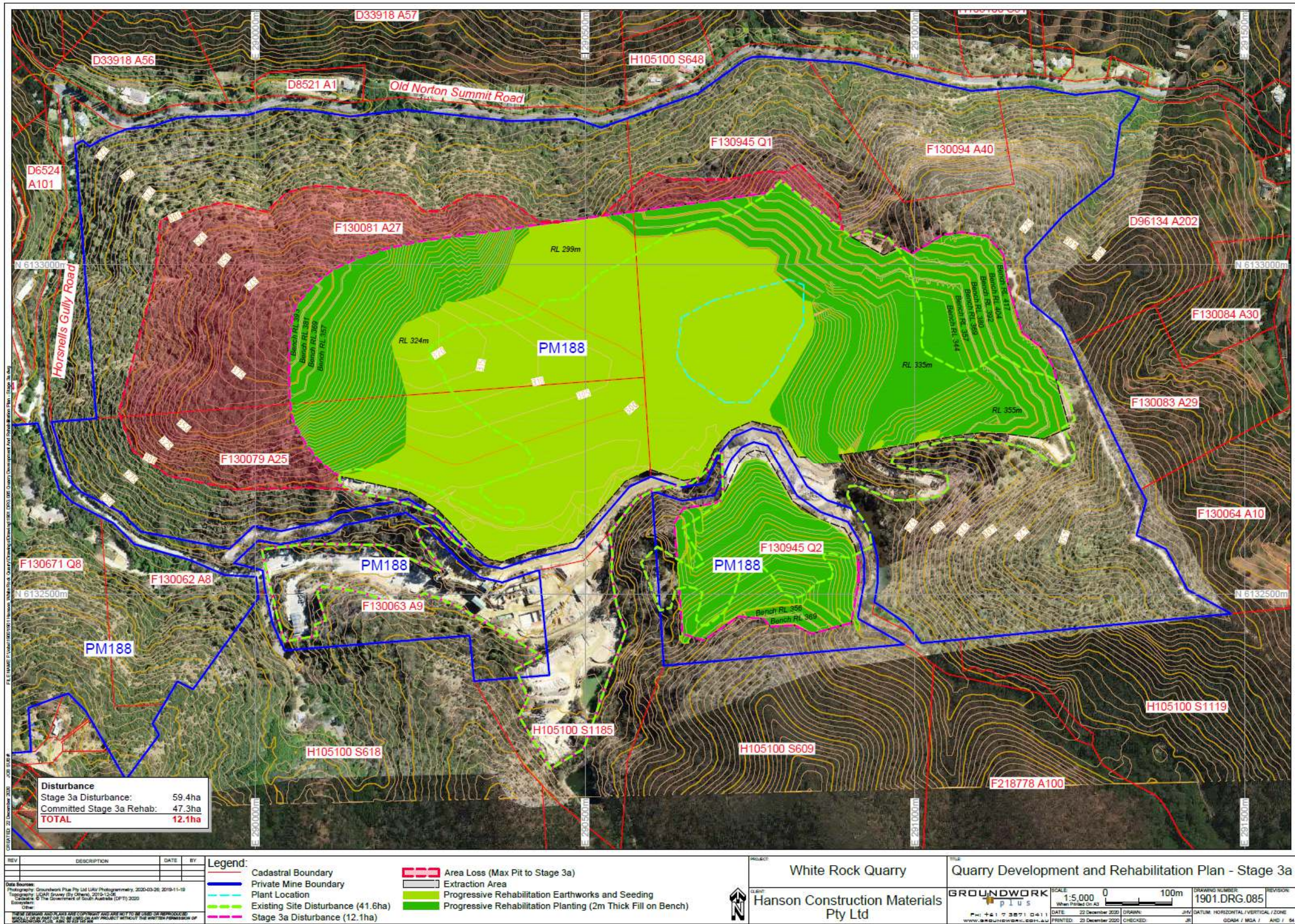






Plate 16: VP03 – Stage 3.

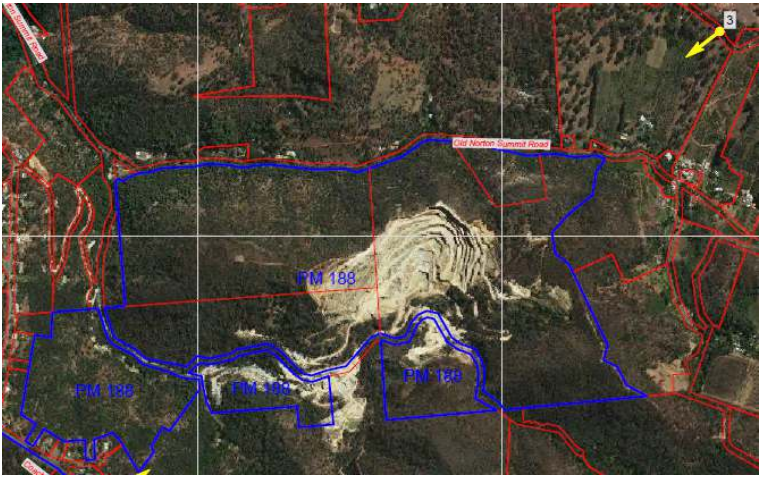
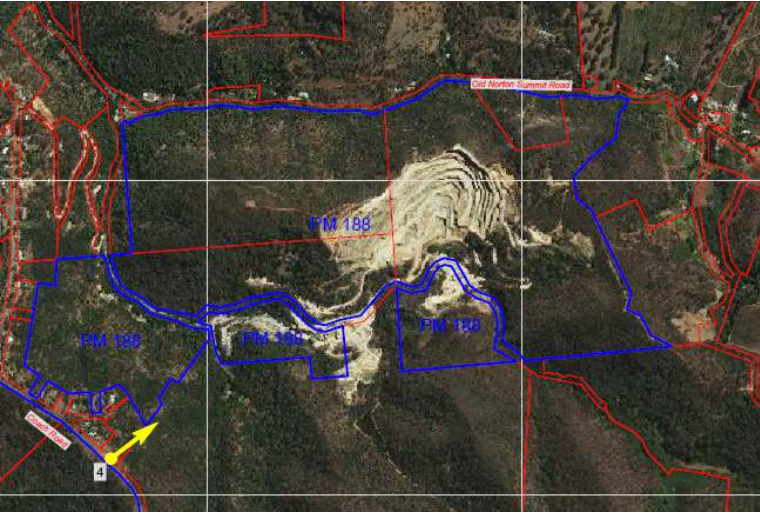


Plate 22: VP04 – Stage 3.





## Stage 4 & 5

Drawing No. 1901.DRG.065R3 – Quarry Development and Rehabilitation Plan - Stage 4 presents a larger disturbance area to the western aspect of the Site. Throughout this stage, a flat surface cannot be achieved on the pit floor without interception of groundwater based upon data derived from the recent exploratory program. Therefore, a sloping extraction face has been presented. This may change on the basis that additional groundwater studies are undertaken to demonstrate the pit floor can deepen with relevant licensing and environmental impacts known and assessed at this time. For reference, it is approximately 43 years from the current date of 2020 when the inception of Stage 4 occurs and therefore it is envisaged the Site will have more baseline data and modelling to inform a deeper pit if required.

This stage also sees the requirement to remove the overhead transmission line at the Site, ongoing communications with ElectraNet have and will be undertaken prior to the development of Stage 4.

Rehabilitation opportunities are limited throughout this stage due to the realisation of the fixed plant location and closing out rehabilitation of the eastern area and old quarry locations throughout Stage 3. Another temporary stockpile will be developed on the western area of the Site to host overburden grade products. Stage 4 is expected to take approximately 53 years from the cessation of Stage 3. It is thought that there will be multiple MOP Reviews undertaken prior to the start of Stage 4.

Maximum Pit:

Drawing No. 1901.DRG.066R3 – Quarry Development and Rehabilitation Plan - Max Pit has the maximum footprint of the pit shell rehabilitated. Some extraction further to the north is proposed throughout this stage however an estimated >100 m offset to the PM boundary will be retained to the Norton Summit and Horsnells Gully Roads. With the development of the progressive overburden stockpiles, this provides an opportunity to allow for at least two (2) m of overburden material to be placed over the rest of the disturbed area and then to be rehabilitated with either species listed in earlier stages or to be discussed closer to the cessation of the Site as to the proposed end use would be. It is acknowledged that the maximum pit is another 25 years on from cessation of Stage 4 and approximately 120 years from today however, multiple MOP Reviews will inform and provide a mechanism for review of this final stage of development.





Plate 17: VP03 – Stage 4.



Plate 18: VP03 – Maximum Pit







Plate 23: VP04 – Stage 4.



Plate 24: VP04 – Maximum Pit.





---

## **Appendix 3**

*Example of the form Letter/Email received from some residents*

---

### Example of the form Letter/Email received from some residents

**Subject: Objection White Rock Quarry**

I wish to voice my concerns regarding the proposed expansion to the Hanson Heidelberg White Rock Quarry situated in Horsnell Gully.

the respirable crystalline silica (RCS) dust produced by the quarry activities, the impacts to vulnerable flora and fauna as well as the detrimental effects to the landscape, ecology, microclimate and amenity of the region.

### **Separation Distance Guidelines for quarrying where Respirable Crystalline Silica dust is relevant**

#### ***What we know:***

- ☐ The minerals quarried at White Rock Quarry are “sandstone quartzite” ([Department of Energy and Mining](#)) and the quarrying activities transform this material into highly toxic respirable crystalline dust(RCS)
- ☐ It is not possible for White Rock Quarry to control dust on dry, windy days
- ☐ RCS is invisible to the naked eye (10 microns or less)
- ☐ Average wind speeds in Horsnell Gully are between 15-20km/h. Dust particles measuring up to 10 microns can be carried 2.7km on 15km/h winds.
- ☐ Extended exposure to ambient RCS causes silicosis
- ☐ Silicosis is renown as an occupational disease affecting miners, construction workers and farmers, however non-occupational silicosis is unquantified due to lack of research
- ☐ According to the Cancer Council, there are no known safe levels of RCS inhalation, so the risk of silicosis due to ambient long term community exposure is a genuine public health concern
- ☐ The EPA in several other Australian states and territories have specific Separation Distance Guidelines where RCS is relevant. This includes utilising naturally occurring topographical buffers, such as Mt Skye, Wellington Rock / Pizey’s Knob and surrounding ridgelines.
- ☐ There are currently 17 properties already within 500m of the quarry activity boundary

### **Separation Distance Guidelines for quarrying using blasting methods**

#### ***What we know:***

- ☐ White Rock Quarry uses blasting methods for the extraction of minerals

- 
- ❑ There are known cases in Australia of flyrock causing damage to property and putting members of the public 300-500m away at risk of personal injury where a blast shot was fired
  - ❑ To mitigate against the risk of flyrock, the EPA in several other Australian states and territories have specific Separation Distance Guidelines where blasting is used. This includes utilising topographical buffers.

***I request the following to mitigate the risks to the community from White Rock Quarry:***

- ❑ The EPA ensures a minimum 500m separation distance between the quarry and sensitive land use
- ❑ Ensure that the new MOP proposal is never approved to surpass Stage 3, thus protecting the western most hill, known locally as "Mount Skye" in perpetuity
- ❑ Ensure that the western and northern most ridgelines are not further lowered from their current elevation
- ❑ Ensure that the MOP is modified to allow for site rehabilitation immediately following Stage 3 of the proposed MOP, with the above conditions in place
- ❑ Investigation of the current content of dust generated to the suburbs within a 500m radius of White Rock Quarry to ascertain the safety of the level of silica relative to public health
- ❑ That the proposed new plant set further into the quarry and of contemporary standards is constructed within three years of the approval of the MOP
- ❑ Hanson White Rock Quarry establish a formal Community Reference Group, and Community Contact Database (modelled on Hanson Lysterfield quarry)

**Flora and Fauna Conservation**

***Relevant protected fauna species:***

- ❑ The White Rock Quarry property has natural features that provide rare habitat for the [Cunningham's Skink](#) (vulnerable in Adelaide Hills Face Zone)
- ❑ Peregrine Falcon – State Heritage listed Wellington Rock / Pizey's Knob is a known nesting spot
- ❑ Yellow-Footed Antechinus (endangered in SA)
- ❑ Chestnut-rumped Heathwren of the Mt Lofty Ranges (endangered in SA)
- ❑ Australasian Bittern (endangered in SA)
- ❑ Bassian Thrush (vulnerable in SA)

***Nationally significant fauna species with benefits to local tourism:***

- ❑ Koala – introduced to SA in early 1900's, before the existence of White Rock Quarry
- ❑ Western Grey Kangaroo

- 
- ☐ Short-Beaked Echidna
  - ☐ Common Brushtail Possum (near-threatened in SA)
  - ☐ Kookaburra

***Relevant flora species:***

- ☐ Osborn's Eyebright (endangered – endemic to SA)
- ☐ Plum Leek-orchid (endangered – endemic to SA)

**Ecology and Microclimate of the Region**

***What we know:***

- ☐ The Adelaide Hills within the Mount Lofty Ranges is a high-rainfall zone. This is due to the hilly topography and tree cover.
- ☐ Rainfall from the Adelaide Hills / Mount Lofty Ranges supply waterways and water catchments in Metropolitan Adelaide.
- ☐ “Climate modelling suggests that average annual rainfall could decline by up to 7.8-17.4% by the end of the 21st century in the AMLR NRM region” (Goyder Institute)
- ☐ The Adelaide Hills, including Horsnell Gully, experience strong downslope (a.k.a. gully) winds during hot, dry weather.

***To protect flora and fauna, ecology, and local microclimate from the White Rock Quarry expansion, I request assurances that Mt Skye (the western-most hill on the proposed MOP) and Wellington Rock / Pizey’s knob are never able to be quarried. In addition, I request that the northern-most ridgeline between Mt Skye and Wellington Rock cannot be further quarried or reduced in elevation.***

**Private Mines in the Adelaide Hills Face Zone**

***What we know:***

- ☐ Residential properties have existed along Old Norton Summit Rd since the 1850’s, some of which now have State Heritage listings
- ☐ Residential properties have existed in Skye since the 1960’s
- ☐ Adelaide Hills Face Zone was proclaimed in 1962, with the primary objective being that the natural character is preserved and enhanced in order to provide a natural backdrop to the Adelaide Plain and a contrast to the urban area; and to preserve and develop native vegetation and fauna habitats close to metropolitan Adelaide.
- ☐ The Adelaide Hills Face Zone regulations require developments to be unobtrusive being “located well below the ridge line” and “within valleys or behind spurs”
- ☐ The Adelaide Hills Council Development Plan section “Interface Between Land Uses” requires developments to not detrimentally affect the amenity of the locality or cause unreasonable interference through airborne pollutants, noise, vibration, light spill, hours of operation, traffic impacts, stormwater or the drainage of runoff from the land.

- ☐ The Adelaide Hills Council Development Plan has an entire section dedicated to “Separation Treatments, Buffers and Landscaping” in relation to Mineral Extraction
- ☐ Adelaide Hills Council and City of Burnside Development Plans consider any excavation greater than 1.5m to be non-complying; only allowable to reduce the visual impact of buildings
- ☐ Private Mines were only able to be granted between 1972 -1975 at the inception of the Mining Act
- ☐ White Rock Quarry was granted as a Private Mine in 1973
- ☐ White Rock Quarry was a family-owned business until approx. 1991, after which, it has been purchased by increasingly larger national and international corporations
- ☐ Private Mines have been exempted from the majority of the Mining Act until recently
- ☐ Explanatory documents for the recently revised Mining Act state that Private Mines can ignore the aesthetic and cultural values of the local environment. The reason given is that there may be detriment to existing projects.
- ☐ Mt Skye is visible from a wide range of points on the Adelaide Plains
- ☐ The existing White Rock Quarry operation is visible from Skye, Teringie, and Norton Summit, including bright flood lights emanating from the site overnight
- ☐ Trucks coming to and going from White Rock Quarry are the cause of heavy traffic, noise and dust for residents

***To protect the amenity of the Hills Face Zone, I request:***

- ☐ That White Rock Quarry, a Private Mine issued nearly 50 years ago, not have the right to ignore the aesthetic and cultural values of the Adelaide Hills Face Zone or Council Development Planning regulations now, or any time into the future.
- ☐ Assurances that any future land use following cessation of quarrying will comply with Adelaide Hills Face Zone regulations.
- ☐ That extraction limits and restricted operating hours are applied to prevent increased heavy traffic to the local roads, and to minimise the level of polluting emissions to residents.

I am aware of the history of the site, and residents have not had a choice but to live with the consequences of the existing MOP. I appreciate your support as the community fight to save habitat for many native species and ensure surrounding residents have a reasonable buffer from the quarry operations.

---

## **Appendix 4**

*Letter to the Minister for Energy & Mining*

---



PO Box 44  
Woodside SA 5244  
Phone: 08 8408 0400  
Fax: 08 8389 7440  
mail@ahc.sa.gov.au  
**www.ahc.sa.gov.au**

Direct line: 8408 0438  
File Ref: 02.67.2 OC21/1469

10 February 2021

Hon Dan van Holst Pellekaan MP  
Minister for Energy and Mining  
GPO Box 974  
ADELAIDE SA 5001  
[dem.ministervhp@sa.gov.au](mailto:dem.ministervhp@sa.gov.au)

Dear Minister van Holst Pellekaan,

**Hanson White Rock Quarry Expansion Horsnells Gully**

I write to you on behalf of our Council and the residents of Council area, some of whom live in the immediate vicinity of the White Rock Quarry. Over the past couple of months, Council has received correspondence from residents expressing concerns about the proposed expansion plans for the Quarry which is to take place over the next 100 years. This has also featured in recent media reports.

The key issues raised by residents can be summarised as follows:

1. Potential impacts of the proposed expansion on native fauna and flora given the site's location in the scenic Hills Face area
2. The fact that this is a private mine which does not have to comply with the same legislative controls as mines captured by the Mining Act of 1971 and the Federal Environment Protection and Biodiversity Conservation Act of 1999
3. Potential impacts of crystalline silica dust generated by the quarry operations on the health of nearby residents
4. The fact that the mine is within 500m or less of some residences which does not comply with the EPA Separation Guidelines for such operations
5. Potential noise impacts from possible 24/7 quarrying operations
6. Potential pollution of the adjoining creek (4<sup>th</sup> Creek)
7. Potential impacts of increased heavy vehicle traffic on Council's roads, and
8. Potential visual impacts of the proposed quarry expansion on the Hills Face Zone within which it is located.

With the above concerns in mind, and in response to a Motion Without Notice from one of our Elected Members at the 27 January 2021 meeting (Item 15.1), Council unanimously resolved that:

1. *“the Mayor write to the Minister for Energy & Mining, the Hon. Dan van Holst Pellekaan, seeking that no decision be made on the Horsnell White Rock Quarry Mine Operations Plan (MOP) until Council has submitted its views/comments on this proposal.*
2. *representatives of the Hanson White Rock Quarry be invited to present to their proposal to Council at its 23 February 2021 ordinary meeting.*
3. *staff prepare a report for Council’s consideration on this matter, including recommendations, on how resident concerns could be addressed, whether as part of the existing State Government approval process, or by legislative amendment, including, yet not limited to:*
  - a. *Potential noise impacts on adjoining residents*
  - b. *Pollution of the adjoining creek*
  - c. *Impacts of heavy vehicle traffic on Council’s roads*
  - d. *Impacts on fauna and flora within the proposed expansion area*
  - e. *Management of Crystalline Silica dust generated by the quarrying activity*
  - f. *Meeting of EPA separation guidelines*
  - g. *Impact on the Hills Face Zone*
  - h. *Buffer or exclusion zones”*

In accordance with the above resolution, I request your intervention to ensure that no decision is made in relation to the Mine Operations Plan (MOP) until Council has submitted its comments to your Department for Energy and Mining (DEM) for consideration. It is noted that the MOP does not require formal consultation with residents or the Council. However, Hanson’s have undertaken informal public consultation and invited Elected Members and staff of both the Burnside and our Council to tour the site, which was appreciated.

As required by this resolution, staff will be reporting on this matter to the 23 February 2021 Council meeting, and we anticipate that our comments will be submitted to DEM shortly thereafter.

I therefore seek your support for the above request, and should you have any further queries in this regard, please contact Marc Salver, Director Development & Regulatory Services, on 8408 0522, or me on 8408 0438.

Yours sincerely



**Dr Jan-Claire Wisdom**  
**Mayor**



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 12.2

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

**Subject:** Proposed Road Closure – Portion of Road Reserve adjacent to  
9 Melrose Avenue, Stirling

**For:** Decision

---

**SUMMARY**

The road reserve adjoining 9 Melrose Avenue, Stirling is a public road in Stirling as identified by the area bordered in red on **Appendix 1** (Road Land).

The owners of 9 Melrose Avenue, Stirling, have applied to the Council to purchase the section of this public road that adjoins their property boundary to remedy property encroachments within the road reserve.

This report recommends the Council resolves to issue a Road Process Order to close the Road Land identified as “A” in **Appendix 2** and sell to the owners of 9 Melrose Avenue Stirling for the amount of \$9,000 (plus GST).

Whilst current delegations by Council provide authority for the Chief Executive Officer to deal with all matters associated with the making of a Road Process Order, current practice for these matters has been to bring them to Council for consideration.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
2. To make a Road Process Order pursuant to the *Roads (Opening & Closing) Act 1991* to close and merge the pieces of land identified as “A” in the Preliminary Plan No. 20/0040 attached to this report with Allotment 34 in Deposited Plan No. 4120 comprised in Certificate of Title Volume 5489 Folio 961.

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 *Local Government Act 1999*; and
  - The piece marked “A” be sold to the owners of 9 Melrose Avenue Stirling, being the owners of the property with which it is merging for the amount of \$9,000 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.
- 

1. **GOVERNANCE**

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

*Strategic Plan 2020-24 – A brighter future*

Goal A Progressive Organisation

Objective O3 Our organisation is financially sustainable for both current and future generations.

Priority O3.3 Actively pursue alternative funding opportunities to reduce reliance on rates income.

The closure and sale of public roads provides an alternate income source for council, together with the reduction of Council’s insurance risk, and maintenance obligations.

Under Council’s *Disposal of Assets Policy*, it is viewed that assets that are surplus to Council requirements are to be disposed of in a fair, equitable and transparent manner.

➤ **Legal Implications**

The *Roads (Opening & Closing) Act 1991* sets out the process for a road closure and the issuance of a Road Process Order.

➤ **Risk Management Implications**

The closure and sale of the Road Land will assist in mitigating the risk of:

*Private infrastructure on public road reserve leading to increased risk and liability for Council.*

Inherent Risk	Residual Risk	Target Risk
Medium (3C)	Low (2D)	Low (1C)

The closure of a section of road that is deemed to be surplus to Council’s current and future needs as a public road reduces the risks to Council associated with safety and liability, vegetation control works and costs.

➤ **Financial and Resource Implications**

All external costs including the initial and subsequent survey, valuation, conveyancing, advertising and government charges have been paid by the prospective purchasers. The Council's administrative cost is covered by the application fee paid by the applicants of the proposed road closure including the initial investigation, liaison with proposed purchasers, liaison with surveyor and conveyancer and internal processes to undertake the road closure.

If the recommendation is endorsed, the owners of 9 Melrose Avenue Stirling will pay Council \$9,000 (plus GST) for the purchase of their portion of the Road Land.

If the recommendation is not endorsed then the owners of 9 Melrose Avenue Stirling will need to enter into a road rent permit arrangement for their occupation of the Road Land.

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

Not Applicable

➤ **Sustainability Implications**

Not Applicable

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

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Property Advisory Group

*Administration:* Manager Property Services  
Biodiversity Officer  
Co-Ordinator Property Projects  
GIS & Asset Management Officer  
Manager, Civil Services  
Civil Projects Co-Ordinator  
Senior Civil Engineer  
Technical Officer  
Statutory Planner

*External Agencies:* SA Water

*Community:* Community Consultation was undertaken in accordance with the public notice requirements set out in the *Roads (Opening & Closing) Act 1991*.

## 2. BACKGROUND

The land owners of 9 Melrose Avenue Stirling submitted an application to Council in June 2020 to acquire portion of the road reserve to merge with their existing title, to rectify boundary encroachments.

The road closure proposes that approximately 183m<sup>2</sup> of road reserve will be closed and merged into the certificate of title for the land owners. This enables the rectification of encroachments of built infrastructure such as the rainwater tank, garage, stone shed, vegetation, steps, and part of the dwelling over the road reserve. (Refer to **Appendix 2**)

## 3. ANALYSIS

The original survey of this subdivision of Stirling (Deposited Plan 4120) was completed in 1946 and since then prior land owners of 9 Melrose Avenue Stirling have constructed encroachments on the road reserve. There are well established garden beds, hedging plantings, rainwater tank, slate steps, stone shed and together with a portion of the built garage and portion of the main dwelling that have been constructed on the Road Land.

The road closure process was commenced and undertaken in accordance with the requirements of the *Roads (Opening & Closing) Act 1991*. The Road Land was assessed by Council staff to ascertain its suitability for a closure and sale and this assessment indicated that it was suitable.

The proposed closure of the Road Land will not have any impact on the passage of vehicular or pedestrian traffic. The proposed closure will result in the rectification of the boundary being merged with the land at 9 Melrose Avenue Stirling. It is proposed that the boundary for 9 Melrose Avenue, Stirling will have incorporated approximately 183m<sup>2</sup> of road reserve.

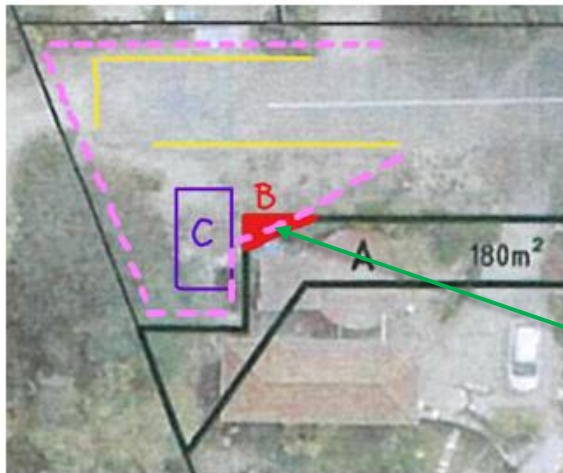
During Council's Internal Assessment of the proposal, engineering staff determined that a section of the road reserve should be retained to provide for the future construction of a turnabout to allow for the safe vehicle turning space. Melrose Avenue is not a thoroughfare and is a dead-end street. Melrose Avenue has only one exit point, via Ti-tree Road. (Refer to **Appendix 1**)

As required under the Council's *Disposal of Land Policy*, a valuation was obtained from an independent valuer to determine the market value of the Road Land. The value attributed by Valcorp Australia Pty Ltd for the road land was \$10,000.

Public Consultation has occurred, with one objection received from an adjoining land owner, at 22 Melrose Avenue Stirling. (Refer to **Appendix 3**)

The objection related to illegal parking in Melrose Avenue, particularly in the area adjacent to 9 Melrose Avenue, the rear entrance to 5 Ti Tree Road, and the property at 22 Melrose Avenue. The opposer has encountered difficulties with access and egress to their property at times, and believes that the turnabout construction is essential to enable safe access for all residents, their visitors, and emergency services. The opposer requested an additional section of land be retained by Council to accurately construct the turnabout.

Upon assessment of this objection, Council's engineering staff concurred with the objector's suggestion to retain the additional area of road reserve land (see below) to enable the turnabout construction at some point in the future.



The **yellow lines** show (more clearly) the existing clearway lines that are marked on the road.

The **red triangle at B** marks a corner of the proposed acquisition area A to which there is an objection, with the request that this red area B remain Public Road.

The **purple rectangle at C** marks the DIY carport on Public Road to be removed.

Red Section **B** to be excluded from the final Road Closure Plans

Council's intention is to retain the maximum amount of road reserve, while maintaining a reasonable resolution for the applicants who are paying the costs associated with the road closure.

Located in the proximity of Area B as highlighted above is SA Water and NBN infrastructure.

Council staff negotiated with the applicant to discount the purchase price by \$1,000 as a result of the proposed change. This provides some financial assistance associated with the costs of updating the road closure plans and possible infrastructure relocation when the turnabout construction commences.

Further, Council staff discussed a building offset of 0.6m for the existing stone shed. This offset from the road boundary would allow for the applicant to construct a barrier (eg. fence) to protect the existing stone garage/outbuilding which sits on the northern boundary of the road closure plan. (Refer to **Appendix 4**)

Currently, a carport sits upon the road reserve, and has been in place for many years (prior to the applicant's land ownership). This carport was placed without development approval, and without a permit for the alteration of the road/road reserve. The applicants have agreed to remove the carport from the road reserve area. To assist and enable sufficient off street parking space for vehicles, the applicants have submitted a proposal in accordance with Section 221 of the Local Government Act 1999, for the alteration of road. This application was to widen their existing driveway on Melrose Avenue, to allow for easier vehicle movement from their property. Council's Engineering staff are assessing this application.

The objector has since retracted their objection, on the basis that additional land was retained by Council, and the issues around parking within the street were satisfactorily addressed.

#### **4. OPTIONS**

The Council has the following options:

- I. Resolve to close the road and issue a Road Process Order in accordance with the recommendation (Recommended)
- II. Resolve to not endorse the road closure which will result in significant built encroachments remaining on the road reserve and a road rent/permit being entered into to permit the encroachment (Not Recommended)

#### **5. APPENDICES**

- (1) Map identifying the Road Land
- (2) Preliminary Plan identifying the Road Land and merging parcels
- (3) Objection from the owner of 22 Melrose Avenue, Stirling
- (4) Revision of Road Closure Plans

---

# **Appendix 1**

## *Road Land Identification*

---





Road Area

9 Melrose Ave

Melrose Avenue

Ti-tree Road

Bracken Road

Devon Avenue

South Eastern Freeway





---

## **Appendix 2**

*Preliminary Plan 2020/0005*

---



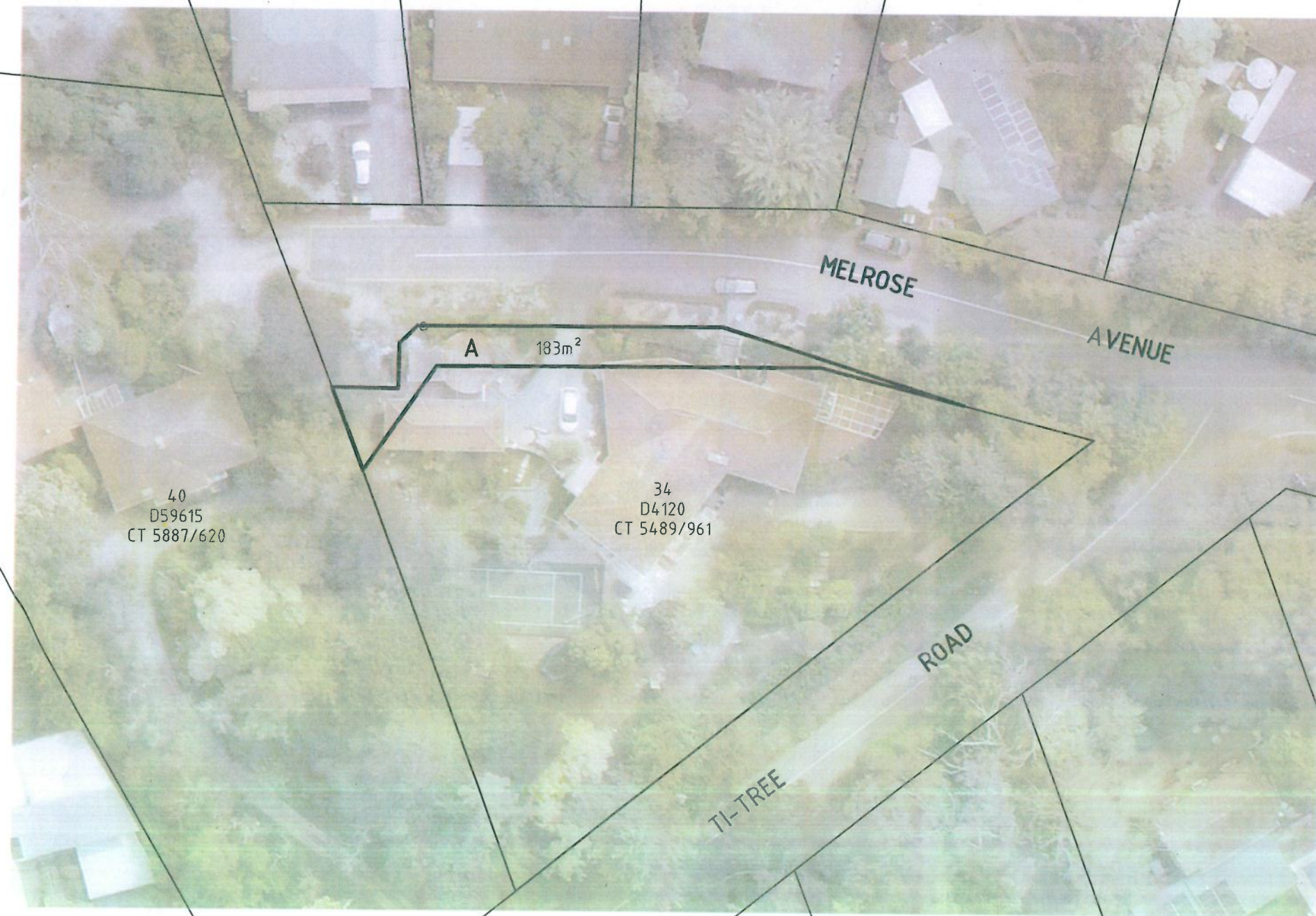


1  
D4120  
CT 5365/939

2  
D4120  
CT 5687/417

3  
D4120  
CT 5687/639

4  
D4120  
CT 5175/989



# PRELIMINARY PLAN

## 20/0040

PLAN UNDER THE ROADS (OPENING & CLOSING) ACT, 1991

TITLE REFERENCE FOR ROAD CT 5774/564

IRRIGATION AREA ..... DIVISION .....

HUNDRED ... NORALUNGA .....

AREA ... STIRLING .....

COUNCIL ... ADELAIDE HILLS COUNCIL .....

SCALE  
0 5 10 20 30 40 METRES

STATEMENTS CONCERNING EASEMENTS ANNOTATIONS  
AND AMENDMENTS

ROAD TO BE CLOSED LETTERED A

CLOSED ROAD A TO MERGE WITH CT 5489/961

AERIAL PHOTO SUPPLIED BY AROMETREX. FLOWN 10/03/2020.

CERTIFIED CORRECT AS TO INTENT

DATED / /2020 ADELAIDE HILLS COUNCIL

I HEREBY CERTIFY THAT THE PORTION OF ROAD TO BE CLOSED  
HEREON ARE ROAD WITHIN THE MEANING OF SECTION 3 OF THE  
ROADS (OPENING & CLOSING) ACT, 1991

AUTHORITY REFERENCE: D4120

/ /2020

MICHAEL DEAN NIETSCHKE  
LICENSED SURVEYOR

**Alexander & Symonds Pty.Ltd.**

11 KING WILLIAM STREET, KENT TOWN  
P.O. BOX 1000 KENT TOWN 5071  
Tel (08) 8130 1666 Fax (08) 8362 0099 A.B.N. 93 007 753 988

REFERENCE 20A0142PP(E)

RHF 05.02.2021





IDENTIFICATION CERTIFICATE  
ALLOTMENT 34 IN DP 4120  
IN THE AREA NAMED  
**STIRLING**  
HUNDRED OF NOARLUNGA  
CERTIFICATE OF TITLE : VOLUME 5489 FOLIO 961

NOTE: BOUNDARIES NOT PEGGED

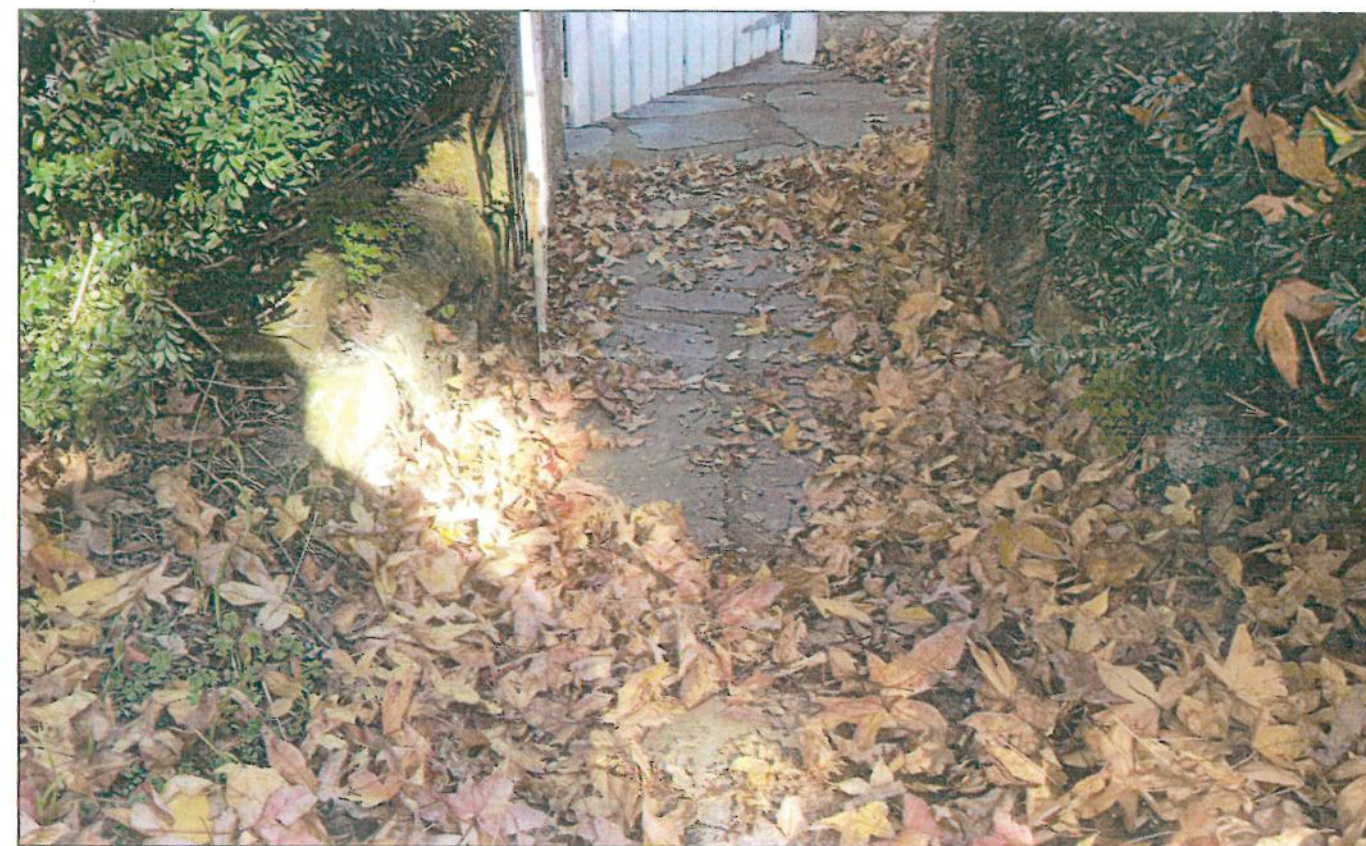
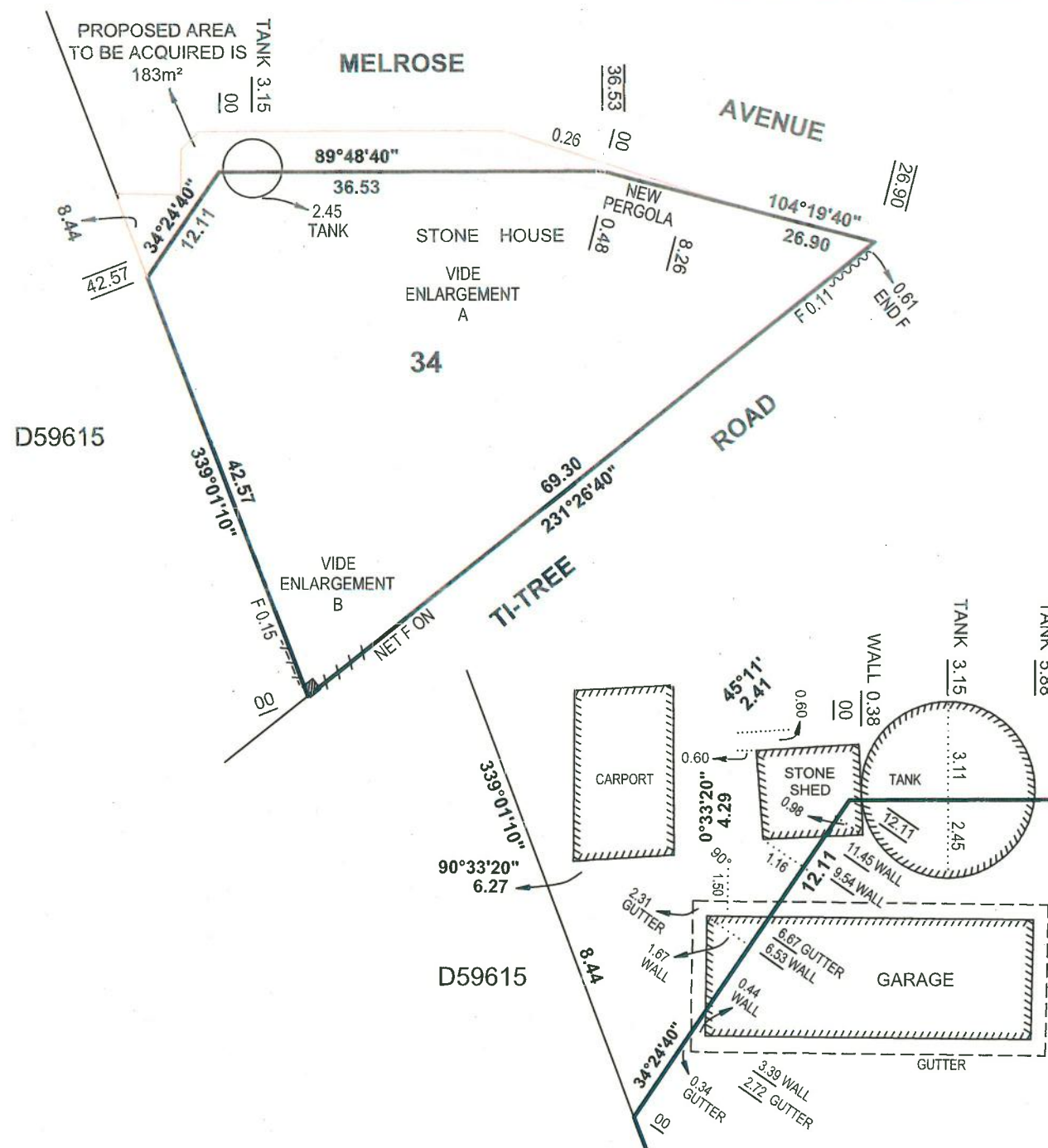
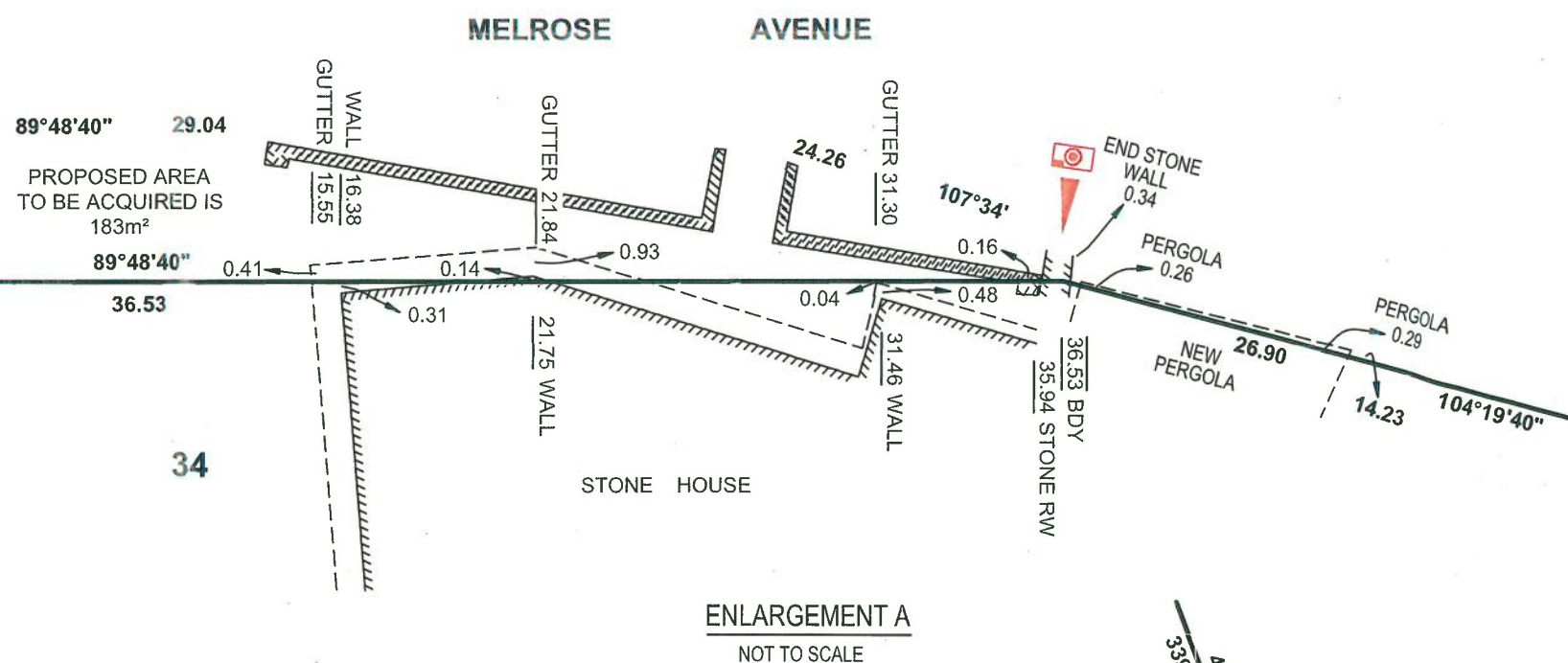
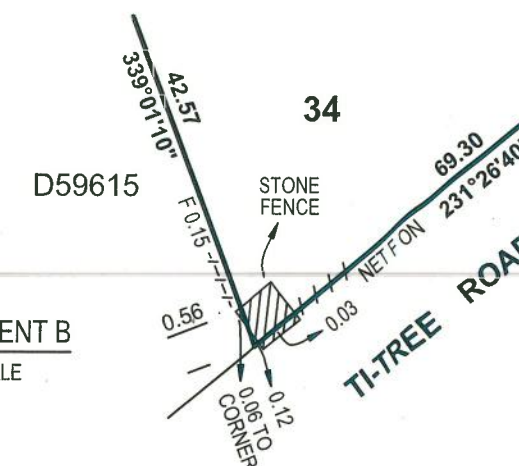


IMAGE SHOWING STONE WALLS LEADING TO FRONT GATE OF PROPERTY



ENLARGEMENT A  
NOT TO SCALE

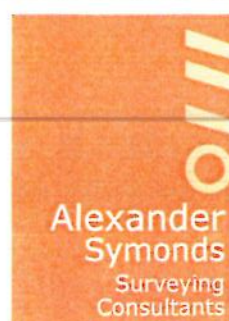


ENLARGEMENT B  
NOT TO SCALE

Alexander & Symonds Pty Ltd  
11 King William Street Kent Town,  
South Australia 5067  
PO Box 1000 Kent Town, SA 5071  
DX 209 ABN 93007 753 988

T (08) 8130 1666  
F (08) 8362 0099  
W www.alexander.com.au  
E adelaide@alexander.com.au

+ Property + Land Development +  
+ Construction + Mining +  
+ Spatial Information Management +



LEGEND  
● MN Denotes MASONRY NAIL  
● MP Denotes METAL PIN  
● SPK Denotes SPIKE  
O/S Denotes OFFSET  
CB Denotes COLORBOND  
FD Denotes FOUND  
RW Denotes RETAINING WALL  
F Denotes FENCE  
GI Denotes GALVANISED IRON  
BDY Denotes BOUNDARY  
Denotes CAMERA LOCATION

BOUNDARY DEFINITION IN ACCORDANCE WITH SURVEY  
MARKS FOUND IN DP 4120 AND DP 52865

0 5 10 15 20 25  
SCALE 1:500 METRES  
AT ORIGINAL SHEET SIZE B3

**MARK HOWARD OLDFIELD**  
LICENSED SURVEYOR

REF: 20A0142 IDENT(E)  
SURVEYED: MHO 17/07/2020  
DRAFTER: BCA/RHF 05/02/2021



---

## **Appendix 3**

*Objection from the owner of 22 Melrose Avenue*

---

28th October 2020

Dear Madam/Sir,

As the owner and resident of 22 Melrose Avenue, Stirling (CT 5365/939), I am writing in response to the notice regarding the Road Process Order to close and merge with 9 Melrose Avenue, Stirling, the Public Road adjoining 9 Melrose Avenue, Stirling, more particularly delineated and lettered A on Preliminary Plan 20/0040.

**ADELAIDE HILLS COUNCIL**  
**ROADS (OPENING AND CLOSING) ACT 1991**  
**Road Closure—Public Road, Stirling**

NOTICE is hereby given, pursuant to Section 10 of the *Roads (Opening and Closing) Act 1991*, that the ADELAIDE HILLS COUNCIL proposes to make a Road Process Order to close and merge with 9 Melrose Avenue, Stirling the Public Road adjoining 9 Melrose Avenue, Stirling, more particularly delineated and lettered **A on Preliminary Plan 20/0040**.

A copy of the plan and a statement of persons affected are available for public inspection at the offices of the Council at 63 Mt Barker Road, Stirling, between the hours of 8.30am and 5.00pm, Monday to Friday, or at the Adelaide office of the Surveyor-General during normal office hours.

The Preliminary Plan can also be viewed at <http://www.sa.gov.au/roadsactproposals>.

Any application for easement or objection must set out the full name, address and details of the submission and must be fully supported by reasons.

The application for easement or objection must be made in writing to the Council at PO Box 44, Woodside, SA 5244 WITHIN 28 DAYS OF THIS NOTICE and a copy must be forwarded to the Surveyor-General at GPO Box 1354, Adelaide, SA 5001. Where a submission is made, the Council will give notification of a meeting at which the matter will be considered.

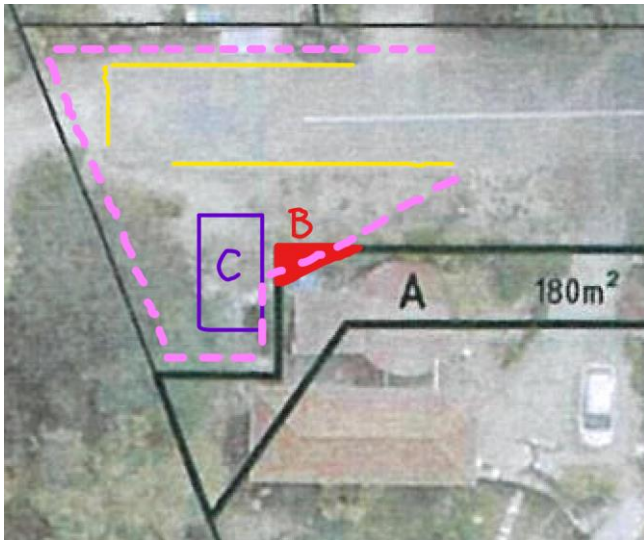
Dated: 8 October 2020

A. AITKEN  
Chief Executive Officer

PRELIMINARY PLAN	
20/0040	
PLAN UNDER THE ROADS (OPENING & CLOSING) ACT, 1991	
TITLE REFERENCE FOR ROAD CT 5774/564	
IRRIGATION AREA	DIVISION
HUNDRED	NORALUNGA
AREA	STIRLING
COUNCIL	ADELAIDE HILLS COUNCIL
SCALE 0 5 10 20 30 40 METRES	
STATEMENTS CONCERNING EASEMENTS ANNOTATIONS AND AMENDMENTS	
ROAD TO BE CLOSED LETTERED A	
CLOSED ROAD A TO MERGE WITH CT 5489/961	
AERIAL PHOTO SUPPLIED BY AROMETREX. FLOWN 10/03/2020.	
CERTIFIED CORRECT AS TO INTENT	
DATED 25/9/2020	
ADELAIDE HILLS COUNCIL	
I HEREBY CERTIFY THAT THE PORTION OF ROAD TO BE CLOSED HEREON ARE ROAD WITHIN THE MEANING OF SECTION 3 OF THE ROADS (OPENING & CLOSING) ACT, 1991	
AUTHORITY REFERENCE: D4120	
25/9/2020	
MICHAEL DEAN NIETSCHE LICENSED SURVEYOR	
Alexander & Symonds Pty.Ltd.	
11 KING WILLIAM STREET, KENT TOWN P.O. BOX 1000 KENT TOWN 5071	
Tel (08) 8130 1666 Fax (08) 8362 0099 A.B.N. 93 007 753 988	
REFERENCE 20A0142P(10)	
RHP: 07.09.2020	

I have previously raised with various members of AHC the apparent discrepancies between the plan of boundaries (provided by council maps) at the end of Melrose Avenue and the actual physical

environment and parking and access issues. It would appear that some time ago, a previous owner of 9 Melrose Avenue illegally erected a DIY carport well beyond the north west corner of their property boundary, and clearly on Public Road meant for vehicle turnaround (hammerhead shape), as evidenced by the current/original property boundary for 9 Melrose Avenue outlined in the Preliminary Plan 20/0040 above. The carport in question was barely visible on the image so I have outlined it at C in purple below. I wish for as much of that original turnaround land as possible be retained for/returned to Public Road use, while still meeting the needs of the current owners of 9 Melrose Avenue to realign their boundary to incorporate their large solid stone structures, to the west of and separate from their main residence. With this in mind, I have marked a small red triangular area, B, on the map below and would appreciate consideration for that red area to be excluded from area A and instead kept as part of the original Public Road turnaround area, along with the rest of the hammerhead area outside marked area A.



The **yellow lines** show (more clearly) the existing clearway lines that are marked on the road.

The **red triangle at B** marks a corner of the proposed acquirement area A to which there is an objection, with the request that this red area B remain Public Road.

The **purple rectangle at C** marks the DIY carport on Public Road to be removed.

The **pink dotted line** marks the requested No Parking Area I have raised with Kylie Caruso (Property Officer, Adelaide Hills Council) and will be following up.

My concerns relate to the extreme narrowness at the dead end which is due to and exacerbated by the loss of the original Public Road land and turnaround area by the illegal installation of the carport (C). This affects the ability to enter and exit my property safely and freely, especially during the fire season and catastrophic fire days, as well as impeding or denying access for other services, e.g. ambulance, fire engine, larger vehicles, trailers used for vegetation clearance, etc. Despite the painting of yellow clearway lines a few years ago, there are still drivers (usually visitors to other properties and hence unknown to me) who disregard these lines, parking on top of them at best and right in the middle of the road at worst (for several hours or even overnight) as if the whole end of the street is a carpark. Several times, I have been unable to drive into or out of my property due to these illegally parked cars and had to leave my car parked down the street or change plans about going out.

I spoke with AHC Property Officer Kylie Caruso today (Wednesday 28<sup>th</sup> October), regarding this Preliminary Plan (20/0040). I explained my past and current concerns and difficulties regarding accessibility and safety and I expressed my desire for as much as possible to be done to return the maximum amount of Public Road land at the end of Melrose Avenue and reinstate the hammerhead turnaround area, with no parking permitted as shown above by the pink dotted line. I will be continuing these discussions with her and the Adelaide Hills Council. I realise that the parking issues, yellow/pink lines and removal of the carport (C) are not part of Preliminary Plan 20/0040 per se, but I wish for my request to maintain the red triangular area (B) as Public Road and not include it in proposed area A to be understood and considered in the larger context.



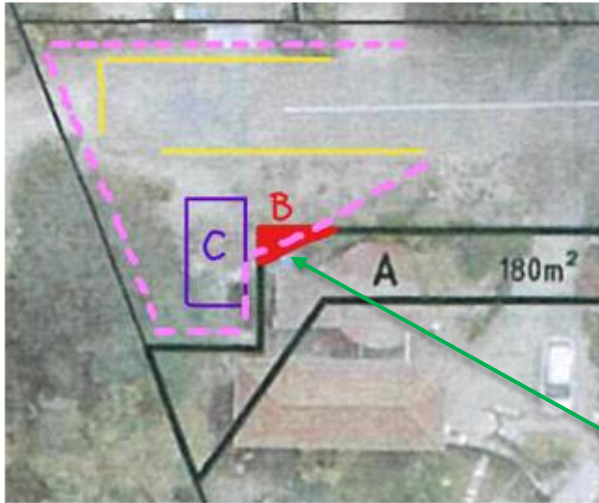
---

## **Appendix 4**

### *Revision of Road Closure Plans*

---

# ROAD CLOSURE PLAN AMENDMENTS

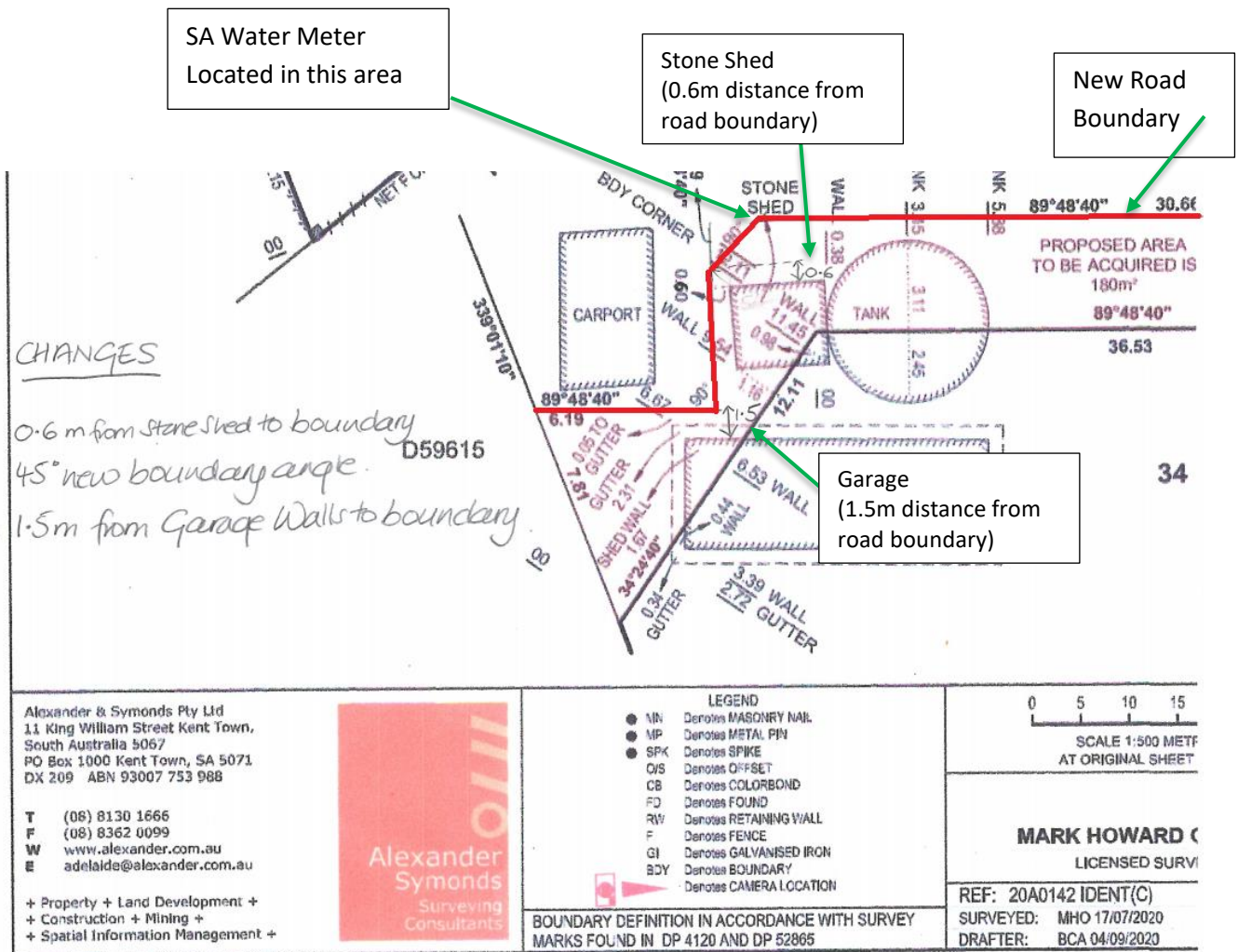


The **yellow lines** show (more clearly) the existing clearway lines that are marked on the road.

The **red triangle at B** marks a corner of the proposed acquisition area A to which there is an objection, with the request that this red area B remain Public Road.

The **purple rectangle at C** marks the DIY carport on Public Road to be removed.

Red Section **B** to be excluded from the final Road Closure Plans



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 12.3

**Responsible Officer:** Melissa Bright  
Manager Economic Development  
Community Capacity

**Subject:** Economic Development Plan

**For:** Decision

---

**SUMMARY**

The purpose of this report is to provide a draft *Economic Development Plan 2020-24* for the Council's consideration.

During the development of the *Strategic Plan 2020-24 A Brighter Future*, A Prosperous Economy was identified as one of the five key goals. Four objectives and 18 priority areas were also contained within that goal area.

The proposed *Economic Development Plan (Appendix 1)* outlines Council's proposed actions to support the development of our region's economy and to deliver the objectives and priorities identified in the Strategic Plan. This Economic Development Plan updates and replaces the *2015 Economic Development Strategy* and in line with the Strategic Plan, provides guidance for Council's economic development activities until 2024.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. To adopt the Economic Development Plan, as contained in *Appendix 1*.
  3. That the CEO, or delegate, be authorised to make any necessary formatting, nomenclature or other minor changes to the Economic Development Plan prior to being published.
-

## 1. GOVERNANCE

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

*Strategic Plan 2020-24 – A Brighter Future*

Goal 3 A prosperous economy

Objectives E1 to E4

Priorities E1.1 to E4.4

A Prosperous Economy was identified as one of the five key goals in the *Strategic Plan 2020-24 – A Brighter Future* (Strategic Plan). The proposed *Economic Development Plan 2020-24* (EDP) outlines Council's actions to support the development of our region's economy and to deliver the objectives and priorities identified in the Strategic Plan under this goal area.

### ➤ Legal Implications

Chapter 2, Section 7 of the *Local Government Act 1999* specifies one of the functions of a council to include:

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

The Council's EDP assists Council in fulfilling this responsibility.

### ➤ Risk Management Implications

The updated EDP will assist in mitigating the risk of:

*Not having planning and guidance for taking a more active and directed role in supporting local economic development leading to economic development services and programs that are not aligned with the needs of the region.*

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

The EDP is a key element of the mitigating action proposed to be undertaken to achieve the target risk.

### ➤ Financial and Resource Implications

It is proposed that the actions identified in the EDP will be delivered through the existing economic development budget. Wherever possible grant funding and partnerships will be actively sought to supplement the budget.

### ➤ Customer Service and Community/Cultural Implications

Improving communication between Council, the region's business community, other levels of government, key industry groups and regional development bodies has been a key activity for the Economic Development team.

➤ **Sustainability Implications**

Sustainable economic development is the rate of growth which can be maintained without creating other significant problems (financial, environmental and social), especially for future generations. This principle underpins all the objectives, priorities and actions proposed in the EDP.

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

The Economic Development team regularly communicates and engages with individual business owners, business and industry organisations and other levels of government.

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* 10 November 2020

*Advisory Groups:* Not Applicable

*Administration:* Chief Executive Officer  
Director Community Capacity  
Director Infrastructure and Operations  
Director Development and Regulatory Services  
Executive Manager Governance and Performance  
Executive Manager Organisational Development  
Senior Strategic and Policy Planner  
Community Development Officer, Youth & Recreation

*External Agencies:* Regional Development Association Adelaide Hills, Fleurieu and Kangaroo Island  
Alexandrina Council  
Yankalilla Council  
Victor Harbor Council  
Mount Barker District Council  
Rural Business Support  
TAFE SA  
SA Tourism Commission  
Department for Innovation and Skills  
PIRSA  
Department for Trade and Investment  
AusIndustry  
Business SA

*Community:* Apple and Pear Growers SA  
Cherries SA  
Adelaide Hills Wine Region  
Adelaide Hills Tourism  
Woodside Commerce Association  
Stirling Business Association  
Adelaide Hills Business Centre

## 2. BACKGROUND

In October 2015 the Council adopted its first *Economic Development Strategy* (EDS) as the basis for ongoing discussion with the region's business community and how best to support economic development.

At its October 2015 meeting, Council resolved:

### 14.7. Economic Development Strategy

Moved Cr Linda Green 163  
S/- Cr Malcolm Herrmann

Council resolves:

1. That the report be received and noted.
2. That the final draft of the Economic Development Statement dated October 2015, forming Appendix 2, be adopted by Council.
3. The CEO prepare a schedule for implementation of the Strategy by March 2016.

Carried Unanimously

At its March 2016 meeting the *EDS Implementation Plan* was presented. Council resolved:

### 14.1 Economic Development Strategy Implementation Plan

Moved Cr Malcom Herrmann 50  
S/- Cr Linda Green

Council resolves:

1. That the report be received and noted.
2. That the draft of the Economic Development Statement – Implementation Plan contained in Appendix 2 be adopted by Council recognising that a number of the initiatives are funded.
3. The adopted Implementation Plan will be revised upon the adoption of the 2016/17 Annual Business Plan and Budget to remove any unfunded initiatives.

#### Variation with leave of the meeting

Council resolves:

1. That the report be received and noted.
2. That the draft of the Economic Development Statement – Implementation Plan contained in Appendix 2 be adopted by Council recognising that a number of the initiatives are funded.
3. The adopted Implementation Plan will be revised upon the adoption of the 2016/17 Annual Business Plan and Budget to reconsider any unfunded initiatives.

Carried Unanimously

On 28 April 2020 Council resolved to adopt the *Strategic Plan 2020-24 A Brighter Future*.

**12.3 2020 – 2024 Strategic Plan Adoption**

**Moved Cr Linda Green  
S/- Cr Kirsty Parkin**

**69/20**

**Council resolves:**

- 1. That the report be received and noted**
- 2. To adopt the 2020-24 Strategic Plan, as contained in Appendix 1, in accordance with Section 122 of the Local Government Act 1999.**
- 3. That the CEO, or delegate, be authorised to:**
  - a. Make any necessary formatting, nomenclature or other minor changes to the Plan prior to being published and**
  - b. Determine the publishing timings, format, and media processes while ensuring consistency and compliance with the provisions of applicable legislation.**

During the consultation process for the Strategic Plan, *A Prosperous Economy* was identified as one of the five key goals, which included four objectives and 18 priority areas. The proposed EDP outlines Council's proposed actions to support the development of our region's economy and to deliver the objectives and priorities identified in the Strategic Plan. This EDP updates and replaces the 2015 EDS and in line with the Strategic Plan, provides guidance for Council's economic development activities until 2024.

**3. ANALYSIS**

Business (including primary production activities) is an important part of the Adelaide Hill's community, with over 4,000 registered businesses operating in the region. Supporting sustainable long-term economic growth through the retention of existing business and the attraction of new business and investment will encourage greater economic diversity, local job opportunities and maintain the community's quality of life. The proposed EDP provides a basis for ongoing discussions with the region's business community to understand how Council can best support and facilitate economic development.

Over the past five years the Council has been working with other levels of government, local businesses and associations to generally improve relations with Council, and to better understand the local economic development issues. In developing the role for Council in economic development, endeavours have been made to ensure that existing programs and activities (in and outside of Council) are not duplicated and that the contribution made by Council is both value adding, effective and efficient.

The demand for information and advice on a wide range of economic development issues in the region – workforce development, infrastructure requirements and projects, grants and business support requirements, industry development needs etc. – has escalated significantly and it is expected that this will continue as all levels of Government look towards community-led recovery (from both bushfire and COVID-19). Having a good understanding of and being well connected with the region's business community ensures Council is best placed to provide the type of advice and advocacy that ensures that the right programs and services are being provided to our business community, particularly during these difficult times.



Council has been directly funding economic development activities for some time, notably to Adelaide Hills Tourism, the Adelaide Hills, Fleurieu and Kangaroo Island RDA and Stirling Business Association. Council will continue to engage closely with these organisations to ensure that the activities and economic development outcomes of this funding are consistent with the EDP.

The proposed EDP (**Appendix 1**) is largely self-explanatory and for the sake of brevity, its content is not described in length here. However, in broad terms the objectives of the EDP can be summarised as:

- Improving relations between Council and the business community
- Improving coordination and contribution of the existing economic development initiatives funded by Council
- Clarifying the Council's role in economic development and prioritising the allocation of resources
- Improving understanding internally of how Council services impact on business
- Adding value to and participating in regional, State and Commonwealth Government economic development initiatives, and
- Collaborating with contiguous economic development regions (Mt Barker, Alexandrina, Victor Harbor, Yankalilla, Kangaroo Island Councils and RDA).

Should the Council adopt the EDP as recommended in this report, it will guide Council's economic development activities in line with the Strategic Plan until 2024.

#### **4. OPTIONS**

Council has the following options:

- I. To receive and approve the *Economic Development Plan* (Recommended)
- II. To require additional actions to be undertaken (Not Recommended).

#### **5. APPENDIX**

- (1) Economic Development Plan

---

# **Appendix 1**

## *Economic Development Plan*

---

# Economic Development Plan

2020 to 2024



## **Council's Prosperous Economy Aspiration**

*Our region's economy is diverse and sustainable with a reputation for quality, niche products, services and experiences underpinned by a culture of creativity and innovation.*

*Strategic Plan 2020-24 – A brighter future*

## Introduction

Business (including primary production activities) is an important part of the Adelaide Hills community, with over 4,000 registered businesses operating in the region. Supporting sustainable long-term economic growth through the retention of existing business, and the attraction of new business and investment, encourages greater economic diversity, local job opportunities and is a key element to enhancing our community's quality of life.

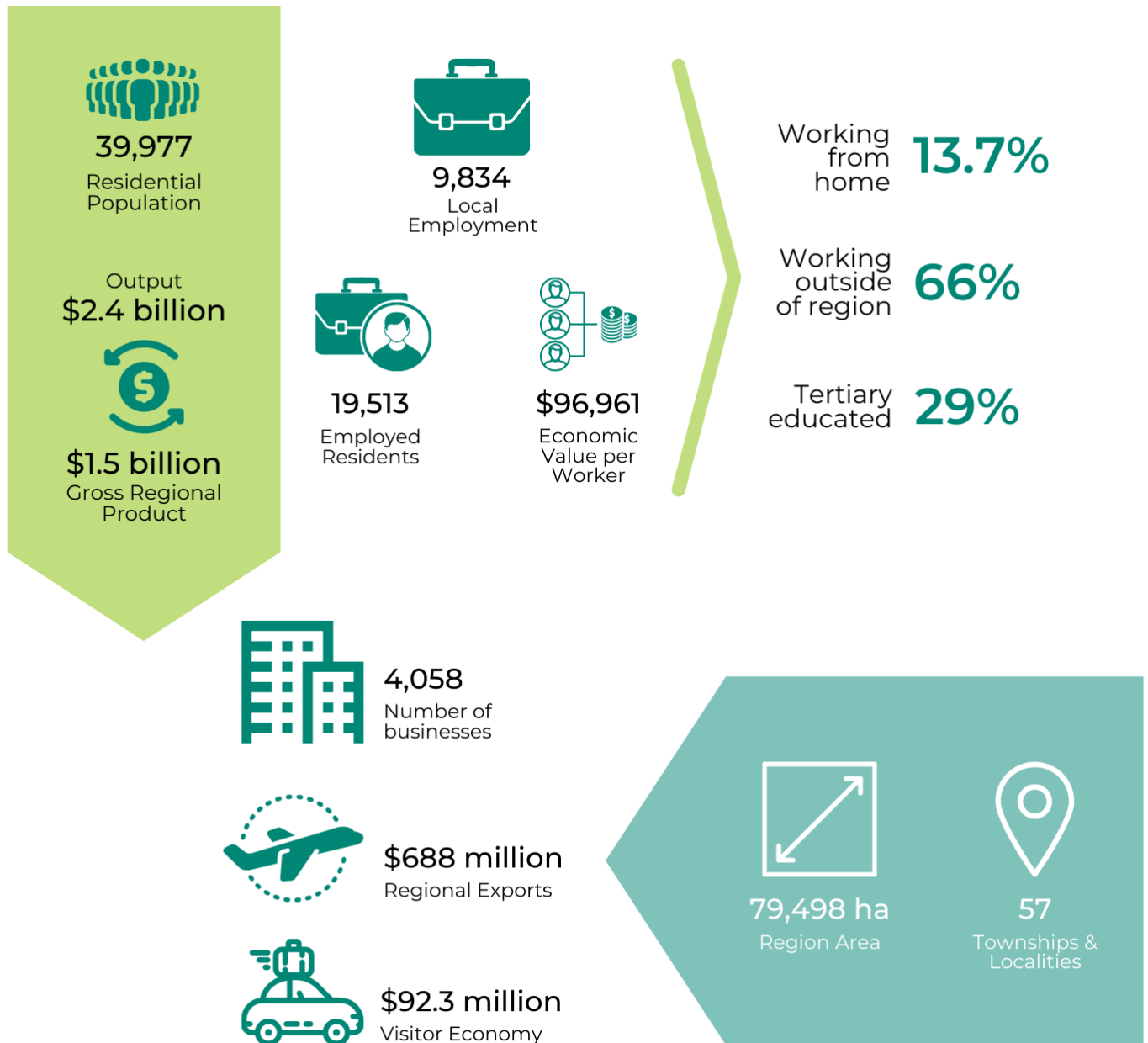
Economic prosperity is necessary for the region to be competitive in both a national and international context. As our economy evolves from predominantly production-based to one based on innovation and creativity, it is important that we change in a way that strengthens our industries, creates good jobs and encourages investment in the region. Economic development is not pursued for its own sake but rather for what it contributes to community wellbeing in all its dimensions.

It is recognised that economic development is a dynamic process that is evolutionary and path-dependent with the possibility of new pathways opening up through interrupters such as disruptive technologies, pandemics and climatic events. Like many regional areas, the economic environment within which Adelaide Hills operates is changing, and rapidly. This presents challenges, but also opportunities for our economy to become more diverse and innovative. While many factors are beyond the direct influence of Council, we can help to remove barriers and create the conditions necessary to make it easier for business to seize opportunities as they arise.

In 2020 the Adelaide Hills Council released our *Strategic Plan 2020-24 – A brighter future* where a Prosperous Economy was identified by our community as one of the five key goals. With the above in mind, this Economic Development Plan outlines Council's actions to support the development of our region's economy and to deliver the objectives and priorities identified in the Strategic Plan.



## Fast Facts



Source: [www.economy.id.com.au/rda-ahfki](http://www.economy.id.com.au/rda-ahfki)

The Adelaide Hills has a range of comparative advantages including:

- Convenient access to Adelaide
- A highly skilled workforce
- Agreeable climate for both lifestyle and agriculture
- Envious lifestyle
- Friendly local people
- Widely available entertainment and leisure opportunities

## Role of Council

The South Australian *Local Government Act 1999* outlines a range of functions that councils need to provide for their communities. The function most relatable to economic development is:

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

Undertaken at the regional level and actively involving the region's community, addressing regional problems and issues through a systematic and well-defined change process is more likely to improve living standards and generate better value for money.

The role for Council in economic development is essentially one of improving the flow of information and bringing relevant parties together (including business, industry representative groups, all levels of government) to use this information for greater economic benefit.

The demand for information and advice on a wide range of economic development issues in the region – workforce development, infrastructure requirements and projects, grants and business support requirements, industry development needs etc– has escalated significantly and it is expected that this will continue as all levels of Government look towards community-led recovery (from both bushfire and COVID-19). Having a good understanding of and being well connected with the region's business community ensures Council is best placed to provide the type of advice and advocacy that ensures that the right programs and services are being provided to our business community, particularly during these difficult times.

In developing the action plan, the proposed role of Council has been identified using the following guide:

Council Role	Description
<b>Advocate</b>	Formally or informally speaking or writing in favour of/supporting a recommendation of
<b>Inform/Promote</b>	Giving or distributing knowledge and information
<b>Invest/Provide</b>	Contributing financially or in-kind including through purchase, interest, or income to achieve something
<b>Lead</b>	Owning and undertaking actions directly (e.g. developing, maintaining or improving something)
<b>Partner/Connect</b>	Working alongside other organisations/government/non-profits/businesses etc. to achieve something
<b>Research</b>	Undertaking inquiry or investigation or evaluation
<b>Regulate</b>	Specific role in response to legislation & compliance
<b>Review</b>	Inspecting or looking at or discussing
<b>Support</b>	Providing assistance using existing resources to develop, maintain, or improve, bring together stakeholders to collectively pursue a shared interest, service or resolve an issue.



## Success Through Partnerships

Many of our challenges and opportunities exist on a regional level and are therefore best addressed by adopting a “no boundaries” approach. In delivering and contributing to the region’s economic prosperity, Council works with a number of key strategic partners including:

- Adelaide Hills Tourism
- Adelaide Hills Wine Region
- Apple and Pear Grower’s Association
- Cherry Growers SA
- Commonwealth Government – AusIndustry, Department for Education, Skills and Employment, AusTrade, Department of Infrastructure, Transport, Regional Development and Communications
- Local Government - Neighbouring councils, Local Government Association, Greater Adelaide Region Organisation of Councils, Southern Hills Local Government Association
- Regional Development Australia Adelaide Hills, Fleurieu and Kangaroo Island
- South Australian Government – South Australian Tourism Commission, PIRSA, Department for Trade and Investment, Department for Innovation and Skills
- Stirling Business Association
- Woodside Commerce Association

To assist our economic development activities in the region we have formal funding arrangements with the following:

***Regional Development Australia Adelaide Hills, Fleurieu and Kangaroo Island*** is a partnership between the Australian, State and Local Governments to support the growth and development of region. This non-profit, community-based organisation builds partnerships between governments, local businesses, community groups and key regional stakeholders to provide strategic and targeted responses to economic, environmental and social issues affecting the region.

***Adelaide Hills Tourism*** is the State Government recognised Regional Tourism Organisation for the Adelaide Hills Tourism Region. AHT provides leadership, strategic projects and market intelligence, coordinates marketing and provides connectivity between tourism operators and government. It is directed by a Board comprising tourism operators, industry sector and regional stakeholder representatives and the main funding partners – Adelaide Hills Council and Mount Barker District Council.

***Stirling Business Association*** is funded through a separate rate on commercial property in the village to provide a central point of contact for Council, businesses and others to:

- Represent the views of the Stirling business community
- Facilitate a shared vision for the village and collaborate with key stakeholders to realise the vision
- Further the economic development of the village and encourage further investment in the village
- Oversee key marketing, promotion and communication activities and
- Build relationships among the village business community, community groups, Council and other levels of Government.

## Action Plan

Directly connected to the objectives (E1 to E4) and priorities (E1.1 to E4.4) in our Strategic Plan, the Action Plan suggests the outcomes and actions required to make A Prosperous Economy goal a reality. The Plan has been developed with a whole-of-council approach in mind and actions will be achieved in collaboration with key partners in business, community and government. Reflecting the collaborative intent of the Plan, relevant strategic documents have been drawn upon and Council's role to assist has been considered. These include:

- Regional Visitor Strategy
- Horticulture Strategy
- Creative Industries Strategy
- Food, Wine and Agribusiness Plan for Growth
- The South Australian Visitor Economy Sector Plan 2030

Getting feedback from our business community as well as analysing demographic, growth and visitor data will help to track how our services are assisting local businesses and overall economic prosperity. The Plan will also be reviewed annually to ensure our progress is understood, while providing the flexibility to address emerging challenges and new opportunities.

The Actions have been collated under four key themes, however it is recognised that these are not mutually exclusive with overlaps and dependency between the themes.



## Our Industries

When thinking about the region's economy it is useful to classify industries as:

- **Engines** – industries that bring money into the region and that drive the local economy. In the Adelaide Hills these are predominantly viticulture, horticulture and tourism.
- **Enabling** – industries that support the engines such as agronomy,
- **Population serving** – industries that support the local population such as real estate agents, trades, health care, education and retail sector.

Many people in the Adelaide Hills are employed in the population servicing industries. However, typically the fortunes of both the population-servicing and the enabling industries depends on the success of the engines, and therefore, to drive growth and prosperity, it is important to focus on the engine sectors.

However, as sectors change and adapt to market pressures our engines of growth are also likely to change over time. Indeed, international studies attribute one-fifth to one-half of economic growth to changes in industry composition (PC, 2012). An economy cannot raise productivity without change – whether through doing new things or doing old things better. Facilitating innovation and enabling investment is therefore critical to supporting a competitive and productive region.

The Economic Development Plan recognises the existing strengths of the region and describes the strategies and actions for building on those strengths.

“

Local economic development is a process that builds up the economic capacity of the local area to improve its economic future and the quality of life for all. It is a process by which public, business, government and non-government sector partners work collectively to create better conditions for economic growth and employment generation. Economic development focuses on enhancing competitiveness, increasing sustainable growth and ensuring that growth is inclusive

”

*The World Bank, 2013*

## E1 - Support and grow our region's existing and emerging industries

Outcome	How	Council Role
<b>E1.1 - Support and encourage a compelling reason for both intrastate, interstate and international tourists to visit the Adelaide Hills</b>		
Adelaide Hills Tourism is recognised as the lead body to deliver industry led projects and programs.	Implement three-year funding agreement with Adelaide Hills Tourism. Provide advice and support to Adelaide Hills Tourism to develop and implement their strategic priorities.	Promote/ Educate Lead/Empower Partner Support Invest/Provide
Residents engage with the region to enhance the visitor experience for their visiting friends and relatives.	Support Adelaide Hills Tourism to implement programs focussed on the Adelaide Hills community.	Promote/Educate Partner Support
Visitor needs are serviced across a range of print and digital platforms.	Support and advise Adelaide Hills Tourism's development, implementation and evaluation of digital servicing tools.	Partner Support
Improved partnerships between local tourism operators.	Promote collaboration and encourage businesses through identification of opportunities and individual support.	Promote/ Educate Support
<b>E1.2 - Take advantage of the full potential of our region's primary production and associated value adding activities</b>		
Primary Production businesses have grown their markets domestically and internationally.	Facilitate connections between Primary Production businesses and agencies/programs that assist with export services and capability development including R&D and production efficiencies.	Partner Support
There is a reduction in complaints from residents about Primary Production activities.	Support development of "Living in Harmony" campaign to promote co-existence of industry and residents.	Promote/Educate Support
Adelaide Hills has pest free zone status.	Advocate and support regulation requirements for pest control and support community messaging campaigns.	Promote/Educate Advocate
<b>E1.3 - Support and encourage the growth and development of our region's creative industry micro businesses</b>		
Develop creative industry co-working space at Fabrik.	Research and review creative industry hub models, scope up the role of a business hub at Fabrik and seek external funding and support.	Research Lead Partner
There is an increase in the number of Creative industries businesses linked to the Fabrik development and creating textile/fashion business ecosystem.	Promote collaboration opportunities to industry partners and creative businesses.	Research Partner
Micro creative industry businesses improve business skills	Facilitate links between Adelaide Hills based creative industry businesses and business support services and programs.	Partner Support

Outcome	How	Council Role
<b>E1.4 - Promote, support and encourage our existing and emerging businesses to respond to economic changes by being creative, innovative productive and resilient to unexpected impacts</b>		
Businesses are using e-commerce and new technology to build markets and increase productivity.	Promote information to businesses on the use of e-commerce and new technology. Identify and facilitate access through referral to programs.	Promote/Educate
Manufacturing and Service provision businesses are increasing in number and growing their markets domestically and internationally.	Promote business support services which build resilience and capability in response to adverse events including climate change and disruptors.	Promote/Educate
There is an increase in the number and retention of start-up businesses.	Promote and facilitate connections to business start-up support services. Identify and develop relationships with Aboriginal and Torres Strait Islander businesses in the region.	Promote/Educate
<b>E1.5 - Engage and assist our region's key business and industry groups to be resilient, proactive and successful</b>		
Business and Industry Associations are active, resilient, sustainable and successful.	Support industry associations with information, advice and training.	Partner Support
Businesses have the skills and support needed to maintain and grow their capability.	Promote small business support services. Support business resilience training program.	Promote/Educate Advocate
<b>E1.6 - Encourage and facilitate local supplier participation in all level of Government tendering processes</b>		
More Adelaide Hills businesses are successful in winning work to supply goods and services to Local, State and Australian Government.	Local businesses are informed of and assisted to register with the SA Government Industry Capability Network. Councils explores joining the Small Business Commissioners Friendly Council initiative by developing a procurement register and training program for local suppliers.	Promote/Educate Lead

## Our Infrastructure

Infrastructure services, including transport, communications, energy and water, provide platforms for production and innovation and the costs and quality of these services strongly influences the regions competitiveness. Without ongoing investment in infrastructure, any competitive advantage is quickly eroded.

Telecommunications remains an ongoing challenge for the region with the added complexity of the fast-moving pace of the sector. Poor telecommunication services in regional areas are a significant contributor to the rural/urban divide.

A large proportion of residents commute for work, educational purposes and general services making our road networks crucial infrastructure for the region. When transport systems are efficient, they provide economic and social opportunities and benefits that result in positive multiplier effects such as better accessibility to markets, employment, and additional investments.

The Economic Development Plan recognises the importance of infrastructure as a key enabler to our region's development and describes the strategies and actions required to encourage timely and efficient provision of infrastructure services.

“

Let's go invent tomorrow instead of worrying about what happened yesterday.

”

Steve Jobs  
*Co-founder, Apple*

## E2 - Provide local infrastructure to drive growth and productivity

Outcome	How	Council Role
<b>E2.1 - Work with all levels of Government to ensure the region's infrastructure needs are understood and prioritised</b>		
There is sufficient NBN and wi-fi coverage across the region to meet business's needs.	Identify blackspots/service gaps and advocate for improvements to regional wi-fi and NBN infrastructure to address these.	Research Advocate
Transport infrastructure meets the needs of businesses and residents.	Identify gaps in both passenger and freight transport systems and advocate for improvements. Adopt co-design principles that engage our residents with disability, their families and carers, in the ongoing management, maintenance and replacement planning of public infrastructure (including roads, bridges, signage, footpaths) through consultation processes.	Research Advocate
Increased usage of recreational infrastructure such as trails.	Promote and support the upgrade and improvement in the region's trails.	Lead
<b>E2.2 - Explore and advocate for the opportunities that new technologies could bring to our region</b>		
There is an increase in the number and productivity of businesses using new technologies in the Adelaide Hills.	Identify and promote services for hi-tech businesses including training and University partnerships. Investigate opportunities to develop Hi-Tech hub in region.	Research Promote/Educate
<b>E2.3 - Support changes to planning and development that leverages and encourages sustainable economic development</b>		
Planning processes and procedures meet the needs of business and community in a timely and efficient manner.	Advocate for effective processes to be included in the new planning code and for it to be implemented. Provide education for businesses and community members on the requirements and processes involved in the new planning code.	Advocate Lead Review Promote/Educate Regulate
<b>E2.4 - Manage and maintain Council assets to maximise their utilisation and benefit to the community</b>		
Free Camping facilities are provided within the Adelaide Hills region.	Investigate free camping opportunities and requirements within the Adelaide Hills.	Research Lead Invest
Pop-Up ventures are supported and add vibrancy to the regions towns and economy.	Opportunities for Pop-Up ventures are identified and supported by planning processes.	Research Regulate
Tourism and Community recreation infrastructure supports local businesses and economies.	Community Halls, Sporting and Recreation Facilities are maintained with the aim of generating income for communities where possible.	Lead Invest Support



## Our People

From a quality of life perspective, the region offers many advantages to residents and workers including: good local services, natural amenity, diversity of employment opportunities (from first job to own your own business) and a strong sense of community. Recognition of the region's strengths in terms of providing a high quality standard of living will likely increase as people seek alternative lifestyles to support recent workforce changes such as working from home.

The Adelaide Hills is the traditional lands of the Peramangk and Kaurna peoples. A number of Adelaide Hills residents identify as Aboriginal or Torres Strait Islander and live, work and raise their families here. There is an opportunity to build on the relationship that Traditional Custodians have with this area through education and promotion to the broader community and visitors to the region.

As markets shift, the productivity and worker efficiency become increasingly more important. Customers are also becoming more particular about how they spend their money and the service they receive. A skilled workforce is therefore a necessity, not a luxury.

The Economic Development Plan recognises the importance of supporting the employment and working needs of the region and describes a range of strategies and actions required.

“ Economic development is about creating places where people want to invest, work and live. It's about making connections between people, companies, institutions, and communities. ”

Jeff Finkle

*CEO, International Economic  
Development Council*

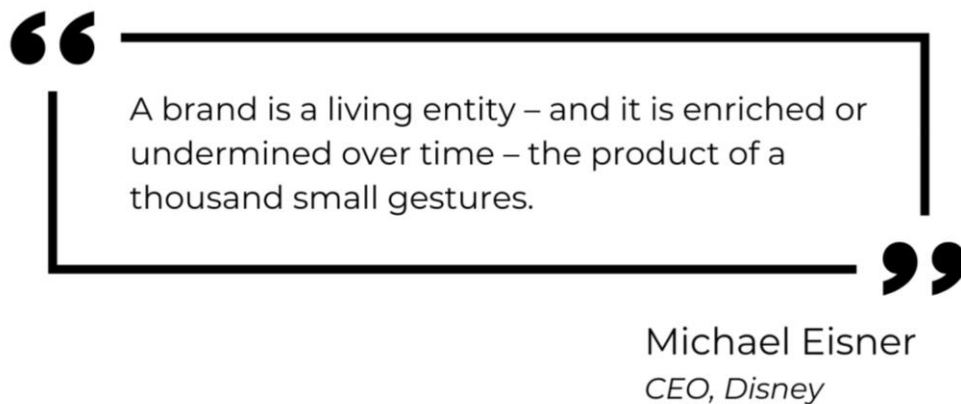
## E3 - Encourage, attract and retain a creative, talented and skilled workforce in our region

Outcome	How	Council Role
<b>E3.1 - Attract and encourage professional and business development and networking activities</b>		
Young Business Leaders are growing and inspiring entrepreneurship in the region.	Research models, scope interest, support interested young business leaders to implement a support network.	Research Partner
Increased attendance at workshops and seminars for business within the region.	Opportunities for workshops are identified and local delivery facilitated. Workshops will be promoted through the quarterly business e-newsletter and through Business and Industry Associations.	Promote/Educate
<b>E3.2 - Understand the nature of skills our region's businesses will require to prosper into the future</b>		
Local industry and business are well connected to enable them to access the workforce that they need.	Assist identification of local workforce needs and connect these to services and funding opportunities. Identify and promote services that assist industries that have an ageing ownership and workforce profile. Assist employment service providers to connect with local industry, schools and youth support services. Advocate for employment outcomes for Aboriginal and Torres Strait Islander recruitment, retention and professional development. Advocate for local business and organisations to consider the benefits and requirements of employing people with disability.	Partner Support Promote/Educate Advocate
<b>E3.3 - Work with our local communities and businesses to create active, attractive and vibrant places</b>		
Mainstreets are vital and active places that attract businesses and people.	Using consistent planning guidelines work with local businesses and developers to develop Mainstream Masterplans and attract investment.	Lead Regulate Support
Communities are working together to identify and develop projects that activate and energise the region.	Scope up and implement a targeted program using coordinated planning and grants to assist communities to activate their towns and communities. Explore opportunities to engage with Aboriginal and Torres Strait Islander stakeholders in open space planning and use.	Research Support
<b>E3.4 - Enable start-ups and home based business through services, information and networking opportunities</b>		
Home based businesses in the Adelaide Hills are connected to and supported by Council.	Undertake a needs analysis of home based businesses to assess interest in receiving assistance. Promote the region as an attractive place to maintain a quality lifestyle while working or conducting business from home.	Research Support Advocate
Home based businesses in the Adelaide Hills region have access to the infrastructure needed to be successful and sustainable.	Council advocates for improved wifi, NBN and transport linkages into the region.	Advocate

## Our Identity

Sustainable regional economic development is the result of the interaction of the place-specific *hardware* (economic-spatial factors), *software* (social-cultural factors), *orgware* (government and governance) and *mindware* (image and self-image). Regional branding is a tool to bring the mindware of a place in line with its hardware, software and orgware. It helps to identify those aspects that makes a region unique (e.g. landscapes, offerings, products etc.), creates product differentiation and then takes a collaborative approach to marketing and branding the region for these attributes.

The Economic Development Plan proposes to work with key stakeholders in the region to create a stronger sense of place for the region.



## E4 - Cultivate a clear, unique and consistent regional identity that can be leveraged to attract national and international attention

Outcome	How	Council Role
<b>E4.1 - Develop a realistic, yet inspiring, collective vision to connect the region and its industries</b>		
Develop a regional identity	Workshop with key stakeholders to gauge interest in developing a collective vision for the region. Prepare a scoping paper to identify potential brand partners and scopes out brand application and opportunity. Work with brand partners to define region's attributes. Investigate funding opportunities to support brand development and implementation.	Partner Support
<b>E4.2 - Encourage co-ordinated and strategic regional projects that enhance and support the regional identity</b>		
Regional opportunities are identified and implemented.	A list of Strategic Projects and priorities is developed to inform funding applications and legislative reform.	Lead Support
<b>E4.3 - Support and encourage events that supports the region's identity and generates social, cultural and economic benefits</b>		
Events that celebrate the region's authentic offering will be delivered.	Support and encourage new and existing events.	Partner Support
<b>E4.4 - Support the continued development and community engagement for the World Heritage nomination of the region</b>		
Adelaide and the Adelaide Hills are recognised as a World Heritage location.	Explore the opportunity to develop a joint bid with the central Adelaide area.	Advocate Partner



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 12.4

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

**Subject:** Tree Management Update

**For:** Decision

---

**SUMMARY**

Trees are an important and valuable part of the Adelaide Hills landscape. They provide amenity, environmental benefits and play an important role in maintaining a 'sense of place' for Hills townships and countryside. The ongoing management of trees in the Adelaide Hills, particularly in the face of climate change; the increase in emergency events such as storms and bushfires; and growing community expectation, is a challenging and evolving task.

The focus on tree management has been increasingly strategic and intensive over the last 3-5 years as a result of enhanced risk based approaches and practices, and also as a result of the more recent widespread and damaging bushfires, namely Sampson Flat (2015/16), Cudlee Creek 2019/20) and Cherry Gardens (2020/21) as well as the more recent tragic outcomes that have occurred from failing trees. All of these events have heightened public awareness of tree issues (whether perceived or real) and the subsequent identified issues cannot be responded to within resource levels currently allocated. Our more strategic approach to tree management included the appointment of a dedicated Arborist and a need to understand the rising level of outstanding customer requests and outcomes from audit work.

While we are grateful for the funding and related support our Council and community received from the State and Federal Governments following the Cudlee Creek Bushfire, we recommend Council seeks an opportunity to continue to work with both governments on further reducing the impact of this bushfire; the impact of the most recent Cherry Gardens Bushfire; and the impacts of any future emergency events on Council and our community.

## RECOMMENDATION

### Council resolves that:

1. the report be received and noted.
  2. Council acknowledges the significant impact that climate change is having on our ability to manage and fund tree related fire and emergency events.
  3. Council acknowledges the increasing importance, costs and growing community expectation relating to tree management.
  4. Council acknowledges the funding and related support provided by the State and Federal Governments for Council and our community following the Cudlee Creek Bushfire
  5. the Mayor write to the State and Federal Governments to thank them for the support provided to our Council and our community following the Cudlee Creek Bushfire and that we seek to continue working with them to further reduce the financial and related impact of this bushfire (and the more recent Cherry Gardens Bushfire) and future emergency events on Council and affected members of our community.
- 

## 1. GOVERNANCE

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

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

Goal 4 A valued natural environment

Objective N1 Conserve and enhance the regional natural landscape character and amenity values of our region

Priority N1.1 Enhance and manage horticultural amenity, including succession planning for street trees that contribute to and reinforce our distinctive streetscapes and villages

Trees are fundamental to sustainable living and they provide many positive benefits to the community, such as improved air quality, assistance with erosion control, shade and shelter, ecological habitat that enhances biodiversity, historical value, improved economic value and tourist potential, social and recreational opportunities and improved resilience and adaptation to climate change.

### ➤ Legal Implications

#### *Local Government Act 1999 Section 245*

#### **245—Liability for injury, damage or loss caused by certain trees**

- (1) A council is not liable for any damage to property which results from—
  - (a) the planting of a tree in a road; or
  - (b) the existence of a tree growing in a road (whether planted by the council or not).
- (2) However, if—
  - (a) the owner or occupier of property adjacent to the road has made a written request to the council to take reasonable action to avert a risk of damage to property of the owner or occupier from the tree; and
  - (b) the council has failed to take reasonable action in response to the request,the council may be liable for any damage to property that would have been averted if the council had taken reasonable action in response to the request.

➤ **Risk Management Implications**

Trees that are not managed correctly do have the potential to cause serious injuries or fatalities particularly in areas of high congregation areas such as playgrounds.

The ongoing proactive maintenance of trees will assist in mitigating the risk of:

*Falling limbs and trees leading to the potential to cause serious injury or fatalities.*

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

Council receives a large volume of tree related requests and can amount to 1 in 10 of all customer requests. Applying a risk based approach to tree management does lead to delays in actioning works that are not a high risk.

➤ **Financial and Resource Implications**

Current and future budgets do not include sufficient funds to address the appropriate management of the risks associated with trees.

Separate reports have been included on the agenda that seek to increase the annual allocation of funding to tree management by approximately \$220k as well as the purchase of additional equipment to support the management of more significant trees.

Additional funding has also been sought within Budget Review 2 (BR2) to provide funds this financial year for:

- Additional works as a result of the Cudlee Creek Bushfire \$440k.
- Tour Down Under tree safety work \$60k (the 2021 Tour's route took in some roads, such as Fox Creek Road, that were heavily impacted in the Cudlee Creek Bushfire, as a result more follow up work was required).
- Cherry Gardens Bushfire \$220k (estimate only as works remain ongoing).
- Works for trees that have been inspected and require attention, including those identified as part of an audit of playgrounds, recreational facilities and event precincts \$340k. Of the 2,930 trees inspected in the audit 458 were identified as needing attention. Further works have also been identified at various locations in our district.

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

Tree related requests are one of the most common customer enquiries received and can amount to 1 in 10 of all customer requests. Using a risk based approach to tree management does lead to delays in actioning works that are not a high risk. This can be frustrating to customers who may experience delays in Council actioning their requests. We continue to improve our systems and communications with customers so they can better understand the reasons for any delays.

➤ **Sustainability Implications**

A well-resourced tree management program can result in greater efficiencies in tree maintenance over time. The ongoing maintenance of trees can contribute to not only the protection of people and property, but also improved tree form and structure/amenity, longevity, and in some cases a greater retention of wildlife habitat values.

➤ **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:* LTFP workshop 30 January 2021

*Advisory Groups:* Not Applicable

*Administration:* Executive Leadership Team  
Director Infrastructure & Operations  
Director Corporate Services  
Manager Financial Services  
Acting Manager Libraries and Customer Service  
Arboriculture & Horticulture Officer

*External Agencies:* Not Applicable

*Community:* Not Applicable

**2. BACKGROUND**

The ongoing management of trees in the Adelaide Hills, particularly in the face of climate change and the increase in events such as storms and bushfires, is a challenging and evolving task. Adelaide Hills Council's topography makes us particularly vulnerable to critical events which we frequently experience. During and directly after periods of prolonged heatwaves, high rainfall or extreme wind events, the Arboriculture team receives increased levels of enquiries within short timeframes.

Over recent years the Arboriculture team has introduced a variety of new process improvements aimed to improve the quality of services provided and increase the efficiency of existing resources.

Some improvements already implemented include but are not limited to:

- Automatic triaging (prioritising) of enquiries at first point of contact, based upon the risk profile.
- Direct allocation of enquiries to field devices for officers to action/progress remotely.
- Tree inventory data collection platform including individual tree risk assessments.
- Streamlining contractor quotation and engagement processes through Confirm (Council's asset management system) program.



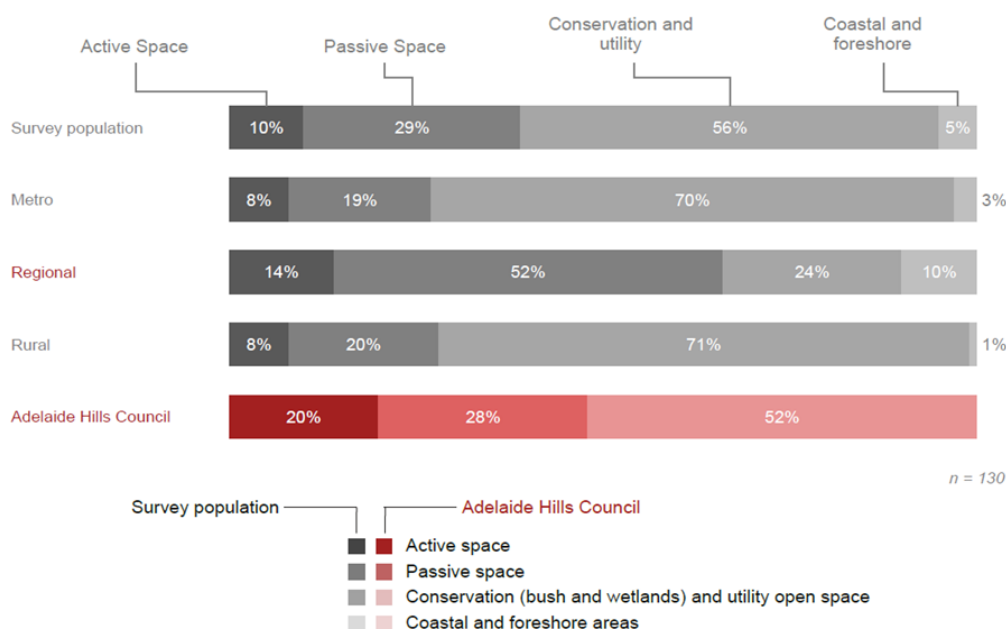
The Adelaide Hills Council's Arboriculture team continues to mature and evolve through providing high quality tree care to meet the expectations of our residents and stakeholders.

The Arboriculture team has also undergone a period of transition towards delivering a broader range of modern Arboriculture services in line with Local Government industry and community expectations. Continuous and timely delivery of these services is essential in improving safety and in reducing the organisation's exposure to risk, both in the form of reputational damage and public liability. The work this team has undertaken, especially the risk assessment and resultant on-ground works on bushfire grounds, has been well received and highly regarded.

Another positive factor relating to the team is its focus on a greater volume of higher risk tree-related works across the district, as a result of emergency events and more advanced auditing. Understandably and appropriately, this creates a greater volume of less urgent tree related works and customer requests over time.

To further highlight the unique challenges Adelaide Hills Council faces in managing our Open Space areas, please refer to table four below from The Australasian LG Performance Excellence Program FY17. Council has a noticeably higher percentage of Active Space areas when compared against the survey population. Frequent use of public spaces (and associated requirements to manage 'congregation areas') when combined with the vegetation type and density of the Hills region, provides unique challenges for the arboriculture department to manage.

**Figure 4.27: Park and sporting grounds breakdown by category (hectares)**



### 3. ANALYSIS

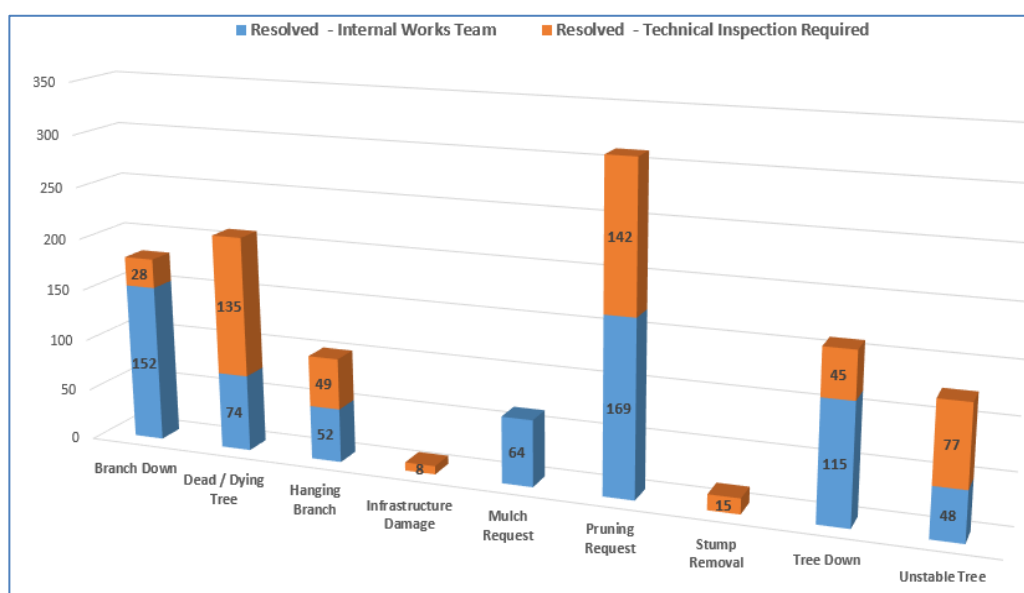
Tree management can broadly be divided into two areas, proactive tree management and reactive tree management. Proactive works consist of works planned by Council staff and would be programmed to make best use of Council resources. Reactive works are a result of something unplanned like a storm, bushfire or a customer request for a service such as tree pruning. It is important to note that both proactive and reactive tree management works are approached and assessed in the same risk-based approach.

### Reactive tree enquiries

The Arboriculture team's ability to address longstanding unassessed customer enquiries is dictated by our current resourcing capacity and risk based prioritisation approach. Due to the size and complexity of works associated with the prioritised enquiries, additional contracted resources are often required to complete identified works. Prioritisation of high risk enquiries in practice often results in delays to the completion of lower risk triaged requests.

Multiple Council departments also rely upon technical advice from the Arboriculture department to progress applications or to approve development works including but not limited to, the Development Assessment Team, Capital Works Project Managers and Civil Works Team in relation to the management of development impacts to Council trees.

In addition to the team's existing unresolved enquiries, during the period of June 2019 to June 2020 the Arboriculture team received a total of 1,518 new enquiries which equates to six new enquiries per working day. 1,173 of these new enquiries have been resolved with 57% being managed by the internal works team, with 42% requiring further technical inspection for management.



The Cudlee Creek Bushfire highlighted Council's challenges in providing technical resources to assist in the management of trees. Continuous availability of internal technical support was needed to provide direction to external consultants and works contractors within the fire scar area. Throughout both the initial emergency response and recovery periods, increased pressure was placed upon the Arboriculture team to effectively manage works within the fire scar area and to continue to provide regular services throughout the remaining sections of our district.

Learnings from the Cudlee Creek Bushfire, including the development of guidelines which detail an accepted standard and scope of works (compliant with both risk and biodiversity considerations), greatly assisted staff in quickly assessing and implementing works as a result of the recent Cherry Gardens Fire.

### Proactive tree management

The majority of Council's existing Arboriculture FTE allocation is currently dedicated to reactive tree issues. While this work is also important in mitigating tree-related risks, current resourcing limits the Arboriculture team's ability to undertake proactive tree management processes. Proactive tree management is a broadly accepted practice within Local Government and is an essential component of modern Arboriculture departments.

Recently obtained grant funding provided by the Local Government Regulatory Services Mutual Liability Scheme, enabled contracted Arboriculture consultants to undertake proactive tree assessments and data collection of 2,920 tree asset records within 47 township areas. These tree assets have been recorded within Council's Asset Management and Workflow program, Confirm. An additional 1,360 tree assets have previously been recorded in relation to event targets such as the Tour Down Under.

Council staff have been reviewing the level of resourcing to implement proactive tree management processes such as scheduled auditing of trees within areas of frequent congregation event precincts. This has been underway over the past 18 months and has resulted in a Business Case for ongoing resourcing changes to be considered in the development of the Long Term Financial Plan and 2021-22 Annual Business Plan and Budget.

This Business Case was considered by ELT and recommended for consideration by Council in the review of the LTFP given the risks that were identified as well as the opportunities to improve the level of service that is being sought by the community. This Business Case required annual funding of \$220k plus acquisition of an Elevated Work Platform (EWP) to support the following:

- 2 x 1.0 FTE Arboriculture Team Member (Trade Level Arborist).
- 1 x 1.0 FTE Technical Support Arborist (Consulting Arborist).
- 1 x Truck mounted elevated work platform (18m)
- 1 x Vehicle to enable Technical Support Arborist to undertake field works.

### Funding the Cherry Gardens Bushfire

The Council was in receipt of State and Federal funding support to cover a significant portion of the Council's tree management costs arising from the Cudlee Creek Bushfire that have now exceeded \$4million. However, as yet funding has not been offered to assist in clean-up works for the Cherry Gardens Bushfire and the likely expenditure will not trigger the Local Government Disaster Recovery Assistance Arrangements.

The ongoing tree-related works from the Cudlee Creek Bushfire and the impact of the Cherry Gardens Bushfire, barely 12 months later, has extended the financial and resourcing burden experienced by Adelaide Hills Council and its ratepayers. Given the dual impact of these bushfire events, this report therefore recommends that Council acknowledges and thanks the State and Federal Governments for the support provided to our Council and our community following the Cudlee Creek Bushfire and that we seek to continue working with them to further reduce the financial and related impact of this bushfire and the more recent Cherry Gardens Bushfire. We would also expect that working with these two levels of government will inform funding models that will address the impact that future emergency events will have on Council and affected members of our community.

#### **4. OPTIONS**

Council has the following options:

- I. Receiving the report, accepting the acknowledgements contained in the recommendations and support writing to the State and Federal Governments regarding Council and community funding. (Recommended)
- II. Resolve to take a different approach to the management of trees to that proposed in the report which may compromise the current and planned strategic and sustainable risk-based approach to tree management. (Not Recommended)



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 12.5

**Responsible Officer:** Mike Carey, Manager Financial Services  
Corporate Services

**Subject:** 2020-21 Budget Review 2

**For:** Decision

---

**SUMMARY**

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

This report presents the second formal Budget Review (BR2) of the 2020-21 financial year.

The proposed budget changes reduce Council's Operating Surplus by \$459k from \$2.343m to \$1.883m. This budget review has been significantly impacted on by an increase in tree related expenditure associated with bushfire recovery works, identified risk related tree management expenditure and the tree safety work relating to SA Tourism cycling event. A detailed report specifically relating to this expenditure is separately provided to Council as part of this agenda prior to this report being adopted to provide additional context for Council prior to the BR2 adoption.

BR2 also proposes increases of \$175k to capital income and a reduction of \$1.404m to capital expenditure. The capital expenditure reduction largely relates to proposed carry forwards to 2021-22 of \$1.518m.

As a result of the proposed operating and capital adjustments, Council's Net Borrowing Result for the year is reduced from \$4.984m to \$3.865m.

The Audit Committee considered Budget Review 2 at its meeting on 15 February 2021, and resolved to recommend to Council the proposed budget adjustments as presented in Budget Review 2.

## RECOMMENDATION

### Council resolves:

1. That the report be received and noted.
  2. To adopt the proposed budget adjustments presented in the 2020-21 Budget Review 2 which result in:
    - a. A reduction in the Operating Surplus from \$2.343m to \$1.883m for the 2020-21 financial year.
    - b. Changes to Capital Works, increasing capital income by \$175k and reducing capital expenditure by \$1.404m for the 2020-21 financial year resulting in a revised capital expenditure budget for 2020-21 of \$20.083m.
    - c. A decrease in Council's current Net Borrowing Result from \$4.984m to \$3.865m for the 2020-21 financial year as a result of the proposed operating and capital adjustments.
- 

## 1. GOVERNANCE

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

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

Goal 5 A Progressive Organisation

Objective O3 Our organisation is financially sustainable for both current and future generations

Priority O3.1 Ensure the delivery of agreed strategic plan requirements whilst meeting endorsed long term targets for a sustainable operating surplus and level of debt

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

Priority O5.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community

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

### ➤ Legal Implications

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

Section 123(13) of the Act states that a council must, as required by the regulations, and may at any time, reconsider its annual business plan or its budget during the course of a financial year and, if necessary or appropriate, make any revisions.

Section 9 of the Regulations requires a council to prepare and consider the following reports:

(a) at least twice, between 30 September and 31 May (both dates inclusive) a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances; and

(b) between 30 November and 15 March (both dates inclusive) a report showing a revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.

➤ **Risk Management Implications**

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

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

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

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

➤ **Financial and Resource Implications**

The proposed operating variations of \$459k have reduced Council's budgeted Operating Surplus from \$2.343m to \$1.883m.

BR2 also proposes increases of \$175k to capital income and a reduction of \$1.404m to capital expenditure. The capital expenditure reduction largely relates to proposed carry forwards to 2021-22 of \$1.518m.

As a result of the proposed operating and capital adjustments, Council's Net Borrowing Result for the year is reduced from \$4.984m to \$3.865m.

It should be noted that the figures in this report and supporting appendices have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.

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

Not applicable.

➤ **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>	Budget Review 2 was considered by the Audit Committee on 15 February 2021
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>Administration:</i>	The budget review was prepared in consultation with Directors and Managers to obtain detailed information for each budget area
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	Not Applicable

**2. BACKGROUND**

The Regulations require Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require, or offer opportunities for changes to, the budget during the year. This report presents the second Budget Review (BR2) of the 2020-21 financial year.

At the Council meeting held on the 30 June 2020, Council adopted the original *2020-21 Annual Business Plan and Budget*, reflecting a Budgeted Operating Deficit before Capital Revenue of \$109k and an estimated Net Borrowing for the financial year of \$4.095m.

Subsequent to that meeting, Council, in consideration of agenda reports during meetings, has approved a number of the 2020-21 Budget changes as detailed in the budget reconciliation included as part of this report as **Appendix 4**.

At the Council meeting held on the 24 November 2020, Council adopted the 2020-21 Budget Review 1 (BR1) with a Budget Operating Surplus before Capital Revenue of \$2.343m and an estimated Net Borrowings Result of \$4.984m.

Where possible Council's customary practice is to include Budget Reviews as an agenda item at Audit Committee meetings prior to consideration of Council.

**Budget Review Presentation**

In accordance with the Regulations, the Budget Review presentation for BR2 for the year needs to include the full budgeted financial statements presented in a manner consistent with the Model Financial Statements.

In addition, a council must also include in this report revised forecasts for the relevant financial year of the council's operating surplus ratio, net financial liabilities ratio and asset renewal funding ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators (**Appendix 3**).



### 3. ANALYSIS

Council's customary practice is to include Budget Reviews as an agenda item at Audit Committee meetings. The Audit Committee considered Budget Review 2 at its meeting on 15 February 2021, and resolved as follows:

#### 7.3. 2020 – 2021 Budget Review 2

Moved Cr Malcolm Herrmann  
S/- David Moffatt

5/AC21

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend to Council the proposed budget adjustments presented in Budget Review 2 which result in:
  - a. A reduction in the Operating Surplus from \$2.343m to \$1.883m for the 2020-21 financial year.
  - b. Changes to Capital Works, increasing capital income by \$175k and reducing capital expenditure by \$1.404m for the 2020-21 financial year resulting in a revised capital expenditure budget for 2020-21 of \$20.083m.
  - c. A decrease in Council's current Net Borrowing Result from \$4.984m to \$3.865m for the 2020-21 financial year as a result of the proposed operating and capital adjustments.

Carried Unanimously

BR2 has been prepared in consultation with Directors and Managers who have provided information for each budget area.

#### 3.1 Budget Review 2 Proposed Adjustments

\$000s	2020-21 Current Budget	Proposed Bushfire Recovery Adjustments	Other Proposed Adjustments	Revised Budget after BR2
Operating Income	50,450	189	301	50,940
Operating Expenditure	(48,107)	(511)	(438)	(49,056)
<b>Operating Surplus</b>	<b>2,343</b>	<b>(322)</b>	<b>(137)</b>	<b>1,883</b>
Depreciation	9,237	-	-	9,237
Capital income	4,923	-	175	5,098
Capital Expenditure	(21,487)	-	1,404	(20,083)
<b>Net (Borrowing)/Lending Position</b>	<b>(4,984)</b>	<b>(322)</b>	<b>1,442</b>	<b>(3,865)</b>

### **3.1.1 Operating**

Key operating variations included in this review are as follows:

#### **Bushfire Recovery related - net expenditure increase in budget of \$322k**

##### **Income - \$189k increase**

- Increase of \$82k to account for unbudgeted insurance recoveries received in relation to the Cudlee Creek Bushfire impacted assets
- Increase of \$107k in planning and development application fees largely relating to bushfire impacted developments within the Cudlee Creek Bushfire zone offset by some related expenditure

##### **Expenditure \$511k increase**

- increase of \$440k to cover bushfire arboriculture and tree related expenditure relating to the Cudlee Creek Bushfire zone (including Bird in Hand)
- reduction of \$160k in non-tree related contractor costs relating to Cudlee Creek to help offset the significant increase in arboriculture and tree related expenditure
- increase of \$220k to cover bushfire arboriculture and tree related expenditure as well as emergency maintenance and other recovery costs for the recent Cherry Gardens Bushfire
- increase of \$11k in planning and development expenditure relating to increase in development applications

In summary, out of the net expenditure increase in budget of \$322k, \$102k relates to Cudlee Creek and \$220k to Cherry Gardens bushfire

#### **Other Proposed Operating Income changes \$301k increase**

- \$120k for one off unbudgeted building insurance recoveries that relates to expenditure incurred in previous years
- \$90k new funding for the Community Wellbeing and Participation Initiative received in 2020-21 that is offset by associated expenditure commitments
- \$21k unbudgeted income relating to Australian Day grant funding also requiring an associated expenditure commitment
- \$35k unbudgeted regional tourism bushfire recovery funding from Austrade also requiring an associated expenditure commitment
- additional \$30k income in relation to Houghton cemetery based on year to date income received
- additional \$15k income relating to an increase in Local Government risk incentive program funding offset by a reduction in annual surplus distributions
- reduction of \$10k in investment income offset by reduced interest expense due to changing interest rates
- reduction of \$4k in library miscellaneous and sundry income as a result of covid-19
- Reduction of \$3k in TDU income as a result of the cancellation of the event, noting that there is a much larger expenditure reduction

Other Operating Expenditure \$438k increase

Details of the other operating expenditure proposed budget requests, totalling \$438k are as follows:

- additional costs of \$340k required to mitigate risks associated with the management of trees following a recent review and audits
- an additional \$60k for tree safety work relating to the South Australian Tourism Commission cycling event (TDU)
- Net savings of \$52k in contract payments for the TDU event that was cancelled
- increase of \$90k in employee cost expenditure relating to the Community Wellbeing and Participation Initiative funding as discussed above
- increase of \$21k relating to the Australia Day event to cover increased costs relating to the implementation of COVID safe practices as discussed above
- increase of \$35k relating to the disbursement of expenditure relating to the regional tourism bushfire recovery funding from Austrade discussed above
- additional IT expenditure costs of \$18k in telephone related expenditure and \$15k in software licensing costs to reflect revised expenditure commitments for the year
- an increase of \$29k in governance costs largely to cover an increase in the audit costs to resource the internal audit plan requirement of four internal audits per year, public liability insurance and additional performance benchmarking costs
- a net increase of \$20k in planning and development advertising and court costs offset by other contractual savings including Policy and Planning
- a reduction of \$120k in domestic waste recycling costs as a result of improvement in commodity prices, a reduced contamination rate and operational changes leading to reduced charge per tonne. This was partly offset by a \$20k increase in domestic waste disposal charges due to greater disposal rate using the metropolitan waste transfer stations with higher costs
- a reduction of \$10k in finance costs as a result of reduction in current interest rates

As a result of the significant increase in tree related expenditure in this budget review spread across bushfire recovery related activities, risk related tree management expenditure and the tree safety work relating to the cycling event held in the Adelaide Hills a separate report will be tabled at Council's meeting on 23 February 2021 to provide more context for Council prior to the adoption of the BR2 Report.

As identified in Budget Review 1, for the 2020-21 financial year, two separate amounts were budgeted to manage costs associated with COVID-19 with:

- \$50k budgeted for services changes to accommodate COVID-19 impacts and
- \$120k relating to financial support to assist business and the community recover from bushfires and COVID-19

Costs associated with addressing service changes including additional cleaning and equipment hire total \$150k and as such are currently well in excess of the annual budget. However, this is currently offset by limited use of the financial support for business and the community recovery budget at this time.

In order to ensure that funding remains available to support the community if required, it is not proposed to make changes to either of these budgets at this time.

In relation to the financial support for business and the community recovery budget it is still proposed that a report addressing longer term postponement and remission options in relation to financial hardship will be presented to Council in June 2021. This will allow Council to assess the adequacy of the revised budget for this strategic initiative and make specific decisions on how these hardship applications should be addressed.

It is noted that there is no CEO contingency currently available.

### 3.1.2 Capital

\$000s	2020-21 Current Budget	Proposed BR2 Adjustments	Carry Forwards	Proposed BR2 Budget
<b>Capital income</b>	<b>4,923</b>	<b>175</b>	<b>-</b>	<b>5,098</b>
Capital - Renewal Expenditure	(10,677)	(89)	120	(10,646)
Capital - New Capital Expenditure	(10,811)	(25)	1,398	(9,438)
<b>Total Capital Expenditure</b>	<b>(21,487)</b>	<b>(114)</b>	<b>1,518</b>	<b>(20,083)</b>
<b>Net Capital Position</b>	<b>(16,564)</b>	<b>61</b>	<b>1,518</b>	<b>(14,985)</b>

The net impact resulting from proposed changes in the capital works program increases capital income by \$175k and reduces total capital expenditure by \$1.404m as summarised below:

#### Proposed Adjustments to Capital Income \$175k increase

Capital income is being increased by \$175k to account for funding due to be received for Local Economic Recovery and Black Sport Programs as detailed in **Appendix 1**.

#### Proposed Adjustments to Capital Expenditure \$114k increase

For Budget Review 2 there are a number of variations in the capital budget spread across asset categories.

Overall, as result of the increased funding discussed above, the associated capital expenditure budget has been increased by \$175k offset by identified net savings of \$61k across a number of projects. Specific details by project have been provided in **Appendix 1**.

#### Carry Forwards Capital Expenditure reduction of \$1.518m

In addition, Budget Review 2 has identified proposed carry forwards in capital expenditure of \$1.518m which will not be able to completed this financial year and will be addressed separately as part of the 2021-22 budget preparation.

The carry forwards relate to AHBTC capital divestment, Stirling Rotunda replacement as well as the Heathfield Oval and change rooms projects. Details of the capital expenditure carry forwards have been provided in **Appendix 2**.



### 3.1.3 Movements in Budgeted Borrowings

As a result of proposed BR2 changes, forecast borrowings including Council's short term drawdown have been revised downwards from \$18.0m to \$16.8m, as shown below.

<b>Borrowings \$000s</b>	<b>Opening July 2020</b>	<b>New Borrowings</b>	<b>Repayments</b>	<b>Forecast June 2021</b>
<b>CAD (Short Term Drawdown)</b>	2,000	-	(119)	1,881
<b>Current Other Borrowings</b>	-	10,000	-	10,000
<b>Fixed Term Borrowings</b>	10,000	-	(5,000)	5,000
<b>Total Borrowings</b>	<b>\$12,000</b>	<b>\$10,000</b>	<b>(\$5,119)</b>	<b>\$16,881</b>

## 3.2 Financial Indicator Analysis

The BR2 Revised Budget Financial Indicators are shown with reference to both the 2020-21 Original Budget adopted in June 2020 and the Current Adopted Budget for 2020-21 BR1 adopted in November 2020.

<b>Financial Indicator</b>	<b>Target</b>	<b>Original Adopted Budget for 2020-21</b>	<b>Current Budget for 2020-21 (BR1 Nov 2020)</b>	<b>Proposed Revised Budget 2020-21</b>
<b>Operating Surplus Ratio</b>	0% to 10%	(0.2%)	4.6%	3.7%
<b>Net Financial Liabilities Ratio</b>	0% to 100%	51%	49%	47%
<b>Asset Renewal Funding Ratio</b>	90% to 110%	100%	116%	116%

Contributing factors that have impacted on the changes in ratios since they were last reported as per the table above are as follows:

#### Operating Surplus Ratio

The significant increase in the Operating Surplus Ratio from the Original Budget is largely as a result of the transfer of \$1.550m Cudlee Creek Bushfire Disaster Recovery assistance funding to 2020-21 and accounting for additional grant funding for Local Roads and Community Infrastructure of \$781k after budget adoption.

The \$459k proposed reduction in the Operating Surplus discussed in this report has adjusted the Operating Surplus Ratio for BR2 from 4.6% to 3.7%.

### Net Financial Liabilities Ratio

The change in this ratio between the Original Budget and the Current Adopted Budget was as a result of an improved 20-21 Operating Surplus and the larger denominator resulting from increased 2020-21 Operating Revenue from grant income offsetting the worse than budgeted 30 June 2020 end of year position, and subsequent increase in liabilities from the amount forecast when the 2020-21 Budget was developed.

The reduction in Council's net borrowing position for BR2 largely as a result of a reduction in capital expenditure to account for proposed carry forwards has reduced Council's Net Financial Liabilities Ratio between BR1 and BR2 to 47%.

### Asset Renewal Funding Ratio

This ratio increased significantly from the Original Budget to BR1 as a result of accounting for the carry forwards from 2019-20 which included \$1.0m of renewals as well as additional net budget requests of \$460k since Council's 2020-21 capital budget was adopted.

The minor reduction in capital renewal expenditure as part of this budget review had only a minimal impact on this ratio between BR1 and BR2.

## **3.3 Summary**

The proposed operating variations of \$459k have reduced Council's budgeted Operating Surplus from \$2.343m to \$1.883m.

BR2 also proposes increases of \$175k to Capital Income and a reduction of \$1.404m to Capital Expenditure.

As a result of the proposed operating and capital adjustments, Council's Net Borrowing Result for the year is reduced from \$4.984m to \$3.865m. A summary of the elements impacting on Council's Net Borrowing Position is shown below:

\$000s	\$
Current Adopted Budget Net Borrowings	(4,984)
Impact of Operating Budget Adjustments for BR2	(459)
Impact of Capital Budget Adjustments for BR2	1,578
<b>BR2 Revised Net Borrowing Position</b>	<b>(\$3,865)</b>

The Financing transaction detail as shown at the bottom of Council's *Uniform Presentation of Finance (Appendix 3)* highlights that in addition to Borrowings as discussed above, the financing result for the financial year also includes budgeted payments relating to the landfill remediation provision and the reduction in aged care debenture loans as part of Bridgewater Retirement Village sale.

As Council has approved a number of the 2020-21 Budget changes from Council's original adopted budget, a summary of those adjustments has been detailed in the budget reconciliation included as part of this report as **Appendix 4**.

#### **4. OPTIONS**

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

- I. To adopt the budget review as prepared without making any further amendment to the adopted budget (Recommended)
- II. To determine required changes to the review and adopt a revised Budget Review 2, recognising the likely impact upon future Budget Reviews and Council's Long Term Financial Plan (Not Recommended)
- III. To refuse to adopt the review, in which case it will risk breaching the requirements of the *Local Government Financial Management Regulations (2011)* unless an alternative review is adopted (Not Recommended).

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

#### **5. APPENDICES**

- (1) 2020-21 Capital Works Budget Review 2 Proposed Changes
- (2) 2020-21 Capital Works Budget Review 2 Carry Forwards
- (3) 2020-21 Budget Review 2 Statutory Financial Statements
- (4) 2020-21 Budget Adjustments subsequent to Original Budget Adoption

---

# **Appendix 1**

## *2020-21 Capital Works Budget Review 2 Proposed Changes*

---



PROPOSED 2020-21 CAPITAL BUDGET REVIEW 2 BUDGET REQUESTS

Proj #	Project Name	Project Description	Suburb	Type	Current Budget	Change FAV/ (UNFAV)	Revised Budget	Comment
CAPITAL EXPENDITURE								
Buildings								
3764	Crafers Hall Site Works	Construction works and acoustic treatment	Crafers	Renewal	\$0	(195,000)	\$195,000	Funding of \$100k received in May 2020 that was not reflected in adopted carry forward for the current year. Unanticipated underpinning works also identified that required completion as part of this project.
3806	Montacute Hall Remediation Works	Treat and repair salt damp affected walls	Montacute	Renewal	\$25,000	(32,000)	\$57,000	Carry forward amount from previous year was under estimated due to complexity and extent of salt damp
3911	Community Halls Compliance Works - Various	Upgrade electrical systems to ensure safety and compliance	Various	Renewal	\$100,000	40,000	\$60,000	Due to COVID and subsequent limited contractor availability means that it will not be possible to undertake all proposed sub-projects prior to year end
3912	Nairne Road Office Roof	Install solar and upgrade air-conditioning system	Woodside	Renewal	\$150,000	55,000	\$95,000	Solar to be installed and air-conditioning efficiencies to be achieved at a reduced cost
3909	Old Stirling School	Repair roof, fascias, gutters and inside ceiling and electrical	Stirling	Renewal	\$290,000	135,000	\$155,000	Detailed costings provided to enable project to be completed at a reduced cost
			Total		\$565,000	\$3,000	\$562,000	Net movement associated with proposed changes projected as favourable.
CWMS								
3918	Woodside Pumps	2 Pumps Across Woodside Network (Control Panel w shed)	Woodside	Renewal	\$18,000	(42,000)	\$60,000	As part of works to renew pumps at the main Woodside CWMS Pump Station a number of other deficiencies were identified with that site. It was found that the control panels and switch board did not meet moderns standards, nor could the existing shed footprint provide for sufficient circulation around the new pumps. The existing pumps can not be renewed without undertaking these other renewal works, and the essential nature of the CWMS service to Woodside is considered to warrant this additional investment at this time.
Roads - Pavements								
3851	Newman Road Pavement Renewal	Renewal and upgrade of Newman Rd Charleston, including new kerb, stormwater, parking, as well as renewed pavement and seal.	Charleston	Renewal	\$820,000	100,000	\$720,000	Savings associated with favourable market response.
3961	Blackspot Program 20/21	Road safety upgrades such as road widening, shoulder sealing, and guard rail.	Region wide	New	\$566,000	(25,000)	\$591,000	Ironbank Road is one of four roads to receive safety upgrades as part of this project. Whilst all other sites came within budget estimates, the final quote for Ironbank Rd exceeds the budget by \$24,000. Whilst the costs of the project has increased, the scope is considered necessary to deliver the safety benefits for this road section.
			Total		\$1,386,000	\$75,000	\$1,311,000	
SPORT & RECREATION								
3962	Placespace Lobethal Bushland Park		Lobethal	Renewal	\$300,000	(150,000)	\$450,000	To account for additional expenditure associated with the additional funding received from the Local Economic Recovery program from State and Federal Government

Total Expenditure Change (114,000)

Capital Expenditure Changes  
Split as follows:

Renewal (89,000)  
New (25,000)  
(114,000)

CAPITAL INCOME								
221276164	ROADS-SEALED: Blackspot Program: Grant - Capital	State Blackspot Funding	Region wide		(918,000)	25,000	(943,000)	A variation to the blackspot funding agreement has been submitted in response to the additional scope of works required at Ironbank Rd, and an increase in funding has been approved by the State Government.
264251164	SPORT & RECREATION: Bushland Park: Grant - Capital		Lobethal		(150,000)	150,000	(300,000)	To account for funding to be received from the Australian and South Australian governments Local Economic Recovery Program for the restoration of Lobethal Bushland Park
			Total Income Change		175,000			

---

## **Appendix 2**

*2020-21 Capital Works Budget Review 2 Carry Forwards*

---

PROPOSED 2020-21 CAPITAL BUDGET REVIEW 2 CARRY FORWARDS

Proj #	Project Name	Project Description	Suburb	Type	20/21 Budget	Revised 20/21 Budget	Carry Forward to 21/22 Budget	Comment
CAPITAL EXPENDITURE								
Buildings								
3742	AHBTC-Capital Divestment	Negotiate, design and implement required upgrades to obtain land division to enable sale of property	Lobethal	New	\$673,000	\$345,000	\$328,000	Negotiations with stakeholders and tenants delayed to ensure parties have undertaken appropriate due diligence to enable successful purchase and sale of property.
3903	Stirling Rotunda Replacement	Consult, design and install replacement Rotunda in Stirling	Stirling	Renewal	\$150,000	\$30,000	\$120,000	Due to COVID it has been difficult to obtain quotes for detailed design drawings. The request has been re-submitted to consultants and closes at the end of February 2021. Final designs to be approved before 30 June 2021, with construction in 2021/22.
			Total		\$823,000	\$375,000	\$448,000	
Sports and Recreation								
3937	Heathfield Oval Change Rooms - Sports Australia	Heathfield oval change rooms upgrade - Sports Australia grant funding.	Heathfield	New	\$584,750	\$0	\$584,750	Works are due to commence in May, with grant funding from the Office for Recreation, Sport and Racing to be utilised for initial costs, including design and preliminary construction works. Construction works will be in progress as of 30 June 2021, hence these funds, which represent a grant from Sports Australia, will be required in Q1 of the 2021/22 Financial Year.
3939	Heathfield Oval contribution	Heathfield Oval - masterplan implementation - AHC grant funding contribution.	Heathfield	New	\$485,000	\$0	\$485,000	Works are due to commence in May, with grant funding from the Office for Recreation, Sport and Racing to be utilised for initial costs, including design and preliminary construction works. Construction works will be in progress as of 30 June 2021, hence these funds, which represent Council's contribution to the project, will be required in Q1 of the 2021/22 Financial Year.
			Total		\$1,069,750	\$0	\$1,069,750	
			Total Carry Forward Change		\$1,517,750			

Capital Expenditure  
Split as follows:

Renewal	120,000
New	1,397,750
	1,517,750

---

## **Appendix 3**

*2020-21 Budget Review 2*  
*Statutory Financial Statements*

---

**Adelaide Hills Council**  
**BUDGETED UNIFORM PRESENTATION OF FINANCES**  
**2020-21 Proposed Budget**

2019-20 Actuals	2020-21 Original Budget	Total Budget Movement since Adoption	BR2	2020-21 Revised Budget
\$'000	\$'000	\$'000		\$'000
<b>INCOME</b>				
38,547 Rates	40,181	50	-	40,231
1,180 Statutory charges	1,173	-	107	1,280
704 User charges	712	(2)	28	738
5,245 Grants, subsidies and contributions	4,768	2,943	149	7,860
42 Investment income	27	-	(10)	17
228 Reimbursements	232	-	5	237
605 Other income	249	16	211	476
73 Net gain - equity accounted Council businesses	100	-	-	100
<b>46,624 Total Income</b>	<b>47,442</b>	<b>3,008</b>	<b>490</b>	<b>50,940</b>
<b>EXPENSES</b>				
17,433 Employee costs	18,067	186	90	18,343
21,927 Materials, contracts & other expenses	19,512	420	869	20,801
9,207 Depreciation, amortisation & impairment	9,237	-	-	9,237
589 Finance costs	736	(50)	(10)	676
10 Net loss - equity accounted Council businesses	-	-	-	-
<b>49,166 Total Expenses</b>	<b>47,551</b>	<b>556</b>	<b>949</b>	<b>49,056</b>
<b>(2,542) NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS</b>	<b>(109)</b>	<b>2,451</b>	<b>(459)</b>	<b>1,883</b>
<b>Net Outlays on Existing Assets</b>				
(9,718) Capital Expenditure on Renewal and Replacement of Existing Assets	(9,212)	(1,465)	31	(10,646)
714 Proceeds from Sale of Replaced Assets	646	-	-	646
9,207 Depreciation	9,237	-	-	9,237
<b>203 NET OUTLAYS ON EXISTING ASSETS</b>	<b>671</b>	<b>(1,465)</b>	<b>31</b>	<b>(763)</b>
<b>Net Outlays on new and Upgraded Assets</b>				
(3,223) Capital Expenditure on New and Upgraded Assets & Remediation costs	(4,953)	(5,858)	1,373	(9,438)
556 Capital Grants & Monetary Contributions - New & Upgraded Assets	232	2,559	175	2,966
1,647 Proceeds from Sale of Surplus Assets	64	1,422	-	1,486
<b>(1,020) NET OUTLAYS ON NEW AND UPGRADED ASSETS</b>	<b>(4,657)</b>	<b>(1,876)</b>	<b>1,548</b>	<b>(4,985)</b>
<b>(3,359) Net Lending/ (Borrowing) Result for Financial Year</b>	<b>(4,095)</b>	<b>(889)</b>	<b>1,119</b>	<b>(3,865)</b>
<b>(15,388) Net Financial Liabilities at Beginning of Year</b>	<b>(19,883)</b>	<b>61</b>	<b>-</b>	<b>(19,822)</b>
(1,012) Decrease / (increase) in Other	-	-	-	-
(63) Non Cash Equity Movement	(100)	-	-	(100)
<b>(19,822) Net Financial Liabilities at End of Year</b>	<b>(24,078)</b>	<b>(828)</b>	<b>1,119</b>	<b>(23,787)</b>

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

**Financing Transactions**

- New Borrowings	10,000	1,000	(1,000)	10,000
2,000 Increase/(Decrease) in Short Term Draw Down	70	(70)	(119)	(119)
1,507 (Increase)/Decrease in Cash & Investments	168	(104)	-	64
(23) (Increase)/Decrease in Working Capital	-	-	-	-
(62) Principal Repayments on Borrowings	(5,263)	263	-	(5,000)
- Reinstatement/Restoration Provision Payment	(780)	580	-	(200)
- Debenture Payment	-	(780)	-	(780)
(63) Non Cash Equity Movement	(100)	-	-	(100)
<b>3,359</b>	<b>4,095</b>	<b>889</b>	<b>(1,119)</b>	<b>3,865</b>

It should be noted that the figures in this appendix have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.



# Adelaide Hills Council

## STATEMENT OF COMPREHENSIVE INCOME 2020-21 Proposed Budget

2019-20 Actuals \$'000		2020-21 Revised Budget \$'000
	<b>INCOME</b>	
38,547	Rates	40,231
1,180	Statutory charges	1,280
704	User charges	738
5,245	Grants, subsidies and contributions	7,860
42	Investment income	17
228	Reimbursements	237
605	Other income	476
73	Net gain - equity accounted Council businesses	100
<b>46,624</b>	<b>Total Income</b>	<b>50,940</b>
	<b>EXPENSES</b>	
17,433	Employee costs	18,343
21,927	Materials, contracts & other expenses	20,801
9,207	Depreciation, amortisation & impairment	9,237
589	Finance costs	676
10	Net loss - equity accounted Council businesses	-
<b>49,166</b>	<b>Total Expenses</b>	<b>49,056</b>
<b>(2,542)</b>	<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>1,883</b>
<b>(1,757)</b>	Asset disposal & fair value adjustments	780
556	Amounts received specifically for new or upgraded assets	2,966
970	Physical Resources Received Free of Charge	
<b>(2,773)</b>	<b>NET SURPLUS / (DEFICIT)</b>	<b>5,630</b>
<b>(4,485)</b>	Changes in revaluation surplus - infrastructure, property, plant & equipment	5,130
	- Other Comprehensive Income	-
78	Share of Other Comprehensive Income JV	-
<b>(4,407)</b>	<b>Total Other Comprehensive Income</b>	<b>5,130</b>
<b>(7,180)</b>	<b>TOTAL COMPREHENSIVE INCOME</b>	<b>10,760</b>

**Adelaide Hills Council**  
**STATEMENT OF FINANCIAL POSITION**  
**2020-21 Proposed Budget**

2019-20 Actuals		2020-21 Revised Budget
\$'000	ASSETS	\$'000
	<b>Current Assets</b>	
	518 Cash and cash equivalents	454
	2,761 Trade & other receivables	2,761
	18 Inventories	18
<b>3,297</b>		<b>3,233</b>
	- Non-current Assets held for Sale	-
<b>3,297</b>	<b>Total Current Assets</b>	<b>3,233</b>
	<b>Non-current Assets</b>	
	- Financial assets	-
	1,491 Equity accounted investments in Council businesses	1,591
	422,745 Infrastructure, property, plant & equipment	437,370
<b>424,236</b>	<b>Total Non-current Assets</b>	<b>438,961</b>
<b>427,533</b>	<b>Total Assets</b>	<b>442,194</b>
	<b>LIABILITIES</b>	
	<b>Current Liabilities</b>	
	5,254 Trade & other payables	4,474
	2,000 Borrowings - Short Term Draw Down	1,881
	5,285 Borrowings - Other	285
	3,588 Provisions	3,388
<b>16,127</b>	<b>Total Current Liabilities</b>	<b>10,028</b>
	<b>Non-current Liabilities</b>	
	5,446 Borrowings	15,446
	1,528 Provisions	1,528
<b>6,974</b>	<b>Total Non-current Liabilities</b>	<b>16,974</b>
<b>23,101</b>	<b>Total Liabilities</b>	<b>27,002</b>
<b>404,432</b>	<b>NET ASSETS</b>	<b>415,192</b>
	<b>EQUITY</b>	
	138,645 Accumulated Surplus	144,275
	265,206 Asset Revaluation Reserves	270,336
	581 Other Reserves	581
<b>404,432</b>	<b>TOTAL EQUITY</b>	<b>415,192</b>
<b>19,822</b>	<b>NET FINANCIAL LIABILITIES</b>	<b>23,787</b>

# Adelaide Hills Council

## STATEMENT OF CHANGES IN EQUITY 2020-21 Proposed Budget

	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	TOTAL EQUITY
2020-21	\$'000	\$'000	\$'000	\$'000
Balance at end of previous reporting period	138,645	265,206	581	404,432
<b>Net Surplus / (Deficit) for Year</b>	5,630	-	-	5,630
<b>Other Comprehensive Income</b>				
Gain on revaluation of infrastructure, property, plant & equipment	-	5,130	-	5,130
Transfers between reserves	-	-	-	-
<b>Balance at end of period</b>	<b>144,275</b>	<b>270,336</b>	<b>581</b>	<b>415,192</b>

2019-20				
Balance at end of previous reporting period	141,348	269,691	573	411,612
Adjustment due to compliance with revised Accounting Standards				-
Adjustment to give effect to changed accounting policies				-
Restated opening balance				
<b>Net Surplus / (Deficit) for Year</b>	(2,773)			(2,773)
<b>Other Comprehensive Income</b>				-
Changes in revaluation surplus - infrastructure, property, plant & equipment		(4,485)		(4,485)
IPPE Impairment	-	-	-	-
Share of Other Comprehensive Income JV	78			78
Transfers between reserves	(8)	-	8	-
<b>Balance at end of period</b>	<b>138,645</b>	<b>265,206</b>	<b>581</b>	<b>404,432</b>

### FINANCIAL RATIOS

	2020-21 Proposed Budget
<b>Operating Surplus Ratio</b>	
<u>Operating Surplus</u>	3.7%
Total Operating Revenue	
<b>Net Financial Liabilities Ratio</b>	
<u>Net Financial Liabilities</u>	47%
Total Operating Revenue	
<b>Asset Sustainability Ratio</b>	
<u>Asset Renewals</u>	116%
Infrastructure & Asset Management Plan required expenditure	

# Adelaide Hills Council

## CASH FLOW STATEMENT 2020-21 Proposed Budget

2019-20 Actuals		2020-21 Revised Budget
\$'000	<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>	\$'000
	<u>Receipts</u>	
38,288	Rates - general & other	40,231
1,180	Fees & other charges	1,280
704	User charges	738
5,121	Grants	7,860
42	Investments	17
228	Reimbursements	237
929	Other revenues	476
	<u>Payments</u>	
(16,703)	Employee costs	(18,343)
(22,410)	Materials, contracts & other expenses	(21,001)
(589)	Finance payments	(676)
<b>6,790</b>	<b>NET CASH USED IN OPERATING ACTIVITIES</b>	<b>10,820</b>
	<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>	
	<u>Receipts</u>	
-	Proceeds from Borrowings	10,000
	<u>Payments</u>	
(62)	Repayment from Borrowings	(5,000)
(211)	Repayment of Lease Liabilities	
-	Repayments of Aged Care facility deposits	(780)
<b>(273)</b>	<b>NET CASH USED IN FINANCING ACTIVITIES</b>	<b>4,220</b>
	<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>	
	<u>Receipts</u>	
556	Grants for new or upgraded assets	2,966
714	Sale of replaced assets	646
1,647	Sale of surplus assets	1,486
-	Repayment of loans from Community Groups	-
-	Distributions received from Equity Accounted Businesses	-
	<u>Payments</u>	
(3,223)	Expenditure on new/ upgraded assets	(9,438)
(9,718)	Expenditure on renewal/ replacement of assets	(10,646)
-	Loans Made to Community Group loans	-
-	Capital Contributed to Equity Accounted Businesses	-
<b>(10,024)</b>	<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<b>(14,985)</b>
<b>(3,507)</b>	<b>NET INCREASE / (DECREASE) IN CASH HELD</b>	<b>55</b>
<b>2,025</b>	<b>CASH AT BEGINNING OF YEAR</b>	<b>(1,482)</b>
<b>(1,482)</b>	<b>CASH AT END OF YEAR</b>	<b>(1,427)</b>
518	Cash & Investments	454
(2,000)	Short Term Drawdown	(1,881)
<b>(1,482)</b>		<b>(1,427)</b>

---

## **Appendix 4**

*2020-21 Budget Adjustments subsequent to Original  
Budget Adoption*

---



**ADELAIDE HILLS COUNCIL**  
**2020-21 BUDGET ADJUSTMENTS SUBSEQUENT TO BUDGET ADOPTION**

Description	Operating Income	Operating Expenses	Net Operating Result	Capital Expenditure	Capital Income	Net Borrowing Result Impact
<b>Original Budget Council Meeting 30 June 2020 CR124/20 Part 1.2</b>	<b>47,442</b>	<b>47,551</b>	<b>(109)</b>	<b>14,165</b>	<b>942</b>	<b>(4,095)</b>
BR3 Carry Forwards Council Meeting 30 June 2020 CR124/20 Part 1.13				1,454	1,774	320
Community Strength and Resilience Initiatives Replacement and Upgrade of play space at Lobethal Bushland Park Council Meeting 30 June 2020 CR 124/20 Part 3				300	150	(150)
Local Roads and Community Infrastructure Program Projects Council Meeting 23 June 2020 CR 106/20 Part 3	781		781	781		0
Federal Black Spot Program Funding Deed Kersbrook, Mylor, Ironbank & Forreston Council Meeting 28 July 2020 CR 140/20 Part 4				369	551	182
Road Widening Netherhill Road Kenton Valley Council Meeting 28 July 2020 CR 149/20 Part 6				10		(10)
Gumeracha Court Resurfacing Project Council Meeting 25 August 2020 CR 168/20 Part 2	220		220	220		0
Gumeracha Court Resurfacing Project Council Meeting 25 August 2020 CR 168/20 Part 3				150		(150)
Gumeracha Court Resurfacing Project Council Meeting 25 August 2020 CR 168/20 Part 4				50		(50)
Heathfield Oval Change Room & Cricket Net Project Council Meeting 25 August 2020 CR 169/20 Part 2 (Sport Australia component) Part 2				524	524	0
Heathfield Oval Change Room & Cricket Net Project Council Meeting 25 August 2020 CR 169/20 Part 2 (Office of Recreation, Sport & Racing component)				565	565	0
2019-20 Carry Forwards from Council Meeting 25 August 2020 CR 170/20 Part 2		64	(64)			(64)
2019-20 Carry Forwards from Council Meeting 25 August 2020 CR 170/20 Part 3				2,679	367	(2,312)
2020-21 Additional Budget Request from Council Meeting 25 August 2020 CR 170/20 Part 4	30	30	0			0
2020-21 Additional Budget Request from Council Meeting 27 October 2020 CR 227/20		6	(6)			(6)
2020-21 Additional Budget Request from Council Meeting 27 October 2020 CR 229/20		15	(15)			(15)
2020-21 Budget Review 1 Council Meeting 24 November 2020 CR 272/20	1,976	441	1,535	219	50	1,366
<b>Sub total Budget Adjustments approved prior to 23 February 2021 Council Meeting</b>	<b>3,008</b>	<b>556</b>	<b>2,452</b>	<b>7,322</b>	<b>3,981</b>	<b>(889)</b>
<b>AHC Current Budget prior to Council Meeting 23 February 2021</b>	<b>50,450</b>	<b>48,107</b>	<b>2,343</b>	<b>21,487</b>	<b>4,923</b>	<b>(4,984)</b>
2020-21 Budget Review 2	490	949	(459)	114	175	(398)
2020-21 Budget Review 2 Carry Forwards				(1,518)		1,518
<b>AHC Proposed Budget for Council Meeting 23 February 2021</b>	<b>50,940</b>	<b>49,056</b>	<b>1,883</b>	<b>20,083</b>	<b>5,098</b>	<b>(3,865)</b>

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

<b>Item:</b>	<b>12.6</b>
<b>Responsible Officer:</b>	<b>Mike Carey Manager Financial Services Corporate Services</b>
<b>Subject:</b>	<b>Draft Long Term Financial Plan 2021-22 for Public Consultation</b>
<b>For:</b>	<b>Decision</b>

---

**SUMMARY**

Prior to commencement of the budget process each year a review of the *Long Term Financial Plan* (LTFP) is undertaken. This review ensures that the LTFP is updated to reflect movements following the adoption of the most recent Annual Business Plan, revised projections in key economic indicators and any amended strategies or plans considered by Council.

The LTFP was last considered by the Audit Committee on 17 February 2020 and was ultimately endorsed for public consultation by Council prior to the budget setting process and adopted by Council in April 2020.

Further, given the financial impact of two significant events, namely the Cudlee Creek Bushfire Recovery and the COVID-19 pandemic that occurred subsequent to the adoption of the 2020-21 LTFP, Council reviewed a summary of the proposed operating and capital investment activities of Council in the Uniform Presentation of Finances format (as required for the LTFP) for a period of three years as part of the 2020-21 Annual Business Plan and Budget adoption documentation.

A Council Workshop was initially held on 8 December 2020 to provide an overview of the process undertaken to develop the LTFP as well as review the key inputs and resulting sustainability ratios. A further full day workshop of Council was held on 30 January 2021 to:

- provide an overview of the process undertaken to develop the LTFP
- review the current sustainability ratios and consider proposed targets for future years
- examine options to ensure Council can achieve those ratios, and
- review Council's strategic initiatives for the next 3 years having regard to proposed ratios.

Feedback from this workshop has resulted in changes to the draft LTFP to reflect a desire to:

- amend Council's current financial sustainability targets to narrow the range of each of the sustainability targets
- improve Council's Operating Surplus Ratio over the period of the LTFP to enable capacity to reduce debt whilst also funding a proportion of capital upgrade expenditure
- increase revenue through indexing rates relative to the Local Government Price Index as opposed to CPI

Importantly the draft LTFP demonstrates that the Council is financially sustainable over the 10 year term of the LTFP, whilst achieving the objectives outlined in the Strategic Plan.

On 15 February 2021 the Audit Committee reviewed an updated version of Council's LTFP and recommended in part that *"Council approve the Long Term Financial Plan 2021-22, as contained in Appendix 1 for community consultation in accordance with Section 122 of the Local Government Act 1999."*

This report provides the updated LTFP to Council for consideration prior to community consultation being undertaken.

## RECOMMENDATION

### Council resolves:

1. That the report be received and noted
2. To endorse the Draft *Long Term Financial Plan*, as contained in Appendix 1 for community consultation in accordance with Section 122 of the *Local Government Act 1999*.
3. That the CEO be authorised to:
  - a. Make any formatting, nomenclature or other minor changes to the Plan prior to being released for public consultation and
  - b. Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's *Public Consultation Policy*.

---

## 1. GOVERNANCE

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

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

Goal 5 A Progressive Organisation

Objective O3 Our organisation is financially sustainable for both current and future generations

Priority O3.1 Ensure the delivery of agreed strategic plan requirements whilst meeting endorsed long term targets for a sustainable operating surplus and level of debt

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

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

One key aspect of Council's legislative responsibilities is to develop and adopt a long-term financial plan for a period of at least 10 years to ensure Council continues to be financially sustainable.

➤ **Legal Implications**

The LTFP is prepared as a part of the Strategic Management Plans as required under Section 122 of the *Local Government Act 1999* (the Act). In particular:

1 (ab) - provide assessments that relate to the following matters (with particular reference to the relevant period):

- (i) the sustainability of the council's financial performance and position; and
- (ii) the extent or levels of services that will be required to be provided by the council to achieve its objectives; and
- (iii) the extent to which any infrastructure will need to be maintained, replaced or developed by the council; and
- (iv) anticipated changes in its area with respect to—
  - (A) real property development; and
  - (B) demographic characteristics of its community to the extent that is reasonable taking into account the availability of appropriate and accurate data; and
- (v) the council's proposals with respect to debt levels; and
- (vi) any anticipated or predicted changes in any factors that make a significant contribution to the costs of the council's activities or operations

1a (a) - A council must, in conjunction with the plans required under subsection (1), develop and adopt a long-term financial plan for a period of at least 10 years;

4 - A council may review its strategic management plans under this section at any time but must—

- (a) undertake a review of—
  - (i) its long-term financial plan; and
  - (ii) any other elements of its strategic management plans prescribed by the regulations for the purposes of this paragraph,as soon as practicable after adopting the council's annual business plan for a particular financial year; and
- (b) in any event, undertake a comprehensive review of its strategic management plans within 2 years after each general election of the council.

(4a) - A council must, for the purposes of a review under subsection (4), take into account—

- (a) in relation to a review under subsection (4)(a)(i)—a report from the chief executive officer on the sustainability of the council's long-term financial performance and position taking into account the provisions of the council's annual business plan and strategic management plans; and
- (b) insofar as may be relevant—any other material prescribed by the regulations.

6 - A council must adopt a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the development and review of its strategic management plans

The LTFP is also required to comply with Section 5 of the *Local Government (Financial Management) Regulations 2011*. In particular:

1 - A long-term financial plan developed and adopted for the purposes of section 122(1a)(a) of the Act must include—

- (a) a summary of proposed operating and capital investment activities presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances; and
- (b) estimates and target ranges adopted by the council for each year of the long-term financial plan with respect to an operating surplus ratio, a net financial liabilities ratio and an asset renewal funding ratio presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.

2 - A long-term financial plan must be accompanied by a statement which sets out—

- (a) the purpose of the long-term financial plan; and
- (b) the basis on which it has been prepared; and
- (c) the key conclusions which may be drawn from the estimates, proposals and other information in the plan.

#### ➤ **Risk Management Implications**

Preparing a LTFP as required by the Act and Regulations will assist in mitigating the risk of:

*Inability to discharge role and functions of a local government entity leading to a breach of legislation and loss of stakeholder confidence.*

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Medium (4D)	Medium (3D)

It ensures that financial resources are deployed in areas that align with Council’s Strategic Management Plans, are affordable and supported within the Council’s LTFP.

#### ➤ **Financial and Resource Implications**

Satisfactory internal financial controls provide the foundation for ensuring Council’s ongoing financial sustainability. The LTFP is a financial model that aims to achieve long term financial sustainability, using the key financial indicators and benchmarks for guidance, projected over 10 years using inputs from Council’s *Strategic Plan*, *Asset Management Plan* and other key Strategies.

A Council’s long-term financial performance and position is sustainable where planned long-term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to services.

The LTFP is based on continuing existing service levels including infrastructure renewal and upgrade and is regularly updated to account for any changes.

It should also be noted that at the time of undertaking the review of the LTFP that consideration of projects to be funded from the second round of the Local Roads and Community Infrastructure Program had not been finalised. Final outcomes from this Program will be captured in the development of the draft Annual Business Plan.



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

There is an expectation that Council has appropriate corporate governance processes in place including an effective internal control environment.

➤ **Sustainability Implications**

The key objective of Council's LTFP is financial sustainability in the medium to long term, while still achieving Council's corporate objectives as specified in its *Strategic Plan, Corporate Plan* and Functional Strategies. Council has specific functional strategies that address environmental and economic sustainability goals, objectives and priorities. At the same time the LTFP ensures that there is an understanding of the impact of decisions made today on future sustainability. This means ensuring the cost effective delivery of works and services, and the appropriate maintenance and renewal of our asset base in a financially sustainable manner.

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

Consultation on the development of this report was as follows:

*Council Committees:* The Audit Committee considered the updated LTFP on 15 February 2021.

*Council Workshops:* A workshop of Council was held on 8 December 2020 to gain an understanding of the process undertaken to develop the LTFP and consider whether the financial targets and/or approach to financial sustainability should be modified given the key parameters have remained unchanged for a number of years. These were further reviewed at Council's Integrated LTFP & Annual Business Plan Workshop held on 30 January 2021 to provide an overview of the process undertaken to develop the LTFP; review the current sustainability ratios and consider proposed targets for future years, examine options to ensure Council can achieve those ratios and review Council's strategic initiatives for the next 3 years having regard to proposed ratios.

*Advisory Groups:* Not Applicable

*Administration:* The Executive Leadership Team (ELT) has reviewed the LTFP assumptions as part of the development of the updated LTFP. In addition, the functional leads across the organisation provided input on the funding requirements to be captured in the LTFP to support the implementation of the Strategic Plan / Functional Strategies.

*External Agencies:* Not Applicable

*Community:* Not applicable at this stage however community consultation will be undertaken if Council resolves as recommended in this report.

## 2. BACKGROUND

The Act requires Council to prepare a LTFP as part of its Strategic Management Plan, and to update it on the same basis. Members of the public are to be given a reasonable opportunity to be involved in the development and review of the Council's plan.

Council considers that its LTFP is a fundamental instrument of accountability and provides projections for Council's planned activities over a ten year timeframe.

The key objective of Council's LTFP is financial sustainability in the medium to long term, while still achieving Council's corporate objectives as specified in its *Strategic Plan* and *Corporate Plan*. At the same time the LTFP ensures that there is an understanding of the impact of decisions made today on future sustainability. This means ensuring the cost effective delivery of works and services, and the appropriate maintenance and renewal of our asset base in a financially sustainable manner.

The purpose of this plan is not to provide specific detail about individual works or services. It does however provide a decision making tool that allows various assumptions and sensitivity analysis to be carried out that will indicate the ability of Council to deliver cost effective services to our community in the future in a financially sustainable manner.

A Council's LTFP must contain a summary of the proposed operating and capital investment activities in the Uniform Presentation of Finance format for a period of at least ten years. It should include estimates of the key ratios, operating surplus, net financial liabilities and asset renewal funding. This illustrates the expected long term financial performance of the Council, and hence whether financial sustainability is being achieved.

The model is a fluid document, continually reviewed, modified and refined as new information is discovered, usually at each Budget Review and during the construction and adoption of the annual budget.

The LTFP was last considered by the Audit Committee on 17 February 2020 and was ultimately endorsed for public consultation by Council prior to the budget setting process and adopted by Council in April 2020.

Further, given the financial impact of two significant events, namely the Cudlee Creek Bushfire Recovery and the COVID-19 pandemic that occurred subsequent to the adoption of the 2020-21 LTFP, Council reviewed a summary of the proposed operating and capital investment activities of Council in the Uniform Presentation of Finances format (as required for the LTFP) for a period of three years as part of the 2020-21 Annual Business Plan and Budget adoption documentation in June 2020.

The Audit Committee considered the updated LTFP 2021-22 on 15 February 2021, and resolved as follows:

**7.9. Long Term Financial Plan Review**

Moved Cr Leith Mudge  
S/- Natalie Johnston

11/AC21

The Audit Committee:

1. **Receives and notes the report.**
2. **Notes the updated Long Term Financial Plan.**
3. **Recommends Council approve the Long Term Financial Plan 2021-22, as contained in Appendix 1 for community consultation in accordance with *Section 122 of the Local Government Act 1999*.**

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

**3. ANALYSIS**

The draft LTFP is based upon 2020-21 adopted budget that has been revised for amendments adopted by Council including Budget Review 1 (BR1) considerations. Indices have been applied to categories within the LTFP to produce an uplifted 2021-22 LTFP budget that is capable of being used as a “target” for the 2021-22 budget setting process.

The LTFP starting point has also been updated to reflect the 30 June 2020 audited end of year financial position adopted by Council in October 2020.

In the development of the 2021-22 LTFP consideration has been given to Council’s adopted *2020-24 Strategic Plan*. As such, the ‘Summary of Strategic Initiatives Expenditure’ in the LTFP has been grouped into the goal and objective structure of the Strategic Plan.

**Key Considerations**

As part of the development of the 2021-22 LTFP, a workshop of Council was held on 30 January 2021 to:

- provide an overview of the process undertaken to develop the LTFP;
- review the current sustainability ratios and consider proposed targets for future years,
- examine options to ensure Council can achieve those ratios and
- review Council’s strategic initiatives for the next 3 years having regard to proposed ratios.

In this process Council considered its alignment to Council’s Strategic Plan, consistency with updated Asset Management Plans and the financial sustainability of Council.

Having regard to some emerging cost pressures relating to tree management, the financial impact to Council of recent events including bushfires and COVID-19 and with Council’s relatively low operating surplus, detailed consideration was given to options that could assist Council’s ability to absorb these type of events and the associated expenditure impacts without significantly impacting on the delivery of Council’s Strategic Plan outcomes and full range of services and activities.

Feedback from this workshop has resulted in changes to the draft LTFP to reflect a desire to:

- amend Council's current financial sustainability targets to narrow the range of each of the sustainability targets
- improve Council's Operating Surplus Ratio over the period of the LTFP to enable capacity to reduce debt whilst also funding a proportion of capital upgrade expenditure
- increase revenue through indexing rates relative to the Local Government Price Index (LGPI) as opposed to CPI

**Key Outcomes:**

Importantly the current LTFP demonstrates that the Council is financially sustainable over the 10 year term of the LTFP, whilst achieving the objectives outlined in the Strategic Plan.

This includes:

- Implementation and funding of the appropriate level of maintenance and renewal of the portfolio of infrastructure assets
- Meeting the ongoing expectations of service delivery to our community
- Managing the impact of cost shifting from other levels of government
- The appropriate use of debt as a means of funding asset renewal
- Ensuring the financial sustainability of Council's operations.

Financial sustainability has been demonstrated through adherence to the agreed target ranges in all of the following three key ratios:

- Operating Surplus Ratio, target range 1% to 5%
- Net Financial Liabilities Ratio, target range 25% to 75%
- Asset Renewal Funding Ratio, target range 95% to 105%

In achieving these targets, which are explained in more detail within the LTFP, there is a level of certainty provided to the community that financial sustainability will be maintained.

Importantly, as the draft LTFP demonstrates sustainability over a ten year period, and the 2021-22 LTFP target budget is embedded within the LTFP, then the subsequent development of a 2021-22 budget that aligns with the LTFP targets that have been set will also demonstrate that a financially sustainable position is being achieved.

#### **4. OPTIONS**

- I. To endorse the Draft Long Term Financial Plan as prepared without making any further amendments to enable community consultation to be undertaken (Recommended)
- II. Decline to adopt the Long Term Financial Plan, and make further amendments prior to consultation (Not Recommended)

#### **5. APPENDIX**

- (1) Draft Long Term Financial Plan 2021-22 (February 2021)

---

# **Appendix 1**

*Draft Long Term Financial Plan 2021-22*  
*February 2021*

---



# Long Term Financial Plan 2021/2022

*Draft for Public Consultation*



**Adelaide Hills**  
COUNCIL

# Long Term Financial Plan

## February 2021

### Why does Council prepare a Long Term Financial Plan (LTFP)?

The *Local Government Act 1999* requires Council to prepare a Long Term Financial Plan (LTFP) as part of its Strategic Management Plans. Council considers that its Long Term Financial Plan (LTFP) is a fundamental instrument of accountability and provides projections for Council's planned activities over a ten year timeframe.

The LTFP provides Council with a decision making tool that ensures there is an understanding of the impact of decisions made today on future sustainability. This means ensuring the cost effective delivery of works and services, and the appropriate maintenance and renewal of our asset base in a financially sustainable manner.

The LTFP contains estimated financials over a ten year period and includes estimates of the key ratios which are operating surplus, net financial liabilities and asset renewal funding ratios. This projection of estimates creates a model that illustrates the expected long term financial performance of the Council, and hence whether financial sustainability is being achieved.

The model is a complex and fluid document, continually reviewed, modified and refined as new information is discovered. This is usually at each quarterly Budget Review and during the construction and adoption of Council's Annual Budget.

The plan does not provide specific detail about individual works or services, as this level of detail is addressed in the Annual Business Plan and Budget.

*The key objective of Council's LTFP is financial sustainability in the medium to long term, while still achieving Council's corporate objectives as specified in its Strategic Plan, Corporate Plans and Functional Strategies.*

## How does Council prepare the plan?

The 10 year LTFP is prepared using a number of assumptions about projected rate income, projected fees, charges and grants and also includes assumptions about future operational and capital expenditure. As the plans are derived from an estimate of future performance, the actual results are likely to vary from the information contained in this LTFP.

## Calculating a sustainable Long Term Financial Plan

The LTFP calculations are based on a complex model which is built on a very large range of variables applied to its performance in recent years. In order to use it to guide each year's budget setting process, the key variables have been divided into two groups:

- *Controllable variables* – items that Council can control such as service levels, capital expenditure, rate increases and wage increases
- *Non-controllable variables* – items outside Council's control, such as interest rates, inflation and economic growth (eg. residential development, new businesses, etc).

For controllable variables, Council is able to change different variables up or down to see what effect they have on financial performance. The long term effects of each decision can then be assessed.

For non-controllable variables, the plan uses reasonable long term estimates which do not change (except to update them at the beginning of each budget cycle). In this way the impact of different choices about the controllable variables can be better assessed.

For example: Inflation which is measured by CPI has fluctuated substantially in recent years. Because inflation works differently on different elements of Council's income and expense it can easily distort the LTFP, especially in later years. If the distortion negatively impacted the LTFP, Council could assess which controllable variables could be adjusted to keep the plan sustainable.

## Key considerations incorporated in the current LTFP review

As part of the development of the 2021-22 LTFP, a full day workshop of Council was held on 30 January 2021 to:

- review amended economic assumptions (in particular changes to CPI and interest rates that has occurred)
- review the current sustainability ratios and consider proposed targets for future years,
- examine options to ensure Council can achieve those ratios, and
- review Council's strategic initiatives for the next 3 years having regard to the proposed ratios.

Council also considered emerging cost pressures relating to tree management, and the financial impact from recent events including bushfires and COVID-19. Given the relatively low operating surplus that has previously been projected, detailed consideration was given to options that could assist Council's ability to absorb these type of events without significantly impacting on the delivery of Council's Strategic Plan outcomes and the full range of services and activities.

## Resulting changes

The draft LTFP has been amended to incorporate:

- [Tree management](#) – the additional costs required to mitigate the significant risks associated with the management of trees following a recent review
- [Sustainability target changes](#) - amendments to Council's financial sustainability targets to narrow the range of each target
- [Increase Operating Surplus](#) - an improvement to Council's Operating Surplus Ratio over the period of the LTFP to enable capacity to reduce debt whilst also funding a proportion of capital upgrade expenditure
- [Local Government Price Index \(LGPI\)](#) - An increase in rate revenue through indexing rates relative to the LGPI as opposed to CPI

## What key conclusions may be drawn from the plan?

The LTFP demonstrates that the Council is financially sustainable over the 10 year term of the LTFP, whilst achieving the objectives outlined in the Strategic Plan. This includes:

- Implementation and funding of the appropriate level of maintenance and renewal of the portfolio of infrastructure assets
- Meeting the ongoing expectations of service delivery to our community
- Managing the impact of cost shifting from other levels of government
- Enabling the delivery of strategies identified within the Strategic Plan as well as other endorsed Functional Strategies
- The appropriate use of debt as a means of funding new capital expenditure
- Ensuring the financial sustainability of Council's operations.

Financial sustainability has been demonstrated through adherence to the agreed target ranges in all of the following three key ratios:

- 1. Operating Surplus Ratio, target range 1% to 5%**
- 2. Net Financial Liabilities Ratio, target range 25% to 75%**
- 3. Asset Renewal Funding Ratio, target range 95% to 105%**

In achieving these targets, which are explained in more detail within this document, there is a level of certainty provided that financial sustainability will be maintained.



# Ratios

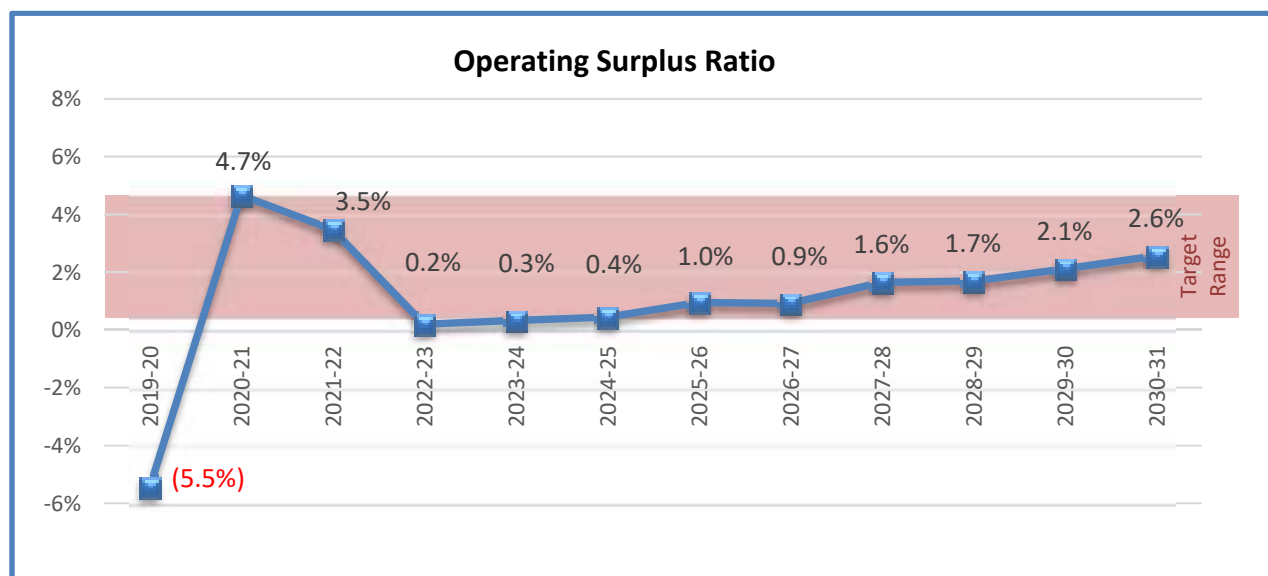
## Operating Surplus Ratio

The operating surplus ratio indicates whether operating revenue is sufficient to meet all operating expenses and whether current ratepayers are paying for their consumption of resources.

The Operating Surplus ratio expresses the operating surplus as a percentage of total operating income. A negative ratio indicates the percentage that the operating expenses outweigh the operating income. A positive ratio indicates the percentage that the operating revenue exceeds the operating expenses.

**Target Range:** 1% - 5%  
**10 Year Result Range** 0.2% - 3.5%

The ratio above indicates that the cost of services provided to ratepayers is being met from operating revenues with surplus's being used to fund new infrastructure works in line with our LTFP projections.



## Net Financial Liabilities Ratio

Net Financial Liabilities is an indicator of the Council's total indebtedness and includes all Council's obligations including provisions for employee entitlements and creditors.

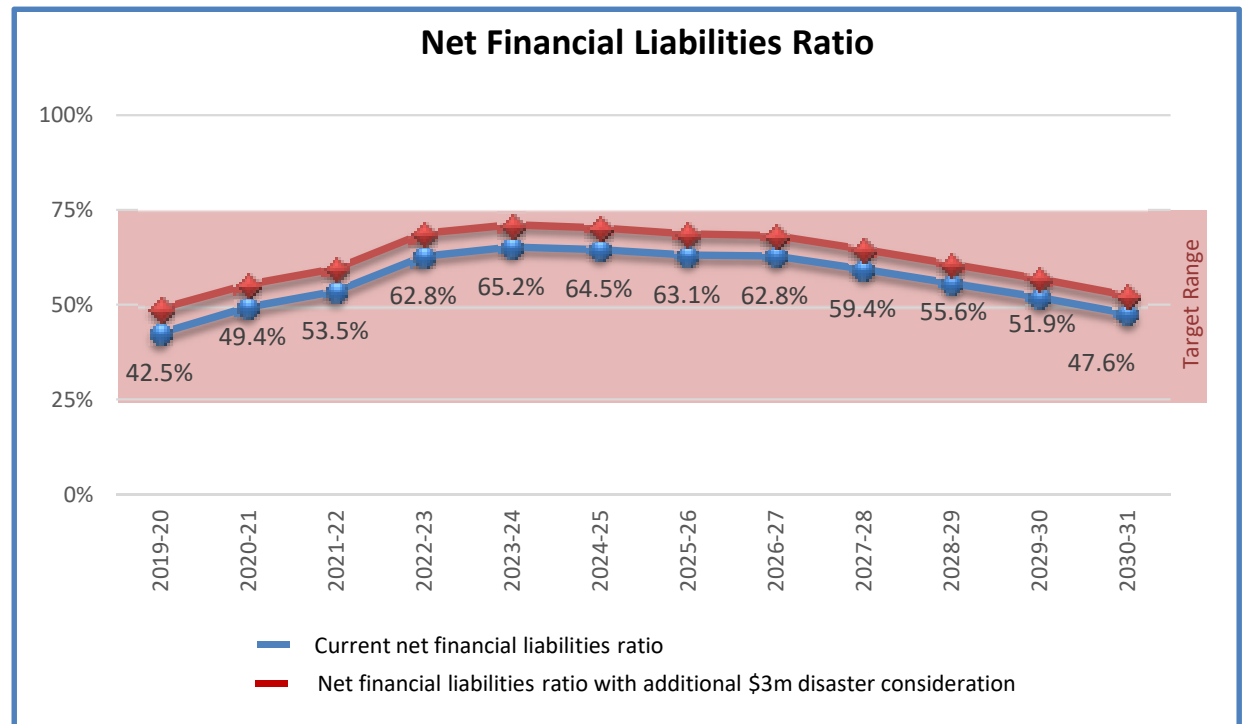
This ratio indicates whether the net financial liabilities of the Council can be met by the Council's total operating revenue. Where the ratio is falling, it indicates that the Council's capacity to meet its financial obligations from operating revenues is strengthening. Where the ratio is increasing, it indicates that a greater amount of Council's operating revenues is required to service its financial obligations.

Council has considered the financial impact of significant events such as disasters including bushfire or storm as these type of events have occurred more regularly in recent years. As a result, Council has also assessed its Net Financial Liability ratio with an additional \$3m of borrowings represented by the red line in the graph below. The resultant ratio shows that even with the additional \$3m, Council still maintains this ratio within a sustainable target range.

The \$3m represents the likely Council net contribution to a very significant disaster in the order of \$10m taking into account financial assistance from State and Federal Governments. This assumption is also based on Council's strong preference to borrow if such a major event did occur rather than requiring an increase in rates to fund any financial impact.

**Target Range:** 25% - 75%

**10 Year Result Range** 48% - 65%



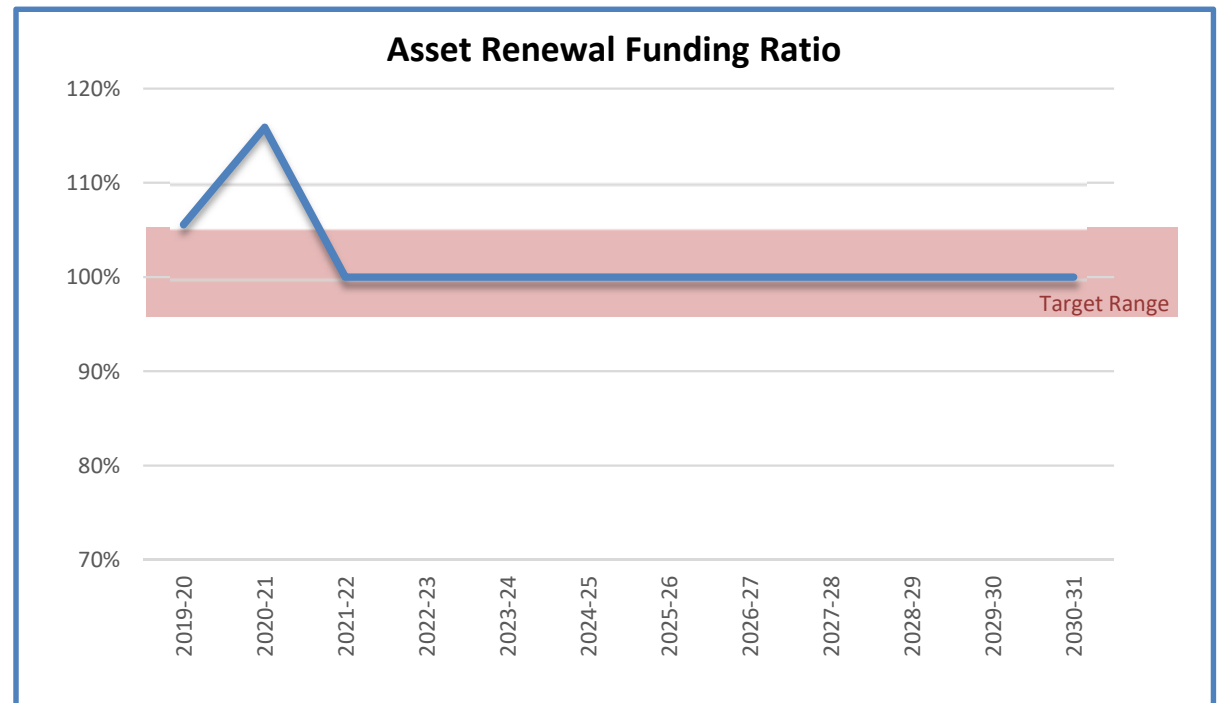
## Asset Renewal Funding Ratio

This ratio indicates whether a Council is renewing or replacing existing infrastructure assets at the same rate that its asset management plan requires.

The target for this ratio is to be between 95% and 105% in any given year, with 100% on average over five years. This would mean that Council is replacing 100% (or all) of the assets that require renewal.

**Target:** 95 - 105%  
**10 Year Result Range** 100%

The result achieved for this measure is the same throughout the 10 year horizon of the LTFP as the amount of future renewal expenditure is based on the required asset management expenditure.



## Key sections explained.....

### Uniform Presentation of Finances (including assumptions and key financial indicators)

In accordance with the requirements of *Local Government (Financial Management) Regulations 2011* this section of the LTFP presents the financial position of Council for the next 10 years in the mandated format consistent across the Local Government sector.

This section of the LTFP is broken into the following key elements:

- A summary of all operating income and expenditure to highlight the Net Operating Surplus
- Net outlays on existing assets after providing for depreciation and proceeds from any replacement asset sales
- Net outlays on new and upgraded assets after providing for grants received and proceeds from any surplus asset sales
- Key indexation forecasts and interest rate projections for borrowings and investments

The resultant key financial ratios are derived from the above and demonstrate financial sustainability through the adherence to the agreed target ranges over the 10 year life of the LTFP. Detailed information is provided in relation to each ratio on subsequent pages of this plan.

### Statement of Financial Position

This Statement provides a 10 year projection of Council's assets and liabilities using the projected 30 June 2021 Budget as the base year. The projections result from proposed capital expenditure emanating from the Asset Management Plans and adopted strategies, together with borrowings necessary to meet those capital requirements, and net funding generated by operations.

Council's borrowings are represented by a Cash Advance Drawdown (CAD) facility as well as credit finance (principal and interest) loans split between short term and longer term loans. Over the life of the LTFP, total borrowings peak at \$29m in 2026-27.

## Summary of Strategic Initiative Expenditure

This section provides a detailed breakdown of all strategic initiative expenditure that has been included within the LTFP to ensure that the Strategic Plan and related Strategies can be delivered. This expenditure is largely project or program related and is in addition to expenditure captured within base operating requirements.

Information is broken down into each goal area and strategic objective identified within the *Strategic Plan 2020-24 – A brighter future*. It is important to note that for a number of strategic objectives there is no additional funding required over and above existing operational budgets in order to ensure the objective can be delivered.

The total value of strategic initiative expenditure captured within the life of the LTFP is \$34.9 million. This includes operating expenditure of \$14.5 million and capital expenditure of \$20.4 million.

## Capital Investment by Asset Category

Council's Asset Management Plans are progressively reviewed to ensure future provisions for asset related expenditure are sufficient. Recent reviews have highlighted the need for additional renewal expenditure in some of the infrastructure categories which has been provided for within the current LTFP.

Key points of note include

- Total capital expenditure projected over the 10 year period totals \$134 million of which \$114 million has been allocated to the renewal of existing assets.
- As identified above, the remaining \$20.4 million relates to new assets, as well as capacity/upgraded assets derived from Council's current adopted Strategic Plan and endorsed Functional Strategies.



## Risks Associated with the Long Term Financial Plan

The LTFP has been developed based on the best information and assumptions available at the time. However, users of this information should be aware that there are risks associated with using estimated increases to Consumer Price Index (CPI), Local Government Price Index (LGPI), Average Weekly Earnings (AWE) and predictions in finance costs and interest rates.

In addition, the LTFP may be impacted by events such as new legislation or disasters that could materially affect the projected outcomes and results of the LTFP. Whilst Council has factored in the known impacts of prior events (including recent bushfires and the COVID-19 pandemic), it is important to acknowledge that significant future events will necessitate ongoing review. The projected increase in the operating surplus ratio will assist in mitigating this risk.

Council is aware that Campbelltown City Council (CCC) has received approval from the Boundaries Commission to lodge a Stage 2 proposal for the boundary between CCC and Adelaide Hills Council to be realigned to the eastern and southern side of Woodforde and Rostrevor suburbs, effectively moving those suburbs into CCC's area. Given that boundary change process involves a number of assessments (and these are still to occur) prior to the Commission determining whether to recommend a change, no adjustment has been made to Council's LTFP for any possible impact on rates revenue, servicing costs and capital expenditure.

In order to reduce risk the plan is reviewed and updated annually to incorporate the best available information. In addition, the LTFP and its assumptions are reviewed by Council's Audit Committee.

Adelaide Hills Council 10 Year Financial Plan for the Years ending 30 June 2031 UNIFORM PRESENTATION OF FINANCES 2021-22 Long Term Financial Plan													
	Actuals 2019/20 \$'000	Current Year 2020/21 \$'000	Projected Years 3 Year View 2021/22 2022/23 2023/24 \$'000 \$'000 \$'000			Remaining Projected Years 2024/25 2025/26 2026/27 2027/28 2028/29 2029/30 2030/31 \$'000 \$'000 \$'000 \$'000 \$'000 \$'000 \$'000							Accumulation of 10 Yrs of LTFP
Operating Activities													
Income	46,624	50,450	49,798	49,657	50,843	52,228	53,850	55,525	57,253	59,037	60,879	62,780	551,850
less Expenses	(49,166)	(48,107)	(48,069)	(49,562)	(50,679)	(52,000)	(53,336)	(55,017)	(56,309)	(58,038)	(59,592)	(61,168)	(543,769)
Operating Surplus / (Deficit)	(2,542)	2,343	1,729	96	164	228	514	508	944	999	1,287	1,612	8,081
Capital Activities													
less (Net Outlays) on Existing Assets													
Capital Expenditure on Renewal and Replacement of Existing Assets	(9,718)	(10,677)	(10,775)	(11,476)	(11,352)	(10,678)	(11,107)	(12,029)	(11,089)	(11,503)	(11,872)	(12,036)	(113,917)
add back Depreciation, Amortisation and Impairment	9,207	9,237	9,762	10,069	10,378	10,641	10,942	11,246	11,561	12,094	12,421	12,481	111,595
add back Proceeds from Sale of Replaced Assets	714	646	665	575	618	549	495	685	650	735	582	806	6,360
(Net Outlays) on Existing Assets	203	(794)	(348)	(832)	(356)	512	330	(98)	1,122	1,326	1,131	1,251	4,038
less (Net Outlays) on New and Upgraded Assets													
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	(3,223)	(10,810)	(6,267)	(4,687)	(1,675)	(1,186)	(1,037)	(1,215)	(1,075)	(1,075)	(1,075)	(1,075)	(20,367)
add back Amounts Received Specifically for New and Upgraded Assets	556	2,791	2,000	1,000	-	-	-	-	-	-	-	-	3,000
add back Proceeds from Sale of Surplus Assets (including Investment Property & and Real Estate Developments)	1,647	1,486	1,230	-	-	-	-	-	-	-	-	-	1,230
(Net Outlays) on New and Upgraded Assets	(1,020)	(6,533)	(3,037)	(3,687)	(1,675)	(1,186)	(1,037)	(1,215)	(1,075)	(1,075)	(1,075)	(1,075)	(16,137)
Net Lending / (Borrowing) for Financial Year	(3,359)	(4,984)	(1,655)	(4,424)	(1,867)	(446)	(193)	(805)	992	1,249	1,343	1,788	(4,018)
INDEXATION FORECASTS													
General operating income and expenditure - CPI applied			1.50%	1.50%	1.50%	2.00%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%	
Employment Costs (includes superannuation guarantee increases)			3.05%	2.53%	2.50%	2.98%	3.36%	2.95%	2.95%	2.95%	2.95%	2.95%	
Rates increased by Local Government Price Index			2.50%	2.50%	1.90%	2.40%	2.80%	2.80%	2.80%	2.80%	2.80%	2.80%	
Rates growth from new development			1.00%	0.80%	0.60%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	
TREASURY FORECASTS													
Estimated Loan rate			2.20%	2.35%	2.50%	2.50%	2.50%	2.50%	2.50%	2.80%	2.80%	2.80%	
Estimated Cash Advance Rate			1.30%	1.45%	2.20%	2.20%	2.20%	2.20%	2.20%	2.50%	2.50%	2.50%	
KEY FINANCIAL INDICATORS													10 Year Average
Operating Surplus Ratio	(5.45%)	4.6%	3.5%	0.2%	0.3%	0.4%	1.0%	0.9%	1.6%	1.7%	2.1%	2.6%	1.5%
Net Financial Liabilities Ratio	42.51%	41.0%	53.5%	62.8%	65.2%	64.5%	63.1%	62.9%	59.4%	55.7%	51.9%	47.7%	58.7%
Net Financial Liabilities Ratio + \$3m	48.54%	47.0%	59.6%	68.8%	71.1%	70.3%	68.7%	68.3%	64.6%	60.7%	56.9%	52.4%	64.1%
Asset Renewal Funding Ratio	105.55%	115.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Adelaide Hills Council 10 Year Financial Plan for the Years ending 30 June 2031 STATEMENT OF FINANCIAL POSITION 2021-22 Long Term Financial Plan				Projected Years									
				2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
				\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
ASSETS													
<b>Current Assets</b>													
Cash & Cash Equivalents	518	451		500	500	500	500	500	500	500	500	500	500
Trade & Other Receivables	2,761	2,461		2,549	2,521	2,546	2,611	2,688	2,769	2,849	2,934	3,020	3,112
Other Financial Assets	-	-		-	-	-	-	-	-	-	-	-	-
Inventories	18	19		19	19	19	19	19	19	19	19	19	19
Other Current Assets	-	-		-	-	-	-	-	-	-	-	-	-
Non-current assets classified as "Held for Sale"	-	-		-	-	-	-	-	-	-	-	-	-
<b>Total Current Assets</b>	<b>3,297</b>	<b>2,931</b>		<b>3,068</b>	<b>3,040</b>	<b>3,065</b>	<b>3,130</b>	<b>3,207</b>	<b>3,288</b>	<b>3,368</b>	<b>3,453</b>	<b>3,539</b>	<b>3,631</b>
<b>Non-Current Assets</b>													
Financial Assets	-	-		-	-	-	-	-	-	-	-	-	-
Equity Accounted Investments in Council Businesses	1,491	1,591		1,691	1,791	1,891	1,991	2,091	2,191	2,291	2,391	2,491	2,591
Investment Property	-	-		-	-	-	-	-	-	-	-	-	-
Infrastructure, Property, Plant & Equipment	422,745	437,988		448,588	459,416	466,851	473,053	479,438	486,582	492,523	498,422	504,682	510,993
Intangible Assets	-	-		-	-	-	-	-	-	-	-	-	-
Non-current assets classified as "Held for Sale"	-	-		-	-	-	-	-	-	-	-	-	-
Other Non-Current Assets	-	-		-	-	-	-	-	-	-	-	-	-
<b>Total Non-Current Assets</b>	<b>424,236</b>	<b>439,579</b>		<b>450,279</b>	<b>461,207</b>	<b>468,742</b>	<b>475,044</b>	<b>481,529</b>	<b>488,773</b>	<b>494,814</b>	<b>500,813</b>	<b>507,173</b>	<b>513,584</b>
<b>TOTAL ASSETS</b>	<b>427,533</b>	<b>442,510</b>		<b>453,347</b>	<b>464,247</b>	<b>471,807</b>	<b>478,175</b>	<b>484,736</b>	<b>492,061</b>	<b>498,182</b>	<b>504,266</b>	<b>510,713</b>	<b>517,215</b>
<b>LIABILITIES</b>													
<b>Current Liabilities</b>													
Cash Advance Debenture	2,000	2,000		2,078	2,086	2,035	2,054	1,932	1,872	1,854	1,813	1,863	1,837
Trade & Other Payables	5,254	4,512		4,413	4,571	4,640	4,747	4,875	5,042	5,143	5,283	5,426	5,615
Borrowings	5,285	1,208		1,544	2,000	7,388	3,108	3,492	3,966	4,335	4,719	5,131	4,322
Provisions	3,588	3,454		3,362	3,356	3,351	3,346	3,341	3,337	3,334	3,332	3,331	3,331
Other Current Liabilities	-	-		-	-	-	-	-	-	-	-	-	-
Liabilities relating to Non-Current Assets classified as "Held for Sale"	-	-		-	-	-	-	-	-	-	-	-	-
<b>Total Current Liabilities</b>	<b>16,127</b>	<b>11,174</b>		<b>11,397</b>	<b>12,012</b>	<b>17,414</b>	<b>13,255</b>	<b>13,641</b>	<b>14,217</b>	<b>14,666</b>	<b>15,147</b>	<b>15,750</b>	<b>15,105</b>
<b>Non-Current Liabilities</b>													
Cash Advance Debenture	-	-		-	-	-	-	-	-	-	-	-	-
Trade & Other Payables	-	-		-	-	-	-	-	-	-	-	-	-
Borrowings	5,446	15,238		17,794	21,695	18,307	23,099	23,106	23,540	22,305	20,786	19,055	18,133
Provisions	1,528	1,397		511	491	469	446	423	398	372	346	317	287
Liability - Equity Accounted Council Businesses	-	-		-	-	-	-	-	-	-	-	-	-
Other Non-Current Liabilities	-	-		-	-	-	-	-	-	-	-	-	-
Liabilities relating to Non-Current Assets classified as "Held for Sale"	-	-		-	-	-	-	-	-	-	-	-	-
<b>Total Non-Current Liabilities</b>	<b>6,974</b>	<b>16,635</b>		<b>18,305</b>	<b>22,185</b>	<b>18,776</b>	<b>23,545</b>	<b>23,529</b>	<b>23,938</b>	<b>22,677</b>	<b>21,132</b>	<b>19,372</b>	<b>18,421</b>
<b>TOTAL LIABILITIES</b>	<b>23,101</b>	<b>27,809</b>		<b>29,702</b>	<b>34,198</b>	<b>36,189</b>	<b>36,800</b>	<b>37,170</b>	<b>38,156</b>	<b>37,344</b>	<b>36,279</b>	<b>35,122</b>	<b>33,526</b>
<b>Net Assets</b>	<b>404,432</b>	<b>414,701</b>		<b>423,645</b>	<b>430,049</b>	<b>435,618</b>	<b>441,375</b>	<b>447,566</b>	<b>453,905</b>	<b>460,838</b>	<b>467,987</b>	<b>475,590</b>	<b>483,689</b>
<b>EQUITY</b>													
Accumulated Surplus	138,645	143,789		147,519	148,614	148,779	149,007	149,521	150,029	150,973	151,972	153,259	154,871
Asset Revaluation Reserves	265,206	270,331		275,546	280,854	286,258	291,787	297,465	303,295	309,284	315,434	321,750	328,237
Available for Sale Financial Assets	-	-		-	-	-	-	-	-	-	-	-	-
Other Reserves	581	581		581	581	581	581	581	581	581	581	581	581
<b>Total Equity</b>	<b>404,432</b>	<b>414,701</b>		<b>423,645</b>	<b>430,049</b>	<b>435,618</b>	<b>441,375</b>	<b>447,566</b>	<b>453,905</b>	<b>460,838</b>	<b>467,987</b>	<b>475,590</b>	<b>483,689</b>
<b>Total Net Financial Liabilities</b>	<b>19,822</b>	<b>24,897</b>		<b>26,653</b>	<b>31,176</b>	<b>33,143</b>	<b>33,689</b>	<b>33,982</b>	<b>34,886</b>	<b>33,995</b>	<b>32,845</b>	<b>31,602</b>	<b>29,913</b>
<b>Total Borrowings</b>	<b>12,731</b>	<b>18,446</b>		<b>21,416</b>	<b>25,780</b>	<b>27,729</b>	<b>28,261</b>	<b>28,531</b>	<b>29,379</b>	<b>28,495</b>	<b>27,318</b>	<b>26,048</b>	<b>24,292</b>

Adelaide Hills Council										
10 Year Financial Plan for the Years ending 30 June 2031										
SUMMARY OF STRATEGIC INITIATIVE EXPENDITURE										
2021-22 Long Term Financial Plan										
	2021-22 Year 1 \$'000s	2022-23 Year 2 \$'000s	2023-24 Year 3 \$'000s	2024-25 Year 4 \$'000s	2025-26 Year 5 \$'000s	2026-27 Year 6 \$'000s	2027-28 Year 7 \$'000s	2028-29 Year 8 \$'000s	2029-30 Year 9 \$'000s	2030-31 Year 10 \$'000s
<b>BUILT ENVIRONMENT</b>										
B1 - Easily accessible	645	365	365	325	325	325	325	325	325	325
B2 - Preserve and enhance the unique Hills character	270	50	80	0	0	0	0	0	0	0
B3 - Long term asset management and adaptation planning	515	420	278	50	0	0	0	0	0	0
B4 - Sustainable management of our built assets	926	1,024	1,028	812	716	967	830	833	836	839
<b>NET CAPITAL EXPENDITURE FOR BUILT ENVIRONMENT</b>	<b>2,356</b>	<b>1,859</b>	<b>1,751</b>	<b>1,187</b>	<b>1,041</b>	<b>1,292</b>	<b>1,155</b>	<b>1,158</b>	<b>1,161</b>	<b>1,164</b>
<b>COMMUNITY WELLBEING</b>										
C1 - An inclusive, welcoming and accessible community	117	143	49	71	72	73	74	76	77	78
C2 - A connected, engaged and supported community Lead	13	3	23	0	0	0	0	0	0	0
C3 - A community that grows together	0	0	0	0	0	0	0	0	0	0
C4 - An active, healthy, thriving and resilient community	162	133	115	117	119	51	53	55	57	59
C5 - Respect for Aboriginal Culture and values	15	15	15	5	5	5	5	5	5	5
C6 - Celebrate our community's unique culture	3,219	3,066	343	352	360	369	378	387	398	410
<b>NET CAPITAL EXPENDITURE FOR COMMUNITY WELLBEING</b>	<b>3,526</b>	<b>3,360</b>	<b>545</b>	<b>545</b>	<b>556</b>	<b>498</b>	<b>510</b>	<b>523</b>	<b>537</b>	<b>552</b>
<b>ECONOMY</b>										
E1 - Support and grow our region's existing and emerging industries	103	106	108	111	114	117	121	124	127	128
E2 - Provide local infrastructure to drive growth and productivity	15	15	15	15	15	15	15	15	15	15
E3 - Encourage, attract and retain regional workforce	0	0	0	0	0	0	0	0	0	0
E4 - Cultivation of regional identity	5	5	0	0	0	0	0	0	0	0
E5 - Encourage & support positive regional population growth	0	0	0	0	0	0	0	0	0	0
<b>NET CAPITAL EXPENDITURE FOR ECONOMY</b>	<b>123</b>	<b>126</b>	<b>123</b>	<b>126</b>	<b>129</b>	<b>132</b>	<b>136</b>	<b>139</b>	<b>142</b>	<b>143</b>
<b>NATURAL ENVIRONMENT</b>										
N1 - Conserve and enhance landscape character and amenity	760	260	260	259	265	271	278	285	292	300
N2 - improve environmental resilience	93	203	93	94	95	96	97	98	100	102
N3 - Partnerships and collaborations to manage natural environment	20	30	30	0	0	0	0	0	0	0
N4 - Reduce the impact of waste to landfill	0	0	25	0	0	0	0	0	0	0
N5 - Assist our community to reduce the impact of waste to landfill	165	10	0	0	0	0	0	0	0	0
<b>NET CAPITAL EXPENDITURE FOR NATURAL ENVIRONMENT</b>	<b>1,038</b>	<b>503</b>	<b>408</b>	<b>353</b>	<b>360</b>	<b>367</b>	<b>375</b>	<b>383</b>	<b>392</b>	<b>402</b>
<b>ORGANISATION</b>										
O1 - People	55	5	5	5	5	5	5	5	5	5
O2 - Easy to interact with Council and improved customer experience	315	70	70	77	80	73	84	87	90	93
O3 - Financially sustainable for both current and future generations	26	26	27	28	29	30	31	32	33	34
O4 - We actively represent our community	20	193	0	0	0	212	0	0	0	238
O5 - Accountable, informed decision making	77	37	10	11	12	13	14	15	16	17
O6 - Utilisation of technology and innovation	100	138	130	133	138	141	146	149	154	155
<b>NET CAPITAL EXPENDITURE FOR ORGANISATION</b>	<b>593</b>	<b>469</b>	<b>242</b>	<b>254</b>	<b>264</b>	<b>474</b>	<b>280</b>	<b>288</b>	<b>298</b>	<b>542</b>
<b>STRATEGIC PLAN TOTAL</b>	<b>7,635</b>	<b>6,317</b>	<b>3,069</b>	<b>2,465</b>	<b>2,350</b>	<b>2,763</b>	<b>2,456</b>	<b>2,491</b>	<b>2,530</b>	<b>2,803</b>
<b>TOTAL CAPITAL INITIATIVES</b>	<b>6,267</b>	<b>4,687</b>	<b>1,675</b>	<b>1,186</b>	<b>1,037</b>	<b>1,215</b>	<b>1,075</b>	<b>1,075</b>	<b>1,075</b>	<b>1,075</b>
<b>TOTAL OPERATING INITIATIVES</b>	<b>1,368</b>	<b>1,630</b>	<b>1,394</b>	<b>1,279</b>	<b>1,313</b>	<b>1,548</b>	<b>1,381</b>	<b>1,416</b>	<b>1,455</b>	<b>1,728</b>
<b>GRAND TOTAL STRATEGIC INITIATIVES</b>	<b>7,635</b>	<b>6,317</b>	<b>3,069</b>	<b>2,465</b>	<b>2,350</b>	<b>2,763</b>	<b>2,456</b>	<b>2,491</b>	<b>2,530</b>	<b>2,803</b>

Adelaide Hills Council 10 Year Financial Plan for the Years ending 30 June 2031 CAPITAL INVESTMENT BY ASSET CATEGORY 2021-22 Long Term Financial Plan			Projected Years									
	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000	2030-31 \$'000	
RENEWAL CAPITAL WORKS												
Bridges	155	250	280	52	211	54	222	57	58	60	62	
Buildings	815	1,100	1,100	1,100	685	638	762	582	613	656	650	
Cemeteries	40	40	41	41	42	43	44	46	47	48	49	
CWMS	48	224	187	131	85	273	70	46	54	97	43	
Footpaths	404	400	389	386	383	382	382	382	382	383	382	
Kerb & Water	247	250	255	259	264	270	277	285	292	300	308	
Other (Guardrail/RetWalls/Cemeteries/SFurniture/Traffic Controls)	211	184	147	149	152	147	141	145	148	152	157	
Road Pavement	914	954	1,380	1,109	1,031	1,439	1,677	1,226	1,259	1,293	1,328	
Road Seal	1,096	1,864	1,871	1,996	1,996	1,747	2,244	2,167	2,226	2,286	2,348	
Shoulders	250	250	255	259	264	270	277	285	292	300	308	
Sport and Recreation	0	500	410	408	157	150	210	207	226	190	197	
Playgrounds	360	240	244	249	253	259	266	273	281	288	296	
Stormwater	75	60	81	104	105	108	111	114	117	120	123	
Unsealed Roads	1,109	900	1,018	1,185	1,177	1,176	1,178	1,181	1,184	1,186	1,218	
Heavy Plant	1,519	1,000	1,140	1,312	1,312	1,318	1,324	1,330	1,336	1,342	1,378	
Light Fleet	649	632	689	709	690	753	775	754	822	847	824	
Information, Communication & Technology	411	485	506	363	288	452	395	288	396	504	493	
Minor Plant & Equipment	56	60	60	75	75	75	75	75	75	75	75	
F&F including Library	20	20	20	20	20	20	20	20	20	20	20	
Project Management Costs	1,323	1,362	1,403	1,445	1,488	1,533	1,579	1,626	1,675	1,725	1,777	
TOTAL RENEWAL CAPITAL WORKS:	9,702	10,775	11,476	11,352	10,678	11,107	12,029	11,089	11,503	11,872	12,036	
NEW, CAPACITY / UPGRADE CAPITAL WORKS												
Bridges	0	0	0	0	0	0	0	0	0	0	0	
Buildings	1,285	3,399	2,963	150	150	100	100	100	100	100	100	
Cemeteries	0	38	39	40	41	42	0	0	0	0	0	
CWMS	30	50	510	540	400	0	290	100	100	100	100	
Footpaths	308	640	325	325	325	325	325	325	325	325	325	
Kerb & Water	520	0	0	0	0	300	300	350	350	350	350	
Other	487	295	320	280	180	180	180	180	180	180	180	
Road Pavement	0	140	0	0	0	0	0	0	0	0	0	
Road Seal	0	0	0	0	0	0	0	0	0	0	0	
Shoulders	0	0	0	0	0	0	0	0	0	0	0	
Sport & Rec	1,386	315	200	250	0	0	0	0	0	0	0	
Playgrounds	180	120	70	70	70	70	0	0	0	0	0	
Stormwater	480	530	200	0	0	0	0	0	0	0	0	
Street Lighting	0	0	0	0	0	0	0	0	0	0	0	
Unsealed Roads	0	0	0	0	0	0	0	0	0	0	0	
Plant and Fleet	20	420	20	20	20	20	20	20	20	20	20	
ICT	212	265	40	0	0	0	0	0	0	0	0	
Minor Plant	35	55	0	0	0	0	0	0	0	0	0	
Minor Equipment including Library	0	0	0	0	0	0	0	0	0	0	0	
Project Management Costs	0	0	0	0	0	0	0	0	0	0	0	
TOTAL NEW CAPACITY / UPGRADE CAPITAL WORKS:	4,943	6,267	4,687	1,675	1,186	1,037	1,215	1,075	1,075	1,075	1,075	
TOTAL CAPITAL WORKS:	14,605	16,964	16,083	12,946	11,781	12,059	13,200	12,118	12,531	12,899	13,062	
AMOUNTS RECEIVED SPECIFICALLY FOR NEW/UPGRADED ASSETS												
Grants for New/Upgrade Assets	2,791	2,000	1,000	0	0	0	0	0	0	0	0	
TOTAL AMOUNTS RECEIVED FOR NEW/UPGRADED ASSETS:	2,791	2,000	1,000	-	-	-	-	-	-	-	-	
PROCEEDS FROM SALE OF SURPLUS ASSETS												
Proceeds - Retirement Village Divestment	780	0	0	0	0	0	0	0	0	0	0	
Proceeds - AHBTC Divestment	0	1,230	0	0	0	0	0	0	0	0	0	
Proceeds - Other	0	0	0	0	0	0	0	0	0	0	0	
TOTAL PROCEEDS FROM SALE OF SURPLUS ASSETS	780	1,230	-	-	-	-	-	-	-	-	-	



# How to have your say or ask questions

*“If you need help with providing comments or have questions our team is here to help.”*

- Head to our Your Say website to make a submission  
[engage.ahc.sa.gov.au](https://engage.ahc.sa.gov.au)
- Get in touch to arrange a meeting via [engagement@ahc.sa.gov.au](mailto:engagement@ahc.sa.gov.au) or call 8408 0400
- Complete a hard copy feedback form at any of our customer service centers (Gumeracha, Woodside or Lobethal)



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 12.7

**Responsible Officer:** Deryn Atkinson  
Manager Development Services  
Development & Regulatory Services

**Subject:** Establishment of Fee for Placing Sign on Land – Development Assessment

**For:** Decision

---

**SUMMARY**

In preparation for the implementation of the new Planning System and the introduction of Phase 3 the *Planning and Design Code*, it is necessary for Council to determine a new fee for placing notices on land for public notification of performance assessed development applications, in accordance with the *Planning and Design Code* and the *Planning, Development and Infrastructure Act 2016* (PDI Act).

Under the PDI Act, councils have the ability to set their own fees in this instance. Based on estimates for undertaking the task, Administration are recommending that a fee of \$350.00 is set to cover the reasonable costs of Council preparing, installing and removing the sign(s) from land for the purpose of providing notice to the public of a development application where public notification is required under the PDI Act. It is also recommended that the CEO be authorised to adjust this fee within the next 12 months if it is determined that the reasonable costs for undertaking this task are either less or more than anticipated.

Currently Council has a fee of \$636 for placing a public notice in the local newspaper under the *Development Act 1993* for public notification purposes.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. To adopt a fee of \$350 including GST to cover the reasonable costs of placing signs on land for the purpose of giving notice of performance assessed development applications as required by Section 107 (9) of the *Planning, Development and Infrastructure Act 2016*.
  3. That the CEO be authorised to adjust this fee within the next 12 months if it is determined that the reasonable costs for undertaking this task are either less or more than anticipated.
-

## 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 107 of the *Planning Development and Infrastructure Act* (the Act) outlines the manner in which performance assessed development applications are to be assessed and processed to obtain planning consent. Clause 3 of Section 107 of the Act allows a practice direction to specify the form of any notice to be given by the relevant authority (e.g. Council). Practice Direction 3 has been developed by the State Planning Commission (SPC), which provides the details regarding the placement and size of such notices.

Upon lodgement of a performance assessed development application that requires public notification, the applicant must either confirm they accept the responsibility of giving notice of the application to members of the public by notice placed on the property, or they can request the relevant authority to undertake this task and pay the relevant fee. In the latter case, the relevant authority becomes responsible (either directly or by engagement of a contractor) for giving notice of the application to members of the public by notice placed on the subject land in accordance with Section 107 of the Act.

Regulation 47(4)(d) of the *Planning, Development and Infrastructure (General) Regulations 2017* (General Regulations) allows the Council to determine the fee payable by the applicant to cover the reasonable costs of placing the notice on the land.

### Risk Management Implications

The determination of this fee by Council will allow the Administration to charge a fee to recover the reasonable costs of Council undertaking the preparation, installation and removal of the public notices on land for performance assessed development applications as part of the business readiness for the PDI Act implementation.

Determination of the fee will assist in mitigating the risk of:

*Council failing to be business ready and Council having to bear this additional cost.*

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

Determination of the fee is the only control in this instance, which will ensure Council is business ready in this instance by being able to charge a fee for undertaking the preparation, installation and removal of the public notices on land for performance assessed development applications.

➤ **Financial and Resource Implications**

Currently under the *Development Act 1993*, Council has set a fee of \$636 for public notification involving placing an advert in a newspaper circulating in the Council area. An additional fee for notice to the owners of adjacent land, which is a statutory fee of \$116, resulting in a total cost of \$752 for undertaking Category 3 public notification.

As permitted by the PDI Act, it is proposed that the fee for Council to place the public notice on land be set at \$350 including GST. It is also proposed that this fee be reviewed over the next 12 months of operation to ensure that Council does in fact recover its reasonable costs in this instance. Note that an additional fee for notice to the owners of adjacent land, which is a statutory fee of \$250, resulting in a proposed total cost of \$600.

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

The applicant has the option of preparing and placing the public notice on the land themselves, or requesting the Council to undertake the preparation and installation of the public notice on the land and paying the set fee. It is only in the latter case, where the \$350 fee would be payable. Note that where the applicant undertakes this task, then Council must provide the details of notice and public notification period which the applicant must comply with.

➤ **Sustainability Implications**

Where Council is undertaking the preparation and installation of the public notice, the administration will reuse the backing boards for these signs.

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

Consultation was undertaken through the Local Government Association with other councils to gauge what level of fee has been set. Most councils indicated setting fees of between \$250 and \$350 noting that a number of metropolitan councils have relatively small areas to traverse as compared to the 795km<sup>2</sup> of the Adelaide Hills Council district.

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  
Team Leader Statutory Planning

*External Agencies:* Not Applicable

*Community:* Not Applicable

## 2. BACKGROUND

Under the *Development Act 1993*, the giving of notice in relation to development applications to members of the public (where determined to be Category 3 forms of development) is via an advert placed in a newspaper circulating in the Council area. The advert is additional to the requirement to provide notice by way of a letter to the owners of adjacent land.

Under the for PDI Act the giving of notice to members of the public will change requiring a public notice being placed on the subject land, and in the case of land with more than one road frontage, there may be a need to install more than one sign. The notice contains more information than currently provided in media adverts and includes a QR Code for easy access to the online application information during the notification period. Further, notice by way of a letter to the owners of adjacent land is also required in this instance.

Other changes to public notification under the PDI Act include:

- The removal of different categories of public notification with all public notification undergoing the same process
- The period of notification extended from 10 business days to 15 business days
- The removal of third party appeal rights, and
- The right to be heard by the Council's Assessment Panel (where nominated on the submission) for any person who makes a representation.

In readiness for the "Go Live" designated date of 19 March 2021, this fee needs to be determined by the Council in order for it to recover reasonable costs of undertaking this task.

## 3. ANALYSIS

The three key components of setting a fee to be charged by Council are:

1. The costs associated with printing the notice (or notices), installing the sign in a safe manner on the land and then removing the sign at the end of the public notification period,
2. The travel costs to and from the site, and
3. The purchase cost of the equipment to install and remove the sign in a safe manner.

Council may use staff to undertake these tasks or engage a private contractor in a similar way that real estate agents do, noting that generally the signage will be A3 in size. A template of the signage is provided in **Attachment 1**.

An estimate of the cost of Council staff undertaking the task has been calculated as follows:

1 hour of staff time to prepare, print and laminate the notice and fix to backing board	\$42.37
Printing and laminating the A3 sign	\$10.00
Average of 2 hours of staff time to drive to and from the subject land to install the signage in the appropriate location and to undertake a site work safety analysis before undertaking the task	\$84.75
Average of 1.5 hours to drive to and from the land to remove the signage	\$63.55
Travel costs for use of a Council vehicle (4 cylinder vehicle average of 60km@.86/km) (\$51.50 for a one way per trip)	\$103.20
<b>TOTAL</b>	<b>\$303.87</b>



In addition to the above estimated costs, there are establishment costs of approximately \$300 to purchase the equipment to install and remove posts, corflute backing sign, cable ties and capping. It is suggested that the fee be set at a flat fee of \$350.00 to recover these costs and to allow for the possibility of larger signs (A2 approximately \$28 laminated) and installing more than one sign if required.

A fixed fee model is considered more equitable than a variable fee, to ensure applicants are not disadvantaged by virtue of where their land is situated. Further, having one fee is simpler to administer. Noting this is the first time that such a fee has been set, it is considered that the fee should be reviewed over the a twelve month period commencing from 19 March 2021 to enable Administration to ensure that the fee does in fact cover Council's reasonable costs in this regard. With this in mind, it is recommended that the CEO be authorised to review this fee over the aforementioned period.

#### **4. OPTIONS**

Council has the following options:

- I. To resolve to set the sign on land fee at \$350 including GST (Recommended)
- II. To resolve to set a different fee (Not recommended as the costs may not be fully recovered)

#### **5. APPENDIX**

- (1) Public Notice Template

---

# **Appendix 1**

*Public Notice Template*

---

# Proposed Development

Planning, Development & Infrastructure Act 2016  
Notice under section 107(3)(a)(ii)

«DevelopmentAddress»

Make a representation until  
«Date»

## Applicant

«ApplicantName»

## Application Number

«ApplicationNumber»

## Proposal

«DevType»

«DevType»

«DevType»

<<IMAGE/PLAN OF PROPOSED DEVELOPMENT>>

## View the application

Online  
«URL»

Scan this code with  
your phone camera

QR  
Code

Visit the office of  
<<AuthorityName>>  
[Insert Office Location]

It is an offence to damage, destroy, obscure or remove this notice.  
Penalties apply.

## Have your say

Online  
«URL»

Email  
<<AuthorityEmailAddress>>

Post  
<<AuthorityPostalAddress>>  
<<AuthorityPostalAddress>>

## Please note representations must

Be in writing

Include the name and address  
of the person/s who are  
making the representation

Set out the particular reasons  
why planning consent should  
be granted or refused

Comment only on the listed  
elements of the proposal,  
which does not include the  
«DTSorAcceptedElements»

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 12.8

**Responsible Officer:** David Collins  
Manager Strategic Assets  
Infrastructure & Operations

**Subject:** Community Engagement Feedback and Adoption of Road, Footpath and Kerbs Asset Management Plan

**For:** Decision

---

**SUMMARY**

Council endorsed the *Draft Road, Footpath and Kerb Asset Management Plan (AMP)* for community consultation at its October 2020 meeting.

The community consultation subsequently occurred between 5 November 2020 until 6 January 2021. A total of 86 responses were received. A summary of the feedback via the different channel is shown below.

Type of feedback channel	Number of responses
Online survey	44
Forum participation	3
Ask Us (questions for the team tool)	8
Online quick poll participation	31
<b>Total</b>	<b>86</b>

The feedback has resulted in changes to the AMP for the footpath assets. Based on the community feedback, an additional \$500,000 (\$50,000 pa over the ten years of the plan) of funding for new footpaths is proposed. In addition, the original plan had a reduction in expenditure for renewal of footpaths, this has now retained at previous projected funding levels.

The overall proposed funding from the AMP will require \$3.64 million over the ten years of the plan. In addition to the proposal for extra new footpath funding (\$500,000 over ten years) the changes in expenditure relate to the renewal of the ageing road seal and targeted road pavement works over the next ten years.

## RECOMMENDATION

### Council resolves:

1. That the report be received and noted.
2. That Council note the community feedback on the Draft Road, Footpaths and Kerbs Asset Management Plan.
3. That the Draft Road, Footpath and Kerb Asset Management Plan 2021 as contained in (*Appendix 1*) be endorsed by Council.
4. That the CEO, or delegate, be authorised to make any necessary formatting, nomenclature or other minor changes to the Asset Management Plan 2021 prior to being published.

---

## 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 B1.5	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
Objective B4	Sustainable management of our built assets ensures a safe, functional and well serviced community
Priority B4.1	Ensure the long term management of the built form and public spaces occurs in consideration of the relevant financial, social and environmental management matters

Council's Asset Management Plans are underpinned by Asset Management Policy – INF-03 (refer *Appendix 2*).

The Asset Management Plan and associated process have a direct linkage into providing assets and services to the community by appropriately funding and planning sustainable renewals over the period of the document.

### ➤ Legal Implications

The *Local Government Act 1999* S122 (1a)(b) requires Council's to develop and adopt Asset Management Plans relating to the management and development of infrastructure and major assets for a period of at least ten years. Asset Management Plans should detail the proposed management, development and required expenditure relating to infrastructure and major assets.



*Local Government Act 1999*

*Part 1 – Strategic Management Plans*

*Section 122,*

- (1a) *A council must, in conjunction with the plans required under subsection (1), develop and adopt—*
- (b) *an infrastructure and asset management plan, relating to the management and development of infrastructure and major assets by the council for a period of at least 10 years*

➤ **Risk Management Implications**

The update of the Asset Management Plans and linking to the Long Term Financial Plan (LTFP) will assist in mitigating the risk of:

*Insufficient long term funding allocations that may lead to a future reduction of services and/or lack of financial sustainability*

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

➤ **Financial and Resource Implications**

The asset management planning process directly informs the LTFP of Council and must be considered in the development of the LTFP.

The current proposed asset management plan proposes an increase of approximately \$3.64 million (2020) dollars over the ten years of the plan or \$364k per year on average than currently proposed in the LTFP. These figures have been aligned with the current LTFP for 21/22 that is currently being proposed.

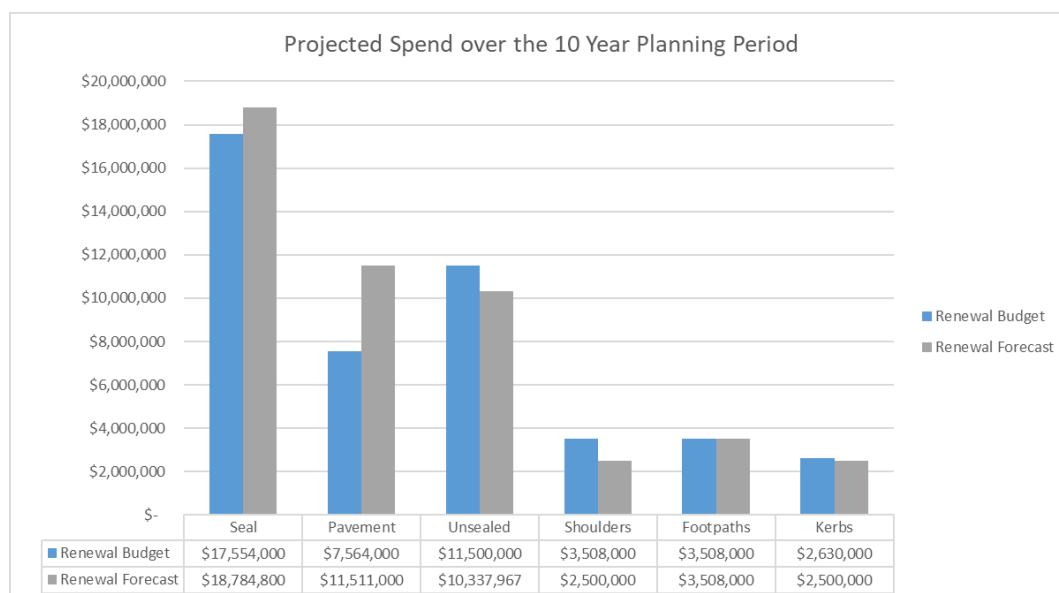
This increase is primarily based on the age of the sealed road network and the need to have a sustained increase in network coverage to ensure on-going lowest cost intervention for the sealed road network. There is also an increase in the funding of targeted pavement interventions.

Based on community feedback an additional \$500,000 over ten years has been included for new footpaths. This increases the total amount for footpath to \$250,000 per annum, up from the originally proposed \$200,000 per annum. This has been included in the draft AMP and is within the total of \$3.64 million.

Council previously undertook an extensive condition data survey of its road assets in 2015 and the proposed plan identifies a new condition data survey. The financial implications of a new condition data survey will be in the order of \$90 – \$100k additional expenditure in the operating component of the plan. This additional expenditure is proposed in 22/23.

Undertaking condition rating of assets is a fundamental component of asset management systems and processes to ensure greater asset management maturity.

The chart below shows the proposed change in renewal expenditure per asset type over the ten year life of the plan.



*Updated Projected Renewal Spend over the 10 Year Planning Period*

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

The community had the opportunity to provide feedback from 4 November 2020 through to 5 January 2021 via the standard channels within the consultation framework. (refer **Appendix 5**)

Input from the Trails & Cycling Framework and feedback from the consultation undertaken to inform the development of the *Access and Inclusion Plan 2020-24* has been noted for reference for future planning of renewals and upgrades.

### ➤ **Sustainability Implications**

It is acknowledged that assets and in particular road assets can be impacted by a scenario of a warmer climate as well as possible greater climate extremes. This may reduce the ultimate economic life of road seals as the road binder may not last as long in future years.

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Update on Asset Management Planning – Audit Committee February 2020 Draft Asset Management Plan – Audit Committee October 2020 Endorsement of Community Engagement – Council October 2020
<i>Council Workshops:</i>	AMP workshops in July 2017, September 2017 and January 2018 AMP Overview and Footpath Process (New/ Upgrade/ Renewal and Policy) – August 2019 Seal and Road Pavement Workshop – September 2019 AMP Draft Overview and Planning Process – October 2019 Valuation Update November 2019 AMP Draft Review – September 2020 EngagementHQ – Elected Member – September 2020 Council Member Workshop – October 2020
<i>Advisory Groups:</i>	Not Applicable
<i>Administration:</i>	Director Infrastructure & Operations Director Corporate Services Manager Financial Services Senior Infrastructure Planner Manager Civil Services Coordinator Civil Operations Community and Social Planning Officer
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	Public Consultation – 5 November 2020 to 6 January 2020

## **2. BACKGROUND**

### Summary of Asset Management Plan Development

As part of the update of Council's Road, Footpath and Kerb Asset Management Plans the following processes and practices have been undertaken.

- Comprehensive high speed data collection across the entire sealed network providing point data for analysis, condition, maintenance and renewal review and modelling into capital works and LTFP provisions.
- Field inspections and validation of technical data across numerous asset classes including the development of a three year rolling renewal program and introduction of additional treatment types using a hierarchical based policy approach where available.
- Review of hierarchy for unsealed roads, to provide the basis for maintenance planning for patrol grading, re-sheeting and unit rates for appropriate services.

- Review of current operation practices and highlighted areas to build improvement plan across the life of the Asset Management Plan.
- Highlighting of risks across the network and applying measures to mitigate, and develop models to counteract impacts.
- Assess climate change impacts and plan for increased resilience across the network.
- Review of unit rates and useful lives of assets and applied to valuations.
- Highlight demands being placed across the transportation network and suggested treatments.
- Reviewed and provided customer values, customer levels of service and technical levels of service within the framework.
- Developed Asset Management Plan based on the latest NAMS 3+ (*National Asset Management Strategy*) framework released in August 2019.
- External Peer Review by TechnologyOne (refer **Appendix 3**).
- Internal Pavement and Seal Review 2020 (refer **Appendix 4**).

Prior reports have provided detailed analysis across the key areas, and summary as follows;

#### Key Asset Management Plan Drivers

- Majority of the planning work has focused on seal and pavement as they hold a substantial value and service the community to a high level of service. The sealed surface asset register indicates that 70% of the network reach the end of their useful life and potentially require renewal within the next ten years.
- Based on a detailed seal and pavement review the useful lives for seal have been increased. Spray sealed roads increase from 17 to 22 years, and asphalt seal from 25 to 30 years.
- Optimised approach to targeting failed segments of pavement for renewal will see benefit in reducing high costs and increasingly failing network.
- Footpath renewal funding has been maintained at current level, in recognition of the community expectation and survey feedback of an older network that will require further assessment for asphalt paths. The recognition that the rubble network increased from 15 year useful life to fifty years useful life which reflects how the asset is consumed.
- Kerb assets funding remains unchanged, whilst the road shoulder asset funding is reduced as it transitions to a targeted and routine maintenance approach.
- The overall financial implications of the report are projected below for the ten year period, showing the increase/decrease in spending across the various assets.

#### Consideration of External Peer Review (Roorda Report – Appendix 3)

- Overall high level review identified that the asset management strategy of Council is sound and provides a long term financially viable sustainable position.
- Suggested renewal treatments and strategies were suggested for lifecycle interventions and how Council commits resources and how these align with asset lives for consideration.

Footpath Renewal and Whole of Lifecycle (Roorda Report – Appendix 3)

- Consideration of renewing asphalt footpaths with concrete scenario is provided, testing the option of asphalt with a lifecycle of 30-40 years over concrete 80-100 years, with an increased investment initially of 40% to provide the concrete path. The scenario will be reviewed for a targeted approach as part of the overall footpath network review as suggested in the improvement plan.
- Council is proposing to undertake a review of its footpath network within the next eighteen months and will consider treatment types, materials, key drivers and priorities through this process.

Road Pavement Useful Life and Renewal (Roorda Report – Appendix 3)

- The division of the pavement into base and sub base layers has provided a strategy to maintain service levels and manage risk based on the volume of traffic received across the network.
- Fundamentally the above strategy ensures the surface is treated before it allows water to enter and damage underlying pavements. At times this may appear as if a 'good' surface is being treated. This concept can be difficult for the community to understand but is the key strategy in the lowering of the long term costs associated with the management of the sealed road network.

The initial draft asset management plan was endorsed by the Audit Committee on 19 October 2020, and subsequently Council adopted the recommendation to go out to community consultation on the draft plan, at its 27 October 2020 Council meeting. Prior to this numerous workshops have been presented to elected members, internal and external peer reviews have been undertaken. The draft plan sought feedback through the existing consultation process from 4 November 2020 to 6 January 2021 and a summary is attached as **Appendix 5**.

**6.2. Draft Road Footpath and Kerb Asset Management Plans 2020**

**Moved Peter Brass**

**S/- Paula Davies**

**46/AC20**

**The Audit Committee resolves:**

- 1. That the report be received and noted**
- 2. To recommend to Council that the Draft Road, Footpath and Kerb Asset Management Plan 2020 as contained in (Appendix 1) be released for community consultation.**

**Carried Unanimously**

Audit Committee – 19<sup>th</sup> October 2020



**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 OCTOBER 2020  
63 MT BARKER ROAD STIRLING**

**12.5 Draft Road, Footpath and Kerb Asset Management Plan 2020**

Moved Cr Malcolm Herrmann  
S/- Cr Mark Osterstock

231/20

**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 *Appendix 1* 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.

**Carried Unanimously**

### 3. ANALYSIS

#### Community Consultation

Council undertook consultation from the 5 November 2020 until 6 January 2021.

It should be noted that no specific submission on the full draft plan was provided. Feedback came via the quick poll and survey questions with some additional comments in the forum area of EngagementHQ. A total of 86 responses were received. A summary of the feedback via the different channel is shown below.

Type of feedback channel	Number of responses
Online survey	44
Forum participation	3
Ask Us (questions for the team tool)	8
Online quick poll participation	31
<b>Total</b>	<b>86</b>

After analysing all feedback some strong themes emerged.

The majority of respondents across all feedback felt:

- Safe on roads in AHC (51%).
- Footpaths are not walkable and don't get people to where they need to go.
- Roads are not in good condition and not well maintained.
- They want to see more information about road maintenance and upgrades (predominantly via email).
- 'Minimal trip hazards' was the preferred surface for footpaths.

Across all feedback common reoccurring themes were that respondents wanted to see:

- Safety improvements for pedestrians.
- More footpaths.
- More even surfaces of roads and footpaths.
- Lighting.
- Drainage issues addressed on footpaths.
- Cycling infrastructure.
- Wider footpaths.
- Overgrowth cleared from footpaths.
- Greater separation between cars and pedestrians.
- Speed limits reduced including a school zone.
- More frequent resurfacing.
- Sealing of busy unsealed roads.
- Footpaths suitable for all (ages and abilities).
- Better footpath connections across the hills especially around major tourist attractions and wineries.

#### Impact on the Asset Management Plan based on feedback

##### Footpaths

- Feedback has indicated that there is an emphasis on increasing the sealed footpath network, including width, improved connections and safety for pedestrians.

Response – This demand has been recognised within the Asset Management Plan through the improvement plan section. It is proposed to review of the footpath network, its linkages, and key drivers to then be able to identify the necessary funds to deliver on an agreed footpath. This work including workshops with Elected Members is proposed to be undertaken throughout 2021. The recent Long Term Financial Plan workshop has indicated the potential to increase new footpath expenditure. The Draft plan has been amended to include \$ 250,000 per annum for extension of the footpath network. This is an increase of \$ 50,000 per year above the original draft plan.

Feedback highlighted that footpaths are not safe, smooth surface required a reduction in trip hazards or an improvement in the surface.

Response – There is currently a process that inspects the high level footpath traffic areas for trip hazards/defects that will be passed onto maintenance crews. The improvement in surface types would involve additional funding for delivering asphalt

across areas considered high volume and/or increasing maintenance for existing rubble surfaces. Council is planning to undertake a condition assessment across its asphalt, concrete and paved surfaces to provide further input into maintenance planning and renewal through 2021. Given the community feedback the renewal expenditure has been retained as per current funding levels. This acknowledges the value placed on footpaths by the community and allows for improved renewal outcomes to accommodate the amended *Access and Inclusion Plan 2020-24* adopted by Council on 27 January 2021.

### Roads

- The feedback in overall considered that the road network is not well maintained or in good condition.

Response – As highlighted in the AMP currently 70% of the road network is potentially due for renewal within the next 10 years so this leads to an ageing network, and thus the condition is reduced and additional maintenance is required. The plan proposes increases in both the road seal and pavement budgets. This will allow for greater coverage of our sealed road renewal. The AMP also allows for targeted pavement works in conjunction with road seal renewal. This will prolong the life of the pavement assets and provide an improvement of the overall sealed road network performance over the longer term.

- Overall there was feedback regarding the safety across the road network that related to both road and footpath themes creating concerns for users.

Response – Specific funds have been set aside in the Long Term Financial Plan for Road Safety initiatives, but improved shoulder treatments have been highlighted within the AMP and this area will be improved throughout the lifecycle of the shoulder assets through increase maintenance activities on the road shoulders. Whilst outside the scope of the Asset Management Plan the Strategic Assets team have undertaken audits across the safety barrier asset class, gained significant funding from the State and Federal Blackspot programs to target road safety improvements. Council officers have also been in discussion with the Australian Road Research Board to look at specific safety audits to assist in strategies to improve the safety of the road network.

Council has identified additional funding for new footpaths based on the feedback and will also be undertaking an audit of its existing footpath network this financial year. This audit will then be used to target maintenance works that target both asset maintenance but also safety related issue. The type of safety issue that would be addressed included the clearance of the vegetation encroachment to ensure full footpath width is available.

The funding of the road condition audits proposed for 2021/22 or 22/23 within the draft Asset Management Plan will provide key data for not only targeting renewals and maintenance but provide information and allow further analysis for improving surface widths and treatments across the network to ensure the road network is safe for users.

## General Issues

- Feedback from customers indicated that in general that an improved notification system of upgrades or maintenance work should be provided.

Response – Whilst not covered within the Asset Management Plan the engagement and proactive approach to providing the public with information regarding upcoming works and upgrades across the transportation assets will be addressed as programs are allocated and provided to the communications team moving forward.

- The feedback highlighted a broad range of associated infrastructure issues that were not directly related the asset management plan. This broad feedback identified improvements to the network including drainage, vegetation clearance, dust, noise, cycling or shared paths and numerous one instance requests.

Response – Council currently either has sufficient policies or the Customer Request System to manage these types of requests that are received on a regular basis. Whilst they do not impact the Asset Management Plan directly they are considered when reviewing renewal plans or developing new/updating strategies that cover the feedback received.

## Updates to Draft Road, Footpath and Kerb AMP – Since October 2020

Additional internal work on iterations of the AMP has been undertaken since October 2020. This work ensures alignment of current infrastructure and works contracts throughout this period. A review of all model assumptions to ensure the latest up to date asset model base data per asset class was incorporated into the plan. These are highlighted below and are reflected within the updated draft asset management plan:

### Footpath New and Renewal

- Based on customer feedback and the Long Term Financial Planning workshop new footpath expenditure has been increased by \$50,000 per annum or \$500,000 over ten years of the plan.
- Following the community feedback on the draft AMP and the provisional *Access and Inclusion Plan 2020-24* the renewal expenditure has been retained at the previous funding level. The original draft AMP had a reduction in renewal expenditure for footpaths over the ten years. These increases in expenditure for footpaths has been offset by reductions in the road seal and unsealed road.

### Road Seal Expenditure Adjustment

- A reduction in the overall road seal spend for the ten year period has been calculated based on new unit rates within the asset and project management area for at least the next three years. This is based on current market rates that have been validated though the current delivery under the new seal and pavement contract recently entered into by Council. The assumption has been used that these rates will apply across the 10 years of this plan. This assumption may vary at the end of the contract when a new seal and pavement contract is tendered. This validation of current rates equates to a 10% saving across the delivery of the spray seal component of the road network. Whilst the projected funding required is reduced the existing strategy to increase the amount of road seal coverage during the life of the AMP remains the same.

#### Unsealed Road Expenditure Adjustment

- The unsealed road model utilised in the previous plan (presented to Council October 2020) had used an outdated 2018 model instead of the updated 2021 model proposed. These figures have been updated into the current plan.

#### Input from Other Strategies/Frameworks

Since the original AMP presentations to Council several documents and strategies have been either out to public consultation, completed by staff/consultants or internally generated. The following recognition points are highlighted below.

#### Trails and Cycling Framework

- Council is currently working on developing a framework and policy to support the ongoing management of trails and cycling infrastructure. This framework will mirror other sport and recreation management frameworks and will ensure to refer to the AMP for asset related aspects of the Trails and Cycling Framework.

Preliminary work has been undertaken to align the boundaries between where trails and footpaths either meet, their priorities/key drivers and recognising the existing trails and continuing to provide linkages.

In conjunction and to be delivered through Footpath review process slated for 2021 the following suggested definitions for footpaths is synchronised into the Trails and Cycling Framework.

Township – Footpaths within the recognised township boundaries as defined by town planning zones of Township (This covers out to a reasonable distance from the central CBD and generally covers most housing estates within the AHC district) – For example Junction Road.

Semi Urban – Where a footpath is not a recognised trail, or has been identified in the “Prescribed trail/route” or “Recreation Trail” will be treated as a semi-urban and may be constructed of rubble or asphalt that links communities points of interest or key locations together across the community.

#### Access and Inclusion Plan 2020-24

- During community consultation (Phases 1 and 2) on the development of Council’s new *Access and Inclusion Plan 2020-24*, several comments were received regarding footpaths and trail access.

The AMP and the renewal process recognises the importance of Council’s recently adopted *Access and Inclusion Plan 2020-24* and will consider and propose alternatives to improve the standards of upgrades and installations across the network where logistically possible. This process applies to the linkages of assets considered outside of this AMP including bus stops and safe pedestrian crossings and will always try to meet the standards required for all users with a disability.



#### **4. OPTIONS**

Council has the following options:

- I. Endorse the feedback received from the community consultation phase and adopt the updated Road, Kerb and Footpath 2021 Asset Management Plan. (Recommended)
- II. Undertake further revisions on the Road, Kerb and Footpath 2020-2024 Asset Management Plan and re-present to Council at a further date. (Not Recommended)

#### **5. APPENDICES**

- (1) Road, Footpath and Kerb Asset Management Plan 2021
- (2) Asset Management Policy
- (3) AHC Infrastructure Valuation Review Report (TechnologyOne)
- (4) Summary of Road Sealed Surface and Pavement Review Process
- (5) Summary of Feedback on Community Engagement

---

# **Appendix 1**

*Road, Footpath and Kerb Asset Management Plan 2021*

---

# **ASSET MANAGEMENT PLAN 2021**

Road, Footpath and Kerb



Document Control		Asset Management Plan			
Document ID :					
Rev No	Date	Revision Details	Author	Reviewer	Approver
1	Nov 2018	Draft Document Review	CM		
2	April 2019	Initial Data Loaded to NAMS	CM		
3	June 2019	Draft Document for Review by Peer – Asset Engineering	CM	AE	
4	Sep 2019	Transfer to New IPWEA AMP Template	CM		
5	July 2020	Rebuild into 2021 timeline	CM	DC	
6	September 2020	Internal Draft for Consultation	CM	DC	
7	October 2020	Draft for Community Consultation	CM	DC	DC
8	January 2021	Updated Draft for Adoption	CM	DC	

The entity can choose either template to write/update their plan regardless of their level of asset management maturity and in some cases may even choose to use only the Executive Summary.

The illustrated content is suggested only and users should feel free to omit content as preferred (e.g. where info not currently available).

This Asset Management Plan may be used as a supporting document to inform an overarching Strategic Asset Management Plan.

**DISCLAIMER:** This draft report has been prepared for educational purposes only as part of undertaking a Professional Certificate in Asset Management Planning. The data and conclusions have not been reviewed for accuracy nor endorsed or adopted by the organisation.

© Copyright 2019 – All rights reserved  
The Institute of Public Works Engineering Australasia

# Contents

<b>1.0</b>	<b>EXECUTIVE SUMMARY</b>	<b>5</b>
1.1	The Purpose of the Plan.....	5
1.2	Asset Description .....	5
1.3	Levels of Service.....	5
1.4	Future Demand .....	6
1.5	Lifecycle Management Plan .....	6
1.6	Financial Summary .....	6
1.7	Asset Management Practices .....	8
1.8	Monitoring and Improvement Program .....	9
<b>2.0</b>	<b>Introduction</b>	<b>10</b>
2.1	Background .....	10
2.2	Goals and Objectives of Asset Ownership .....	28
<b>3.0</b>	<b>LEVELS OF SERVICE</b>	<b>31</b>
3.1	Customer Research and Expectations .....	31
3.2	Strategic and Corporate Goals.....	31
3.3	Legislative Requirements.....	31
3.4	Customer Values.....	32
3.5	Customer Levels of Service .....	33
3.6	Technical Levels of Service.....	39
<b>4.0</b>	<b>FUTURE DEMAND</b>	<b>45</b>
4.1	Demand Drivers .....	45
4.2	Demand Forecasts .....	45
4.3	Demand Impact and Demand Management Plan .....	45
4.4	Asset Programs to meet Demand .....	46
4.5	Climate Change and Adaption .....	47
<b>5.0</b>	<b>LIFECYCLE MANAGEMENT PLAN</b>	<b>48</b>
5.1	Background Data .....	48
5.2	Operations and Maintenance Plan .....	55
5.3	Renewal Plan .....	60
5.4	Summary of future renewal costs.....	62
5.5	Acquisition Plan .....	66
5.6	Disposal Plan .....	69
<b>6.0</b>	<b>RISK MANAGEMENT PLANNING</b>	<b>70</b>
6.1	Critical Assets.....	70



6.2	Risk Assessment.....	70
6.3	Infrastructure Resilience Approach .....	72
6.4	Service and Risk Trade-Offs .....	72
<b>7.0</b>	<b>FINANCIAL SUMMARY</b>	<b>74</b>
7.1	Financial Statements and Projections.....	74
7.2	Funding Strategy .....	75
7.3	Valuation Forecasts .....	75
7.4	Key Assumptions Made in Financial Forecasts .....	76
7.5	Forecast Reliability and Confidence.....	76
<b>8.0</b>	<b>PLAN IMPROVEMENT AND MONITORING</b>	<b>78</b>
8.1	Status of Asset Management Practices .....	78
8.2	Improvement Plan .....	78
8.3	Monitoring and Review Procedures .....	79
8.4	Performance Measures .....	79
<b>9.0</b>	<b>REFERENCES</b>	<b>80</b>
<b>10.0</b>	<b>APPENDICES</b>	<b>81</b>
Appendix A	Acquisition Forecast.....	81
Appendix B	Operation Forecast .....	82
Appendix C	Maintenance Forecast .....	83
Appendix D	Renewal Forecast Summary .....	84
Appendix E	Disposal Summary.....	85
Appendix F	Budget Summary by Lifecycle Activity .....	86

## 1.0 EXECUTIVE SUMMARY

### 1.1 The Purpose of the Plan

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

This asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks. The plan defines the services to be provided, how the services are provided and what funds are required to provide the services generally over a 10-year planning period.

This plan covers the infrastructure assets that provide services across the Roads, Footpath and Kerb network.

### 1.2 Asset Description

These assets include:

The Road, Footpath and Kerb network comprises:

Asset Category	Dimensions	Replacement Value
Sealed Road Surface Network	608 kilometres network length	\$36,866,799 Valued – 30/6/2020
Pavement Road Network	608 kilometres network length	\$158,758,870 Valued – 30/6/2020
Unsealed Surface Road Network	401 kilometres network length	\$24,832,163 Valued – 30/6/2020
Footpath Network	115 kilometres network length	\$14,840,674 Valued – 30/6/2020
Kerb and Water Table	253.4 kilometres network length	\$40,379,263 Valued – 30/6/2020
Sealed Road Surface Shoulders	561,161 m2	\$19,424,817 Valued – 30/6/2020
<b>Totals</b>		<b>\$295,102,586</b>

### 1.3 Levels of Service

The plan acknowledges that in general residents and the community value their road and footpath networks as a key service to go about their daily lives.

Our present projected funding levels are insufficient to continue to provide existing services at current service levels in the next ten years.

The main service consequences of the Planned Budget (currently funded in the 2020/21 Long Term Financial Plan) are:

- The extent of road pavement deteriorating over time to condition 5 will likely increase.
- On-going community expectation to provide more footpath sealed network
- Current levels of shoulder maintenance inadequate

## 1.4 Future Demand

The main demands for new services are created by:

- Increased recreation with the provision to access paths and trails that include links within our footpath network
- Increased tourism in line with projects such as Fabrik.
- Community requests for new footpaths and sealing of unsealed roads.
- Residential and Industrial development within rural areas

## 1.5 Lifecycle Management Plan

### 1.5.1 What does it Cost?

The forecast lifecycle costs necessary to provide the services covered by this Road Footpath and Kerb Asset Management Plan (AM Plan) including operation, maintenance, renewal, acquisition, and disposal of assets over the 10-year planning period is \$86,654,889 or \$8,665,489 on average per year.

## 1.6 Financial Summary

### 1.6.1 What we will do

Estimated available funding for this period is \$83,040,534 or \$8,304,053 on average per year as per the Long Term Financial Plan or budget forecast.

The reality is that only what is funded in the long term financial plan can be provided. The emphasis of the Asset Management Plan is to communicate the consequences that this will have on the service provided and risks, so that decision making is informed.

The anticipated planned budget leaves a shortfall of \$ 361,435 on average per year of the forecast lifecycle costs required to provide services in the AM Plan compared with planned budget currently included in the Long Term Financial Plan. This is shown in the figure below.

This additional required funding is primarily driven by the renewal requirement of our sealed road network. The current proposed asset strategy is to ensure the long life of our sealed road pavements requires additional investment in the road sealed surface. This will also require increase targeted pavement works including about 5% of the area on average within resurfaced areas to address the pavement distress and failure that are evident right across the network. This investment approach will lower the cost per annum of the life of these long lived assets of providing the sealed road service to the community.

## Forecast Lifecycle Costs and Planned Budget

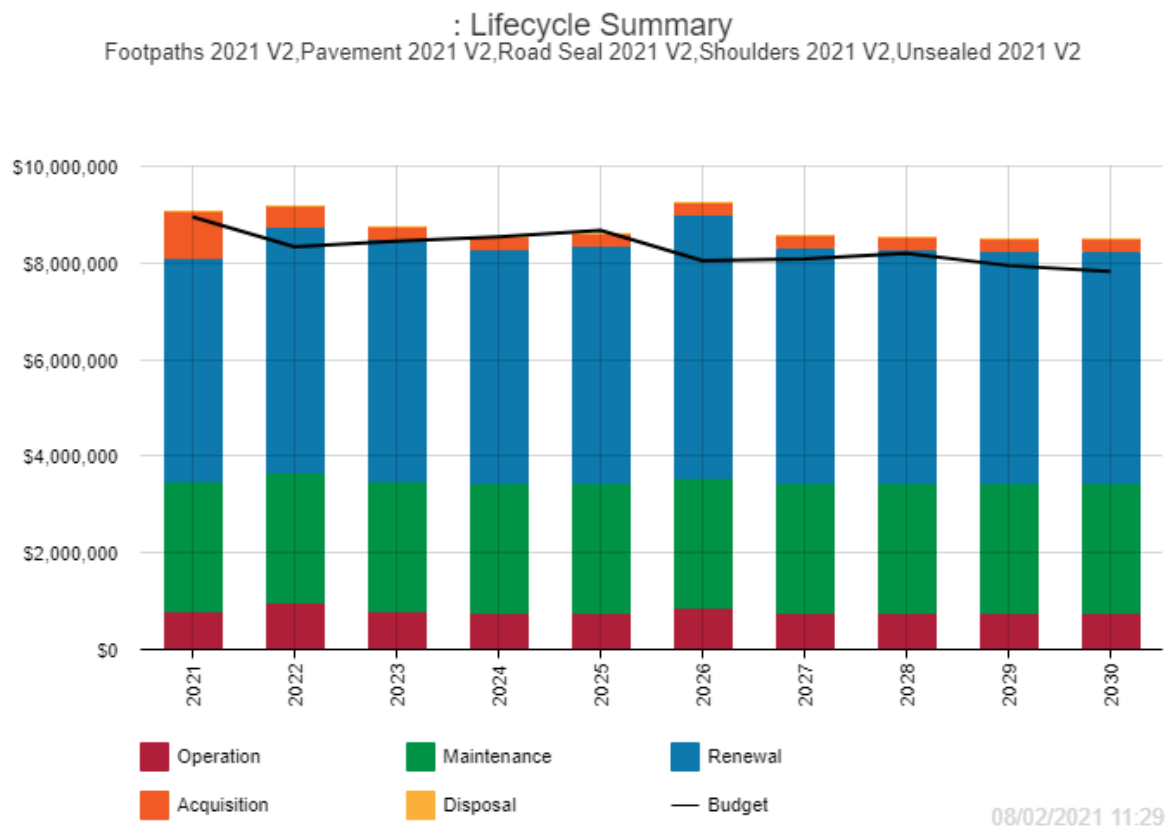


Figure Values are in current 2020 dollars.

We plan to provide across the Road, Footpath and Kerb network the services for the following:

- Operation, maintenance, renewal and upgrade of Roads, Footpath and Kerb assets to meet service levels set by in annual budgets including;
  - Extension of the footpath network by about 1km per annum
  - Grading of at least 75% of the unsealed road network at least once per annum
  - Re-Sealing of the sealed surface road network at a rate of greater than 20km per annum
  - Re-sheet about 20 to 25km of the unsealed road network per annum
- Improve footpath network for High to Very High usage areas, improve unsealed road practices and manage shoulders more sustainably within the 10-year planning period.

### 1.6.2 What we cannot do

We currently do **not** allocate enough budget to sustain these services at the current standard or to provide all new services being sought. Works and services that cannot be provided under present funding levels are:

- We will not be able to seal a sufficient amount of the sealed road surface to ensure protection of the underlying pavement structures.
- We will not be able to maintain seal road pavements at the present funding levels – that is, it is anticipated an increasing amount of our network will show signs of distress and failures.
- We will not be able to provide new and upgraded footpaths to a level that the community is expecting.

### 1.6.3 Managing the Risks

Our present budget levels contained in the LTFP (2020) are insufficient to continue to manage risks in the medium term.

The main risk consequences are:

- Our sealed road network will deteriorate and there is a risk of future generations needing to pay more for the services.
- Seal & Pavement will potentially pose a higher road safety risk
- Footpath renewal v new/upgrade is competing for funding
- Shoulder network is receiving minimal maintenance, increasing edge breaks and loss of seal
- The existing processes for identifying asset defects for footpath, kerb and seal is generally via Customer complaints.

We will endeavour to manage these risks within available funding by:

- Work to proactively identify road, kerb & footpath defects sooner to intervene and rectify faults through the roll out of additional field devices as part of the Confirm Enterprise Asset Management System
- Implement systems to work towards increased planned maintenance versus reactive maintenance
- Ensure that High Use & Medium use Roads/Footpaths are a priority over lower usage assets

## 1.7 Asset Management Practices

Our systems to manage assets include:

- Open Office Finesse
- Confirm Enterprise Asset Management System

Assets requiring renewal/replacement are identified from either the asset register or an alternative method. These methods are part of the Lifecycle Model.

- If Asset Register data is used to forecast the renewal costs this is done using the acquisition year and the useful life,
- Alternatively, an estimate of renewal lifecycle costs is projected from external condition modelling systems (such as Pavement Management Systems) and may be supplemented with, or based on, expert knowledge.

The Alternate Method was used to forecast the renewal life cycle costs for this asset management plan.



## 1.8 Monitoring and Improvement Program

The next steps resulting from this asset management plan to improve asset management practices are:

- Review and revise customer values for these asset and level of service measures
- Improve condition information across footpath, shoulder, kerb & water table and unsealed roads through internal and external audits.
- Undertake a full detailed sealed road network high speed data collection to correlate against 2015 metrics to review network deterioration.
- Review and update useful lives for sealed surfaces, shoulders and kerb & water table

DRAFT

## 2.0 Introduction

### 2.1 Background

#### 1. Introduction

The Adelaide Hills Council delivers services to our residents, visitors and businesses that support the distinctive culture, creativity and accessibility of our community and region, and the transportation network includes footpaths, kerbs, unsealed and sealed roads that provide functionality and an appropriate quality that enables us to utilise these assets to deliver a wider range of services to our community.

This asset management plan communicates the actions required for the responsive management of these assets and services, compliance with regulatory requirements, and funding needed to provide the levels of service over a 10-year planning period, and the value of these assets is approximately \$295 million.

The Road, Footpath and kerb AMP is a projection of the likely future funding requirements over the next 10 years, considering the state of our current assets, the community values and outcomes contained in the Strategic Plan 2020 – 2024. The document is not a detailed budget, but a key strategic document that informs the Long Term Financial Plan and hence the financial sustainability of Council over the long term.

The asset management plan is to be read with the Adelaide Hills Council planning documents. This should include the Asset Management Policy and developed along with other key planning documents:

- Adelaide Hills Council 2020-2024 Strategic Plan
- Adelaide Hills Council 2020-2021 Annual Business Plan
- Adelaide Hills Council 2020-2021 Long Term Financial Plan

The asset management plan outlines the responsibilities and management of assets to maximise their value to deliver the services to the community and to meet our obligations under the Local Government Act 1999 in preparation of asset management plans.

Throughout this journey we review the lifecycle of our assets, develop renewal strategies and analyse risks through condition audits, customer feedback, forecasting and integration into existing strategic documents to provide confidence that the community's asset base is sustainably funded and allows for minor or major challenges across the network. Minor impacts recently have included changes in operations for the Cuddle Creek Bushfire and also adaptation in providing services through the Covid-19 phase.

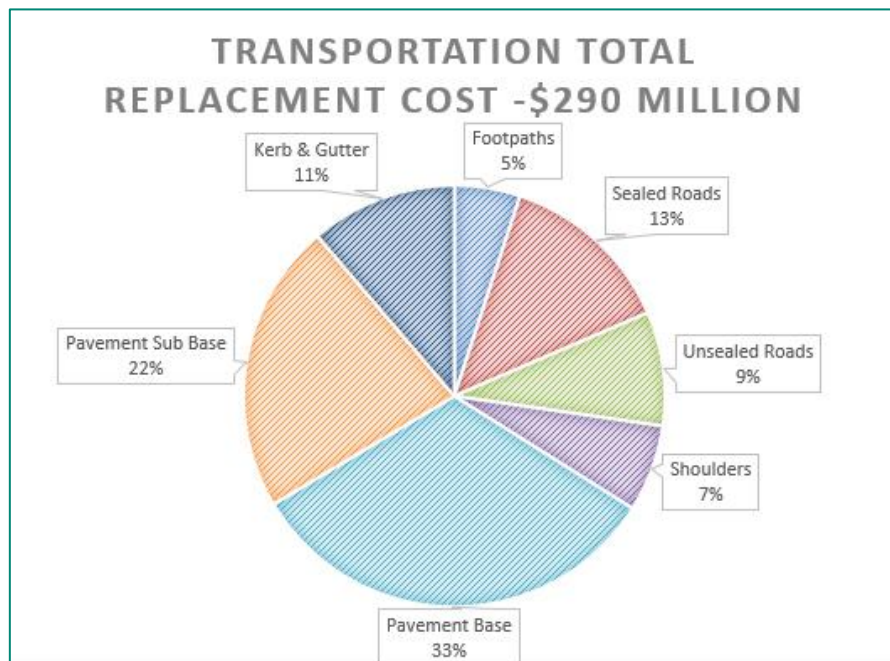
A changing climate and implementing sustainable products including recycled asphalt for road sealing, rejuvenation and recycled plastics for roads, as well as consideration of priorities for age friendly access, whilst still keeping the Adelaide Hills lifestyle at heart are what fundamentally drives the resilience of the asset management plan.

The asset management plan is to be reviewed on a regular basis and provides the detail for services levels, and the levels of funding that drive the renewal strategies for Adelaide Hills Councils Road, Footpath and Kerb assets.

The AMP is a projection of the likely future funding requirements over the next 10 years, considering the age and state of the current assets, the community values and outcomes contained in the Strategic Plan 2020 – 2024. The document is not a detailed budget, but a key strategic document that informs the Long Term Financial Plan and hence the financial sustainability of Council over the long term.

## 2. Our Road, Footpath and Kerb assets: what do we own?

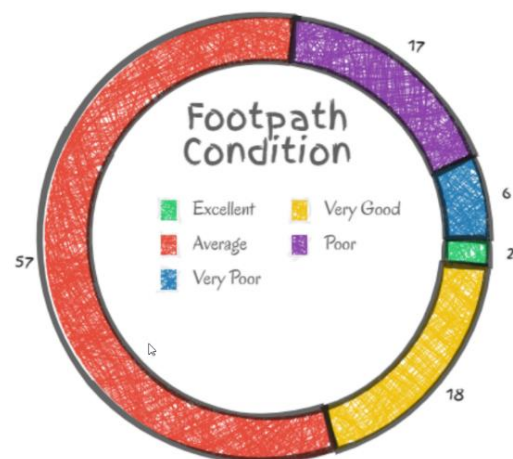
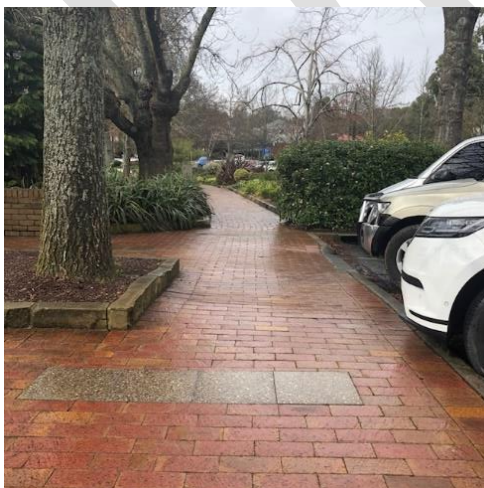
Here is a snapshot of the Road, Footpath and Kerb assets and their value that provide services to the community.



***What assets do we own, what are they worth and what services do they provide?***

### ***Footpaths***

Councils footpath network consists of over 115km of footpath that provides pedestrian access across a broad range of terrain, central business districts and key priority areas, focusing on schools, aged friendly destinations, recreation areas and encompasses a combination of rubble/natural surface that is amenable to Adelaide Hills terrain, durable asphalt paths and paving around towns and villages.



## Road Seals and Pavement

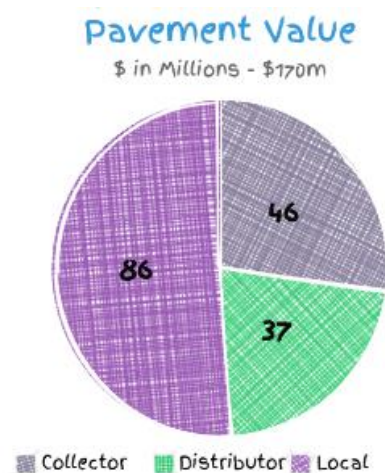
We have over 608kms of sealed road within the district and the two key components are the seal, which is the road surface (black stuff) that protects the underlying road pavement which provides the strength for all roads around the globe. Adelaide Hills Council receives its fair share of rain and it is the role of the road seal to protect the pavement underneath, this is why Council has a strong focus on ensuring roads are sealed at the optimum time to ensure the life of both assets (the road surface and the road pavement) .

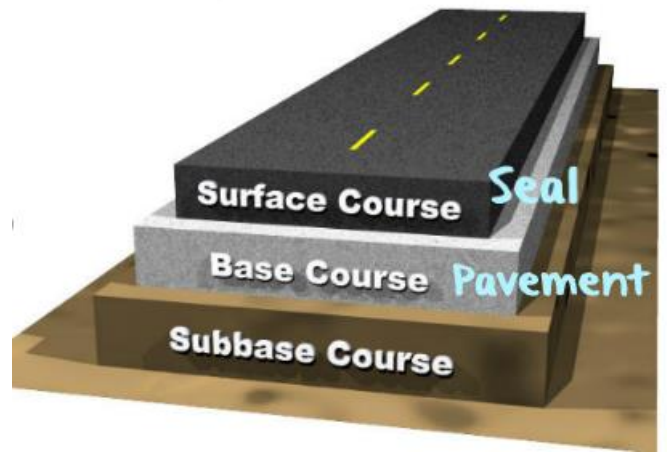
Regular sealing of the surface is very important to ensure that the underlying pavement last as long as it possible can. Water is one of the main enemies of a road pavement and the sealing of the surface keeps water from getting to the road pavement. Reconstruction of the road pavement is very expensive and impacts residents and businesses during the period that the roadworks are occurring.

Therefore, quite often you will ask the question of the Council as to why are you sealing my road? It looks in good condition? Council has a specialised assessment process that surveys the entire 608kms of road that detects minute cracks, service trenches, bitumen deterioration, and over 20 types of defects and anomalies.

This information allows us to prioritise and intervene at the correct time before the pavement below is damaged but is the optimum time to reseal the road. Council has approximately \$37 million dollars' worth of seal and \$160 million dollar investment into the pavement, so it is important that this pavement is protected.

Council currently utilises a range of strategies across the sealing of roads that includes sustainable options including RAP – Recycled Asphalt (reused toner cartridges, plastics, glass and recyclable materials), rejuvenation treatments to extend the life of seals, and a combination of fit for purpose seals to mitigate skidding, noise and durability across its network.





### ***Unsealed Roads***

Across the region our unsealed roads distribute a variety of terrain, rainfall, and the services, including local traffic through to light/medium and heavy freight for fruit production. Grape harvesting and distribution, through to sport and recreation for tourists and locals as they access parks and sporting facilities or undertake gravel cycling, all these services need to be considered.

Council has over 400kms of unsealed roads to manage and the priorities consist of meeting demands and the uses mentioned whilst providing a safe smooth ride where possible, keeping dust to a minimum and implementing grading practices that are optimum for prolonging the life of the unsealed road. It is best practice to facilitate patrol grading to utilise the existing material within the road corridor and continue this process until we undertake regular surveys and the unsealed road requires a re-sheeting to restore it to its former serviceability.





### ***Kerb & Watertable***

The purpose of the kerb and watertable (or gutter) is to channel water to the stormwater network, or redirect away from other infrastructure, and remove water from the seal whilst also protecting the seal edge.

There is approximately 115km of kerb, comprising of generally concrete kerbs worth an estimate \$40 million dollars across the network. A portion of kerb is currently asphalt that whilst serves the purpose of usually mitigating driveway/resident flooding it is an option that is not sustainable and Council will be working towards reducing the maintenance required across these kerbs in the future.

Street sweeping is an example of an operational activity undertaken as a component of our road, footpath and kerb asset management to capture leaves and the build-up of sediment that impacts the function of the kerb and this is increased in the autumn months as appropriate. This also has a dual impact on the amount of debris that gets into our stormwater systems and how these systems function.



*Hillside Road, Longwood*

*Prior – Cracked, retaining water and causing bitumen to break away*

*After – Clean kerb that allows the flow of water to the stormwater network*



## Road Shoulders



Shoulders are important in providing integrity to the seal, and as you can see above once the shoulder begins to fail it impacts the seal of the road. The shoulder is constructed as part of the road and provides protection to the seal, improves drainage and can be formed of natural material, cement treated or sealed depending on the intended purpose.

Sealed shoulders generally are extended out past the original seal to provide additional structure to the seal as well as safety. Cement treated shoulders whilst a cheaper method are generally used to improve drainage and funnel water away, and natural shoulders like the image above require additional maintenance to keep the rubble against the seal for additional protection. Overall each road throughout the hills has a variety of treatments depending on traffic conditions, volumes and usages.

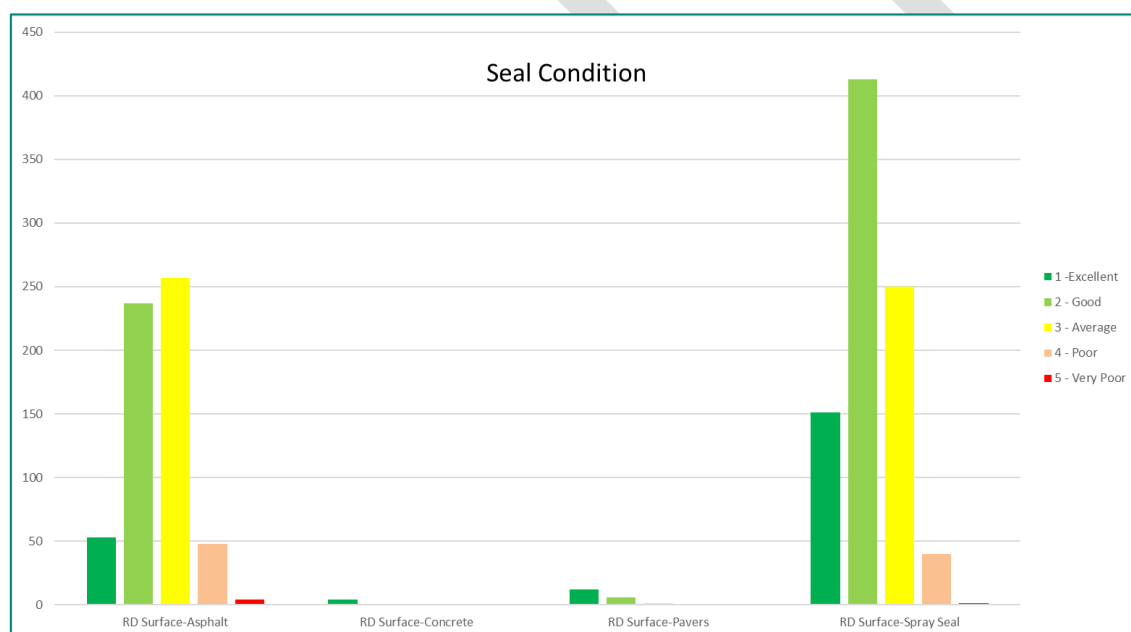
Adelaide Hills Council is responsible for over 560,000 square metres of shoulders across the district and is proactively looking at ways to increase the maintenance of these assets. Council needs to prioritise through its maintenance programs an increased level of shoulder maintenance in the future to continue to protect the road seal and reduce edge break and loss of the seal asset.

### 3. How healthy are our assets?

#### *How do we keep track of the condition of our assets?*

Council regularly assesses the condition of their assets utilising different techniques, depending on the different types of assets, which may consist of a visual inspections, technically driven assessments, or understanding the age of the infrastructure and/or utilising existing knowledge of staff or systems. This information is utilised in the effective management of our assets and the condition assessment methodology is broken down into a simple 1 to 5 condition rating:

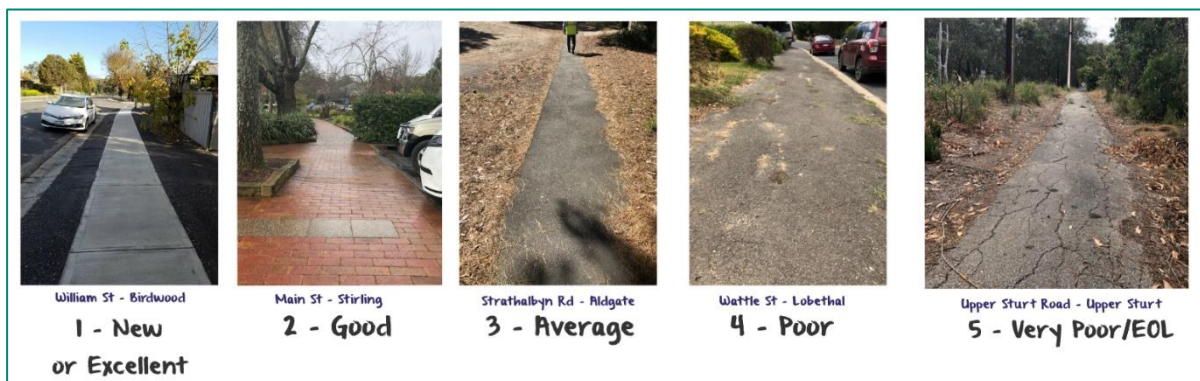
Condition Grading	Description of Condition
1	<b>Very Good:</b> only planned maintenance required
2	<b>Good:</b> minor maintenance required plus planned maintenance
3	<b>Fair:</b> significant maintenance required or renewal intervention
4	<b>Poor:</b> significant renewal/rehabilitation required
5	<b>Very Poor:</b> physically unsound and/or beyond rehabilitation



*Seal Condition across various seal types  
(Note: Condition data from 2015)*

In general, condition assessments are undertaken depending on the asset class (and generally based on risk – a bridge audit takes precedent over a kerb audit) every four to six years depending on the requirements and level of detail.

Utilising the 1 to 5 methodology above the process applied to footpaths condition assessment is outlined below to provide ratings and examples of where the footpath is in its lifecycle or effectively how long before it needs to be replaced (its remaining life)



### **Footpaths**

Our footpath network is generally in good condition, though the asphalt paths previously utilised bitumen in the past and the longevity of current asphalt treatments is not as superior, and does not generally perform as well and thus have a shorter overall life. The asphalt footpaths are a good mix for the terrain types across the district involving quite often steep sections and are fit for purpose across the Adelaide Hills.

Council is always looking for alternatives, or sustainable treatments to integrate into various footpath networks across the region, and has implemented a priority based system that takes numerous factors into account (schools, aged friendly, CBD), condition and age, to determine renewal and upgrade strategies.

### **Kerb & Watertable**

The overall condition of the concrete kerb network and this is the majority of the network is in good shape. A condition assessment is due to be undertaken and considerable work in simplifying the management of the assets in various systems has been completed to improve the renewal strategies going forward. The lifecycle of the asphalt kerbs has been highlighted for review in order to provide additional maintenance strategies to integrate these asset types into future planned works.

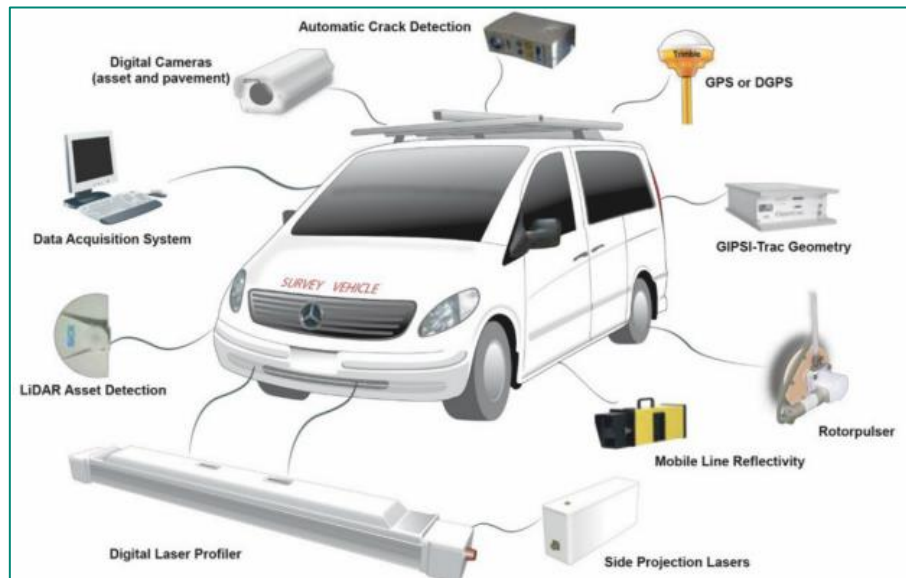
Concrete kerbs are a long lived asset, generally lasting between 60-100 years depending on the location and impact from trees and traffic factors so a long term approach in managing the condition is warranted.

### **Seal (Asphalt, Spray Seal & Rejuvenation Treatments)**

Council undertakes an internationally recognised method of assessing the road network using High Speed Data which involves a vehicle that collects over 20 different data sets at 10 metre intervals for every sealed road in the district. This information provides a SCI (Seal Condition Index) as a measure to determine the condition of the road and where it is in its life and indicatively indicates whether it should technically be renewed.

The overall condition of Council's seal is above average but with roughly 5% of the network in bad shape that equates to over 20kms per year that requires resealing to ensure the seal is renewed and protects the underlying pavement. Utilising improved measures and treatment types Council, moving forward, has increased the number of segments being resealed from 35-40 to 40-45 over the next four year asset management plan lifecycle.





*High Speed Data Vehicle – Provides detailed information about the seal condition*



*Lobethal – Seal Condition across each road based on the High Speed Data Collection.*

### ***Pavement (Below the seal)***

Undertaking the condition of the road pavement below the surface of the seal is akin to trying to establish how a piece of wood is holding up under a coat of paint. How can this be achieved? There are several options, you can dig up the road, take a core sample, utilise some technology that thumps the road at intervals, but these are all expensive or unpractical options.

The High Speed Data process outlined above provides some key assumptions as to the quality and or the condition of the pavement based on key failures or tell-tale defects including extended sections of crocodile cracking, indicating water has penetrated the seal, seeped into the pavement and over time it had deteriorated into a pothole, or large depression. Similar to how the paint on wood will bubble, go brittle or water has allowed the wood to rot underneath, the same issues are indicative of the pavement.

Utilising these defects software, engineering expertise and site inspections provide Council with a Pavement Condition Index along the road sections that fundamentally highlight failed pavement. Whilst this may affect a small section of the road it is practical and economic to replace the sections that have failed.

So the overall condition of Council's pavement is above average, there are over 33,000 square metres of failed sections identified which is around 5% of the network. Pavement renewal is expensive due to its nature, and Council has taken an approach to targeting sections for renewal rather than investing in full construction of individual roads as this is an optimised approach and can be undertaken in advance, or during the resealing process.

In addition to the targeted major road patching program, over the next 10 years Longwood Road (Stirling), Tiers Road (Lenswood), Carey Gully Road (Mt George), Miller Road (Lobethal) are highlighted as requiring extended treatments or full reconstructions of the pavement and seal.

In both the resealing and the pavement renewal process there are several other factors taken into consideration including asset age, seal type, field inspections, customer requests, internal field staff input, treatment and optimum time to intervene in the assets life.

Please refer to the Pavement and Seal Review Appendix 1 that has been compiled by the Strategic Assets Team.



*Woodside – Targeted Pavement Works – Before and After*

### **Unsealed Roads**

Councils unsealed road network is in above average condition and this has been attributed to regular inspections across the district each year prior to prioritising the re-sheeting program, distribution of improved material (wet conditioned from supplier – reducing water cartage, moisture control) and implementation of unsealed road hierarchy moving forward.

There has been significant investment in the road surface of the unsealed network in the past several years. However, to ensure that this investment reaches its full potential additional resource is required to patch and grade these roads to ensure maximum life of the unsealed surfaces. Given that Council internal resources undertake both the re-sheeting program and the maintenance a good operational understanding of the condition and performance exists in the team. This has driven our decision to reduce the capital expenditure to allow additional resource time to maintain the previous increase investment undertaken.

It is recognised that a reduction in the budget for this asset class will not overall effect the condition of the asset class or reduce the level of service as it has been of a high standard for a number of years.

### **Shoulders**

Our overall shoulder condition is average to poor, and edge breaks identified need to be addressed through increased maintenance that is currently being investigated by the Infrastructure and Operations directorate.

Shoulders play an underestimated role in both providing structural support for the sealed road edge but also assist with road safety by providing an area for vehicles to recover.

Shoulders in their nature can be subject to changing conditions from storm events or overrun of vegetation, and it is recognised that further work is required increasing the maintenance of these assets.

*Key Findings*

Assets within Adelaide Hills Council are in a reasonable condition based on last audits conducted, though the network is old and ongoing high levels investment is required particularly in the sealed road network.

A decrease in the overall spending on unsealed roads will have minimal impact on the condition, and targeted pavement works will not generally improve the condition but extend the life of the asset.

DRAFT

#### **4. Levels of service: what do we provide and how well are we doing it?**

By developing performance measures around services, we can establish the expectations that we deliver to the community. We do this in two ways: customer levels of service and technical levels of service.

Customer levels of service are derived from what aspects of the service is important to the customer (is the ride bumpy), whether they see value in the service being provided (the road I traverse every day is not potholed or sections missing), and what is the likely trend over time based on the current budget (this road is getting bumpier, and the potholes have increased – or – the road has been resealed and I have a smooth journey).

We generally engage the community and undertake review of the customer request system to monitor the customer's expectation. We need to improve our engagement with the community to further understand their expectations.

Technical levels of service are performance measures relating to how Road, Footpath and Kerb assets are managed to deliver customer services. They are linked to activities covering the operation, maintenance and renewal of existing assets, and the upgrade or acquisition of new assets to deliver new services.

Technical levels of service generally refer to technical specifications, establishing the end of life for a footpath would utilise existing technical specifications or publications recognised as industry standard. For footpath condition assessments the IPWEA Footpath Condition Assessment Guidelines 2018 would be the technical reference for defining condition and intervention levels.

##### ***What are we doing well?***

- Implementing corporate wide asset system to provide a repository for condition, construction dates, imagery, documentation and mobile collection and assessment across a broad range of Road, Footpath and Kerb assets.
- Improved the overall function of delivering unsealed roads to the broader community.
- Transitioned to a rolling capital works program for Roads, Footpath and Kerb assets to incorporate road, footpath and kerb works into co-ordinated process.
- Targeted approach to pavement works.
- Increased inspections around road seal and pavement works.
- Implemented prioritised footpath renewal and upgrade system with endorsement from Council.

##### ***Where can we improve?***

- Identify and implement long term renewal for pavement works.
- Review missing key footpath linkages across the network in conjunction with trail strategies.
- Improve maintenance practices across the shoulder assets.
- Practical approach to minimising the practice of asphalt rollover kerb usage.

##### ***What is planned?***

- Undertake condition assessments across key Road, Footpath and Kerb assets.
- Maximise usage of mobile asset system for data collection and maintenance activities.
- Identify key pavement and structural patching requirements for distributor and collector roads.
- Implement unsealed road hierarchy into maintenance and renewal activities.

**5. Future Demands:**

Council gets in the order of 15 - 20 requests for footpath each year and currently many of these are unable to be funded. It is expected that customers will continue to request more sealed footpaths across the Council area.

**6. Lifecycle Management: how much do the services cost to deliver?**

To deliver the recognised services, resourcing is allocated across the following four areas:

- **Operations/Maintenance:** regular activities to provide services. Examples of typical operational activities include patrol grading, project management, street sweeping, asset inspection, plant & fleet, and utility costs.
- **Renewal/Replacement:** major works to restore, rehabilitate, replace or renew an existing asset to its original service intention. Changes to its intent or improvement on design or capacity is classed as an upgrade/enhancement.
- **Upgrades/New Works:** improving or creating a new asset, increasing its capacity to provide an additional service has an impact on operations and maintenance, and broader implications for long term renewal and budgeting strategies.
- **Acquisition:** Usually gifted or handed over from developers or government agencies, inherited assets require eventual renewal and operations and maintenance in order to deliver services at existing levels additional resourcing is required.



## 7. Financial: How will we pay for these services?

This section contains the financial requirements from the previous sections in this document, and sourced from the Road, Footpath and Kerb Asset Management Plan (TAMP). The detailed information within the TAMP ultimately provides options for delivery of assets and services to the community with a sustainable funding strategy at the forefront.

What does this mean? Council funds the renewal of existing assets by determining where the asset is within its lifecycle. As an asset approaches the end of its useful life funding is allocated through the TAMP and the Long Term Financial Plan to ensure that adequate funds are available to renew the asset. As assets are inspected on a regular basis quite often the asset may be performing better than anticipated, or may have deteriorated quicker than expected so assets fluctuate and this is adjusted for both in the annual budget, the TAMP and this flows through to the Long Term Financial Plan.

So in order to provide serviceable assets that meet the community's expectation whilst performing within their as technical design, funding is allocated through the Long Term Financial Plan and these amounts fluctuate over its 10 years cycle, and this is where a portion of rates, grants, businesses and co-contributions pay to provide these assets to the community.

### ***Risk Management and Critical Assets***

As part of the risk assessment, we identify critical risks that will result in significant loss, financial shock or a reduction in service. The critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings.

Adelaide Hills Council has identified through the risk assessment process that are deemed 'High' impact to either services or assets, and appropriate action plans would be required.

A potential high risk service impact identified is a Major Bushfire where severe impact on the road network could impede traffic flow and access to transportation services. The recommended proactive measures is a Bushfire Action Plan which may provide mitigation strategies across the network.

**Critical assets** identified throughout the Road, Footpath and Kerb Asset Management Plan include major roads that may deteriorate or 'sudden' failures may result in unplanned budget allocation or reduced access to locations within the hills and extended delays. The strategy to tackle these failures is target treatments and regular inspections.

## 8. Key Take Aways

The key take aways are summarised below that have been the primary drivers of the Roads, Footpath and Kerb Asset Management Plan

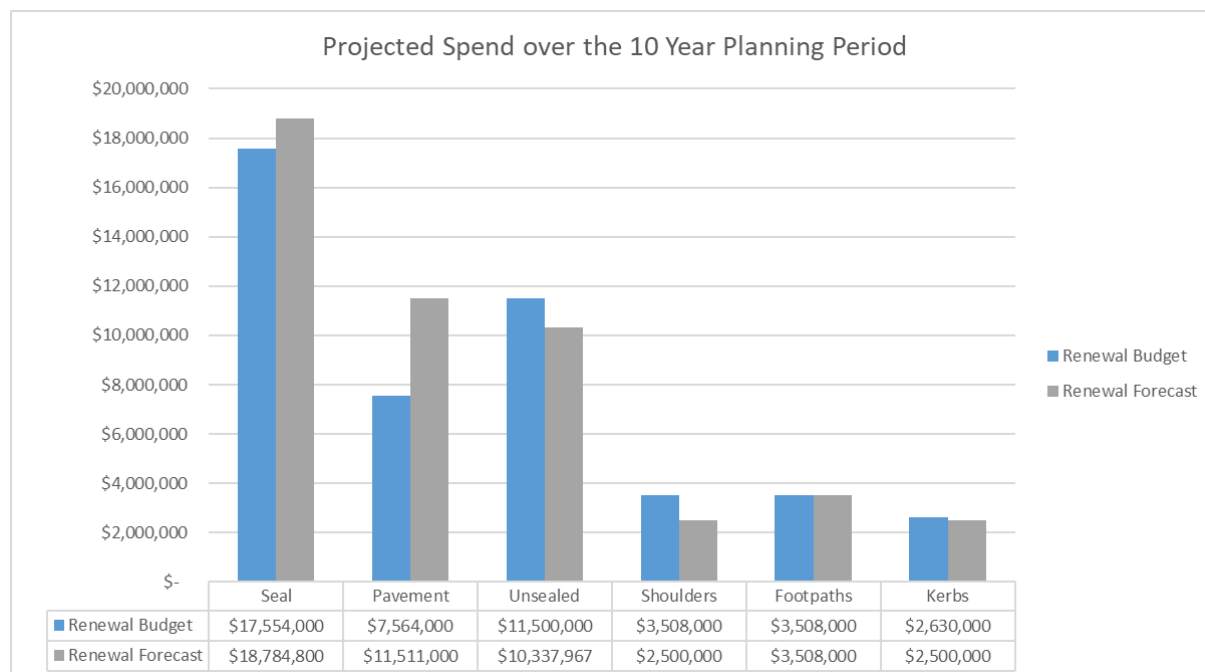
- **What we own:** Adelaide Hills Council has a broad range of assets, spread across various terrain types, extensive number of towns or villages (52 in total) and provide a sustainably funded distribution of Roads, Footpath and Kerb assets to its community.
- **Condition**
  - Councils asset base is currently in a reasonable condition and now requires further investment to ensure these assets are replaced at their optimum time. Further work is required and condition may decrease as further audits across the road, kerb and footpath asset classes are undertaken.
  - The pavement which is a long lived asset, but expensive to renew has provided challenges in the strategy for delivering the level of service with the current model of renewal. Recent changes in the targeted approach to patching and pre-planning has increased the volume of work being undertaken for this asset class. The plan continues this strategy over the 10 years.
- **Service Levels**
  - We understand that the community generally value their road and footpath network and our assumption is that they wish to have the service provided at the lowest long term costs. We assume that this is what our customers would expect us to do and we should.
  - The levels of service across the network are considered reasonable for the majority of asset classes, and further refinement is required on how we report, gather and understand to how we respond and engage has been highlighted through the AMP process.
  - The community has a high level of expectation on delivering new assets especially footpaths which in turn increase the overall asset base and adversely effects depreciation, operation and maintenance costs, and the eventual renewal of assets for future generations.
- **Lifecycle and Funding**
  - Whilst additional funding has been identified for seal and pavement in this AMP, further work is required in understanding the criticality of key assets, fine tuning intervention points and improved reporting of maintenance activities. These issues have been identified in the improvement plan and Council is actively working towards these goals.

## 9. Improvement Planning

Throughout the asset management planning process the key areas which require improvement, data is immature, or resources have not been allocated are built into the framework for delivery into the next phase of the AMP process. Where we believe we need to work towards is listed below:

Task	Task	Responsibility	Resources Required	Timeline
1	Redevelop footpath hierarchy model to include new drivers within existing network	Sustainable Assets	Sustainable Assets/Infrastructure Operations	2020/21
2	Seal – Review Hierarchy	Sustainable Assets/Infrastructure Operations		2021/22
3	Unsealed – Review Hierarchy	Sustainable Assets/Infrastructure Operations	Sustainable Assets/Infrastructure Operations	2020/21
4	Undertake Customer Satisfaction Surveys across asset classes	Sustainable Assets/Communications	Internal	2020/21
5	Undertake Condition Assessments – Seal & Pavement	Sustainable Assets	External	2021/22
7	Undertake Condition Assessments - Kerb & Footpath – Migrate Ramps from Kerbs to Footpaths	Sustainable Assets	Internal	2020/21
8	Maintenance Guidelines – Roads, Kerb & Footpath	Sustainable Assets/Infrastructure Operations	Internal	2021/22
9	New Assets Priority Ranking Criteria	Sustainable Assets	Internal	2022/23
10	Shoulder and Pavement Data Cleanse and Migrate Shoulders into Pavement and revalue	Sustainable Assets	Internal	2022/23
11	Intervention Analysis & Predictive Modelling	Sustainable Assets	Internal/External	2023/24
12	Undertake review of re-sheeting, patrol grading and shoulder strategies across the network to improve efficiencies within the existing constraints.	Sustainable Assets/Infrastructure Operations	Internal	2022/23
13	Capture relevant maintenance data across asset classes to understand where, when, how and how much we spend on assets	Sustainable Assets/Infrastructure Operations	Internal	2022/23

## 10. Forecast Spending and where is it being allocated?



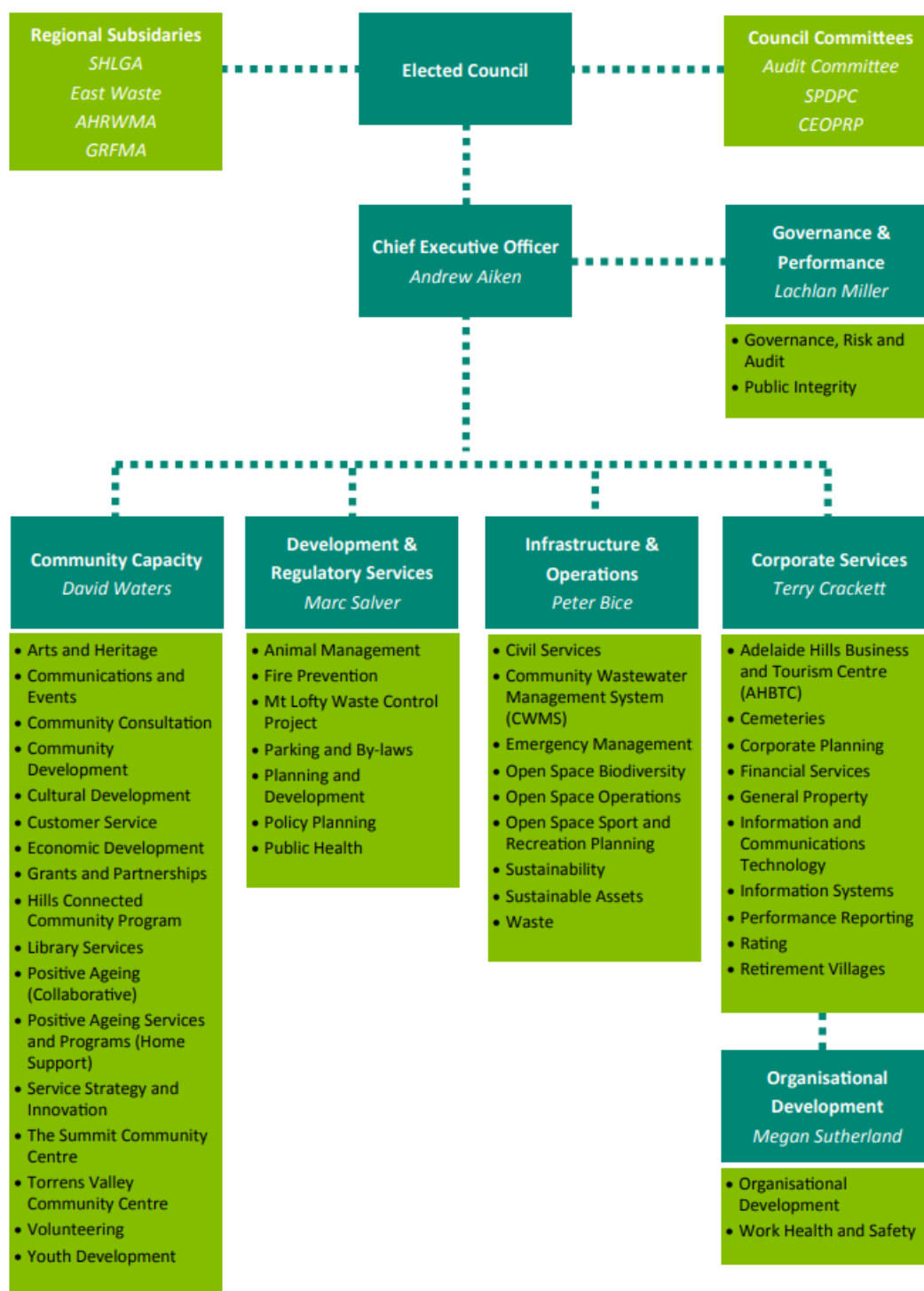
The infrastructure assets included in this plan have a total replacement value of \$295,102,586

Key stakeholders in the preparation and implementation of this asset management plan are shown in Table 2.1.

**Table 2.1: Key Stakeholders in the AM Plan**

Key Stakeholder	Role in Asset Management Plan
Councillors	■ Represent needs of community/shareholders,
	■ Establish the strategic vision and budget
	■ Allocate resources to meet the organisation's objectives in providing services while managing risks,
	■ Ensure organisation is financial sustainable.
CEO/Directors	■ Implement the strategic vision and budget set out by the elected Council
	■ Establish the operational vision and policy
	■ Oversee delivery of services
Engineering and Sustainable Assets Department	■ Development of delivery of the Transport Asset Management Plan through the Infrastructure & Operations Directorate
Community	■ Service levels through consultation, representation and expectation and the customer request system.

Our organisational structure for service delivery from infrastructure assets is detailed below,



## 2.2 Goals and Objectives of Asset Ownership

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,



- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a long-term financial plan which identifies required, affordable forecast costs and how it will be allocated.

Key elements of the planning framework are

- Levels of service – specifies the levels of service to be provided,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015 <sup>1</sup>
- ISO 55000<sup>2</sup>

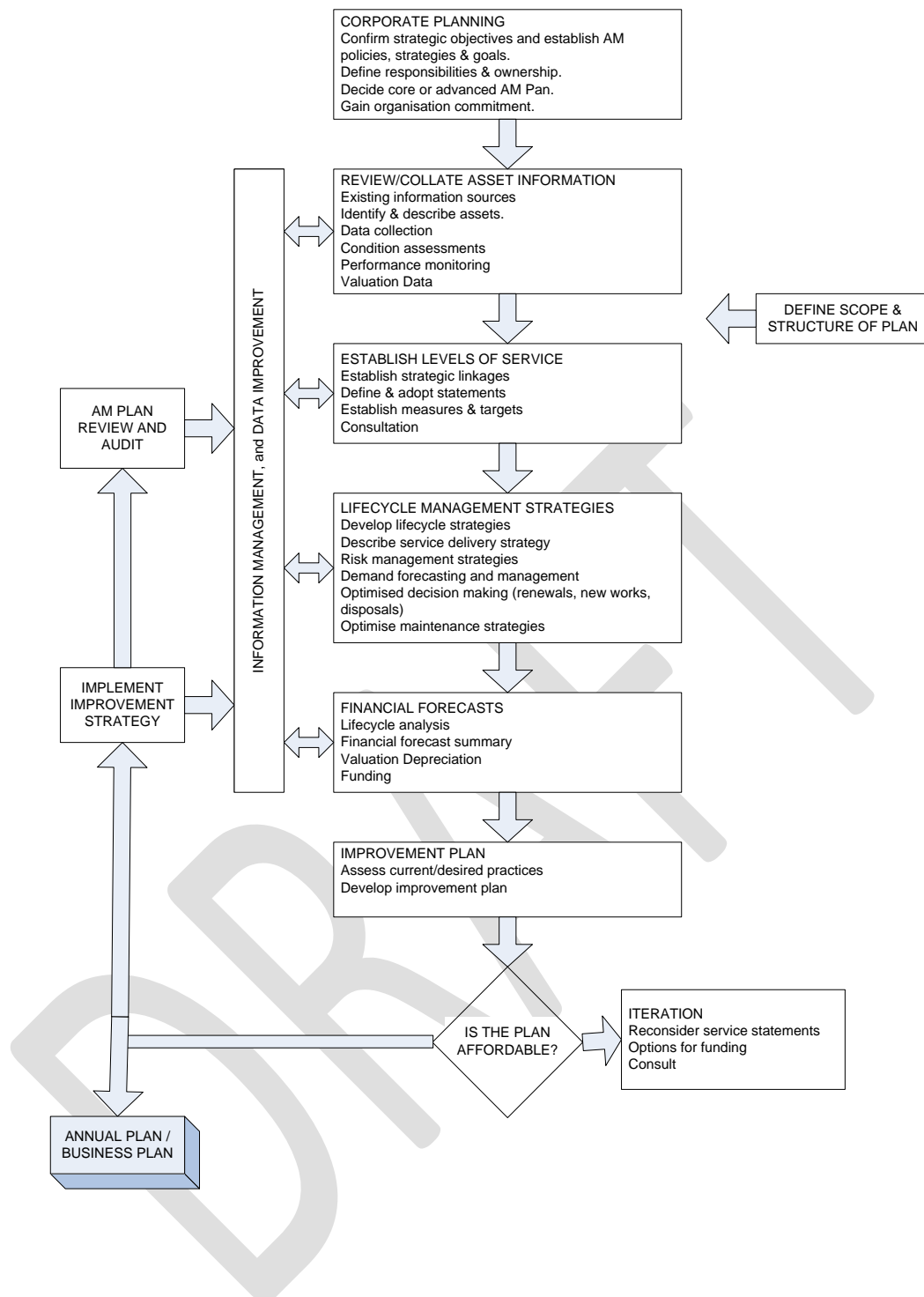
A road map for preparing an asset management plan is shown below.

***Road Map for preparing an Asset Management Plan***

*Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11*

<sup>1</sup> Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2 | 13

<sup>2</sup> ISO 55000 Overview, principles and terminology



## 3.0 LEVELS OF SERVICE

### 3.1 Customer Research and Expectations

This asset management plan is prepared to facilitate consultation prior to adoption of levels of service by the Adelaide Hills Council. Future revisions of the asset management plan will incorporate customer consultation on service levels and costs of providing the service. This will assist the Adelaide Hills Council and stakeholders in matching the level of service required, service risks and consequences with the customer's ability and willingness to pay for the service.

We currently have no research on customer expectations. This will be investigated for future updates of the asset management plan. Currently we extrapolate data from the Customer Request System to provide an indicative expectations and requests from the community.

### 3.2 Strategic and Corporate Goals

This asset management plan is prepared under the direction of the Adelaide Hills Council vision, mission, goals and objectives.

*Our goal is:*

A functional built environment.

- Consider external influences in our long term asset management and adaptation planning
- Sustainable management of our built assets ensures a safe, functional and well serviced community

Strategic goals have been set by the Adelaide Hills Council. The relevant goals and objectives and how these are addressed in this asset management plan are summarised in Table 3.2.

**Table 3.2: Goals and how these are addressed in this Plan**

Goal	Objective	How Goal and Objectives are addressed in the AM Plan
1B1.5	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	Providing funding and fit for purpose assets that are well serviced and responsive to the changing needs of the community.
1B3.2	Aim to achieve 100% renewable energy use for our corporate operations and strive towards carbon neutrality	Continue to investigate carbon reducing initiatives in usage of Recycled Asphalt surfacing
1B3.3	Investigate and source recyclable materials for asset renewal projects wherever practical and in doing so promote the circular economy.	Reuse of materials in capital works projects in conjunction with the Circular Economy Investment

### 3.3 Legislative Requirements

There are many legislative requirements relating to the management of assets. Legislative requirements that impact the delivery of the Roads, Footpath and Kerb service are outlined in Table 3.3.

**Table 3.3: Legislative Requirements**

Legislation	Requirement
Local Government Act (1999)	Sets out the role, responsibilities and powers of local governments including the preparation of long term financial plan supported by infrastructure and asset management plans for sustainable service delivery
Road Traffic Act (1961)	The act provides legislative requirements on the use of roads by vehicles and other road users.
Australian Road Rules	Requirements for users of the roads to obey
Australian Standards	Various standards that provide guidance and specifications for the management of transport assets
Native Vegetation Act (1991)	Management of the roadside will require an understanding of this act.
Australian Accounting Standards	Sets out the requirements to sustainably protect the environment during both the construction and life of the asset.

### 3.4 Customer Values

Service levels are defined in three ways, customer values, customer levels of service and technical levels of service.

**Customer Values** indicate:

- what aspects of the service is important to the customer,
- whether they see value in what is currently provided and
- the likely trend over time based on the current budget provision

**Table 3.4: Customer Values**

Service Objective:			
Customer Values	Customer Satisfaction Measure	Current Feedback	Expected Trend Based on Planned Budget
Safe & traversable footpaths	Customer Surveys & Complaints	Average of 146 requests per year via CRM's	Increase as footpath renewals are pushed out and network increased through new or upgrades
Seal ride quality	Customer Surveys & Complaints	Moderate number of complaints relating to failures and potholing	With the current budget and deterioration in pavement there is likely to be an increase in complaints
Kerb & Water Table functionality	Customer Complaints	Moderate requests for asphalt kerbing to mitigate water damage into property	Likely to increase due to removal of service moving forward
Unsealed Roads Surface and Ride	Customer Complaints	Moderate number of requests for grading	Likely to reduce the number of complaints if increase in patrol grading undertaken as recommended. Less capital and re-sheeting may result in greater deterioration in the outer years as corrugations etc develop more readily on an older network

### 3.5 Customer Levels of Service

The Customer Levels of Service are considered in terms of:

**Quality**                How good is the service ... what is the condition or quality of the service?

**Function**             Is it suitable for its intended purpose .... Is it the right service?

**Capacity/Use**        Is the service over or under used ... do we need more or less of these assets?

In Table 3.5 under each of the service measures types (Quality, Function, Capacity/Use) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current funding level.

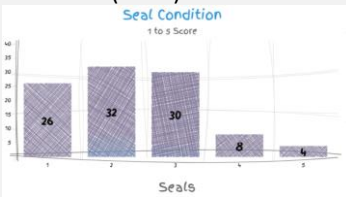
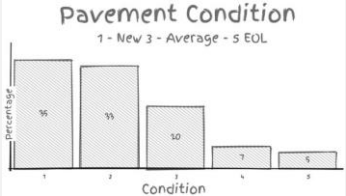
These are measures of fact related to the service delivery outcome e.g. number of occasions when service is not available, condition %'s of Very Poor, Poor/Average/Good, Very Good and provide a balance in comparison to the customer perception that may be more subjective.

DRAFT



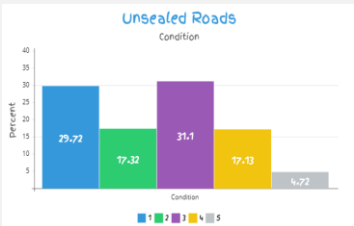
**Table 3.5: Customer Level of Service Measures**

DRAFT

Asset Class	Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget
Seal & Pavement	Condition	Condition of Seal & Pavement  Provides a smooth ride.	Undertake High Speed Data Assessment Utilising SCI & PCI	<p>Seal – SCI (2015)</p>  <p>Pavement – PCI (Audit 2015)</p>  <p>Condition 5 consists of approximately 33km of the network.</p>	<p>Seal – In the short term the seal requires additional funding to mitigate deterioration the aged spray seal network</p> <p>Pavement – Appropriate levels of funding have been forecast through the plan including targeted patching programs and selective treatments of failed sections to prolong the life of the overall asset base.</p> <p>The extent of failures are likely to increase and overall the life of the road pavement may be reduced if additional funding is not provided.</p>
		<b>Confidence levels</b>		<p>High-Medium</p> <p>High (Professional Judgement supported by extensive data)</p> <p>Medium (Professional judgement supported by data sampling and field testing)</p> <p>Data set is getting towards end of life and is planned to be recollected in 21/22</p>	<p>Medium</p> <p>Medium (Professional judgement supported by data sampling and field testing)</p>
	Function	Measure of the asset is appropriate for its intended use.	Road Hierarchy	<p>Breakdown of current hierarchy</p> <p>Distributor –19%</p> <p>Collector – 7%</p> <p>Local – 73%</p> <p>Other-1%</p>	<p>Seal – Trend may see an increase the amount of coverage of the network, economic value and sustainability outcomes.</p> <p>Pavement – Minimal impact on heavy vehicle movements increasing or expected volumes due to population increase.</p>
		<b>Confidence levels</b>		<p>Medium</p> <p>Medium (Professional judgement supported by data sampling)</p>	<p>Medium</p> <p>Medium (Professional judgement and an industry push towards sustainable practices)</p>

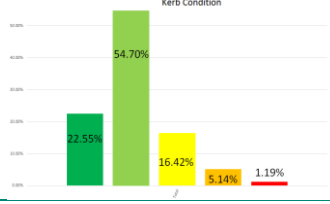
	<b>Capacity</b>	Whether the capacity of the assets are sufficient	Traffic Count averages for vehicle types reflect the capacity designated for that road type – Distributor, Collector or Local	Traffic Counts across network averages for each road class	Minimal impact on capacity, and likely planned budget will not be effected until additional road data sampling undertaken in 21/22
		<b>Confidence levels</b>		Medium  Medium (Professional judgement supported by data sampling) Council has reasonably good data for traffic counts across its network.	Medium  Medium (Professional judgement supported by data sampling)

DRAFT

Asset Class	Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget
Unsealed Roads	Condition	Condition of unsealed network	Condition rating of asset class  Patrol Grading	Unsealed roads are currently performing well across the network   <p>Audit 2015 Current maintenance for patrol grading is around 55% of the network</p>	Transition from reduction in Renewal to Maintenance will increase asset lifecycle.  Increase in patrol grading to 75% of the network per year is envisaged. Increase in budget maintenance expected, reduction in capital re-sheeting for the next 10 years
		<b>Confidence levels</b>		Medium  Medium (Professional judgement supported by field supervisor input and annual inspections)	Medium  Medium (Professional judgement supported by field supervisor input and annual inspections)
	Function	Measure of the asset is appropriate for its intended use.	Road Hierarchy	Majority of assets are fit for purpose.	Existing budget will reduce over time and stabilise based on new hierarchy
		<b>Confidence levels</b>		Medium (Professional judgement supported by field supervisor input and annual inspections)	Medium (Professional judgement supported by field supervisor input and annual inspections)
	Capacity	Whether the capacity of the assets are sufficient	Traffic volumes	Unsealed network is in good condition and is well funded.	No changes or impact on budget in relation to capacity. No major industries identified that will impact network capacity.
		<b>Confidence levels</b>		Medium  Medium (Professional judgement supported by data sampling) Council has reasonably good data for traffic counts across its network, indicating the types of vehicles access its unsealed network.	Medium  Medium (Professional judgement and existing growth)
Asset Class	Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget

<b>Footpaths</b>	<b>Condition</b>	Condition of Footpath Network	Condition rating of asset class	<p>Nearly 25% of the network is heading towards end of life</p> <p>Audit 2015</p>	<p>The footpath network is expanding at roughly 2% per year, and the existing renewal level has been reduced due to the extended life of the asphalt treatments within the Council network.</p> <p>This planned amount may change once a condition assessment is undertaken in 22/23</p>
		<b>Confidence levels</b>		<p>Medium</p> <p>Medium (Professional judgement supported by data sampling and field inspections)</p> <p>Data set is due for recollection</p>	<p>Medium</p> <p>Medium (Professional judgement supported by data sampling and field inspections)</p> <p>Existing budget is supporting new assets</p>
	<b>Function</b>	Measure of the asset is appropriate for its intended use.	Footpath Priority Zoning	Majority of assets are fit for purpose, however there is an increasing proportion not meeting expectations	<p>The pressure to install additional footpaths is recognised and a system is being reviewed to reprioritise the network.</p> <p>There is an increase in requests for dual usage cycle/walkway/footpaths so the intended use will need to be linked to existing strategies and trail studies.</p>
		<b>Confidence levels</b>		<p>Medium</p> <p>Medium (Professional judgement)</p>	<p>Medium</p> <p>Medium (Professional judgement)</p>
	<b>Capacity</b>	Whether the capacity of the assets are sufficient	Footpath widths measured against priority zones	No analysis has been undertaken across capacity, where possible assets are delivered to standard or to suit location	Slight impact on budget as capacity is likely to be increased to meet community expectations.
		<b>Confidence levels</b>		<p>Medium</p> <p>Medium (Professional judgement supported by data sampling) Council has reasonably good data for traffic counts across its network.</p>	<p>Medium</p> <p>Medium (Professional judgement supported by data sampling)</p>
<b>Asset Class</b>	<b>Type of Measure</b>	<b>Level of Service</b>	<b>Performance Measure</b>	<b>Current Performance</b>	<b>Expected Trend Based on Planned Budget</b>



<b>Kerb &amp; Water table</b>	<b>Condition</b>	Condition of Kerb & Water Table Network	Condition rating of asset class	<p>Small section of network is in poor or end of life scenario</p> 	Slight increase as asset delivered to higher standard as a reduction in treatment type, and allowance may be required if the asphalt assets are to be renewed through renewal budgets.
		<b>Confidence levels</b>		<p>Low</p> <p>Low (Professional judgement with no data evidence)</p> <p>Data set is due for recollection</p>	<p>Low</p> <p>Low (Professional judgement with no data evidence)</p> <p>Data set is due for recollection</p>
	<b>Function</b>	Measure of the asset is appropriate for its intended use.	Condition rating of the asset class	Majority of assets are fit for purpose.	Increased level of targeted replacement with seal and footpath works
		<b>Confidence levels</b>		<p>Medium</p> <p>Medium (Professional judgement supported by data sampling)</p>	<p>Medium</p> <p>Medium (Professional judgement supported by data sampling)</p>
	<b>Capacity</b>	Whether the capacity of the assets are sufficient	Ensure that kerb is appropriate to manage drainage to the stormwater system	<p>No analysis has been undertaken across capacity.</p> <p>Local operational knowledge is used to determine where kerb and gutter may create drainage issues that may be from kerb and gutter capacity.</p>	No capacity assessment undertaken
		<b>Confidence levels</b>		<p>Medium</p> <p>Medium Professional judgement and operational knowledge</p>	<p>Medium</p> <p>Medium Professional judgement and operational knowledge</p>

### 3.6 Technical Levels of Service

**Technical Levels of Service** – To deliver the customer values, and impact the achieved Customer Levels of Service, are operational or technical measures of performance. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

- **Acquisition** – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).

- **Operation** – the regular activities to provide services (e.g. opening hours, cleansing, mowing grass, energy, inspections, etc).
- **Maintenance** – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. road patching, unsealed road grading, building and structure repairs),
- **Renewal** – the activities that return the service capability of an asset up to that which it had originally provided (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),

Service and asset managers plan, implement and control technical service levels to influence the service outcomes.<sup>3</sup>

Table 3.6 shows the activities expected to be provided under the current Planned Budget allocation, and the Forecast activity requirements being recommended in this AM Plan.

**Table 3.6: Technical Levels of Service**

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
<b>TECHNICAL LEVELS OF SERVICE -Pavement, Sealed &amp; Unsealed Roads</b>				
<b>Acquisition</b>	New or Gifted assets fit for purpose (sealed subdivisions)	Condition assessed at time of acquisition	No planned maintenance for early life cycle	Ensure appropriate resources are supported operationally to derive asset condition at acquisition.  Various assets gifted for The Crest at Inverbrackie & Woodforde Estates
		<b>Acquisition Budget</b>	<i>\$0.00</i>	<i>\$860,000 increase to asset base</i>
<b>Operation</b>	Project Management Support in Delivering Seal Renewals, Pavement & Unsealed Roads	Pavement, Seal and Unsealed renewed at optimum time  Pavement Investigation	Internal Project Management Cost – Linked to Seal, Pavement & Unsealed delivery PM Costs - \$607k per annum on average across the 10 year period  Pavement Investigation \$30k per annum	Detailed Support in Project Delivery – Intervention, Treatment Types & ROI.  PM Costs - \$607k per annum on average across the 10 year period  Pavement Investigation \$30k per annum
		<b>Operations Budget</b>	<i>\$637,000k per annum</i>	<i>\$637,000 per annum No change to budget as recommended change is linked to a % of delivery</i>

<sup>3</sup> IPWEA, 2015, IIMM, p 2|28.

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
<b>Maintenance</b>	Maintain Unsealed Road Surfaces	Length of network Patrol Graded (km)	240kms Annually	Increase to 340 km's due to minimising re-sheeting practices and reduction in capital program over 10 year program.
	Maintain Sealed Surfaces (Seal & Pavement)	Patching(Pave ment)  Crack Sealing(Seal)	<i>\$45,000 Per Year</i>  <i>\$0.00</i>	<i>Suggest removal due to increase in patching across network through Capital Pavement Budget</i>  <i>\$25,000 Crack Sealing Per annum proposed (potentially funded from operations budget)</i>
		<b>Maintenance Budget</b>	<i><b>Unsealed</b> - \$10,800,000 for the Total 10 Years</i>  <i><b>Sealed</b> - \$10,300,000 for the Total 10 Years</i>  <i><b>Pavement</b> - \$2,100,000 for the Total 10 Years</i>	<i>Unsealed - \$10,800,000 Total for the 10 Years – (An increase is suggested and should be undertaken after maintenance review)</i>  <i>Sealed - \$10,300,000 for the Total 10 Years</i>  <i>Pavement - \$2,150,000 for the Total 10 Years</i>
<b>Renewal</b>	Sealed Surfaces	Condition Assessment Based	Numerous seals are beyond their useful life across asphalt and spray seal network.	Increased spending required to address aging assets and spray seal binder condition
	Pavement	Condition Assessment Based	Currently identified 33,000 square metres of pavement that is in poor condition.	Increased funding required to address targeted pavement failures
	Unsealed Surfaces	Re-sheeting	Currently re-sheeting 5-6% per year of the network	Reduced budget to transfer to increase maintenance practices
		<b>Budget</b>	<i>Unsealed - \$11,500,000 for the Total 10 Years</i>	<i>Unsealed - \$10337,967 Total for the 10 Years (A suggested reduction should be undertaken after maintenance review)</i>

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
			<i>Sealed - \$17,554,000 for the Total 10 Years</i>  <i>Pavement - \$7,564,000 for the Total 10 Years</i>	<i>Sealed - \$18,784,000 for the Total 10 Years</i>  <i>Pavement - \$11,511,000 for the Total 10 Years</i>
<b>Disposal</b>	Unsealed & Sealed Roads	Nil	No disposals planned	No disposals planned
	Sealed Roads	Boundary Realignment	608kms	Potential Removal of 26kms of seal from network
		<b>Budget</b>	Nil	Reduced seal network & budget

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
<b>TECHNICAL LEVELS OF SERVICE - Shoulders, Footpaths &amp; Kerb/Water Table</b>				
<b>Acquisition</b>	New or Gifted assets fit for purpose (sealed subdivisions)	Condition assessed at time of acquisition	No planned maintenance for early life cycle	Ensure appropriate resources are supported operationally to derive asset condition at acquisition.  Various assets gifted for The Crest at Inverbrackie & Woodforde Estates
		<b>Acquisition Budget</b>	\$0.00	\$250k Footpaths per annum \$1.9million projected gifted over 10 years
<b>Operation</b>	Project Management Support in Delivering Shoulders, Kerb & Footpaths Renewals	Footpaths, Shoulders & Kerb renewed at optimum time	Internal Project Management Cost – Linked to Footpath, Kerb & Shoulder delivery PM Costs - \$153k per annum on average across the 10 year period  Condition Assessment (21/22) - \$0	Support for various audits and proactive programs to maximise renewal and linked maintenance strategies  PM Costs - \$153k per annum on average across the 10 year period  Approx \$50k for Condition Assessment
		<b>Operations Budget</b>	\$153,000	\$1,583,000 Total for the 10 Years

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
<b>Maintenance</b>	Maintain Footpath Network	Maintenance activity requests undertaken	150 request (CRMS) per year	Performance Review after 21/22 Condition Assessment undertaken – No changes proposed
	Maintain Kerb & Water Table Network	Maintenance Activities	No performance measures available	Performance Review after 20/21 Condition Assessment undertaken – No changes proposed
	Maintain Shoulder Network	Maintenance Activities	No performance measures available	Increase in maintenance practices to improve overall shoulder maintenance strategy to minimise edge breaks and planned maintenance across the network
		<b>Maintenance Budget</b>	<p><i>Footpaths - \$810,000 for the Total 10 Years</i></p> <p><i>Kerb &amp; Water Table - \$620,000 for the Total 10 Years</i></p> <p><i>Shoulders - \$2,100,000 for the Total 10 Years</i></p>	<p><i>Footpaths - \$810,000 for the Total 10 Years</i></p> <p><i>Kerb &amp; Water Table - \$620,000 for the Total 10 Years</i> (To be realigned after Condition Assessment)</p> <p><i>Shoulders - \$2,100,000 for the Total 10 Years</i> (increase based on capital reduction)</p>
<b>Renewal</b>	Footpaths	Condition Assessment Based	Based on age, condition and priority	Renewal strategy to be developed to link renewal and maintenance planning to improve lifecycle.
	Kerb & Water Table	Condition Assessment Based	<p>Currently undertake visual and professional judgement across network to define renewals</p> <p>Existing renewal works general undertaken in conjunction with seal and footpath program renewals.</p>	<p>Renewal strategy to be developed once condition assessment undertaken.</p> <p>Increased targeted replacement</p>



Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
	Shoulders	Condition Assessment Based	ARRB (2015) 5-7% Network Edgebreaks 10% Grading Required 3% Network Breakthrough > 20%	Reduced capital expenditure and increase operational effort into Shoulder Maintenance
		<b>Renewal Budget</b>	<i>Footpaths - \$3,508,000 for the Total 10 Years</i>  <i>Kerb &amp; WT - \$2,630,000 for the Total 10 Years</i>  <i>Shoulders - \$3,508,000 for the Total 10 Years</i>	<i>Footpaths - \$3,508,000 Total for the 10 Years</i>  <i>Kerb &amp; WT - \$2,500,000 for the Total 10 Years (Condition Assessment may change renewal targets)</i>  <i>Shoulders - \$2,500,000 for the Total 10 Years</i>
<b>Disposal</b>	Footpaths Kerb & Water Table Shoulders	Nil Nil Nil <b>Budget</b>	No disposals planned No disposals planned No disposals planned Nil	No disposals planned No disposals planned No disposals planned Nil

Note: \* Current activities related to planned budget.

\*\* Forecast required performance related to forecast lifecycle costs.

It is important to monitor the service levels provided regularly as these will change. The current performance is influenced by work efficiencies and technology, and customer priorities will change over time.

## **4.0 FUTURE DEMAND**

### **4.1 Demand Drivers**

Drivers affecting demand include things such as population change, regulations, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

### **4.2 Demand Forecasts**

The present position and projections for demand drivers that may impact future service delivery and use of assets have been identified and documented.

### **4.3 Demand Impact and Demand Management Plan**

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.3.

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this asset management plan.

**Table 4.3: Demand Management Plan**

Demand driver	Current position	Projection	Impact on services	Demand Management Plan
Increased Heavy Vehicle Movements	Monitor via Traffic Count and Hierarchy of Network	Increased load on the transport network testing capacity	Reduced life of seal and pavement, thus increased cost	<ul style="list-style-type: none"> <li>- Continually assess network capacity and traffic flows. Address network capacity issues with improved capacity</li> <li>- Improve design standards to provide longer lasting pavements to cope with increased capacity and provide longevity</li> </ul>
Provision of Footpaths	Priority Based System based on Key Drivers	Increases in request for footpaths across the network to improve linkages to key facilities	Construction of new footpaths increases pressure on renewals of existing network.	<ul style="list-style-type: none"> <li>- Continue to provide new footpaths in keeping with the current policy and expenditure levels</li> </ul>
Boundary Realignment	Council has a known position on its asset network, income and renewal budgets	Potential for LGA Boundary Realignment imposed by the State Government, decreasing rate revenue.	Impact on numerous asset classes and reduction of service to compensate for loss of income	<ul style="list-style-type: none"> <li>- Scenarios developed to provide scoping around impacted areas.</li> </ul>
Sealing Unsealed Roads	Clear Policy defining criteria for sealing	Increased community requests or policy changes to seal township or freight routes	Increase in seal asset base, but reduced maintenance for unsealed	<ul style="list-style-type: none"> <li>- Analysis across potential routes or upgrades to determine benefit from upgrade.</li> <li>- Review of existing policy to focus on increased service for residential and hard to maintain areas.</li> </ul>

#### 4.4 Asset Programs to meet Demand

The new assets required to meet demand may be acquired, donated or constructed. Additional assets are discussed in Section 5.4.

Acquiring new assets will commit the Adelaide Hills Council to ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long term financial plan (Refer to Section 5).

## 4.5 Climate Change and Adaption

The impacts of climate change can have a significant impact on the assets we manage and the services they provide. In the context of the Asset Management Planning process climate change can be considered as both a future demand and a risk.

How climate change will impact on assets can vary significantly depending on the location and the type of services provided, as will the way in which we respond and manage those impacts.

As a minimum we should consider both how to manage our existing assets given the potential climate change impacts, and then also how to create resilience to climate change in any new works or acquisitions.

Opportunities identified to date for management of climate change impacts on existing assets are shown in Table 4.4. Table 4.4 Managing the Impact of Climate Change on Assets

Climate Change Description	Projected Change	Potential Impact on Assets and Services	Management
Storm Intensity	More extreme weather events	Potentially more localised flooding  Unsealed road side drain impacted	Ensure table drains are well maintenance for the sealed and unsealed network  Kerb & Water table audits drive maintenance to reduce premature pavement failure
Rainfall	A drier climate is anticipated	Cost of water will increase  Seal life reduced due to drier climate and impact from sun & temperature rise	Budget for increased cost of water supply. Plan for reduction in useful lives of asset base and increased cost of delivery

Additionally, the way in which we construct new assets should recognise that there is opportunity to build in resilience to climate change impacts. Buildings resilience will have benefits:

- Assets will withstand the impacts of climate change
- Services can be sustained
- Assets that can endure may potentially lower the lifecycle cost and reduce their carbon footprint

Table 4.5 summarises some asset climate change resilience opportunities.

**Table 4.5 Building Asset Resilience to Climate Change**

New Asset Description	Climate Change impact These assets?	Build Resilience in New Works
Sealed Network	Increased heat – cracking, and reduced life	Activating circular economy and investigation into suitable materials
All water usage	By nature treatments are water intensive	Use water reuse where available, or reduction at site to minimise cartage.
Asset Design	Fit for purpose	Building resilience into assets at design will increase the asset life based on climate impacts, and also lower the carbon impact due to longer lasting assets if built with resilience in mind.

The impact of climate change on assets is a new and complex discussion and further opportunities will be developed in future revisions of this asset management plan.

## 5.0 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Adelaide Hills Council plans to manage and operate the assets at the agreed levels of service (Refer to Section 3) while managing life cycle costs.

### 5.1 Background Data

#### 5.1.1 Physical parameters

The assets covered by this asset management plan are shown in Table 5.1.1.

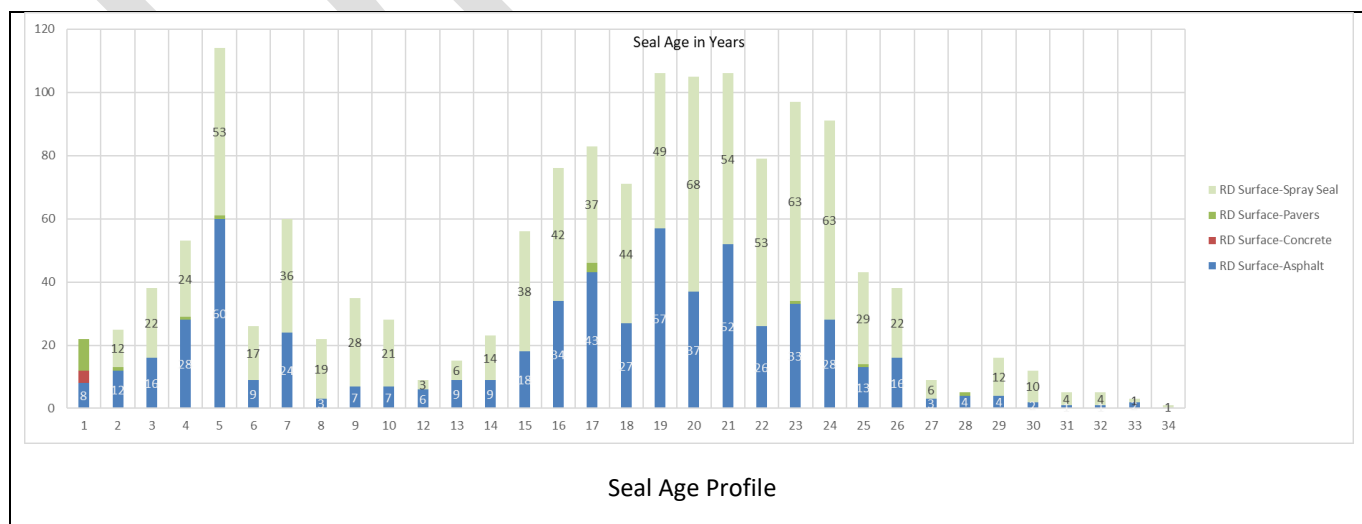
These assets include sealed, pavement, unsealed, footpath, kerb & water table and shoulders

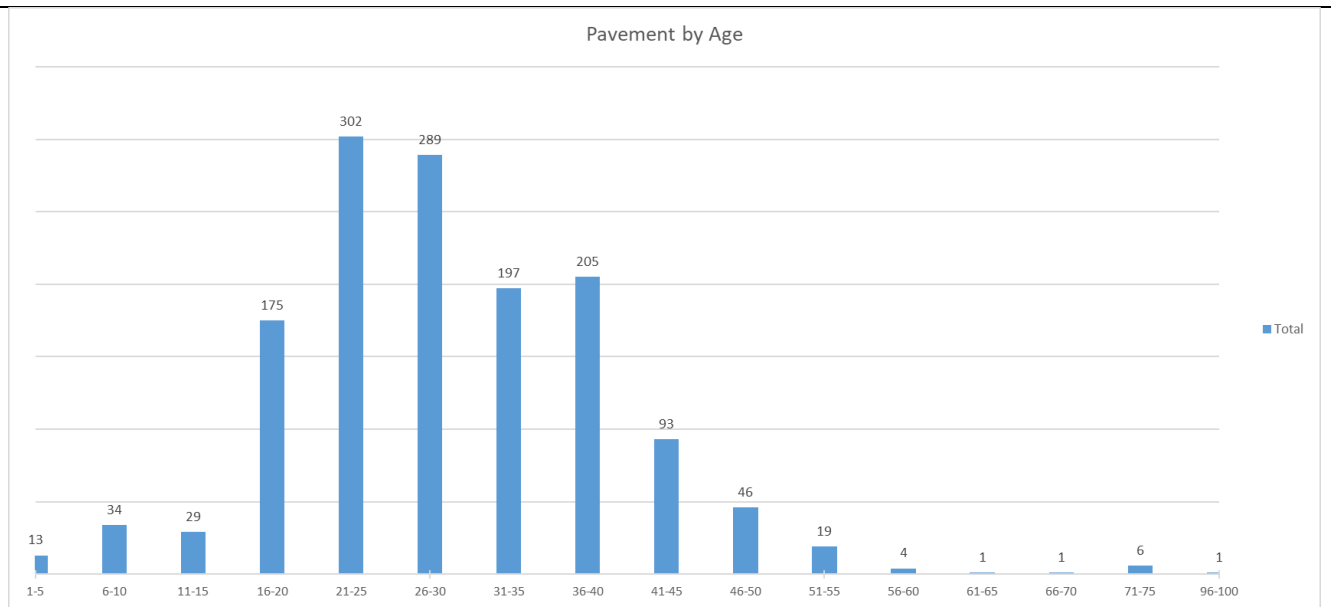
The age profile of the assets included in this AM Plan are shown in Figure 5.1.1.

**Table 5.1.1: Assets covered by this Plan**

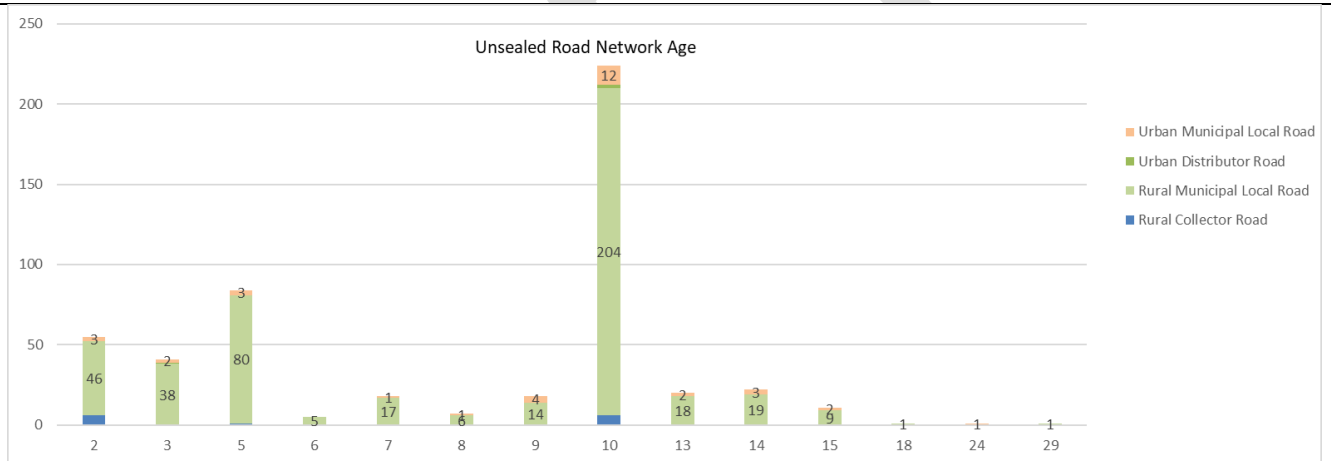
Asset Category	Dimensions	Replacement Value
Sealed Road Surface Network	608 kilometres network length	\$36,866,799 Valued – 30/6/2020
Pavement Road Network	608 kilometres network length	\$158,758,870 Valued – 30/6/2020
Unsealed Surface Road Network	401 kilometres network length	\$24,832,163 Valued – 30/6/2020
Footpath Network	115 kilometres network length	\$14,840,674 Valued – 30/6/2020
Kerb and Water Table	253.4 kilometres network length	\$40,379,263 Valued – 30/6/2020
Sealed Road Surface Shoulders	561,161 m2	\$19,424,817 Valued – 30/6/2020
<b>Totals</b>		<b>\$295,102,586</b>

**Figure 5.1.1: Asset Age Profile**

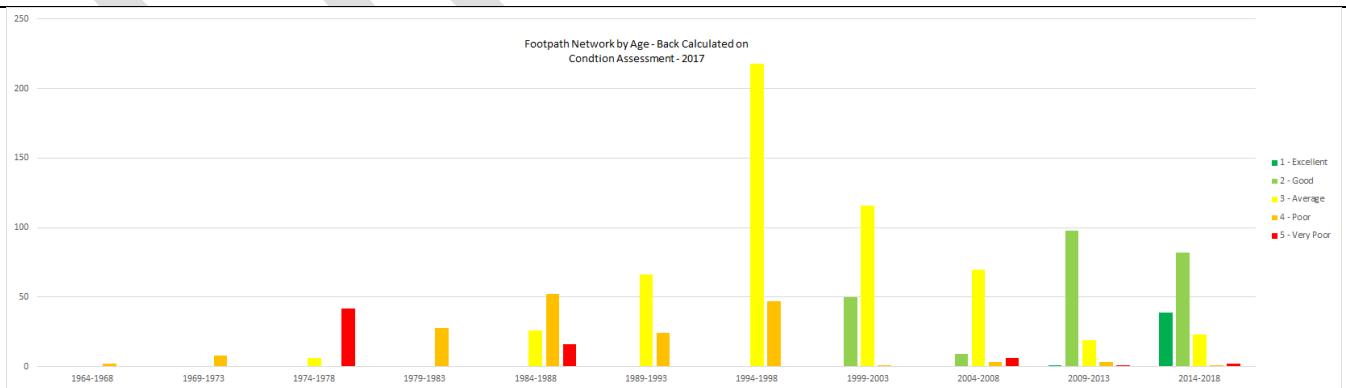




Pavement Age Profile/Shoulders (Tied to Pavement Profile)

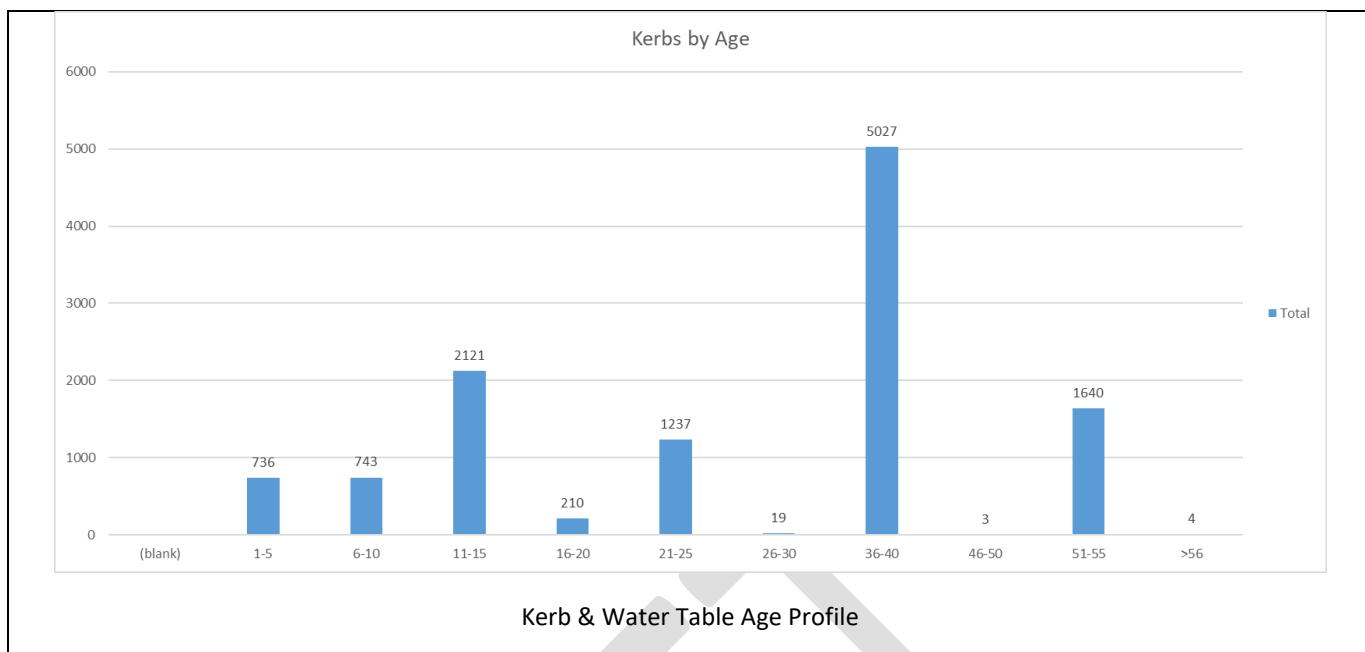


Unsealed Age Profile



Footpath Age Profile





All figure values are shown in current (real) dollars.

Adelaide Hills Council has an aging asset profile across its Sealed Roads and Footpath network, and useful lives are relatively realistic to what is on the ground, and assets have outperformed their useful lives or previous construction dates have been re-aligned to fit the condition of the asset base. Having an aging asset base and continuing to construct new infrastructure or extend useful lives leads to major peaks in the future and require careful management and intervention to avoid impacts on the future.

It is important to recognise that robust condition assessments drive key intervention points where early intervention with maintenance can reduce significant investment in the future. Understanding the age profile is a key driver for planning over the long term and the impacts on new investment over renewal are a challenge that is to be considered to remain sustainable.

### 5.1.2 Asset capacity and performance

Assets are generally provided to meet design standards where these are available. However, there is insufficient resources to address all known deficiencies. Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

**Table 5.1.2: Known Service Performance Deficiencies**

Location	Service Deficiency
Seal	Known portion of network has dead binder identified
Seal	Identified segments of edge break not being maintained
Pavement	Identified segments of failure
Kerb & Water Table	Existing asphalt rollover kerb
Maintenance Recording	Numerous asset classes within this plan do not have maintenance information this reduces the confidence in planning and maintenance forecasting and reliably understanding how, when & where maintenance is undertaken

The above service deficiencies were identified from ARRB Condition Assessment 2015 (Seal & Pavement), Kerb & Water Table – Internal Decision to minimise asphalt kerb renewals/maintenance.

### 5.1.3 Asset condition

Condition is currently monitored through a combination of external and internal condition assessments. The list below identifies where the last full condition audit of the Roads, Footpath and Kerb asset classes were undertaken.

- Seal & Pavement – ARRB 2015 – Planned 21/22
- Unsealed – 2014 – Yearly inspections being undertaken
- Footpath Network – 2014 – Planned 21/22
- Kerb & Water Table – 2009 – Planned 20/21
- Shoulders – ARRB 2015 – Planned 21/22

Condition is measured using a 1 – 5 grading system<sup>4</sup> as detailed in Table 5.1.3. It is important that consistent condition grades be used in reporting various assets across an organisation. This supports effective communication. At the detailed level assets may be measured utilising different condition scales, however, for reporting in the AM plan they are all translated to the 1 – 5 grading scale.

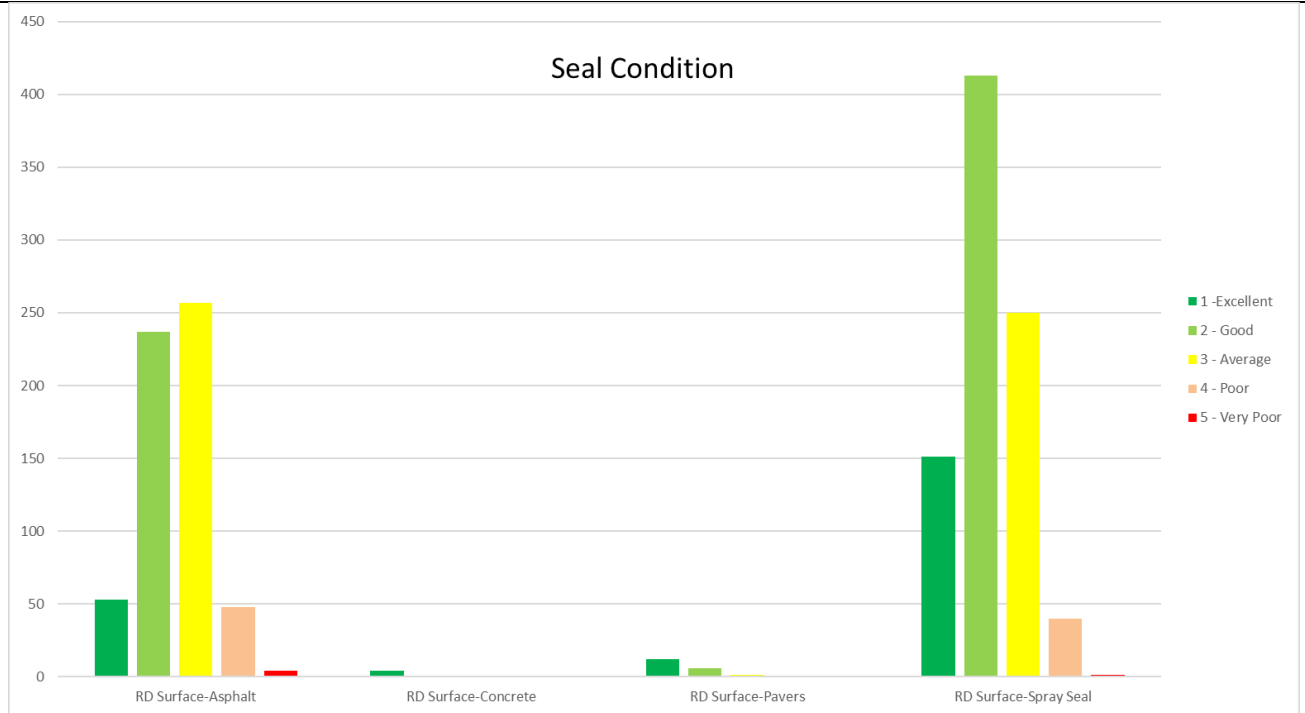
**Table 5.1.3: Simple Condition Grading Model**

Condition Grading	Description of Condition
1	<b>Very Good:</b> only planned maintenance required
2	<b>Good:</b> minor maintenance required plus planned maintenance
3	<b>Fair:</b> significant maintenance required or renewal intervention
4	<b>Poor:</b> significant renewal/rehabilitation required
5	<b>Very Poor:</b> physically unsound and/or beyond rehabilitation

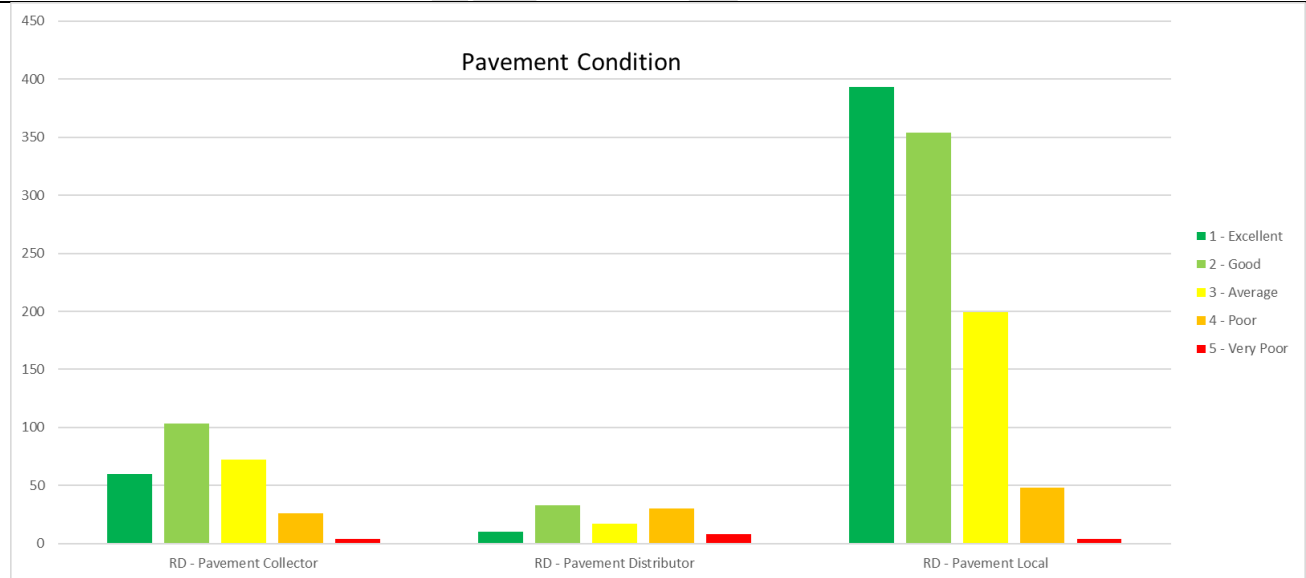
The condition profile of our assets is shown in Figure 5.1.3.

**Figure 5.1.3: Asset Condition Profile**

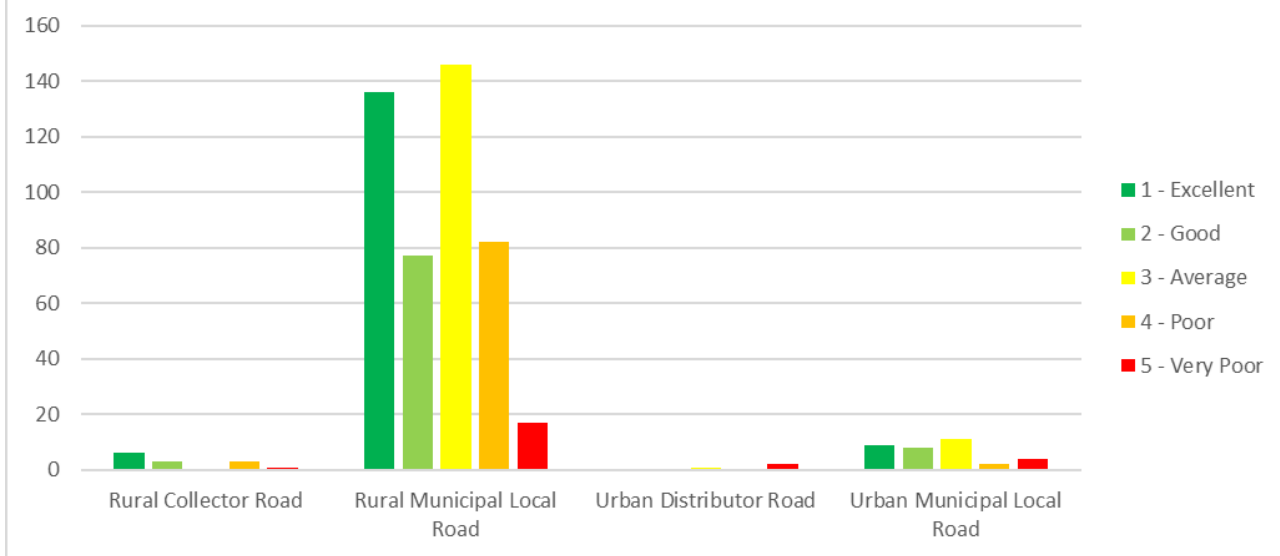
<sup>4</sup> IPWEA, 2015, IIMM, Sec 2.5.4, p 2 | 80.



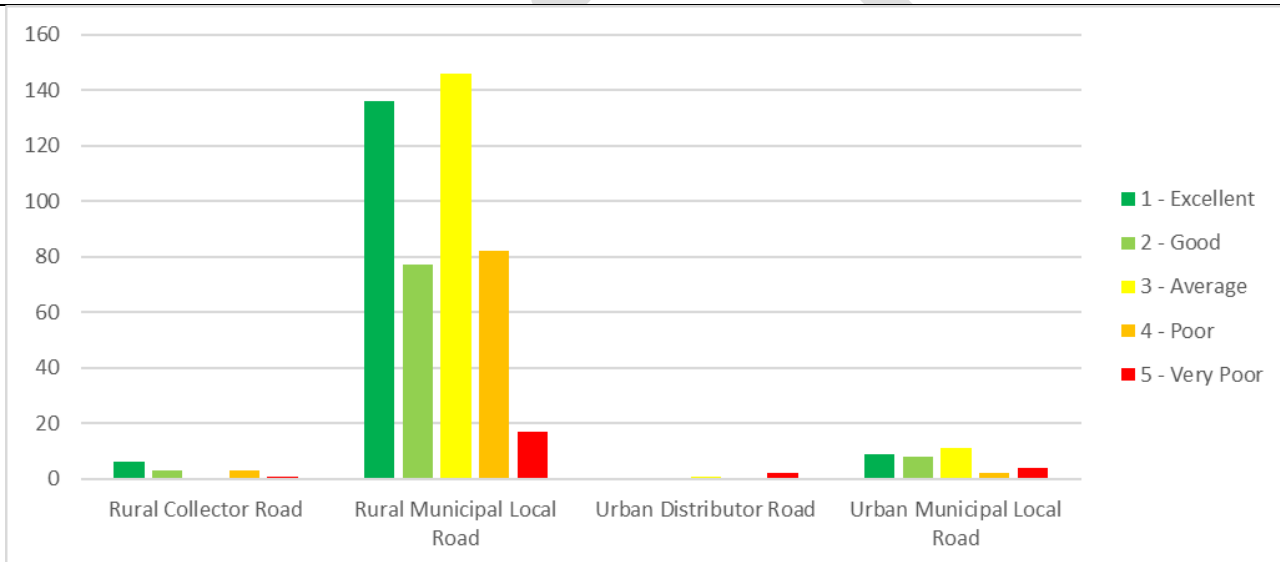
Seal Condition Profile  
(2015 Condition Data)



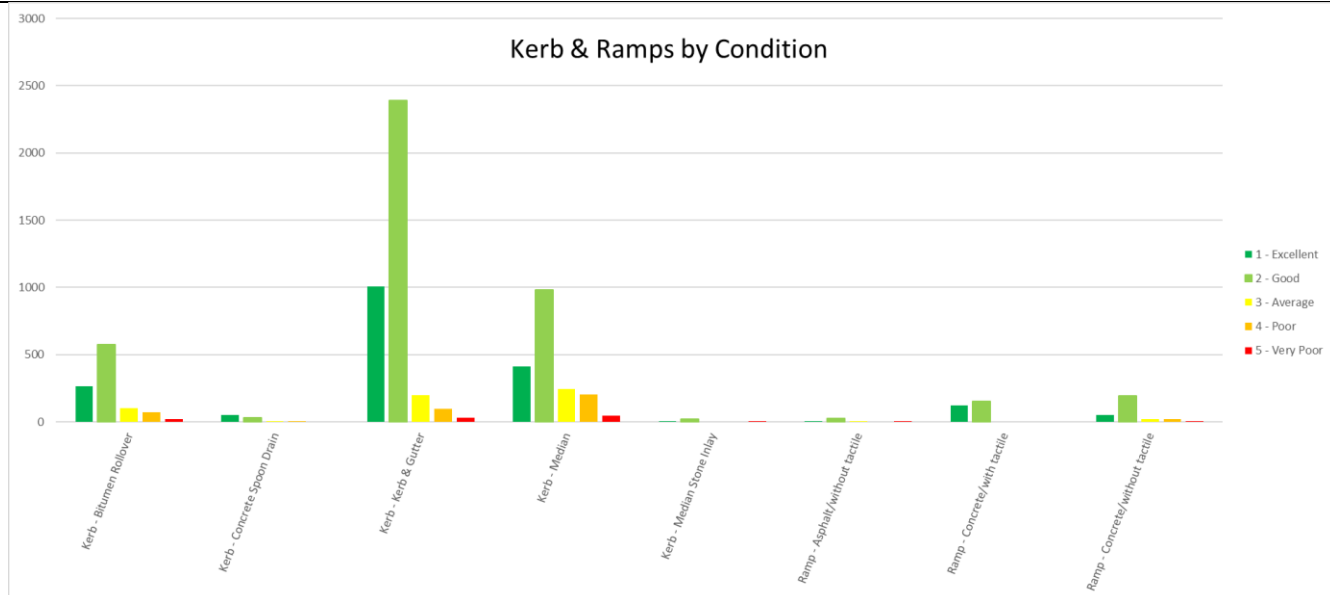
Pavement Condition Profile  
(2015 Condition Data)



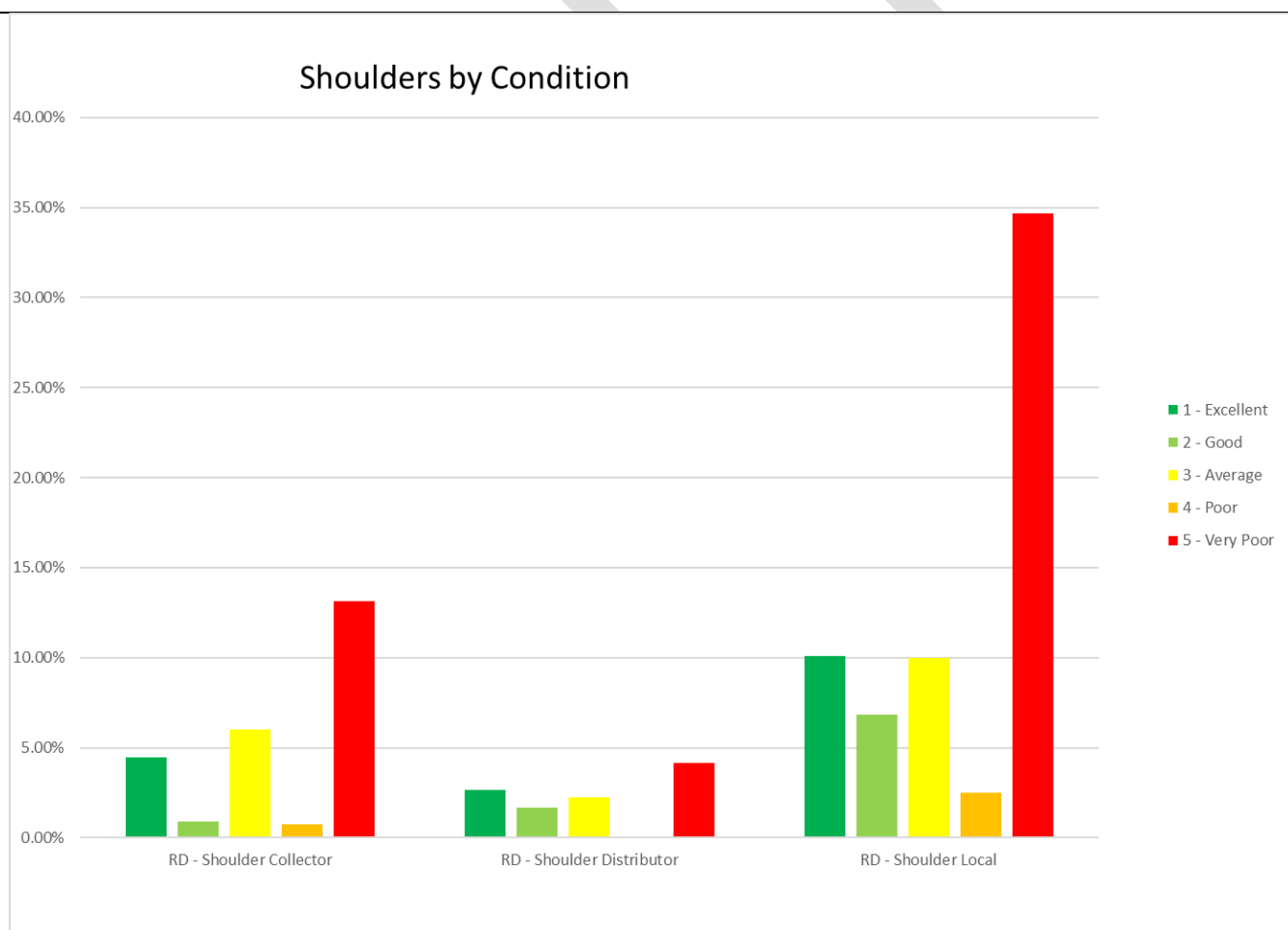
Unsealed Condition Profile  
(2014 Condition Data)



Footpath Condition Profile  
(2014 Condition Data)



Kerb & Water Table Condition Profile  
(2009 Condition Data)



Shoulders Condition Profile  
(2015 Condition Data)

The condition of Councils Road, Footpath and Kerb assets range from a high level of confidence through to low, and where a low condition of confidence is highlighted, professional judgement is the overriding factor in determining condition.

Footpath, Kerb & Shoulder condition all require revalidating through the condition assessment process and is included in the improvement plan in section 8.

## 5.2 Operations and Maintenance Plan

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs, asphalt patching, and equipment repairs.

The trend in maintenance budgets are shown in Table 5.2.1.

**Table 5.2.1: Maintenance Budget Trends**

Year	Maintenance Budget \$
19/20 Financial Year	\$2,547,000
20/21 Financial Year	\$2,592,460
21/22 Financial Year	\$2,766,716

Maintenance budget levels are considered adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

Assessment and priority of reactive maintenance is undertaken by staff using experience and judgement.

### Asset hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery.

The service hierarchy is shown in Table 5.2.2.

**Table 5.2.2: Asset Service Hierarchy**

Service Hierarchy		Service Level Objective
Road Seal/Pavement/Unsealed	Urban Distributor	Urban Distributor Roads are roads that link suburbs, towns or areas that provide a direct link through a town or area or act as a bypass route around a town or urban area.
	Urban Collector	Urban Collector roads collect traffic from suburban areas and channel traffic directly to town centres or major points of activity. They may also link suburbs or towns directly to distributor roads.



		Urban Collector roads are appropriate for heavy vehicle traffic but B-Double and heavy transport movements are generally restricted.
	Urban Local	Urban Local roads carry low traffic volumes and provide access within an urban area or town and should not be thoroughfares and should be designed with traffic calming features to discourage through traffic and high speed traffic.
	Rural Distributor	Rural Distributors are roads that directly link rural areas and/or towns. They are bitumen sealed and carry large medium to volumes of traffic and are designed as freight routes.
	Rural Collector	Rural Collector roads collect traffic from rural areas and channel traffic to rural towns or to Rural Distributor roads. Rural Collector roads are suitable for heavy vehicles and farm machinery and are generally bitumen sealed but may be unsealed.
	Rural Local	Rural Local roads have low traffic volumes and link rural properties and areas to Rural Distributor and Rural Collector roads. Rural Local roads are generally unsealed and require a regular grading or maintenance program, unsealed roads policy derives the criteria for upgrading these to seal.
Footpath	Priority Zone 1	Highly trafficked footpaths, such as the Central Business Districts
	Priority Zone 2	Footpaths with medium levels of pedestrian traffic and/or those that are located near vulnerable users, such as: <ul style="list-style-type: none"> <li>• Aged care centres</li> <li>• Senior citizen centres</li> <li>• Schools</li> <li>• Car parks</li> <li>• Doctors surgeries</li> </ul>
	Priority Zone 3	Footpaths in local access streets
	Priority Zone 4	Footpaths with low levels of pedestrian traffic in cul-de-sacs
	Priority Zone 5	Unformed, minimal access or inaccessible/unfeasible location for installation
Kerb & Watertable	Linked to Road Hierarchy	
Shoulders	Linked to Road Hierarchy	

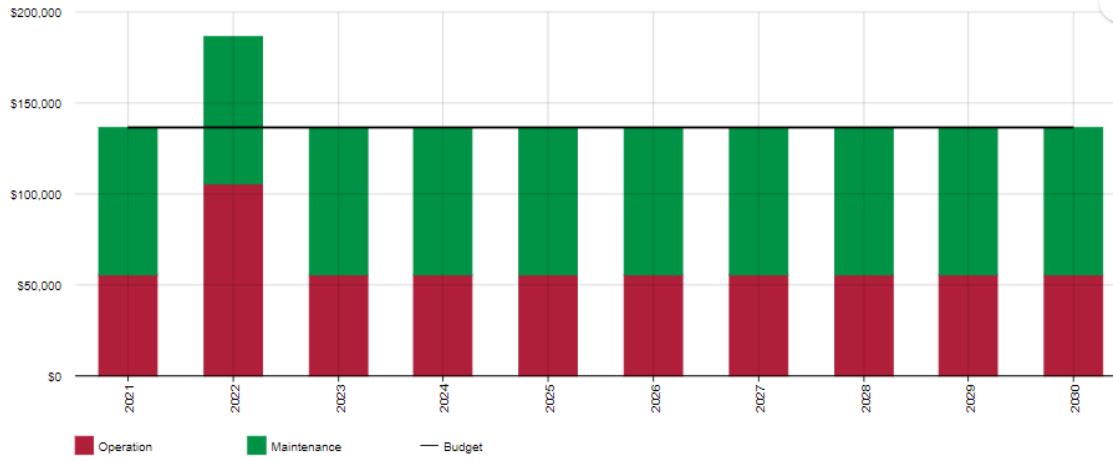
### Summary of forecast operations and maintenance costs

Forecast operations and maintenance costs are expected to vary in relation to the total value of the asset stock. If additional assets are acquired, the future operations and maintenance costs are forecast to increase. If assets are disposed of the forecast operation and maintenance costs are expected to decrease. Figure 5.2 shows the forecast operations and maintenance costs relative to the proposed operations and maintenance planned budget.

**Figure 5.2: Operations and Maintenance Summary**

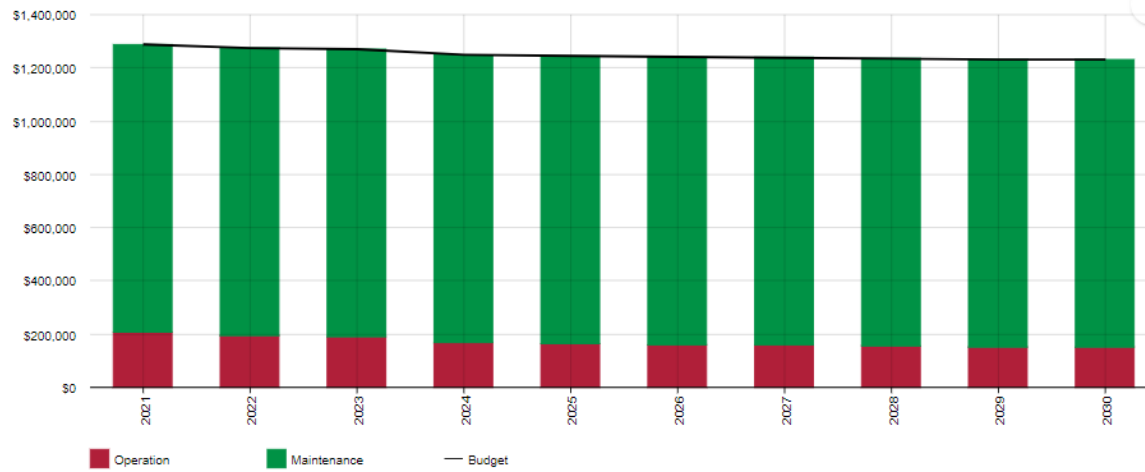


### Operation and Maintenance Summary



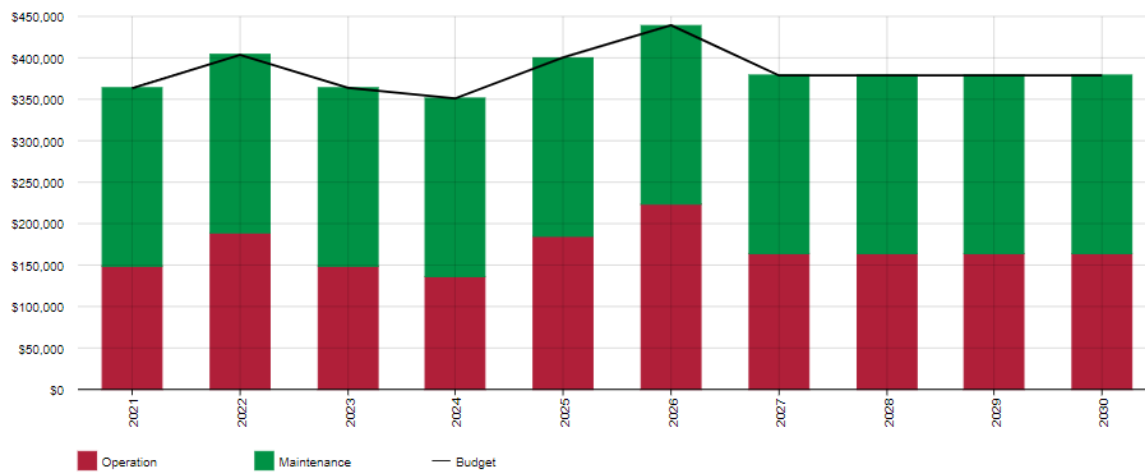
Footpaths

### Operation and Maintenance Summary

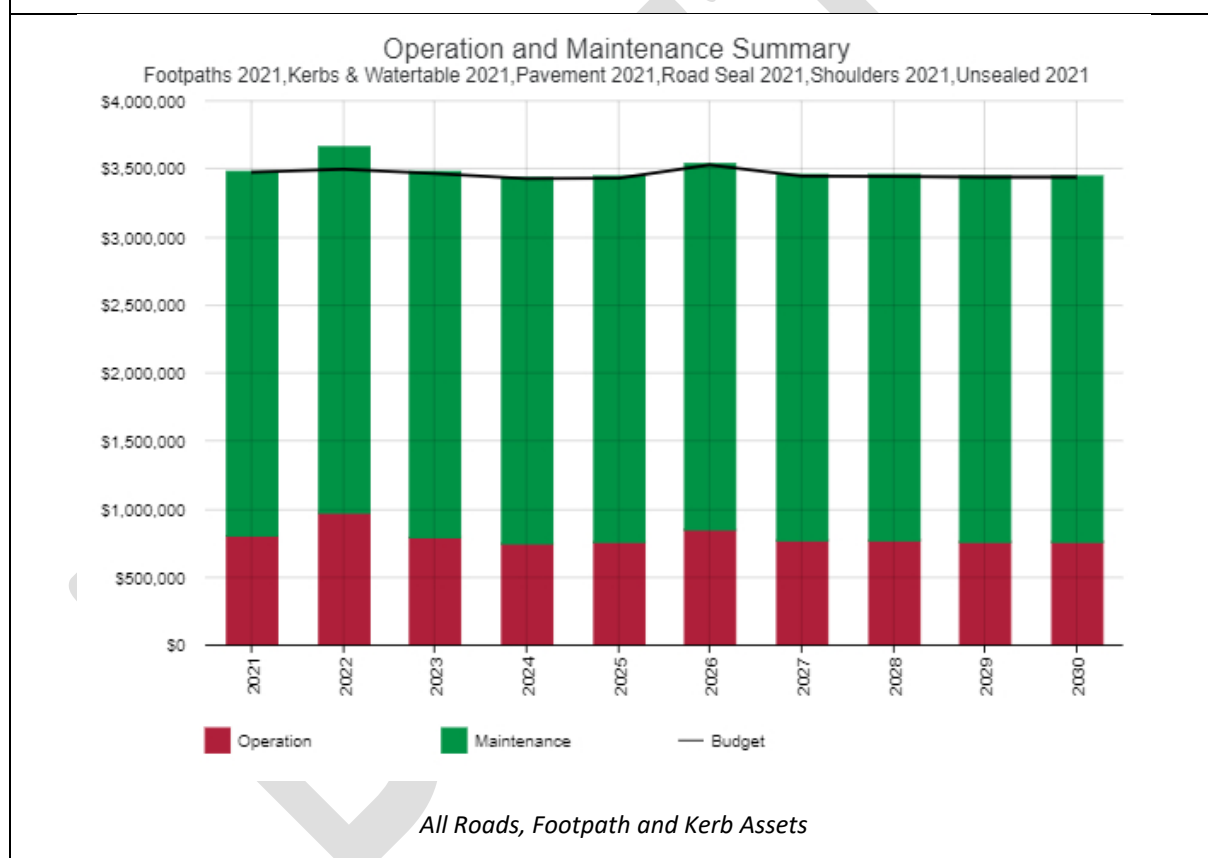
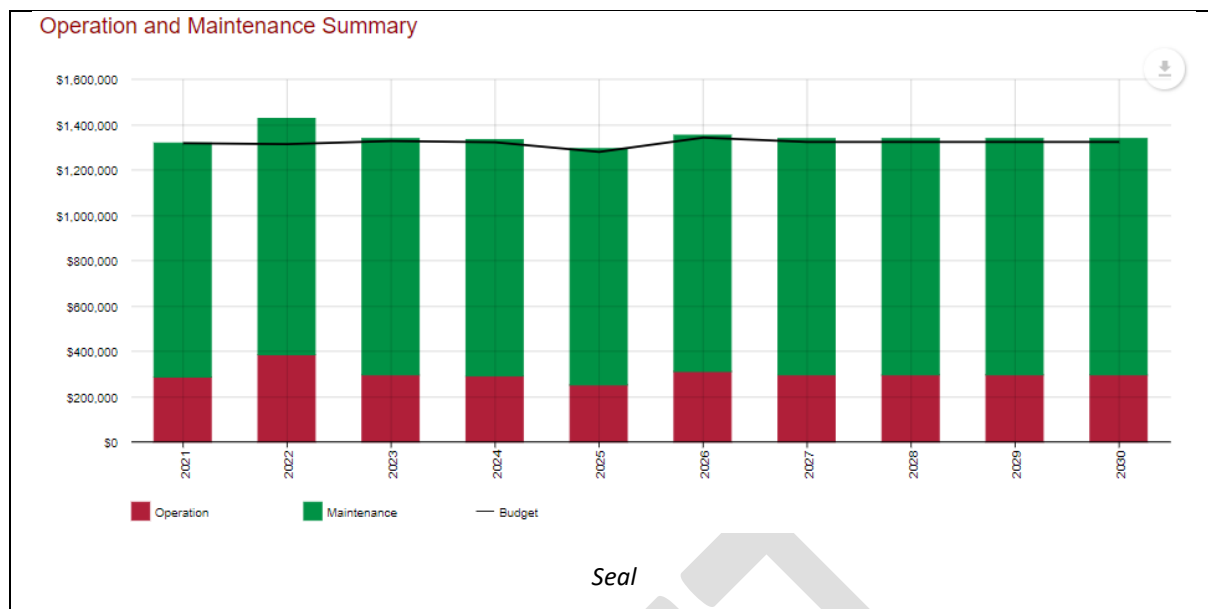


Unsealed

### Operation and Maintenance Summary



Pavement



All figure values are shown in current (real) 2020 dollars.

Increased maintenance is expected across the seal, pavement and footpath networks in areas already identified.

Unsealed road maintenance increase is expected whilst a reduction in renewal is also planned.

### 5.3 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and

above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.3. Asset useful lives were last reviewed on February 2019

**Table 5.3: Useful Lives of Assets**

Asset (Sub)Category		Useful life	
Road Seal	Distributor - Spray Seal	20	\$10.36 m2
	Local Collector – Spray Seal	20	\$7.03 m2
	Distributor – Asphalt	30	\$28.61 m2
	Local Collector – Asphalt	30	\$15.89 m2
	Pavers	50	\$28.61 m2 **
	Concrete	60	\$28.61 m2 **
Road Pavement	Pavement Base Local	95	\$27.24 m2
	Pavement Base Collector	80	\$27.24 m2
	Pavement Base Distributor	65	\$27.90 m2
	Pavement Sub-Base Local	190	\$14.01 m2
	Pavement Sub-Base Collector	160	\$21.01 m2
	Pavement Sub-Base Distributor	130	\$38.52 m2
Unsealed Road	Rural/Urban	15-20	\$11.68 m2
Footpath	Brick Paved	50	\$124.14 m2
	Asphalt	30	\$89.40 m2
	Concrete	80-100	\$125.21 m2
	Rubble	50	\$19.84 m2
	Pram Ramps	60	\$1250 each
Kerb & Water Table	Upright Kerb	100	\$195.00 m2
	Semi Mountable	100	\$150.10 m2
	Mountable - Stone Inlay	100	\$251.38 m2
Shoulders	Distributor, Collector & Local	65-95	\$31.00 m2

\*\* Note that Council currently has about 5,000m<sup>2</sup> out of 3,600,000 m<sup>2</sup> of road seal that is concrete or pavers. Council has assumed that the rate for these assets are the same as for Distributor – Asphalt.

The estimates for renewals in this asset management plan were based on the asset register or an alternate Method.

### 5.3.1 Renewal ranking criteria

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).<sup>5</sup>

It is possible to prioritise renewals by identifying assets or asset groups that:

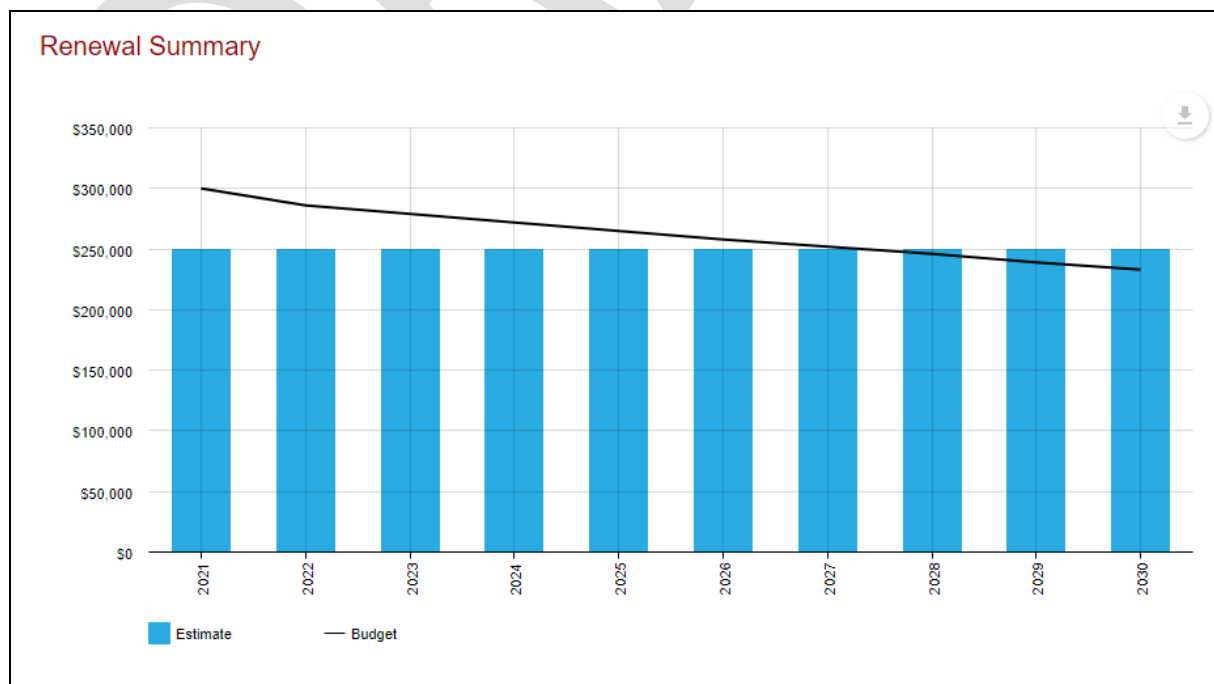
- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.<sup>6</sup>

This renewal ranking criteria is to be reviewed through the improvement plan,

### 5.4 Summary of future renewal costs

Forecast renewal costs are projected to increase over time if the asset stock increases. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 5.3.2. A detailed summary of the forecast renewal costs is shown in Appendix A.

**Figure 5.3.2: Forecast Renewal Costs**



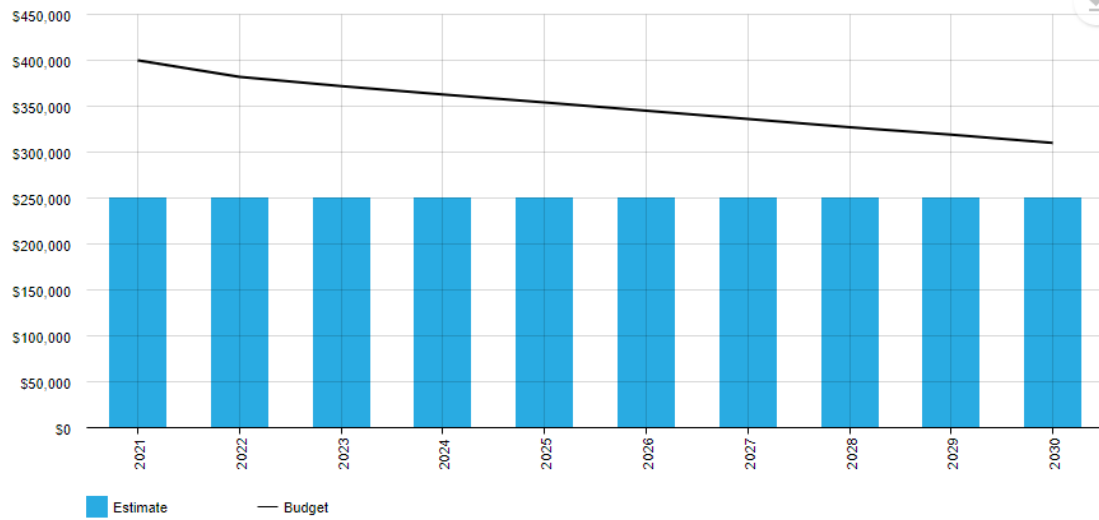
<sup>5</sup> IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.

<sup>6</sup> Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.



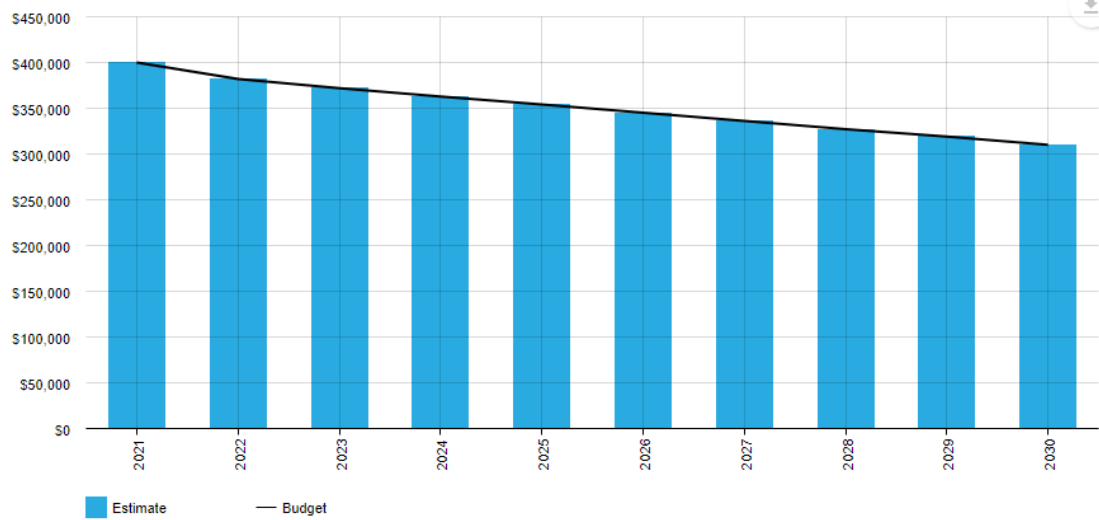
## Kerb & Water Table

### Renewal Summary



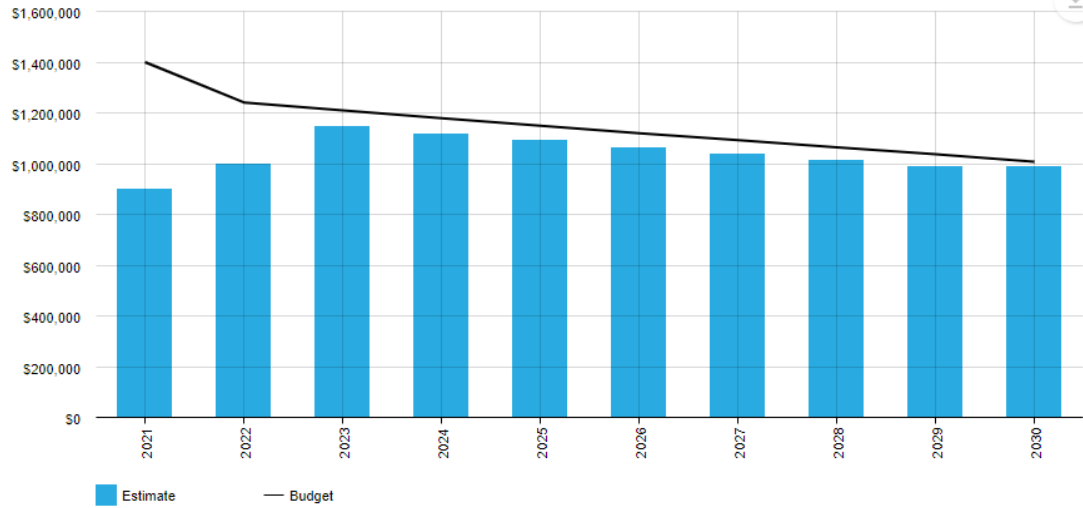
Shoulders

### Renewal Summary



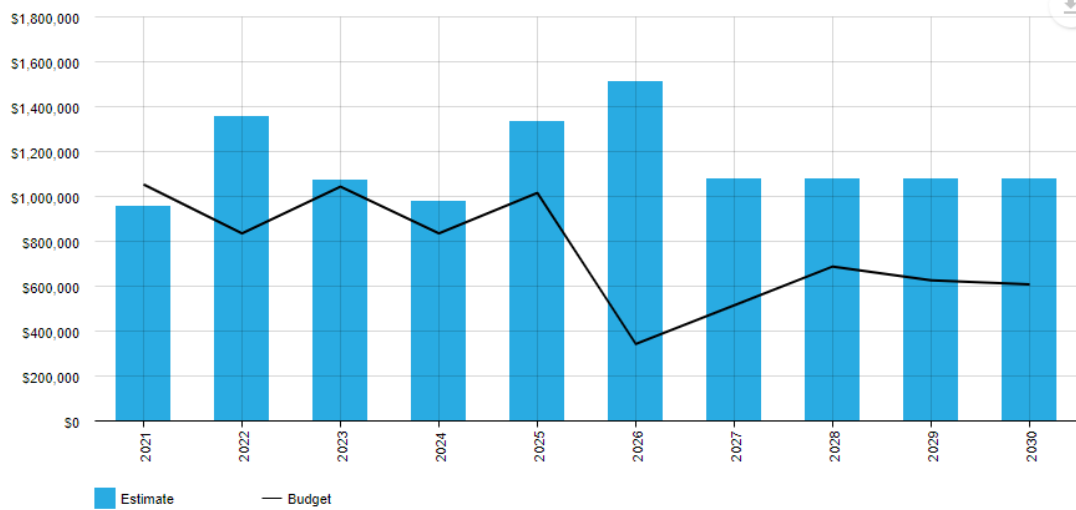
Footpaths

## Renewal Summary



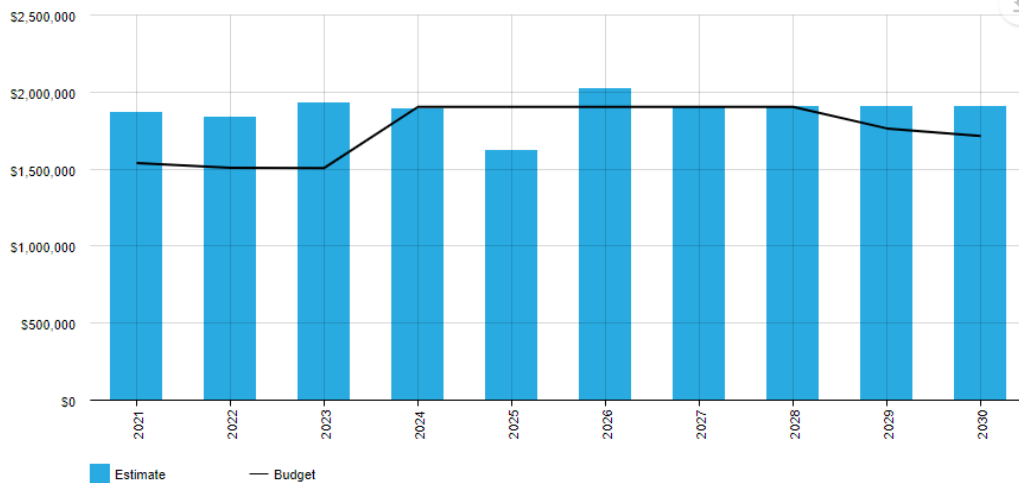
*Unsealed*

## Renewal Summary



*Pavement*

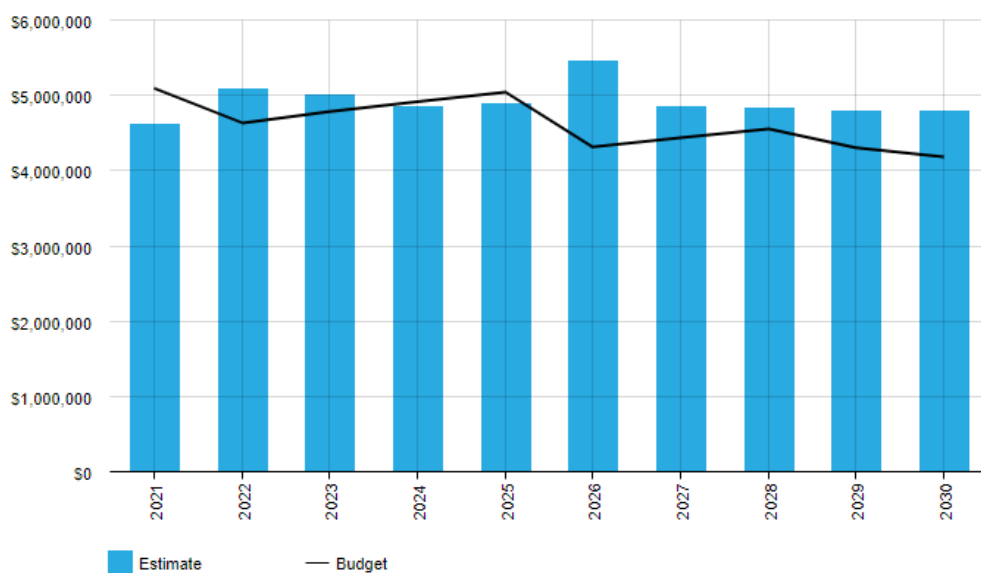
## Renewal Summary



Seal

## : Renewal Summary (Alternate Method)

Footpaths 2021 V2, Pavement 2021 V2, Road Seal 2021 V2, Shoulders 2021 V2, Unsealed 2021 V2



All Roads, Footpath and Kerb Assets

All figure values are shown in current (real) dollars.

### Notes:

Kerb & Water Table – Renewals likely to change based on condition assessment being undertaken and amalgamation of assets within existing database – new renewal model after 2020

Shoulders – Reduction in shoulder capital renewal and a move to a maintenance based approach is reviewed

Unsealed Roads – Reduction in renewals over time to increase the focus on patrol grading to extend the life of existing assets and promote best practice across network.

Seal – Forecast likely to change from 2021/22 when road condition assessment is undertaken to provide new renewal strategy. Currently shows overfunding but underfunded existing for portions of the network across spray seal and aging seal.

Pavement - Significant work has been undertaken to strengthen the parity between the pavement and seal in terms of aligning the preparation work required prior to sealing being funded from the pavement budget which in turn reduces the overall cost of the unit rate of the seal work being undertaken, but also provides planning opportunities to target failed pavement prior to reseal.

There are recognised sections of pavement reconstruction across the network including Tiers Road (Lenswood), Longwood Road (Heathfield), Pfeiffer Road (Woodside), Carey Gully Road (Mt George) and Sturt Valley Road (Stirling). The approach to these sections is to deliver the work over numerous years to place minimal impact on the budget.

## **5.5 Acquisition Plan**

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated to the Adelaide Hills Council.

### **5.5.1 Selection criteria**

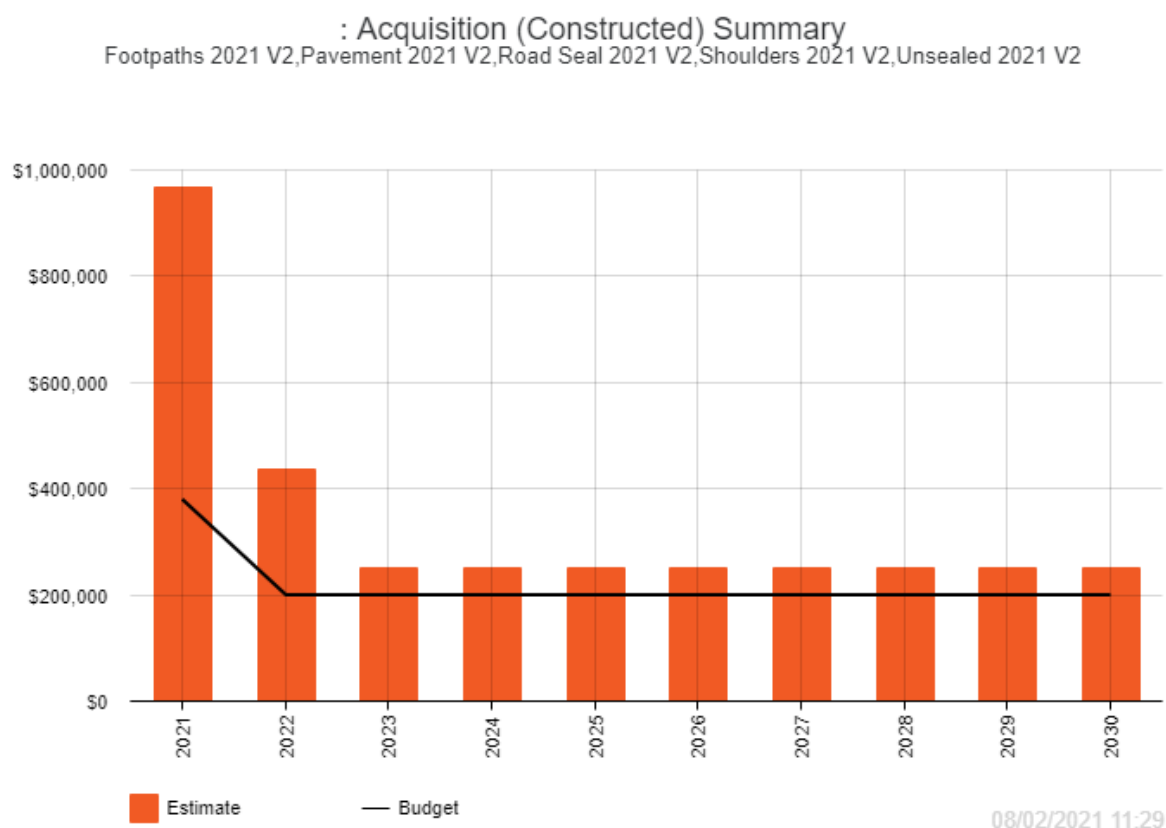
Proposed upgrade of existing assets, and new assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Potential upgrade and new works should be reviewed to verify that they are essential to the Entities needs. Proposed upgrade and new work analysis should also include the development of a preliminary renewal estimate to ensure that the services are sustainable over the longer term. Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes.

The Priority Ranking Criteria has been added to the improvement plan in section 8.

## Summary of future asset acquisition costs

Forecast acquisition asset costs are summarised / summarised in Figure 5.4.1 and shown relative to the proposed acquisition budget. The forecast acquisition capital works program is shown in Appendix B.

**Figure 5.4.1: Acquisition (Constructed) Summary**



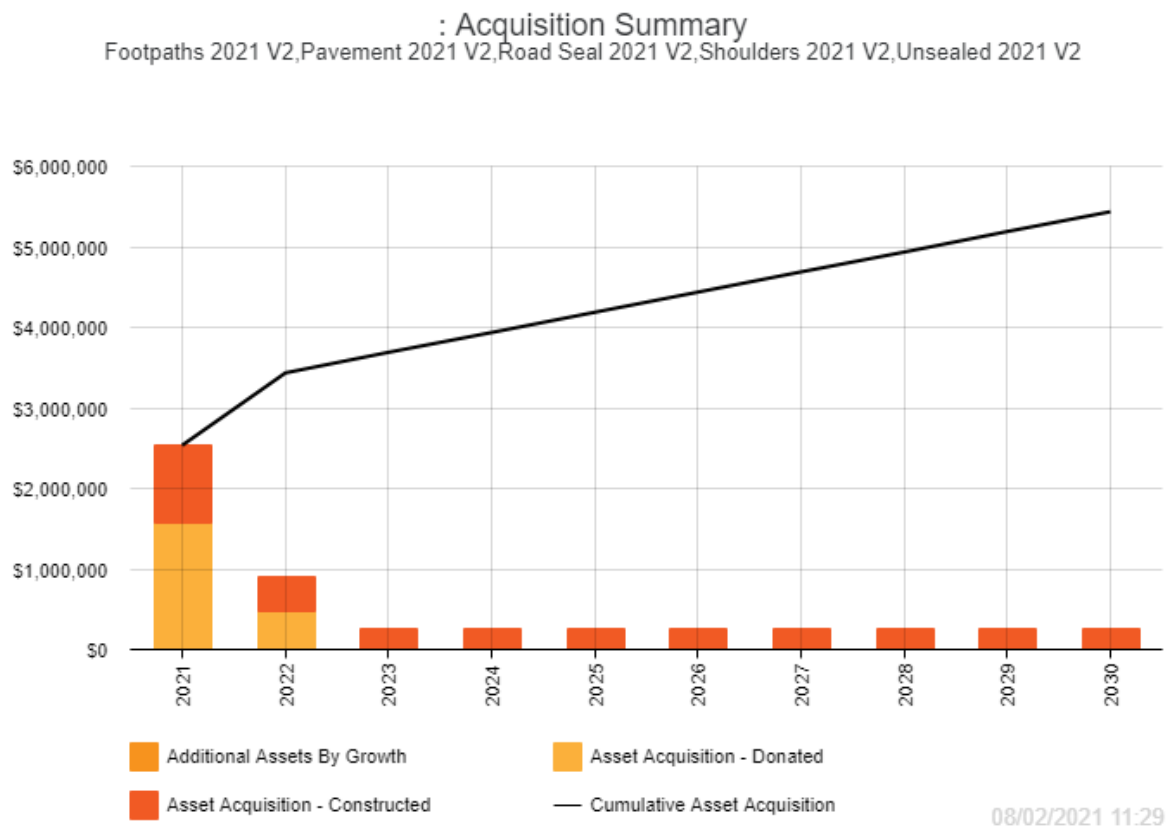
*All Roads, Footpath and Kerb Assets (2020 increase – New Footpath Initiatives, Woodforde Estate and The Crest at Inverbrackie*

Inverbrackie, an old army base within the Adelaide Hills Council will be gifted to the Council in 2020 and comes with a significant existing asset base consisting pavement, seal, kerb and water table, stormwater and footpath assets that will be added to the register once values are established and ownership is transferred and these assets will be included in forth coming revaluations.

All figure values are shown in current (real) dollars.

When an Adelaide Hills Council commits to new assets, they must be prepared to fund future operations, maintenance and renewal costs. They must also account for future depreciation when reviewing long term sustainability. When reviewing the long-term impacts of asset acquisition, it is useful to consider the cumulative value of the acquired assets being taken on by the Entity. The cumulative value of all acquisition work, including assets that are constructed and contributed shown in Figure 5.4.2.

**Figure 5.4.2: Acquisition Summary**



#### *All Road, Footpath and Kerb Assets*

All figure values are shown in current (real) dollars.

Expenditure on new assets and services in the capital works program will be accommodated in the long term financial plan, but only to the extent that there is available funding.

Council currently has committed to new assets in high priority areas across its footpath network. There are minimal upgrades or new assets planned across the other asset classes as its key focus is on renewal.

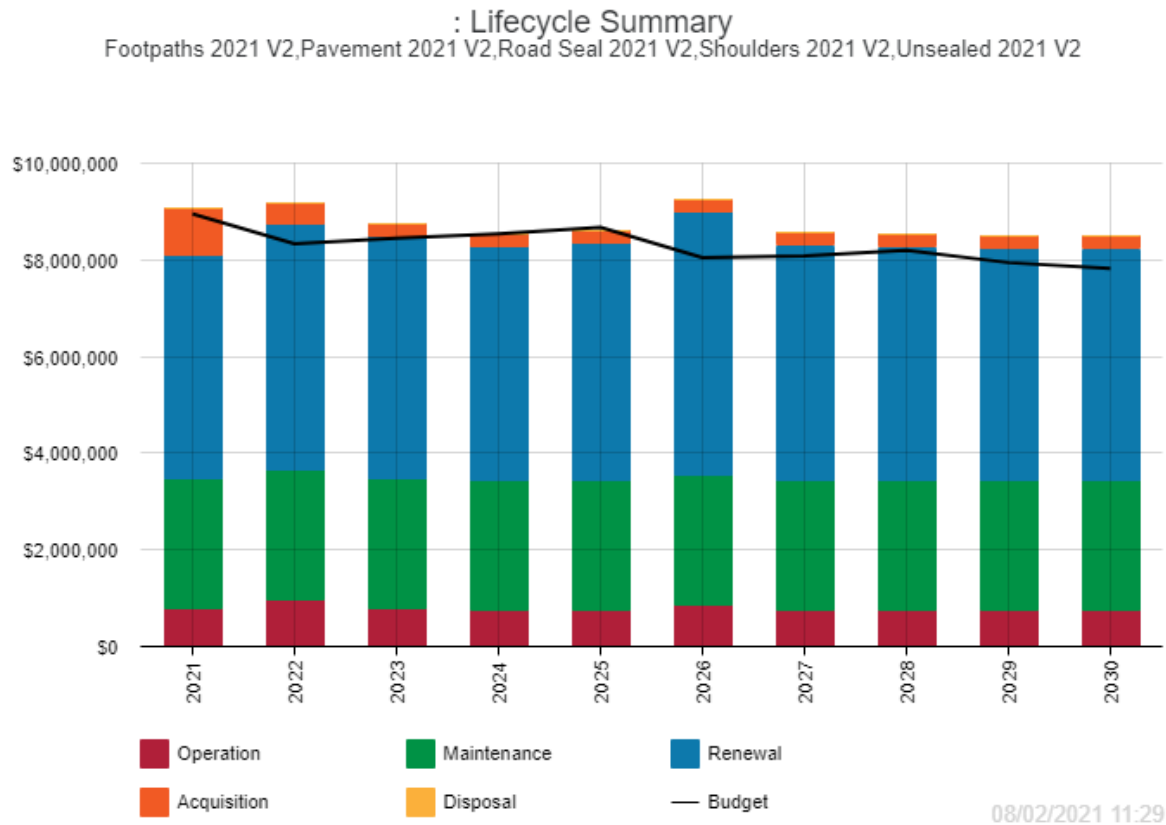
#### **Summary of asset forecast costs**

The financial projections from this asset plan are shown in Figure 5.4.3. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

The bars in the graphs represent the forecast costs needed to minimise the life cycle costs associated with the service provision. The proposed budget line indicates the estimate of available funding. The gap between the forecast work and the proposed budget is the basis of the discussion on achieving balance between costs, levels of service and risk to achieve the best value outcome.



**Figure 5.4.3: Lifecycle Summary**



*All Roads, Footpath and Kerb Assets*

## 5.6 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 5.6. A summary of the disposal costs and estimated reductions in annual operations and maintenance of disposing of the assets are also outlined in Table 5.6. Any costs or revenue gained from asset disposals is included in the long term financial plan.

**Table 5.6: Assets Identified for Disposal**

Asset	Reason for Disposal	Timing	Disposal Costs	Operations & Maintenance Annual Savings
-------	---------------------	--------	----------------	---

No Assets Identified

## 6.0 RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: ‘coordinated activities to direct and control with regard to risk’<sup>7</sup>.

An assessment of risks<sup>8</sup> associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a ‘financial shock’, reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

### 6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 6.1. Failure modes may include physical failure, collapse or essential service interruption.

**Table 6.1 Critical Assets**

Critical Asset(s)	Failure Mode	Impact
Beyond useful life asphalt footpaths in high pedestrian areas or high risk areas	Degradation through age to the extent that they pose a potential danger to the walking public	Maintenance inspections to proactively identify risks and defects. Patching where required to provide a safe surface
Distributor roads	‘Sudden’ failure of pavement base within condition assessment periods resulting in unplanned budget allocation/and/or reduce access to locations within the hills with lengthy detours	Regular inspection of distributor roads within condition assessment periods.

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

### 6.2 Risk Assessment

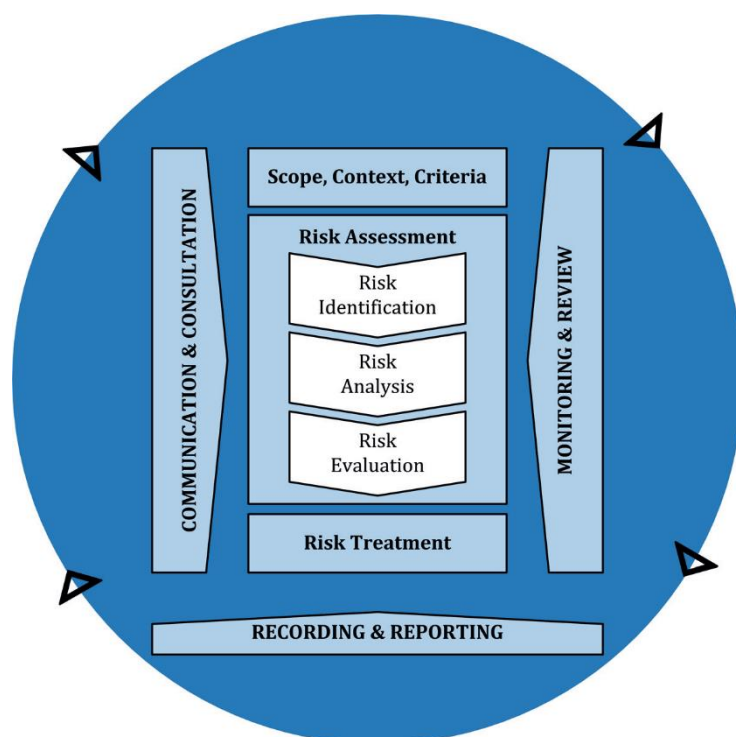
The risk management process used is shown in Figure 6.2 below.

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

<sup>7</sup> ISO 31000:2009, p 2

<sup>8</sup> REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

The process is based on the fundamentals of International Standard ISO 31000:2018.



**Fig 6.2 Risk Management Process – Abridged**

Source: ISO 31000:2018, Figure 1, p9

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks<sup>9</sup> associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences.

Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 6.2. It is essential that these critical risks and costs are reported to management and the Elected Members

---

<sup>9</sup> REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

**Table 6.2: Risks and Treatment Plans**

Note \* The residual risk is the risk remaining after the selected risk treatment plan is implemented.

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Sealed Network	Defect or Failures not identified before intervention	High	Undertake Planned Audits or High Speed Data Acquisition	Medium	\$100,000
Transportation	Major Bushfire	High	Bushfire Action Plan	Medium	\$50,000
Shoulders/Unsealed	Significant Storm Event	High	System Config. to capture defects, cost and claim	Low	\$20,000
Climate Change Impacts	Asset Lives Reduced	Medium	Produce plan on predicted impacts on Transport Assets	Medium	\$20,000

### 6.3 Infrastructure Resilience Approach

The resilience of our critical infrastructure is vital to the ongoing provision of services to customers. To adapt to changing conditions we need to understand our capacity to 'withstand a given level of stress or demand', 1 and to respond to possible disruptions to ensure continuity of service.

Resilience is built on aspects such as response and recovery planning, financial capacity, climate change and crisis leadership.

Our current measure of resilience is shown in Table 6.3 which includes the type of threats and hazards and the current measures that the organisation takes to ensure service delivery resilience.

**Table 6.3: Resilience**

We do not currently measure our resilience in service delivery. This will be included in future iterations of the asset management plan.

### 6.4 Service and Risk Trade-Offs

The decisions made in adopting this AM Plan are based on the objective to achieve the optimum benefits from the available resources.

#### 6.4.1 What we cannot do

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years. These include:

- Provide sealed footpaths to all areas of the network – increase in spending to deliver service to a minimum of Priority 3 upgrades exceeds \$3.2 million.
- Current budget does not allow for service improvement to footpaths

- Fund all pavement renewals at the current funding level, so a targeted approach at known defect locations will be employed.

#### **6.4.2 Service trade-off**

If there is forecast work (operations, maintenance, renewal, acquisition or disposal) that cannot be undertaken due to available resources, then this will result in service consequences for users. These service consequences include:

- Perceived reduction in service for footpaths where Council has not funded new or upgraded footpath service
- Reduced service across footpath network
- Underfunded pavement renewals will reduce service, rideability, ponding and increased cost to the business in the long term.

#### **6.4.3 Risk trade-off**

The operations and maintenance activities and capital projects that cannot be undertaken may sustain or create risk consequences. These risk consequences include:

- Increase in footpath complaints and or injury
- Pavement failures increase to public safety

These actions and expenditures are considered and included in the forecast costs, and where developed, the Risk Management Plan.

## 7.0 FINANCIAL SUMMARY

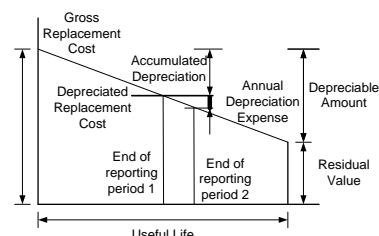
This section contains the financial requirements resulting from the information presented in the previous sections of this asset management plan. The financial projections will be improved as the discussion on desired levels of service and asset performance matures.

### 7.1 Financial Statements and Projections

#### 7.1.1 Asset valuations

The best available estimate of the value of assets included in this Asset Management Plan are shown below. The assets are valued at fair value.

Current (Gross) Replacement Cost	\$ 295,102,592
Depreciable Amount	\$ 295,102,592
Depreciated Replacement Cost <sup>10</sup>	\$ 176,254,448
Depreciation	\$ 5,069,743



#### 7.1.2 Sustainability of service delivery

There are two key indicators of sustainable service delivery that are considered in the asset management plan for this service area. The two indicators are the:

- asset renewal funding ratio (proposed renewal budget for the next 10 years / forecast renewal costs for next 10 years), and
- medium term forecast costs/proposed budget (over 10 years of the planning period).

##### Asset Renewal Funding Ratio

Asset Renewal Funding Ratio<sup>11</sup> 94.15%

The Asset Renewal Funding Ratio is an important indicator and illustrates that over the next 10 years we expect to have 94.15% of the funds required for the optimal renewal of assets.

The forecast renewal work along with the proposed renewal budget, and the cumulative shortfall, is illustrated in Appendix D.

Provision of the additional renewal expenditure proposed in this plan will achieve an Asset Renewal Funding Ratio of \$ 100%.

##### Medium term – 10 year financial planning period

This asset management plan identifies the forecast operations, maintenance, renewal and new/upgrade costs required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

This forecast work can be compared to the proposed budget over the 10 year period to identify any funding shortfall.

The forecast operations, maintenance, renewal and upgraded/ new project costs over the 10 year planning period is \$8,665,489 on average per year.

Estimated available funding with the LTFP for this period is \$ 8,304,053 on average per year as per the Long Term Financial Plan or budget.

<sup>10</sup> Also reported as Written Down Value, Carrying or Net Book Value.

<sup>11</sup> AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.



The current planned budget leaves a shortfall of 316,433 on average per year of the forecast lifecycle costs required to provide services in the AM Plan compared with planned budget currently included in the Long Term Financial Plan. This is shown in the figure below.

Providing sustainable services from infrastructure requires the management of service levels, risks, forecast costs and financing to achieve a financial indicator of approximately 1.0 for the first years of the asset management plan and ideally over the 10-year life of the Long Term Financial Plan.

### 7.1.3 Forecast costs for long term financial plan

Table 7.1.3 shows the forecast costs for the 10 year long term financial plan.

Forecast costs are shown in 2019 real values.

**Table 7.1.3: Forecast Costs for Long Term Financial Plan**

Year	Forecast Acquisition	Forecast Operation	Forecast Maintenance	Forecast Renewal	Forecast Disposal
2021	\$380,000	\$ 797,393	\$2,678,000	\$4,618,000	\$ -
2022	\$250,000	\$ 969,507	\$2,687,436	\$5,076,000	\$ -
2023	\$250,000	\$ 789,054	\$2,688,244	\$5,011,417	\$ -
2024	\$250,000	\$ 749,702	\$2,688,244	\$4,848,056	\$ -
2025	\$250,000	\$ 753,242	\$2,688,244	\$4,895,296	\$ -
2026	\$250,000	\$ 851,295	\$2,688,244	\$5,446,126	\$ -
2027	\$250,000	\$ 768,393	\$2,688,244	\$4,854,532	\$ -
2028	\$250,000	\$ 764,916	\$2,688,244	\$4,820,500	\$ -
2029	\$250,000	\$ 761,516	\$2,688,244	\$4,788,020	\$ -
2030	\$250,000	\$ 761,516	\$2,688,244	\$4,779,020	\$ -

## 7.2 Funding Strategy

The proposed funding for assets is outlined in the Entity's budget and long term financial plan.

The financial strategy of the entity determines how funding will be provided, whereas the asset management plan communicates how and when this will be spent, along with the service and risk consequences of various service alternatives.

## 7.3 Valuation Forecasts

Asset values are forecast to increase as additional assets are added to the network

Additional assets will generally add to the operations and maintenance needs in the longer term. Additional assets will also require additional costs due to future renewals. Any additional assets will also add to future depreciation forecasts.

Increase in valuations will be due to acquisition for Woodforde Estate and potentially Inverbrackie. Further increase in valuations will be incurred as the footpath and kerb networks are condition assessed and revalued.

## 7.4 Key Assumptions Made in Financial Forecasts

In compiling this asset management plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan and should provide readers with an understanding of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are:

- Renewal forecasts have been made by professional judgement, condition assessments & existing datasets
- No % uplift has been included for maintenance, operations or renewal over the long term forecast.
- Current day dollars

## 7.5 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale<sup>12</sup> in accordance with Table 7.5.1.

**Table 7.5.1: Data Confidence Grading System**

Confidence Grade	Description
A. Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B. Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C. Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D. Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E. Unknown	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 6.5.1.

**Table 7.5.1: Data Confidence Assessment for Data used in AM Plan**

Data	Confidence Assessment	Comment
Demand drivers	C	Professional Judgement
Growth projections	B	Strategic Plan
Acquisition forecast	B	Minimal assets recognised as being acquired (known subdivisions, excluded DPTI targets)
Operation forecast	B	Included in the long term financial plan
Maintenance forecast	C	Included in the long term financial plan, targeted approach to capturing maintenance information
Renewal forecast	B-C	Professional Judgement

<sup>12</sup> IPWEA, 2015, IIMM, Table 2.4.6, p 2 | 71.

- Asset values		
- Asset useful lives	B	Professional Judgement
- Condition modelling	C	Professional Judgement
Disposal forecast	B	Included in the long term financial plan

The estimated confidence level for and reliability of data used in this AM Plan is considered to be Medium-Low

DRAFT

## 8.0 PLAN IMPROVEMENT AND MONITORING

### 8.1 Status of Asset Management Practices<sup>13</sup>

#### 8.1.1 Accounting and financial data sources

This asset management plan utilises accounting and financial data. The source of the data is Finesse Financial Suite

#### 8.1.2 Asset management data sources

This asset management plan also utilises asset management data. The source of the data is Confirm Asset Management System

### 8.2 Improvement Plan

It is important that an entity recognise areas of their asset management plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this asset management plan is shown in Table 8.2.

**Table 8.2: Improvement Plan**

Task	Task	Responsibility	Resources Required	Timeline
1	Redevelop footpath hierarchy model to include new drivers within existing network	Sustainable Assets	Sustainable Assets/Infrastructure Operations	2020/21
2	Seal – Review Hierarchy	Sustainable Assets/Infrastructure Operations		2021/22
3	Unsealed – Review Hierarchy	Sustainable Assets/Infrastructure Operations	Sustainable Assets/Infrastructure Operations	2020/21
4	Undertake Customer Satisfaction Surveys across asset classes	Sustainable Assets/Communications	Internal	2020/21
5	Undertake Condition Assessments – Seal & Pavement	Sustainable Assets	External	2021/22
7	Undertake Condition Assessments - Kerb & Footpath – Migrate Ramps from Kerbs to Footpaths	Sustainable Assets	Internal	2020/21
8	Maintenance Guidelines – Roads, Kerb & Footpath	Sustainable Assets/Infrastructure Operations	Internal	2021/22
9	New Assets Priority Ranking Criteria	Sustainable Assets	Internal	2022/23
10	Shoulder and Pavement Data Cleanse and Migrate Shoulders into Pavement and revalue	Sustainable Assets	Internal	2022/23
11	Intervention Analysis & Predictive Modelling	Sustainable Assets	Internal/External	2023/24
12	Undertake review of re-sheeting, patrol grading and shoulder strategies across the network to improve efficiencies within the existing constraints.	Sustainable Assets/Infrastructure Operations	Internal	2022/23

<sup>13</sup> ISO 55000 Refers to this the Asset Management System

13	Capture relevant maintenance data across asset classes to understand where, when, how and how much we spend on assets	Sustainable Assets/Infrastructure Operations	Internal	2022/23
----	---	--	----------	---------

### 8.3 Monitoring and Review Procedures

This asset management plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, upgrade/new and asset disposal costs and proposed budgets. These forecast costs and proposed budget are incorporated into the long-term financial plan or will be incorporated into the long-term financial plan once completed.

The AM Plan has a maximum life of 4 years and is due for complete revision and updating 1 year within a Council Election.

The effectiveness of this asset management plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this asset management plan are incorporated into the long term financial plan,
- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures take into account the 'global' works program trends provided by the asset management plan,
- The degree to which the existing and projected service levels and service consequences, risks and residual risks are incorporated into the Strategic Plan and associated plans,
- The Asset Renewal Funding Ratio achieving the Organisational target (this target is often 1.0).

## 9.0 REFERENCES

- IPWEA, 2006, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/IIMM](http://www.ipwea.org/IIMM)
- IPWEA, 2008, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/namsplus](http://www.ipwea.org/namsplus).
- IPWEA, 2015, 2nd edn., 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/AIFMM](http://www.ipwea.org/AIFMM).
- IPWEA, 2015, 3rd edn., 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/IIMM](http://www.ipwea.org/IIMM)
- IPWEA, 2012 LTFP Practice Note 6 PN Long Term Financial Plan, Institute of Public Works Engineering Australasia, Sydney
- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- Annual Business Plan, Budget and Long Term Financial Plan
- Adelaide Hills Strategic Plan - A brighter future: Strategic Plan 2020-24
- Adelaide Hills Annual Business Plan – 2019 & 2020
- Adelaide Hills District Master Plan – 2015
- Albert Street Gumeracha Main Street Masterplan 2019



## 10.0 APPENDICES

### Appendix A Acquisition Forecast

Acquisition forecast includes contributed assets from Woodforde estate and newly constructed footpath program.

**Table A1 - Acquisition Forecast Summary**

Year	Constructed	Contributed	Growth
2021	\$ 380,000	\$ 2,106,268	\$ -
2022	\$ 250,000	\$ 650,838	\$ -
2023	\$ 250,000	\$ -	\$ -
2024	\$ 250,000	\$ -	\$ -
2025	\$ 250,000	\$ -	\$ -
2026	\$ 250,000	\$ -	\$ -
2027	\$ 250,000	\$ -	\$ -
2028	\$ 250,000	\$ -	\$ -
2029	\$ 250,000	\$ -	\$ -
2030	\$ 250,000	\$ -	\$ -

## Appendix B      Operation Forecast

Planned audits including road seal/pavement, kerb & water table and footpaths

**Table B1 - Operation Forecast Summary**

Year	Operation Forecast	Additional Operation Forecast	Total Operation Forecast
2021	\$797,393	\$ -	\$797,393
2022	\$969,507	\$ -	\$969,507
2023	\$789,054	\$ -	\$789,054
2024	\$749,702	\$ -	\$749,702
2025	\$753,242	\$ -	\$753,242
2026	\$851,295	\$ -	\$851,295
2027	\$768,393	\$ -	\$768,393
2028	\$764,916	\$ -	\$764,916
2029	\$761,516	\$ -	\$761,516
2030	\$761,516	\$ -	\$761,516

**Appendix C      Maintenance Forecast****Table C1 - Maintenance Forecast Summary**

Year	Maintenance Forecast	Additional Maintenance Forecast	Total Maintenance Forecast
2021	\$2,678,000	\$9,436	\$2,678,000
2022	\$2,687,436	\$ 809	\$2,687,436
2023	\$2,688,244	\$ -	\$2,688,244
2024	\$2,688,244	\$ -	\$2,688,244
2025	\$2,688,244	\$ -	\$2,688,244
2026	\$2,688,244	\$ -	\$2,688,244
2027	\$2,688,244	\$ -	\$2,688,244
2028	\$2,688,244	\$ -	\$2,688,244
2029	\$2,688,244	\$ -	\$2,688,244
2030	\$2,688,244	\$ -	\$2,688,244

**Appendix D      Renewal Forecast Summary***Table D1 - Renewal Forecast Summary*

Year	Renewal Forecast	Renewal Budget
2021	\$4,618,000	\$5,094,000
2022	\$5,076,000	\$4,634,000
2023	\$5,011,417	\$4,784,000
2024	\$4,848,056	\$4,916,000
2025	\$4,895,296	\$5,042,000
2026	\$5,446,126	\$4,315,000
2027	\$4,854,532	\$4,435,000
2028	\$4,820,500	\$4,556,000
2029	\$4,788,020	\$4,304,000
2030	\$4,779,020	\$4,184,000

*Table E1 – Disposal Activity Summary*

Year	Disposal Forecast	Disposal Budget
2021	\$ -	\$ -
2022	\$ -	\$ -
2023	\$ -	\$ -
2024	\$ -	\$ -
2025	\$ -	\$ -
2026	\$ -	\$ -
2027	\$ -	\$ -
2028	\$ -	\$ -
2029	\$ -	\$ -
2030	\$ -	\$ -

DRAFT

## Appendix F      Budget Summary by Lifecycle Activity

*Table F1 – Budget Summary by Lifecycle Activity*

Year	Acquisition	Operation	Maintenance	Renewal	Disposal	Total
2021	\$ 380,000	\$ 797,393	\$ 2,678,000	\$ 5,094,000		\$ 8,949,393
2022	\$ 250,000	\$ 819,507	\$ 2,678,000	\$ 4,634,000		\$ 8,331,507
2023	\$ 250,000	\$ 789,054	\$ 2,678,000	\$ 4,784,000		\$ 8,451,054
2024	\$ 250,000	\$ 749,702	\$ 2,678,000	\$ 4,916,000		\$ 8,543,702
2025	\$ 250,000	\$ 753,242	\$ 2,678,000	\$ 5,042,000		\$ 8,673,242
2026	\$ 250,000	\$ 851,295	\$ 2,678,000	\$ 4,315,000		\$ 8,044,295
2027	\$ 250,000	\$ 768,393	\$ 2,678,000	\$ 4,435,000		\$ 8,081,393
2028	\$ 250,000	\$ 764,916	\$ 2,678,000	\$ 4,556,000		\$ 8,198,916
2029	\$ 250,000	\$ 761,516	\$ 2,678,000	\$ 4,304,000		\$ 7,943,516
2030	\$ 250,000	\$ 761,516	\$ 2,678,000	\$ 4,184,000		\$ 7,823,516



---

## **Appendix 2**

### *Asset Management Policy*

---

# *Council Policy*

## Asset Management



# COUNCIL POLICY

 <b>Adelaide Hills</b> COUNCIL	<b>ASSET MANAGEMENT</b>
---	-------------------------

<b>Policy Number:</b>	<b>INF-03</b>
<b>Responsible Department(s):</b>	<b>Engineering and Asset Management</b>
<b>Other Relevant Policies:</b>	<b>None</b>
<b>Relevant Procedure(s):</b>	<b>None</b>
<b>Relevant Legislation:</b>	<b>Local Government Act 1999</b>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	<b>Asset Management, 22 September 2009, Item 3.1, 322</b>
<b>Adoption Authority:</b>	<b>Council</b>
<b>Date of Adoption:</b>	<b>26 September 2017</b>
<b>Effective From:</b>	<b>10 October 2017</b>
<b>Minute Reference for Adoption:</b>	<b>Item 12.6, 211/17</b>
<b>Next Review:</b>	<b>June 2020 or as required by legislation</b>

## ASSET MANAGEMENT POLICY

### 1. INTRODUCTION

The attached policy provides Council and its administration with principles and guidelines for implementing asset management processes throughout the Adelaide Hills Council.

### 2. OBJECTIVES

The objectives of this policy are to ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the Council.
- Meeting legislative requirements for asset management including appropriate capitalisation of assets on an annual basis in line with required accounting standards.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

### 3. DEFINITIONS

**"Asset Management System"** includes the enterprise wide systems and process that support and deliver the outcomes of the policy setting. This will include but not limited to the identified asset classes, asset register, plans, functions, procedures and processes that support asset management implementation across the organisation.

**"Asset Management Plans"** means the adopted plans of Council that identify the future works to be undertaken to ensure that the asset classes continue to provide the level of service identified.

### 4. POLICY STATEMENT

#### Background

Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of Council. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

Council owns and uses approximately \$480 million of non-current assets to support its core business of delivery of service to the community.

Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives.

Adopting asset management principles will assist Council in achieving its Strategic Plan and Long Term Financial objectives. In particular, Council has identified under Goal Area 3 Places for people and nature – Strategy 3.5 ‘We will take a proactive approach, and long term view, to infrastructure maintenance and renewal’ within its current Strategic Plan adopted in October 2016.

A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impact on;

- Members of the public and staff;
- Council’s financial position;
- The ability of Council to deliver the expected level of service and infrastructure;
- The political environment in which Council operates; and
- The legal liabilities of Council.

### **Principles**

1. A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
2. All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
3. Asset management principles will be integrated within existing planning and operational processes.
4. An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
5. Asset renewals required to meet agreed service levels and identified in infrastructure and asset management plans and long term financial plans will be fully funded in the annual budget estimates.
6. Service levels agreed through the budget process and defined in Infrastructure and Asset Management Plans will be fully funded in the annual budget estimates.
7. Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
8. Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
9. Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
10. Future service levels will be determined in consultation with the community.
11. Asset capitalisation will occur on a yearly basis to ensure the capture and accounting of all asset classes that have been renewed or added to. The capitalisation of assets will be supported by an internal procedure that ensures compliance with current accounting standards and other legislative requirements.

---

**Responsibility**

Councillors are responsible for adopting the policy, allocation of resources, providing high level oversight of the delivery of the organisation's asset management strategy and plan and maintaining accountability mechanisms to ensure that organisational resources are appropriately utilized to address the organisation's strategic plans and priorities.

The Chief Executive Officer has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.

**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 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.



---

## **Appendix 3**

### *AHC Infrastructure Valuation Review Report (TechnologyOne)*

---

# ASSET MANAGEMENT AND VALUATION REVIEW



**technologyone**  
Transforming business, making life simple

Prepared by Jeff Roorda BE (Hons) CPEng.

January 2019

## Table of Contents

1.	Recommendations.....	5
2.	Introduction .....	6
3.	Review of Key Input Assumptions .....	7
4.	Aligning Depreciation Inputs with Actual Current Practice .....	9
5.	Aligning Renewal Strategy with Optimised Life Cycle Cost .....	11
6.	An Evidence Based Approach to Useful Life.....	13
7.	Confidence Levels of Inputs .....	14
8.	Asset Management System.....	15
9.	Opportunities for Improvement.....	16
10.	Appendix 1 – High Level Review of Revaluation Inputs.....	17
11.	Appendix 2 – Improvement Plan .....	18
12.	References .....	19

List of Figures

Figure 1: Road Pavement Renewal for Light Traffic Pavements (sub base is never renewed) ..... 10

Figure 2: Road Pavement Renewal for Heavy Traffic..... 10

Figure 3: Review Useful Lives based on Age + Actual Remaining Life ..... 13

Figure 4: Study Showing Life of Concrete Stormwater Pipes ..... 14

## List of Tables

Table 1: Road Hierarchy and Assumed Pavement Depth.....	7
Table 2: Road Hierarchy Proportions .....	8
Table 3: Road Hierarchy Unit Cost.....	8
Table 4: Stormwater Conduit Unit Cost.....	9
Table 5: Path Life Cycle Cost (Capital) .....	12
Table 6: Road Hierarchy Unit Cost.....	12

## 1. Recommendations

Council wishes to ensure that asset management processes are robust, and the outcomes are appropriate to ensure the long term management of assets, whilst considering appropriate and sustainable approaches (Including any policy strategy) to funding necessary investment, and timeframes over which this may be achieved. Key inputs to asset management planning such as asset values, asset lives, risk and service levels determine outputs such as sustainability reporting, asset valuations and works programs.

There has been identified a significant increase in Road Asset Valuation (Particularly Pavements – from \$110m to \$170m) and subsequent Depreciation (\$1.2m in Road Assets) which has significantly impacted on the LTFP forecasts.

Recognising the significant financial impact on Councils, the review has assessed whether any opportunities exist to minimise the impact currently being forecast.

A high level review in a few key areas relating to Asset Management has found that the overall asset management strategy is sound and indicates a medium to long term financially sustainable position. A more detailed review of depreciation and valuation inputs is likely to result in a reduction in depreciation in the order of 10% or more as set out in the report and summarised in appendices 1 and 2. Key observations and recommendations are listed below.

### 1. There should be a review of the assumptions behind revaluation inputs.

- The revaluation inputs should be reviewed in more detail. The road asset revaluation assumes all pavement is at the desired design thickness and this is unlikely based on experience with other Councils and preliminary discussions with Council officers.
- It is assumed that paths and kerb are renewed separately and in total rather than partial renewal resulting in more than 50% of the cost due to disposal and adjustment to ancillary assets and services.
- Useful lives appear to be generally assumed and should be updated in line with section 6 of this report.
- Sporting field surfaces (grass) appear to be depreciated and this should be reviewed and checked.

### 2. Components should be reviewed to align with asset management plan renewal strategies

Align investment strategies with asset service level and risk strategies which includes the following:

- Pavements should be separated into base and sub base with sub base being non depreciable for lightly trafficked pavements with adequate sub base. If no sub base exists, then only a base layer should be valued and depreciated. Under this approach, road resurfacing is done on time to manage the financial risk of damaging underlying pavement.
- Road shoulders should be combined with pavement base.
- Stormwater pits and conduits should be separated into long life and short life components to align with current and expected renewal strategies considering current modern equivalent renewal cost such as pipe relining and pit lid renewal.

### 3. Unit costs should be reviewed to align with asset management plan renewal strategies

- Kerb and path rates are high and duplicate ancillary work such as adjusting stormwater connections. A review of renewal strategy such as renew kerb, path and base at the same time would result in reduced unit rates. Partial renewal strategies should also be reviewed to align unit rate and depreciation assumptions with actual renewal strategies set out in the asset management plan.
- The strategy to renew all Asphalt Paths every 30 years results in an annual depreciation and life cycle cost that is more than double the cost of Concrete. Partial renewal of failed sections near large trees rather than removal and renewal of all path also enables substantial savings. Useful



lives should be reviewed based on age plus remaining life to renewal based on affordable service levels set in the strategic planning documents

- Low risk assets such as kerb can have very long lives and renewal can then align with pavement renewal. Footpaths can be managed by partial renewal until a complete block renewal of road, kerb, stormwater and path is warranted. The increasing cost of disposal of old infrastructure makes it essential to explore a combination of partial renewal strategies and lower overall levels of service, resulting in substantially longer lives for infrastructure.
- Depreciation for long life building asset are likely to be materially overstated and this is shown in section 6 of the report.

#### **4. Data Alignment**

- Data alignment is an essential element to ensure there is a single source of valuation inputs. Asset age, condition, unit cost, quantity, risk profile and renewal strategy are all essential elements to asset management and financial reporting. Alignment between Confirm (AMS) and the Finance System will enable Council to refine Capitalisation/Reporting processes.

#### **5. Communication Strategy**

- Council needs to develop an ongoing communication strategy to better inform and educate the community on the asset management strategy. AHC, like most councils with large road networks and low populations are continuing to struggle to maintain their networks. When funding is limited protecting the good pavements over reconstructing failed pavements is an essential long-term strategy. This is difficult to communicate to the community that perceived money is being spend on “good” roads while the “bad” roads are ignored. During long dry periods, road networks can appear to be in good condition because the underlying pavement remains dry even if the seal “leaks” or lets water in. When rain comes networks that have not been resealed in time can deteriorate very quickly because the leaking seal allows water into the pavement which then will need high cost reconstruction.

## **2. Introduction**

Management of infrastructure remains a fundamental challenge for the local government sector. Of the three levels of government, local government has the largest relative infrastructure task in terms of asset management and the smallest relative revenue base.<sup>1</sup> A key responsibility of local government in Australia is to provide, develop and maintain infrastructure necessary to provide communities with access to safe and sustainable economic and social services. This task has increased over recent decades with local government not only providing traditional core services such as roads, buildings, stormwater drainage, water supply and wastewater treatment, parks, airports and aerodromes, and waste disposal but also an increasing range of new services in the areas of recreation, health, environment, and welfare services.

The Local Government Act 1999 (the Act) sets the standards for councils’ administrative and financial accountability, largely in Chapter 8 of the Act. This framework reflects the broader local government policy that has been in place for South Australia for some time, that is, that councils have a responsibility to abide by the statutory framework, and are accountable to their communities for doing so, without detailed compliance oversight from the State Government.

The council audit process in most interstate jurisdictions has developed in recent years into a mechanism for addressing and improving financial and asset management. This covered in Chapter 8 of the Local Government Act 1999 (The Act) in South Australia. External audits in the South Australian local government sector have traditionally been focused on an independent assurance that a council’s annual financial statements present a true and fair view of the financial position of the council and comply with

---

<sup>1</sup> Australian Local Government Association, *Submission to Infrastructure Australia responding to the Infrastructure Australia Audit 2015*

prescribed requirements. These audits now also examine and report on the adequacy of a council's internal controls, which are the measures put in place by councils to ensure that a council's resources, operations and risk exposures are effectively managed.<sup>2</sup>

The strategic management plans in The Act require the alignment of long term financial plans, asset management plans and annual reporting. This report recommends improvements that result from this alignment to ensure:

- (i) the sustainability of the council's financial performance and position; and
- (ii) the extent or levels of services that will be required to be provided by the council to achieve its objectives; and
- (iii) the extent to which any infrastructure will need to be maintained, replaced or developed by the council;<sup>3</sup>

### 3. Review of Key Input Assumptions

Valuation and depreciation inputs are based on assumptions. Some of the assumptions inherent in the current revaluation methodology should be reviewed. Appendix 2 shows a list of assumptions, their likely impact on depreciation and a recommended improvement plan. Some examples are discussed below.

#### Roads

There are 2 key assumptions in current revaluation for roads that should be reviewed.

1. **Pavement Assumption 1.** There is an assumption that pavement in situ aligns with the design requirement. This results in pavement thickness of 280 – 475 mm depending on road hierarchy as shown in table 1. Experience with other councils and telephone interviews with Council staff indicates that this design aspiration is unlikely to exist in the current network. Valuation should be based on actual in situ depth and it is likely that a material quantity of the network is not at the assumed design requirement.

**Table 1: Road Hierarchy and Assumed Pavement Depth**

Hierarchy	Total Pavement Depth (mm)
Rural Municipal Local (RML)	280
Rural Collector (RC)	330
Rural Distributor (RD)	475
Urban Municipal Local (UML)	280
Urban Collector (UC)	330
Urban Distributor (UD)	475

Source: Unit Rates AHC First Principles Rates July 2018\_V5

---

<sup>2</sup> *Reforming Local Government in South Australia Discussion Paper, August 2019, Department of Planning, Transport and Infrastructure.*

<sup>3</sup> *Local Government Act South Australia 1999 Section 8*

**Table 2: Road Hierarchy Proportions**

Road Hierarchy	Replacement Value	Percent of Network
RD - Pavement Distributor	\$ 74,823,796,458.90	19%
RD - Pavement Collector	\$ 113,262,582,247.80	28%
RD - Pavement Local	\$ 211,624,177,668.67	53%
	\$ 399,710,556,375.37	100%

Source: Confirm Prod Revaluation 2019

Table 3 shows the impact on road hierarchy on unit cost. Approximately 28% of the network is assumed to have a pavement thickness of 330mm and 19% assumed to have a pavement thickness of 475mm.

**Table 3: Road Hierarchy Unit Cost**

Pavement Type	Rate \$/m2
Rural Collector	\$ 48.25
Rural Distributor	\$ 66.42
Rural Municipal Local	\$ 41.25
Urban Municipal Local	\$ 41.25
Urban Distributor	\$ 48.25
Urban Collector	\$ 66.42

Source: June 2019 Unit Rate Derivations, **Asset Engineering**

2. **Pavement Assumption 2.** There is an assumption that the full assumed design pavement thickness will be renewed. This is unlikely and more common practice is to only treat the top 100 – 150 mm of the pavement by partial or full renewal. This is the base layer as discussed in the next section. This means that the lower portion of the pavement (if it exists) has a much longer or indefinite life. It should be noted that this is dependent on protecting the pavement by ensuring that no water enters the pavement. Table 2 shows the proportion of local roads is over 50% which means a significant proportion of the road network is likely to be lightly trafficked and have non depreciable sub base or alternatively not have 280mm of pavement.

## Stormwater

1. **Stormwater Assumption 1.** There is an assumption that stormwater conduits will be renewed by excavation of the existing pipe and replacement with a new pipe. This is unlikely based on practice at other Councils and initial discussion with Council officers. Pipe relining is now economically viable for diameters of 375 mm and less and additional investigation may result in splitting the stormwater drainage pipes into the non-depreciable trench and the depreciable conduit.

**Table 4: Stormwater Conduit Unit Cost**

Stormwater Conduit Diameter	Replacement Value	Network Proportion	Value Quantity	Average Unit Cost (Calculated)
SW Pipe 225mm - Concrete	45,101,976	23%	224,148	201
SW Pipe 300mm - Concrete	103,972,143	53%	569,561	183
SW Pipe 375mm - Concrete	17,556,360	9%	109,849	160
SW Pipe 450mm - Concrete	28,374,439	15%	155,135	183
	195,004,918	100%	1,058,694	

Source: Confirm Prod Revaluation 2019

2. **Stormwater Assumption 2.** There is an assumption that stormwater pits will be renewed as a single component. This is unlikely. Below ground concrete chambers rarely fail. The less expensive lids may fail by structural damage and pits should be split into components.

## Kerb and Paths

There is an assumption that kerb and paths will be renewed independently with a total renewal treatment. Partial renewal is both more likely and this will have a lower life cycle cost with both lower unit cost and longer life.

## 4. Aligning Depreciation Inputs with Actual Current Practice

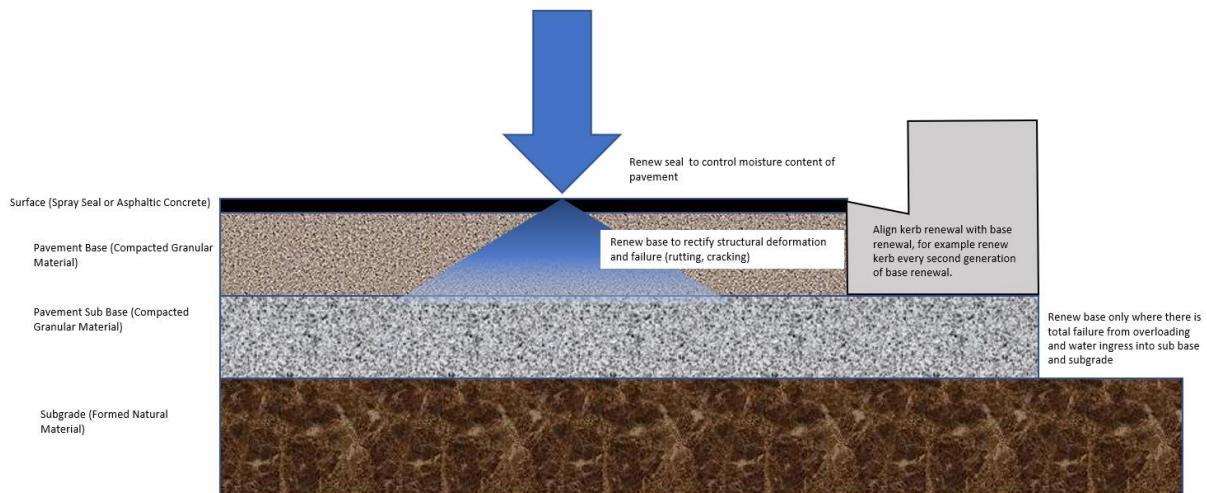
### Roads

Depreciation inputs need to align with actual renewal strategies on site and should be documented in the asset management plan. The alignment of renewal strategy with lowest life cycle cost is likely to reduce the overstatement of depreciation because there are assumptions about renewal treatments that do not align with actual or best practice for reducing life cycle costs.

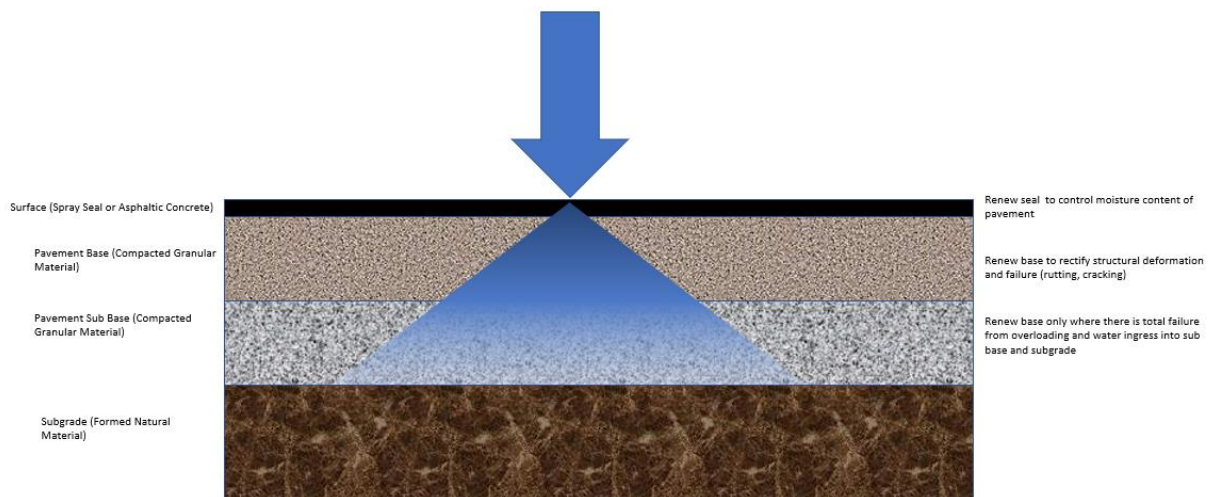
An example of this for roads is to protect the underlying pavement by treating the surface before it starts to allow water to enter and damage the underlying pavement. At the same time Council strategy is gradually addressing the high cost renewal in poor condition. This strategy can be difficult for the community to understand since the low-cost treatment must be applied before the surface starts to allow water to enter and the seal deterioration is not visible. This example shows the benefits that can be obtained by aligning treatment strategies with depreciation inputs such as useful life and unit costs. This is shown in more detail in the figures on the following page.

The current valuation methodology treats the pavement as a single asset. It is recommended that:

- pavement be separated into the base and sub base and sub base is not depreciable for lightly trafficked pavements.
- If no sub base exists, then there should be no value or depreciation.
- Kerb and path should align with a base renewal generation to reduce the unit cost and duplication of work associated with renewing base, kerb and path independently. Risk can be managed by partial renewal to extend life of kerb and path where needed.



**Figure 1: Road Pavement Renewal for Light Traffic Pavements (sub base is never renewed)**



**Figure 2: Road Pavement Renewal for Heavy Traffic**

Figures 1 and 2 also show the function of the road seal. In figure 2, pavements with weak subgrade and heavy traffic may need sub base renewal. Sub base is renewed every second or third generation of base renewal. If the seal is not renewed in time small cracks will allow water to penetrate the underlying pavement and sub grade resulting in damage requiring more expensive reconstruction. These small cracks are often not visible in the early stages. Once deterioration is visible by defects like potholes it is often too late, and the underlying pavement has already been damaged.

When funding is limited priority should be given to preserving undamaged pavements in the same way that if there are 2 houses, one with a leaking roof and contents damaged and one with the roof about to leak, then undamaged roof should be repaired first before the contents are also damaged.

## Buildings

A significant proportion of Council buildings are not able to be sold and there is therefore no active market for these assets. Renewal and useful lives apply to some components like Fitout and services (mechanical, electrical, hydraulic) but not to structure and sub-structure. The replacement of roof sheeting only renews the sheeting and not the underlying sub structure frame. This impacts both the useful life and unit costs and together provide a material impact on depreciation. The useful life impact is shown in more detail in section 5 of this report.

## Kerb, Paths and Stormwater

A significant proportion kerb, paths and stormwater have partial renewal as the primary intervention strategy. Kerb and paths have localised failure caused by trees or vehicles rather than deterioration over time. Partial renewal treatments are more expensive and should not be extrapolated to the complete network without supporting evidence and an adopted strategy in the asset management plan. This can be dealt with either by additional componentisation as discussed for stormwater pits and conduits or by using a weighted average technique that considers the proportion of an asset class treated by partial renewal and the long life proportion that may eventually require full renewal at a lower unit cost.

## 5. Aligning Renewal Strategy with Optimised Life Cycle Cost

The primary objective of asset management is to achieve the lowest possible life cycle cost to achieve affordable service levels within the adopted risk tolerance. The asset management policy, strategy and plans should identify optimised, affordable treatments and align with assumptions about depreciation inputs.

## Road Pavement and Shoulders

Optimum life cycle cost is achieved by preventing ingress of water by renewal of seal before failure as discussed in the previous section. The corresponding optimum renewal strategy for lightly trafficked local roads is then to only renew local base failures when resealing. Full base renewal may be needed in some cases for heavy traffic roads or roads with low CBR<sup>4</sup> subgrade. This strategy changes the assumption for the renewal of pavements, making sub base not depreciable for lightly trafficked pavements and very long lives for heavily trafficked pavements. Optimum life cycle cost for road shoulders is achieved by aligning shoulder treatments with base and surface where the shoulder is sealed.

## Paths

Life cycle cost is the annual average maintenance and operating plus annual average capital consumption (depreciation). Maintenance costs are outside the scope of this review, however it can be assumed that the maintenance costs for AC and Concrete are the same for this level of analysis.

Table 1 shows the depreciation per square metre of AC path is \$2.98 /year, which is more than double the rate for concrete.

---

<sup>4</sup> The Californian Bearing Ratio (CBR) test is a penetration test used to evaluate the subgrade strength of roads and pavements.



**Table 5: Path Life Cycle Cost (Capital)****AC Footpath - Useful Life = 30 years**

Rate Description	Rate		Cost	Proportion of Total
Excavate & dispose existing AC path surface & base	40	m2	53,940	50%
AC Footpath	36	m2	48,546	45%
Reinstate resident SW pipes	57	item	812	1%
Reinstate commercial SW pipes	114	item	86	0%
Construct pram ramps	1300	item	3,900	4%
Total Cost per 1000m of footpath			107,284	100%
<b>Rate per linear metre AC Footpath</b>			<b>107</b>	<b>Depreciation</b>
<b>Rate per square metre AC Paved Footpath</b>			<b>89</b>	<b>\$2.98 / yr.</b>

Source: Unit Rates AHC First Principles Rates July 2018\_V5

**Table 6: Road Hierarchy Unit Cost****Concrete Footpath - Useful Life = 100 years with partial renewal**

Rate Description	Rate		Cost	
Existing footpath, removal & disposal	45	m2	53,940	36%
Supply & installation of concrete footpath	65	m2	70,980	47%
Supply and installation of concrete to all crossing places	75	m2	19,238	13%
Reinstate resident SW pipes	57	item	812	1%
Reinstate commercial SW pipes	114	item	86	0%
Reconstruct pram ramps	1300	item	5,200	3%
Total Cost per 1000m of footpath			150,255	100%
<b>Rate per lineal metre Concrete Footpath</b>			<b>150</b>	<b>Depreciation</b>
<b>Rate per square metre Concrete Footpath</b>			<b>125</b>	<b>\$1.25 / yr.</b>

Source: Unit Rates AHC First Principles Rates July 2018\_V5

The life cycle cost impact of asphalt for paths and the impact on depreciation is more than double for asphalt than for concrete, assuming that the asphalt cannot be recycled. Changing the renewal strategy of existing AC paths by partial renewal will change both unit costs and life in the immediate term. This enables a review of the longer term renewal strategy of asphalt or concrete.

## Kerb

Kerb renewal should be based on partial renewal until the next cycle of base renewal. A review of service levels should also be carried out. In most cases, kerb in poor condition has minimal risk impact and very long lives are common for councils with old kerb networks.

## 6. An Evidence Based Approach to Useful Life

An evidence based approach is recommended for useful life based on adding the age of every asset to the in service remaining life. In service remaining life is the period from now until when the asset will be renewed considering Council's risk tolerance and affordable service level targets set out in the asset management plan. This approach can use samples for assets for confidence level C or a more complete data analysis for confidence levels B or A described in [section 6](#). This approach should be applied to all asset classes together with the confidence level. It should be noted that without supporting evidence the current useful life used for current depreciation is likely to be D or E, particularly for long life assets (greater than 50-100 years).

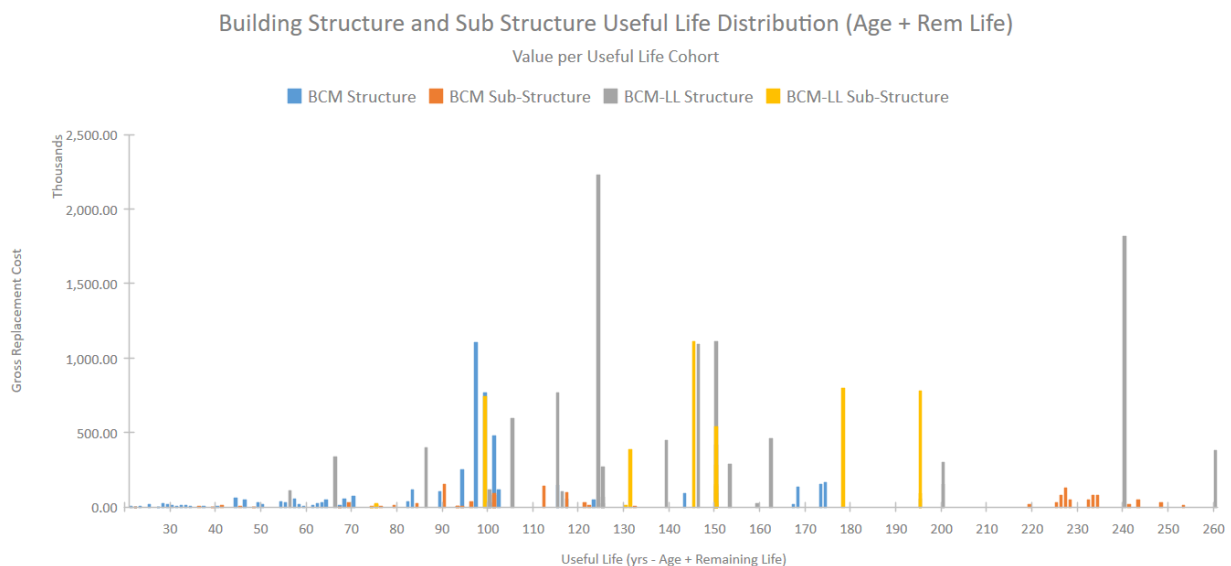
### Roads

Recording or estimating the age of the surface, base and sub base and adding this to remaining useful life will assist with improving the reliability of determining useful life and depreciation.

### Buildings

This approach is likely to result in a longer life for assets and a high level estimate is shown in appendix 1 based on an analysis of Adelaide Hills Council data and the experience of other Councils. An example of this approach using Adelaide Hills Council is shown in Figure 3 for Buildings. The graph shown in figure 3 is confidence level B, based on complete data per asset but reliability of age or remaining life not confirmed.

Figure 3 shows that the evidence based useful life for sub structure and structure ranges from 80- 240 years.

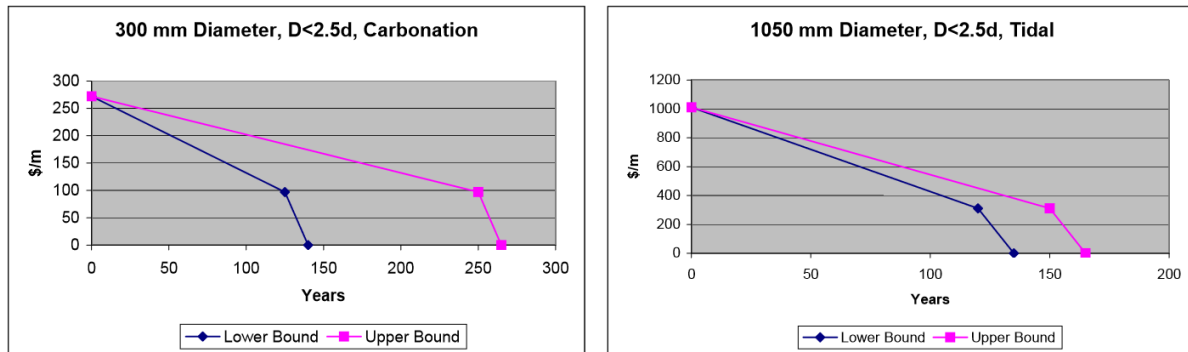


**Figure 3: Review Useful Lives based on Age + Actual Remaining Life**

*Source: Confirm Prod Revaluation 2019*

## Stormwater Drainage

Concrete generally grows stronger with age provided that there are no chemical attack agents in the soil. There is growing evidence that concrete pipes and pits that are correctly laid and not subject to ground movement have very long lives as shown in figure 4. Estimates of stormwater age can be made and combined with sample estimates for remaining life to provide an evidence based assessment of useful life.



**Figure 4: Study Showing Life of Concrete Stormwater Pipes**

Source: Infrastructure Manager, Logan City Council, Rod Kennedy  
Manager - Asset Management, GHD, Ross McPherson

## 7. Confidence Levels of Inputs

The expenditure and valuations projections are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data reliability can be classified on a 5 level in accordance with the following table. Appendix 2 shows the confidence levels of inputs and potential improvement.

Confidence Grade	Description
A	Data based on sound records, procedures, investigations and analysis, documented properly and recognised as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E	None or very little data held.

5

<sup>5</sup>IPWEA, 2015, IIMM, Table 2.4.6, p 2/71

## 8. Asset Management System

A system should be implemented that can predict the future costs of alternate treatment strategies to help communicate the cumulative consequences of alternate strategies.

IIMM<sup>6</sup> and the ISO 555000 series refer to a “system” as the combination of governance, planning, reporting and risk and service level management. It is not just software and data. Software and data are important tools and need to be appropriate to the risk and complexity of the asset portfolio.

Continuous improvement of the asset management system as defined above will assist Council to:

- Continue to strengthen its strategic asset management capacity;
- Identifies infrastructure future scenarios and report on a consistent basis the condition, function, and capacity of such assets;
- Maintain and implement life cycle asset management plans tied to an affordable service delivery model;
- Effectively engage with its customers on affordable levels of service and optimum treatment strategies such as reseal roads before any failure is evident; and
- Provide adequate funding to plan for, maintain and renew what are in effect the community’s greatest financial assets with highest potential risk.

A strategic asset management system should be implemented that can manage the network and clearly show the life cycle costs and future condition profiles of alternate treatment scenarios to demonstrate to the community the cumulative consequences of alternate treatment strategies and funding levels. The system should include the following capability.

Single asset register

- Store and update all asset details in a single enterprise asset register.
- Seamlessly share asset information across the asset lifecycle including works programming, work management, statutory reporting and asset valuations.
- Remove the need to manage multiple asset data sets and external data processing.
- Easily link asset work history, costs and risk to long term planning strategies.

Predict lifecycle costs

- Report on the lifecycle costs of AHC assets including renewal costs, maintenance, upgrades and operating costs.
- Predict long term asset costs based on required service levels and risk management strategies and link this to a range of funding model scenarios.
- Use lifecycle cost predictions to derive the optimum works program for a range of long term financial plan scenarios.

Maintain and Predict level of service

- Report on maintenance costs for AHC assets and treatments required to achieve required level of service.
- Calculate affordable and target service levels for each funding model scenario and the corresponding risk register.
- Easily group service level reporting by condition, function, capacity, utilisation or quality with multivariable parameters.

---

<sup>6</sup> IPWEA, 2015, 3rd edn., ‘International Infrastructure Management Manual’, Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/IIMM](http://www.ipwea.org/IIMM)

- Predict service levels for any future period for each funding model scenario.

#### Asset network level analysis

- Analyse AHC asset network levels to understand the level of service and risk for different levels of funding, to achieve optimum lifecycle cost for the network.
- Set lifecycle profiles for each network group covering risk, asset deterioration, maintenance costs, renewal costs and asset life.
- Lifecycle analysis should be broken down into various component levels for complex assets such as road surface and pavement, with each component following a different degradation path. This allows for more accurate funding scenarios to be modelled and works plans to be produced and communicated to the community.

## 9. Opportunities for Improvement

There has been a long term and consistent reduction in depreciation for local government infrastructure over the past 20 year in line with improvements to data and asset management maturity. Depreciation as a percentage of gross replacement cost has moved from 1.7- 2.2% 20 years ago to 1.1 – 1.5%. This trend is likely to continue as depreciation inputs align with affordable asset management plans balanced to long term financial plans. The revaluation review for AHC has identified improvements that are evidence based and would bring the depreciation as a proportion of gross replacement cost to around 1.3-1.4% of gross replacement cost.

Section 1 shows the recommendations.

Appendix 1 shows high level review comments per asset class and indicative impact of applying improvements.

Appendix 2 shows a draft improvement plan and indicative resources.

## 10. Appendix 1 – High Level Review of Revaluation Inputs

Asset Class	Gross Replacement Cost at 30/6/19	Annual Depreciation	Depreciation Rate 18/19	Weighted Average Useful Life	Comments	New Weighted Average Life	New Depr	Likely Impact
Buildings	\$ 65,282.00	\$ 1,242	1.7%	59	Increase Life especially for structure/substructure - review partial renewal.	65	\$ 1,004.34	-\$ 237.66
Infrastructure		\$ -						\$ -
- Stormwater	\$ 39,600.00	\$ 482	1.3%	77	Increase Life, separate pits and conduits into long and short life	120	\$ 330.00	-\$ 152.00
- Community Wastewater Management Systems	\$ 20,253.00	\$ 398	2.1%	48	Increase life for concrete/structural components	50	\$ 405.06	\$ 7.06
- Roads	\$ 285,788.00	\$ 3,803	1.8%	56	Separate Base and Sub Base, Increase Life and sub base not depreciable for light traffic roads	80	\$ 3,572.35	-\$ 230.65
- Bridges	\$ 18,210.00	\$ 284	1.6%	61	Increase life and review partial renewal	80	\$ 227.63	-\$ 56.38
- Footpaths	\$ 14,828.00	\$ 403	3.1%	33	Increase Life - review partial renewal. Combined Renewal of Kerb, Path and Road would reduce duplication of ancilliary work	90	\$ 164.76	-\$ 238.24
- Retaining Walls	\$ 11,275.00	\$ 146	1.9%	54	Increase life	80	\$ 140.94	-\$ 5.06
- Guardrails	\$ 6,564.00	\$ 140	2.2%	45	OK	45	\$ -	\$ -
- Kerb & Gutter	\$ 32,728.00	\$ 396	1.3%	79	Increase Life - review partial renewal. Unit Rates are High. Combined Renewal of Kerb, Path and Road would reduce duplication of ancilliary work	90	\$ 363.64	-\$ 32.36
- Traffic Controls	\$ 2,124.00	\$ 41	2.0%	51	Increase Life - review partial renewal. Most of depreciation is from Roundabout Pavement, Kerb	70	\$ 30.34	-\$ 10.66
- Street Furniture	\$ 2,446.00	\$ 83	2.6%	39	Review treating signs as an operating expense	39	\$ 62.72	-\$ 20.28
- Sport & Recreation	\$ 17,496.00	\$ 337	2.0%	49	Are playing surfaces being depreciated? (\$41 K for football grounds)	49	\$ 357.06	\$ 20.06
- Playgrounds	\$ 1,753.00	\$ 83	4.8%	21	OK	21	\$ -	\$ -
- Cemeteries	\$ 2,041.00	\$ 35	1.8%	55	OK	55	\$ -	\$ -
Plant & Equipment	\$ 2,196.00	\$ 870	7.9%	13	Not Reviewed	13	\$ -	\$ -
Furniture & Fittings	\$ 12,543.00	\$ 83	2.3%	44	Not Reviewed	44	\$ -	\$ -
Public Artworks	\$ 2,748.00	\$ -	0.0%		Not Reviewed			
<b>Total Infrastructure and Buildings</b>	<b>\$ 537,875.00</b>	<b>\$ 8,826</b>	<b>1.7%</b>	<b>60</b>		<b>71</b>	<b>\$ 7,530.25</b>	<b>-\$ 956.17</b>
						1.4%		
At Cost								



## 11. Appendix 2 – Improvement Plan

Asset Class	Assumption	Impact of Asset Valuation. H=>2.5% total depreciation impact, M=1.5-2.5% , L = <1.5%	Current Confidence Grade of data supporting the valuation inputs	Recommended Confidence Grade	Improvement Plan	Resource Days to Confidence B	Added Resource Days to Confidence A
Roads	All Pavements comply with design standard	High	C	A	This assumption is unlikely and thinner pavements are common in most Council areas. Move to confidence level B by separating base and sub base. Do not apply sub base where there are pavements 150 mm or less. Apply local expert knowledge and test sample areas. Move to confidence A by extended sampling and GPR in the future.	8	15
Kerb	All kerb will be renewed out of alignment with pavement base renewal	Moderate	C	B	Set target service levels aligned with risk. Apply partial renewal to achieve longer lives and lower treatment cost. Sample of age plus remaining life. Factor unit cost to reflect the proportion of partial renewal and proportion of total renewal with base reconstruction.	5	
Paths	All path will be renewed out of alignment with pavement base renewal cycles	High	C	A	Same as kerb	5	Improve data over the next 2-3 years
Paths	Asphalt paths provide the lowest life cycle renewal strategy	High	C	A	Update AMP with lowest life cycle cost strategy and implement communication plan and asset valuation.	2	Improve data over the next 2-3 years
Drainage	All stormwater will be renewed by excavating the existing conduit/pit and relaying a new asset	High	C	B	Review current and target renewal strategy and update AMP. Re-componentise into long and short life or factor unit costs and lives to reflect long and short life	5	
Drainage	All assets achieve the depreciation useful life	Moderate	D	B	Update based on age plus remain life for a sample.	3	
Buildings	All assets achieve the depreciation useful life	High	C	A	Update useful life estimates for structural elements of buildings with no active market based on age plus remaining life	3	5
Sign and furniture	Signs should be capitalised and depreciated	Low	C	B	Review expensing assets based on materiality and manage risk by asset and risk management plans	1	
Parks	Sporting fields are valued depreciated	Moderate	C	A	Check, review and adjust sporting fields	0	1
						32	21

## **12. References**

IPWEA, 2015, 2nd edn., 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/AIFMM](http://www.ipwea.org/AIFMM). •

IPWEA, 2015, 3rd edn., 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/IIMM](http://www.ipwea.org/IIMM)

---

## **Appendix 4**

### *Summary of Road Sealed Surface and Pavement Review Process*

---

# Pavement and Seal Review Process

## *Introduction*

The Adelaide Hills Council has approximately 608 kms of sealed road network within the district that is valued in total at about \$ 196m. The sealed surface component is about \$ 36m and the road pavement the remaining \$ 160m. The pavement component provides the structure for the seal or surface (bitumen, hotmix, sprayseal, the black stuff). The seal surface protects the road pavement, it is a water proof membrane that has a key function no to allow water to get into the road pavement.

In 2015 the Australian Road Research Board (ARRB) undertook an audit of councils seal and pavement network utilising the a specialised vehicle that captures over 30 metrics of information on the condition of the road seal every 10metres to help derive the condition of the road and pavement at that point on the ground and at that point in time. This information is weighted, scaled and scored to provide an overall picture of the section of road that is used for maintenance, planning and renewal forecasts.

Whilst the data is a number of years old this information has been tested and used for the pavement modelling as the deterioration rate of pavement is relatively slow as a very long lived asset. This data can still provide staff with indicators and targeting of areas for intersection. Certainly most of the sections from the 2015 audit that showed the most significant distress have been part of the full pavement renewal and reconstruction program in recent years. Examples of this has included Churunga Road, Heathfield Road and Frick Street.



*High Speed Data Vehicle – Provides detailed information about the seal condition*

## *Process for the Determination of Projected Pavement works going forward*

There are several factors that are looked at in order to establish where the pavement is within its lifecycle and utilising these factors allows us to determine or predict pavement failures and model the forecasted level of pavement renewal. Council has adopted a targeted approach to renew

hotspots for treatment to prolong the overall asset life but still deliver an appropriate level of service to the community.

The following factors are included in the decision making process:

#### **ARRB High Speed Data**

The ARRB data consists of over 65,000 points of information and as the information is over 5 years old there is still key criteria that is available for analysis, and includes major deterioration triggers that after 5 years generally increase in scale.

The key triggers for measuring the pavement scoring include the following defects:

- Environmental Cracking
- Crocodile Cracking
- Deformation
- Disintegration
- Additional Data Provided as well includes types of cracking (transverse, longitudinal), roughness, texture depth (amount of binder holding the stone in place), rutting, stripping and flushing though some of this information is used to establish the seal rating, not pavement.

#### **Seal Age and Link to Pavement Planning**

Council within its Asset Management System has a reasonably level of confidence in the construction date for seal and pavement and utilising an age profile for the spray seal and asphalt can calculate and review the asset to see if it is end of life.

Using the age provides an opportunity to target failed areas along the seal to rejuvenate the pavement and prolong the life of the underlying overall pavement when the new sealed surface is applied. Even though the actual life of the seal may be greater than its expected life an ageing seal ultimately cracks and begins to let water into the pavement below reducing its useful life. Using the age based approach along with the ARRB data to predict when to renew the seal thus increasing the pavements longevity.

Councils Senior Asset Planning Engineer in 2019 reviewed around 100 sites identified as old spray seal and whilst some of the seal was showing signs off minimal cracking or deterioration the binder that seals the bitumen to the pavement had lost its elasticity, and become brittle, therefore not providing integrity to the pavement that it serves to protect. Water ingress would be happening at a rate that ultimately begins to reduce the life of the underlying asset.

Council currently has an economic useful lives of 17 years for spray seal and 25 for asphalt.

Surface Type	Total No of KMS	No Beyond Useful Life	Number already planned or on the radar	Useful Life
Spray Seal	463kms	41% Beyond 20yrs	5% In Renewal Plan 10% on Monitor List (1 to 5 years)	17 Years
Asphalt	146kms	11% (Beyond 25 yrs)	24% In Renewal Plan	25 Years

The extent of road sealed surface that is at or past its expected useful life is of concern as whilst much of the network may look like it is performing well the increased risk of rapid deterioration and ultimate increasing pavement failures requiring greater costs is of concern over the longer term for the performance of the road network.

Council currently applies very long life to the road pavement components of the sealed roads. This very long life prediction for the road pavement is based on an asset strategy that maintains the road surface in a good condition to ensure waterproofing and protection of the underlying road pavement by the sealed road surface.

### Field Testing and Validation

Using a combination of the ARRB data, local knowledge and the aged based approach the network is broken down into candidates of known failures for not only key targeting areas but also whole segments that whilst the seal is at the end of its life an estimate of the amount of failed pavement is gathered at the same time.

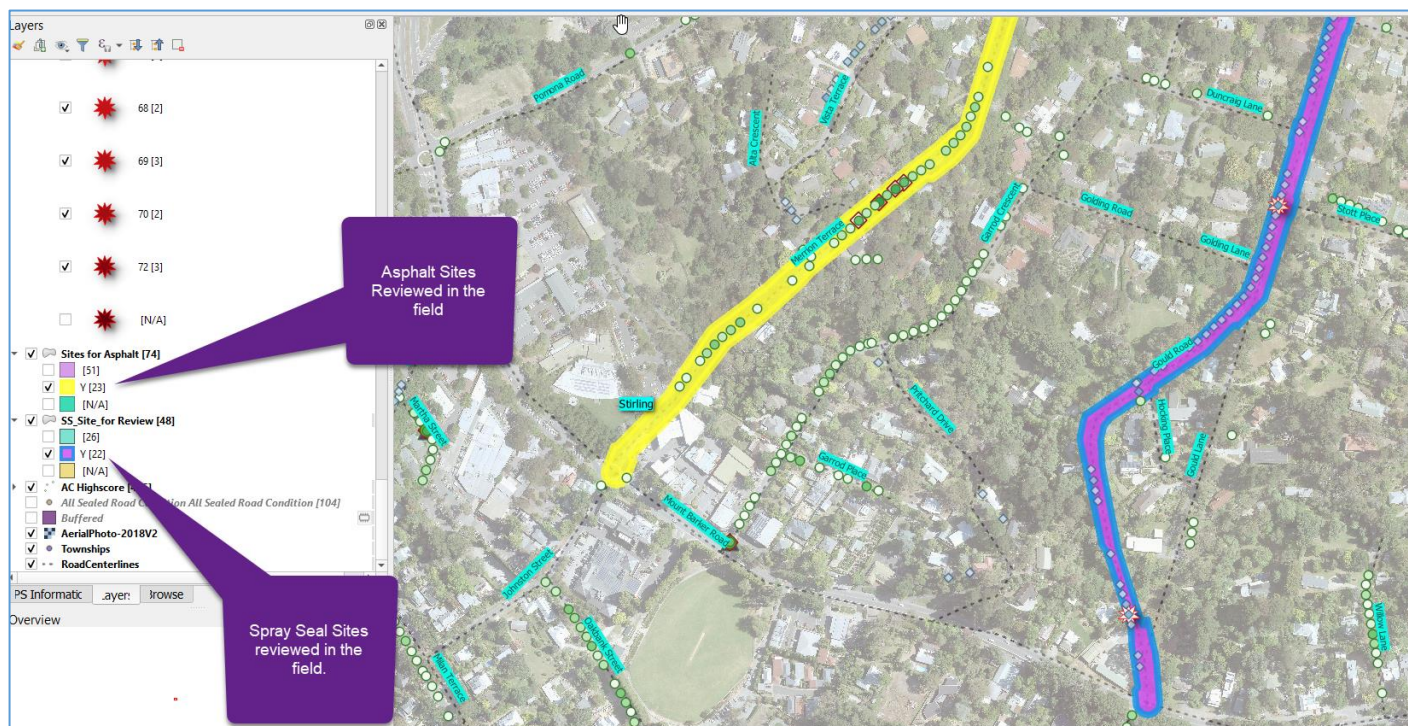
In order to calculate the amount of failed pavement that is linked to the seal renewals there is data available from previous years resealing that detail the level of pavement work that is undertaken whilst resealing.

Last financial year and the 20/21 works program for resealing identified between 5-10% of all renewals required heavy pavement patching works. This is driving the Major Patching allocation in the pavement budget per below:

Proposed Project Name	Project Description	Suburb	2020-21 Proposed ('000)
<i>Major Patching for Reseal in 21/22</i>			\$357
Ayers Hill Road	Waverly Ridge Road (after Roundabout) to Rostrevor	STIRLING	
Ayers Hill Road	Rostrevor Road to Birch Road	STIRLING	
Emery Road	Devonshire Road to Forbes Road	ALDGATE	
Erica Road	Longwood Road to Heathfield Road	HEATHFIELD	

Utilising the information garnered from the ARRB and age profiles an extract and map is generated and is GPS tested in the field per below:





*Spray Seal and Asphalt Sites reviewed. Dots & Diamonds delineate failure points graduated by colour.*

The in the field process undertook a review of 45 sites (additional reviewed where failures triggered on-route) and the following information was collected to determine level of pavement renewal required. (worth noting that this process does not include the *Full Pavement or the Partial Pavement Renewal* segments that Council is already planning to renew in future years, this includes – Tiers Road, Woodside or Longwood Road, Stirling/Heathfield that require planning and a separate strategy mentioned later in this document)

Site visits undertaken by David Collins (Manager Strategic Assets) and Craig Marshall (Senior Asset Planning Engineer) across the network were undertaken with GPS technology that pinpoints individual failures, stresses within the seal that identify failures in the pavement and the following results were recorded:

All sites visited showed signs of deterioration and this should be evident based on the selection criteria and the following information was collected for each site:

**Overall Pavement Condition** – based on the segment length what is the overall condition of the pavement based on the defects, age, shape, roughness and underlying failures with a score from 1 to 5. 1 - being the road in excellent shape or a new asset, through to a 5 which indicates that the asset has completely failed, not functional and at end of life.

**Overall Seal Condition** – similar to the pavement condition but for the seal, utilising the same 1 to 5 scoring methodology.

**P & R Amount** – Purpose is to record the estimated amount of patching and repairs, so the area where a section of the pavement is removed, generally to 100mm in depth (the base course layer) and then reinstated with a technically compliant material to reinvigorate the base/pavement to allow the seal to be renewed and extend the life of the total road asset.

*Time to Reseal* - Provide an estimation and grouping of when the seal should be potentially resealed to protect the pavement. This will provide guidance when producing future resealing programs and longer term renewal strategies.

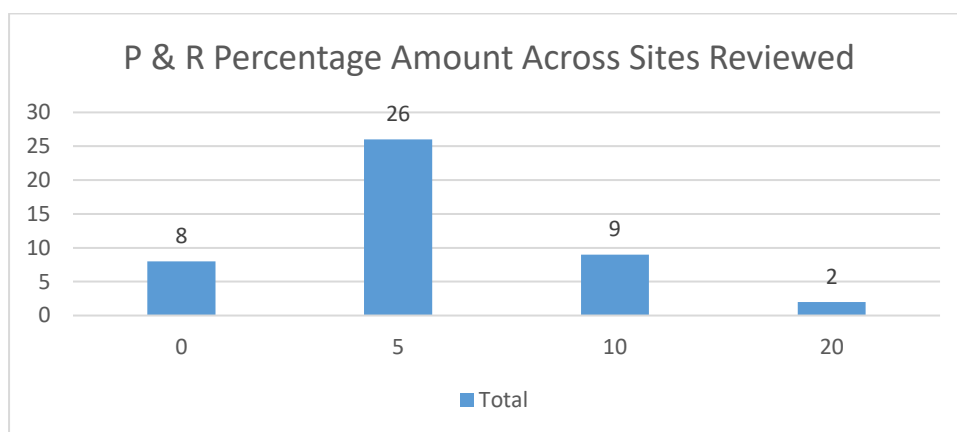
*Dominant Defect* – Guidance into how the road is failing. Provides detail on potential treatment types. Eg; a heavily ravelled asphalt road may be suitable for a rejuvenation treatment to prolong its life an economical rate.

### What were the results?

*Pavement Condition* – Nearly all the full segments were a condition 3, so in average condition or over half way through their life. But all had minor failures requiring targeted treatment prior to resealing.

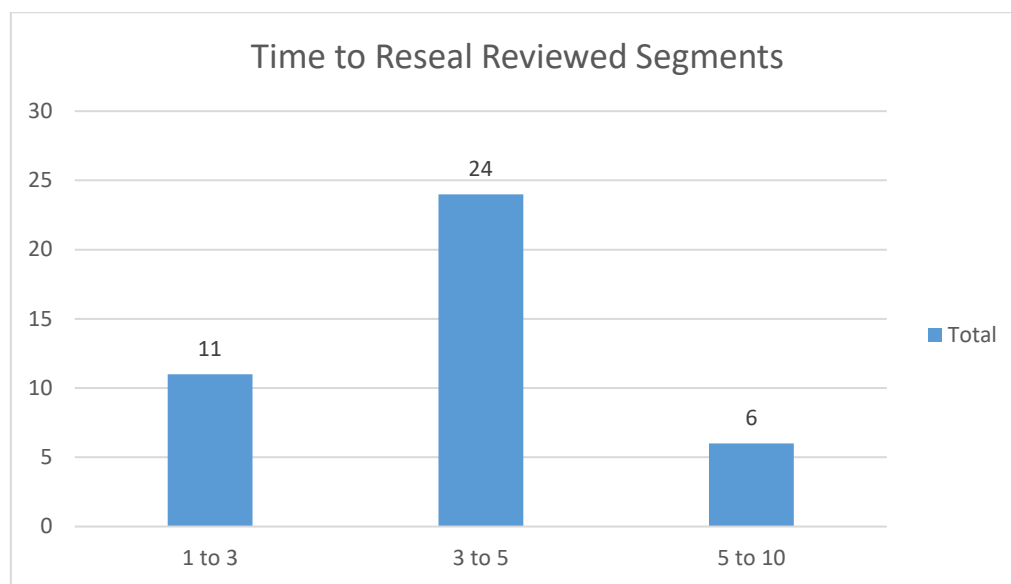
*Seal Condition* – Predominately a condition score of 4, so at end of life and if not treated in the near future would continue to leak moisture into the road pavements below and lead to increased and expanding pavement failures.

*P & R Amount* – Overall, the majority of the reviewed segments required a minimum of 5% area to be patched. See below



*Breakdown of Percentage of Patching Required Across Review Segment*

*Time to Reseal* – The review highlighted a large number of segment that will need to be renewed within the next 3-5 years to preserve the pavement. See below



*Breakdown of time to reseal segments*

*Dominant Defects* – Variety of issues depending on the type of seal, but aggregated score based on available data was reflected on the ground. As the data is 5 years old the failures were more prevalent on the ground where maintenance or renewal had not been undertaken.

#### **What does it cost for major patching each year?**

Using the above process to identify targeted segments for reseal and working on an average of 5% of the area of each segment requiring pavement patching the older or dead seal is approximately \$578k,000 per year over the projected 10 years, and this may vary depending on the number of segments that are renewed in each cycle.

The patching amount can be reduced by early intervention or increased maintenance which may be reviewed through the Asset Management Plan Process.

### Full Pavement Renewals (and or Heavy Patch?)

Based on local knowledge, ARRB data review and operational feedback a list of roads that are beyond minor pavement patching and resealing have been identified.

Council has identified numerous roads and or segments where the pavement has failed to a level that requires a partial, full pavement renewal or reconstruction of the road.

Over the next ten years the following roads have been identified for more significant pavement treatment:

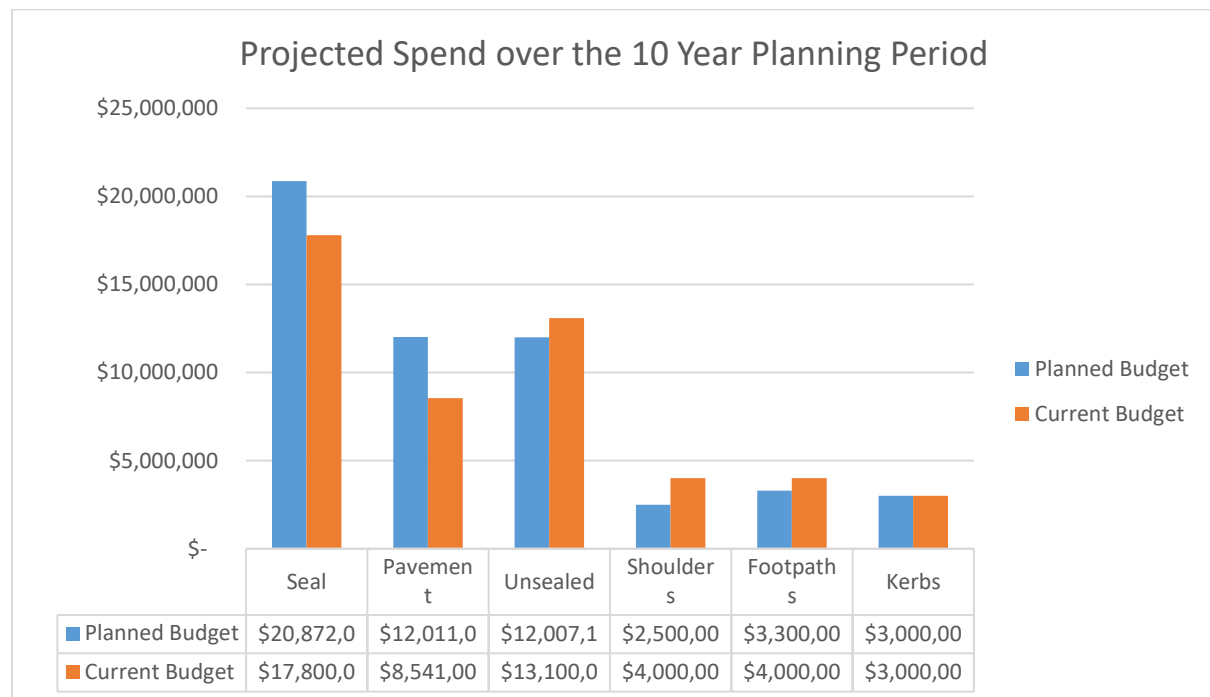
Road	Location
Sturt Valley Road	Stirling
Carey Gully Road	Mount George
Coldstore Road (scheduled for 20/21)	Lenswood
Checker Hill Road(scheduled for 20/21)	Kersbrook
Copeland Avenue	Lobethal
Deviation Road	Carey Gully
Ironbank Road	Ironbank
Jacaranda Drive	Woodside
Longwood Road	Stirling
Longwood Road	Heathfield
Miller Road	Lobethal
Newman Road (under construction)	Charleston
Pfeiffer Road	Woodside
Tiers Road	Lenswood

### Summary & Key Findings

- Undertaking full reconstructions have been minimised to sections, segments or individual lanes to optimise the investment, and provide support for targeted patching across the network.
- Targeted patching works across the network within the resealing cycle maximises the road assets life and minimises the investment to around 5-10% of the road area.
- Where optimal economic intervention has been missed on the resurfacing program, the increase in higher cost full pavement renewal is required.
- Field testing is proving that Council's spray seal and asphalt network is potentially lasting up to 3 - 5 years longer in its life cycle recommended useful life, but intervention is critical in preserving the pavement.
- Modelling with the available data is an indication or prediction of where the pavement is within its lifecycle and factors and weighting cannot always predict real on the ground conditions, traffic volume movements or change in surface or environmental factors.
- Over the life of the plan sees an increase of approximately \$3.2million (2012 dollars) over the ten year period or \$320k a year. There is an increased spend in seal & pavement and a reduction in spending across footpaths, shoulders and unsealed roads, and kerbs are flat lined, but may change after a condition audit in 20/21.

## Summary across all asset types

The table below provides an overview of the expenditure changes over the next 10 year period within the Road, Footpath and kerb asset management plan. These dollars shown are in current \$ 2012.



*Breakdown of spending overall across the 10 year period.*

---

## **Appendix 5**

### *Summary of Feedback on Community Engagement*

---



# 2021

Adelaide Hills Council

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



## [ASSET MANAGEMENT PLAN CONSULTATION REPORT]

# Asset Management Plan Consultation Outcomes Report

## 1. Contents

1. Contents.....	2
2. Summary.....	3
Purpose of this report.....	3
Background .....	3
Participation.....	4
Consultation approach.....	4
What we asked.....	4
Distribution and Promotion .....	4
3. Feedback analysis.....	5
4. Online survey .....	6
5. Quick poll.....	22
6. Forum .....	23
7. Ask Us .....	25
8. Social media posts .....	27
9. Conclusion and next steps.....	30
10. Appendix A.....	33

## 2. Summary

### Purpose of this report

This report contains a summary of feedback received as part of the draft Asset Management Plan Consultation undertaken between 4 November 2020 – 5 January 2021. The intention is for this report to be made available to anyone who participated in the consultation as well as on the engagement page for anyone to view.

### Background

We have developed a draft Asset Management Plan which sets out how the Council intends to manage its footpaths, kerb and road assets over the next 10 years.

The plan looks at urban spaces, semi-rural spaces and rural spaces in the Adelaide Hills Council Area.

The [draft Asset Management Plan](#) is a projection of the likely future funding requirements, considering the state of our current assets, the community values and outcomes contained in the Strategic Plan 2020 – 2024.

We wanted ratepayers help us finalise the Plan and asked the community:

- Do you feel safe on our roads?
- Are your footpaths walkable?
- Does the footpath network in general get you to where you need to go?
- Can you push a pram easy, does it meet your general needs?
- Do you feel the unsealed roads are safe and traversable?
- Is the road and footpath network in good condition?
- Are the roads well maintained?
- Is the kerbing adequate and funnels water to the storm water system?
- Would you like more information around when your road/footpath is due for renewing?

Out of scope for this consultation was requests for:

- Individual Road Section Requests – Council has a detailed data set of the road condition collected through its auditing cycle. Information on the aesthetics of the road are not sought as there are many factors considered for the resealing of each road.
- Sealing of unsealed roads – Council has recently endorsed a policy position on sealing or upgrading unsealed roads and has provisioned for upgrades within the plan over the ten year cycle, based on the policy and budget cycle
- Infrastructure along the footpath network – The key assets along the footpath network where the request for new infrastructure is captured through the Customer Request System, so feedback on where bins, toilets or non-transportation assets is not readily sought.
- Kerbs at the front of private property – This information is analysed through the storm water network each annual business cycle and does not require additional feedback.

## Participation

Feedback could be provided in a number of ways and yielded the following results:

Type of feedback channel	Number of responses
Online survey	44
Forum participation	3
Ask Us (questions for the team tool)	8
Online quick poll participation	31
<b>Total</b>	<b>86</b>

## Consultation approach

Our engagement approach aimed to collect and collate community feedback about how people feel about our roads, kerbs and footpaths across the Adelaide Hills Council region.

This was done through an online survey, social media, e-newsletter, Courier headlines and direct emails to those who had previously expressed interest in road related matters.

It should be noted that at same time as this consultation we were also consulting on the Disability Access and Inclusion Plan. Comments from that consultation relating to road and footpath infrastructure has been passed on to the relevant teams for consideration.

## What we asked

A survey was developed which contained 20 questions, 13 of these were closed questions and 7 were open. Anyone could participate in the survey which was made available online and in hard copy at our customer service centres and libraries. A copy of the survey questions is included in Appendix A.

The quick poll (a one click anonymous online questionnaire, participants can complete as many questions as they like). We asked:

- How satisfied are you with Council roads?
- Do you feel safe on our roads?
- Are your local footpaths walkable?
- Does the footpath network in general get you to where you need to go?
- Do you feel your unsealed roads are safe?
- Is the footpath network in good condition?
- Is the road network in good condition?
- Are the roads well maintained?

## Distribution and Promotion

The opportunity to provide feedback was promoted through a number of channels including:

- Hills Voice: headlines, Courier
- Hills Voice: your Adelaide Hills e-Newsletter
- AHC social medial (Facebook, Twitter)
- My local services app – banner carousel
- Direct emails to key stakeholder and community list (those who had previously expressed interest)

The survey and accompanying background information was made available on our engagement portal Hills Voice: *your say* ([engage.ahc.sa.gov.au](https://engage.ahc.sa.gov.au)) as well as customer service centres and libraries.

<b>Facebook</b> 5/11/20 We want to hear from you about all things footpaths, kerbs, and roads. 2,090 people reached 354 engagements 11 reactions (10 like, 1 love) 42 comments 2 shares	<b>Twitter</b> 6/11/20 We want to hear from you about all things footpaths, kerbs, and roads. 206 impressions 3 engagements
<b>Facebook</b> 9/12/20 Over the next 10 years...that's a lot of road! 1,211 people reached 107 engagements 21 likes 4 comments	<b>Twitter</b> 9/12/20 Over the next 10 years...that's a lot of road! 233 impressions 8 engagements
<b>Hills Voice: your Adelaide Hills</b> 5/11/20 Under consultation section 1,353 unique opens (37.06%) 63 unique click-throughs to EHQ page	<b>My Local Services</b> Carousel news item Data unavailable

### 3. Feedback analysis

All responses received during the consultation period were analysed (including meetings, social media posts, emails and online survey responses).

Feedback from all sources has been divided into the following sections:

1. Online survey
2. Quick polls
3. Social media posts
4. Phone calls

Each section recaps the number of responses received and then looks at responses to each survey question.

It should be noted that no feedback was received directly on the draft Asset Management Plan. This reflects the value of enabling the community to provide feedback through other channels (survey, forum and polls).

#### 4. Online survey

There were 44 online survey feedback responses as part of the consultation.

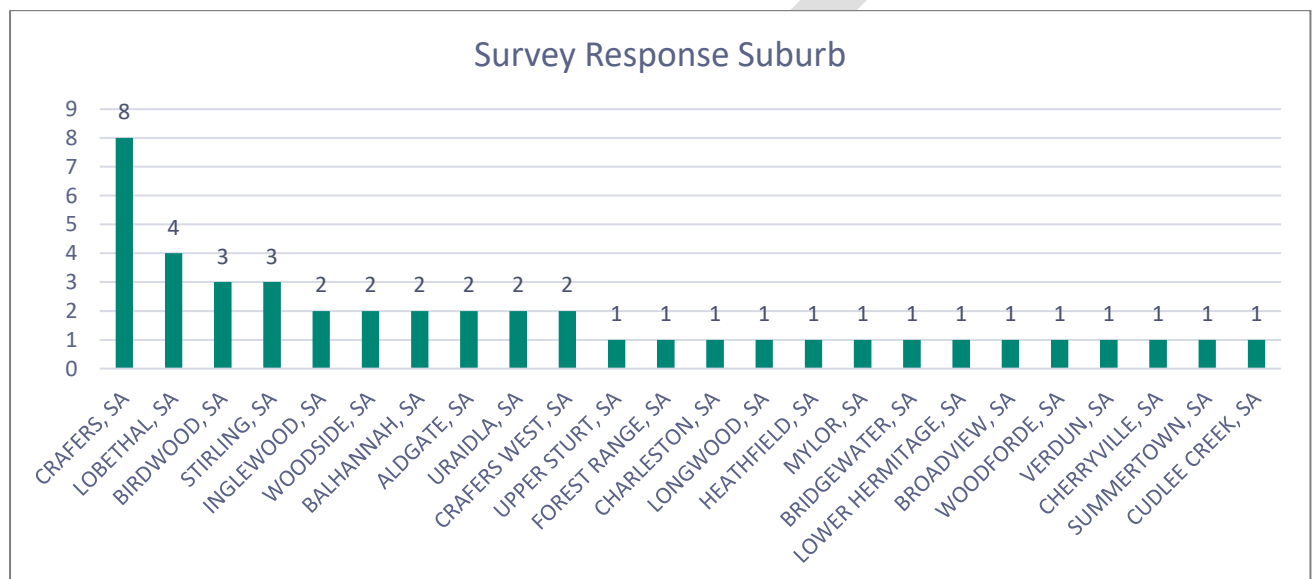
Where data has been deleted for anonymity reasons this is marked by [...].

Question 1 (name) and 2 (email) are identifying questions so not included in the analysis.

**Question 3 asked people to identify their residential suburb.**

Most survey respondents were from Crafers followed by Lobethal, Birdwood and Stirling.

Figure 1: Respondent suburb

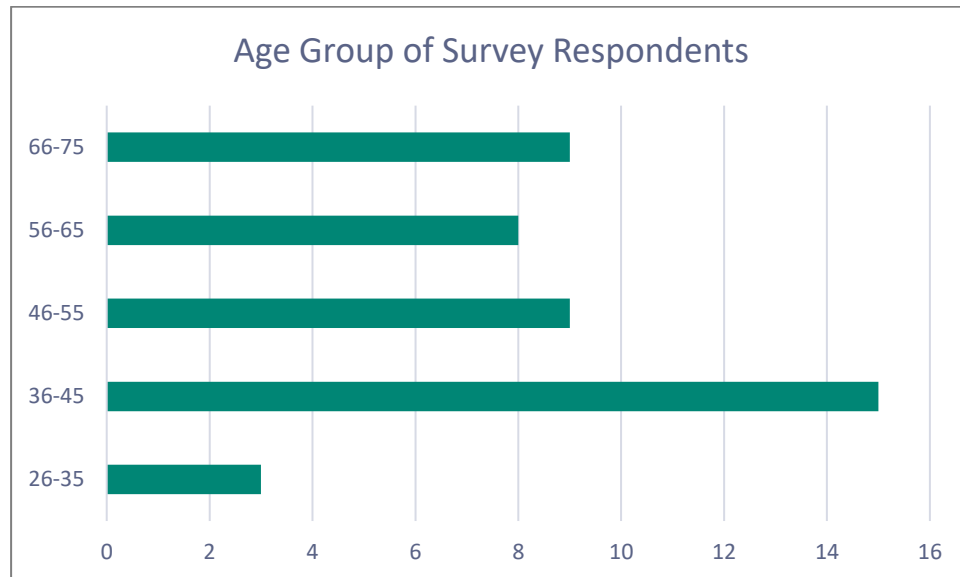




Question 4 asked people to indicate their age range.

The highest response age category was 36-45 year olds.

Figure 2: Age group of respondents



#### Question 5 – 9 asked about footpaths

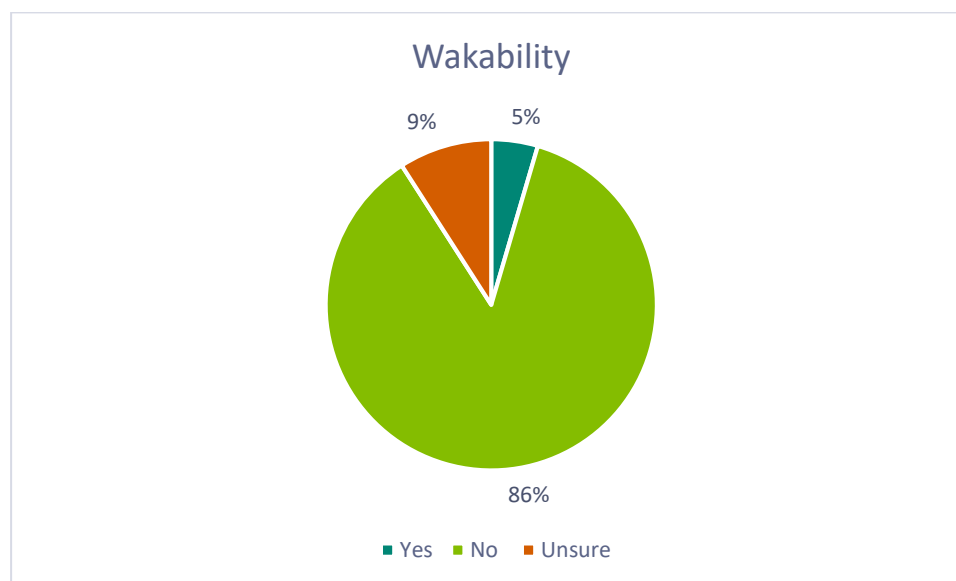
---

**Question 5 asked - Do you feel your local footpaths are walkable?**

*By walkable we mean: Can you get to where you need to go, can you push a pram easy, is it wheelchair accessible, does it meet your general needs?*

86% of respondents did not feel local footpaths are walkable, 9% were unsure and 5% said yes local footpaths were walkable.

Figure 3: Walkability of footpaths



**Question 6 asked - If you don't feel your local footpaths are walkable tell us why?**

28 people provided further details on the walkability of their local footpaths. The key themes were:

- Lack of footpaths/ request for footpath
- Safety impacting vulnerable people:
  - Children
  - Dog walkers
  - Parents with prams
  - Elderly
- Lack of separation from traffic
- Uneven surfaces
- Narrow footpaths
- Overgrown (limited space to pass)
- Stormwater issues
- Lack of connectivity
- Maintenance – damage caused by construction projects

Full comments are listed in Table 1.

**Table 1: Footpath walkability comments**

Number	Theme	Location	If you don't feel your local footpaths are walkable tell us why?
1.	Request for footpath	Uraidla	Need a footpath on Swamp Road Uraidla, especially during the Uraidla Show. Need a footpath when walking from Carey Gully to Uraidla.
2.	Request for footpath	Inglewood	There is no useable footpath in Inglewood that allows you to walk from one end of the township to the other end.

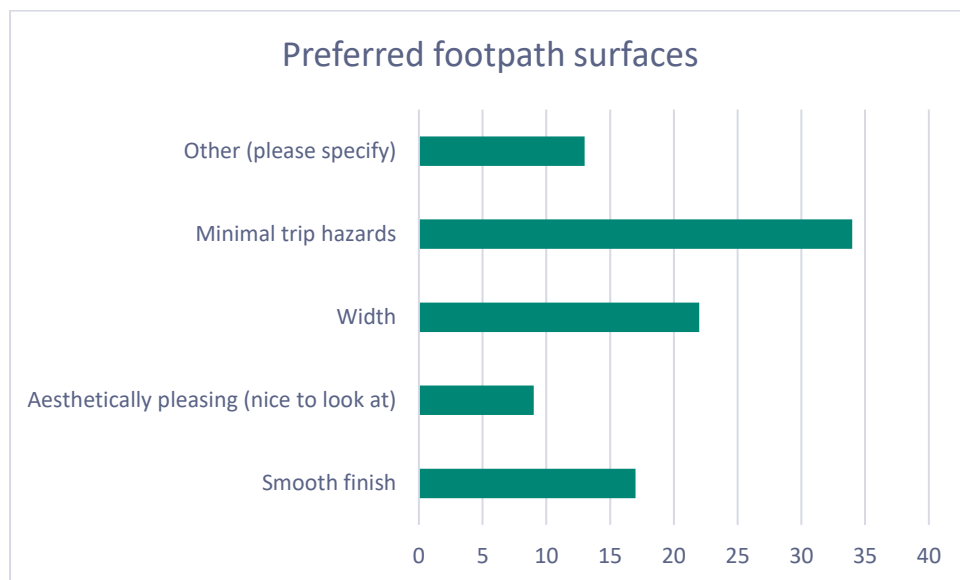
Number	Theme	Location	If you don't feel your local footpaths are walkable tell us why?
3.	Safety – children, dog walking and prams	Bridgewater	I am concerned about the footpath running from the Aldgate Pub towards Bridgewater. The first section is absolutely dangerous. I often see people with children and dogs walking it and wonder how they don't injure themselves. Absolutely no way that a pram could use it.
4.	Safety – children, surface, safety barrier	Woodside	some are, but others not...for instance walking to Woodside primary school on 32 Elizabeth street side, extremely dangerous, fallen twice there as well as seen others slip on the stones, my concern is the high part, no rail and children can fall onto the road
5.	Safety - surface not level	Birdwood	They are not level, which makes walking difficult & they are not sealed which causes slipping on small stones.
6.	Safety – no footpath	Crafers	We do not have one and have to walk on the road
7.	Safety – narrow, irregular	Crafers	Footpaths are narrow, irregular (present on some blocks and not others), and rocky
8.	Safety – no footpath	Crafers	We don't have any footpaths. Some roads do not even have a verge to walk on so you have to walk on the road. There is no other option.
9.	Safety – children on roads Maintenance – drainage issues	Aldgate	Poor drainage means all the work undertaken is useless as a little bit of rain blocks the paths, walkable however not for prams etc. And concerning kids have to go on the road to get around the mud.
10.	Safety – children	Crafers	Paths ok, but walking to Crafers primary school from Crafers town has some precarious parts, especially for school children, past the garden centre near the car workshop up the hill is right on the road, cars go fast, more than the 50kmh speed limit. would be great to have that. part of the path set back further for safety
11.	Safety – children and elderly, no footpath, uneven surfaces	Uraidla	There are places in Uraidla (such as Swamp Road between Kidney St and Greenhill Rd - priority 2 as it's used by children for the school, the sports oval and some elderly from the Village on Kidney St) with no path at all. The verge on Swamp Road is dangerous - lots of sunken pits and shafts.
12.	No footpaths	Crafers	No footpaths on the road we live on and surrounding roads
13.	Safety – surface uneven, no footpaths	Birdwood	The pathways around Birdwood especially the main St are uneven in some spots , there are also lots of streets that don't have foot paths
14.	Safety – overgrown, narrow (limited space)	Balhannah	There are few footpaths, many of the roadsides are overgrown, there is generally only a narrow space between the edge of the road to walk on which is very dangerous and feels unsafe. On the southern end of Balhannah the bridge is very unsafe to cross as there is only a narrow edge that pedestrians can walk on and vehicles go past very quickly.
15.	Safety – unsealed footpaths and narrow because of overgrowth	Stirling	Footpaths in Milan Terrace are not all hard surfaces that is they are not sealed so that after rain they become quite muddy. As this is a main connecting street to parts of Aldgate, not good enough. Some parts are also quite overgrown by bushes from adjacent properties
16.	Safety – no footpaths, children, impact of development fencing	Woodforde	We don't have a footpath. Kintyre Road has a high volume of foot traffic as well as road traffic - walkers can only walk on the road due to overgrown verges or fencing for the Hamilton Hill development being right up to the curb line. There are a lot of school students walking Kintyre Road and it's dangerous

Number	Theme	Location	If you don't feel your local footpaths are walkable tell us why?
			constantly jumping out of the way of traffic as it zooms up or down the hill.
17.	Safety – not enough separation between traffic and pedestrians, uneven unsealed surfaces, Maintenance – damage caused by construction projects	Stirling	Surfaces destroyed by building construction and not made good. Too narrow, with separation between traffic & pedestrians hazardous. This problem accentuated by the failure of Council (& residents) to prune encroaching vegetation. In some instances, complete lack of footpaths, even close to highly trafficked areas such as the Stirling East Primary School. Gravel and debris making sloped footpaths treacherous (eg cnr of Old Mt Barker Rd & Gould Rd). The challenges with local footpaths limit the extent to which we are able to walk around our neighbourhood. Our local footpath network fails to get us where we need to go.
18.	Safety – unconnected paths/ inconsistent	Uraidla	There are sections of areas off road to walk including dirt, bitumen or paved surfaces but these paths end and people are forced to walk on roads. There are verges and reserves that could be made to walkable spaces.
19.	Safety – narrow, uneven, no footpath	Verdun	The footpath in Verdun is definitely not walkable and hasn't been for years. It is too narrow, uneven and in poor condition, with many tripping hazards. Because Verdun was previously split into Onkaparinga/Adelaide Hills Council and Mt Barker Council (the boundary then went down the middle of Onkaparinga Valley Road), there was no footpath on the Mt Barker Council (southern) side of the road and there still isn't one.
20.	No footpath	Lobethal	Lack of footpaths in general, lack adequate paths on mill rd (major rd, and kids walk along it to school).
21.	No footpath	Crafers	It is a matter of no footpath and a road that has inconsistent shoulders. Namely Piccadilly Road
22.	No footpath	Cherryville	We don't have any footpaths available, let alone walkable footpaths.
23.	No footpath	Crafers West	There are actually NO footpaths on Emmett Rd!
24.	Safety – poor condition, narrow, overgrowth	Summertown	The footpath alongside Greenhill Road between Summertown and Uraidla is in very poor condition and can cause falls. There is no footpath leading from Summertown heading west and the road is very dangerous and there is only a narrow shoulder, Behind the Armco railing is often overgrown and impassable.
25.	No footpath	Inglewood	We don't have any footpaths in the Inglewood, Paracombe area
26.	Safety – unsealed, uneven surfaces	Lobethal	Some are walkable, others not, ie. are loose gravel, are uneven, or are just a roadside with tripping hazards etc
27.	Safety – lack of access for prams wheelchairs	Cudlee Creek	We were very fortunate to have a footpath installed this year connecting our Gorge Wildlife Park to our community hub, bus stop, caravan park and tavern thanks to the Adelaide Hills Council and Federal Government Funding. This is however our only footpath in our community. There is limited access around our community for walking, prams or wheelchairs as our roadsides are not suitable for safe movement
28.	Safety – unsealed and uneven surfaces	Lobethal	Loose gravel washes over them and makes them slippery and they are very uneven

**Question 7 asked - Thinking about footpath surfaces what is important to you?**

Of those who responded having minimal trip hazards was considered the most important footpath surface to them. Of those who responded 'other' comments included: separation from road, width, "we don't even have a footpath".

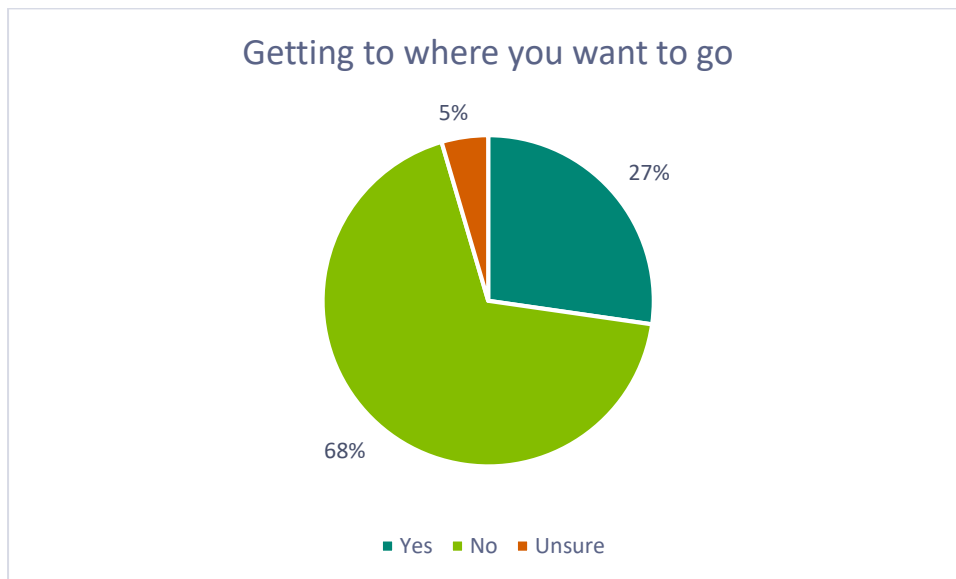
**Figure 4: preferred footpath surfaces**



**Question 8 asked - Does your local footpath network in general get you to where you need to go?**

25% believed the footpath network got them to where they need to go, 68% did not believe that the footpath network got them to where they need to go and 5% said they were unsure.

Figure 5: Getting to where you want to go





### Question 9 asked - What improvements do you think the local footpath network needs?

27 people provided further details on what the local footpath network needs. The key themes were:

- Lack of footpaths/ request for footpath
- Surface upgrades
- Continuity and connectivity of local footpath network
- Footpaths in/ around and connecting major destinations (such as wineries/ botanical gardens to assist with tourism and activity)
- Request for footpaths to connect destinations
- Need for wider footpaths
- Drainage maintenance
- Signage when paths are shared use
- Set back footpaths from road/ separation between pedestrians and vehicles
- Lighting of footpaths

Full comments are listed in Table 1.

Number	Theme	What improvements do you think the local footpath network needs?
1.	Request for footpath	Need a footpath on Swamp Road Uraidla, especially during the Uraidla Show. Need a footpath when walking from Carey Gully to Uraidla
2.	Request for footpath	It would be good to have a useable footpath beside the main road in each township. In the ideal world a safe place to walk beside all major roads, bitumen and dirt.
3.	Maintenance –risk of fall	Regular checks during winter and autumn. I fell over on the Heathfield Rd footpath a couple of months ago, slipping on liquid amber leaves and stumbling over a fallen branch. The branch had been there for a few weeks with walkers walking around it.
4.	Surface upgrade	upgrading, less slippery
5.	Request for footpath	Put a footpath in
6.	Continuity/ connectivity Footpaths in major destinations Wider footpaths	Continuity from point to point; additional, dedicated footpaths to major destinations (Mount Lofty Botanical Gardens, Crafers to Stirling, etc.); wider access
7.	Request for more footpaths including in major destinations	More footpaths. MOST of the residential roads do not even have footpaths. One of the more popular walking destinations is the mt lofty botanical gardens, AND THERE ISNT EVEN A FOOTPATH ALONG PICADILLY ROAD!! I won't even let my kids walk to school due to the lack of footpaths.
8.	Drainage maintenance Signage when paths are shared use	Decent drainage and signage of shared use....many footpaths are also vehicle access roads and we also have a lot of mountain bikers, I've seen a lot of close calls.
9.	Safety – set back footpaths from road	walking to Crafers primary school from Crafers town has some precarious parts, especially for school children, past the garden centre near the car workshop up the hill is right on the road, cars go fast, more than the 50kmh speed limit. would be great to have that. part of the path set back further for safety
10.	Acknowledgement of walking for recreation, community connection and health targets	Walkability is a really important part of a liveable, attractive community location. Increased walking meets State and Fed Govt targets on exercise and health improvement. We don't need asphalt or bitumen or paved footpaths - a smooth-ish dirt surface is adequate for 'walkability' in a rural/semi-rural environment.  There should be greater emphasis on walking for recreation - connecting our

Number	Theme	What improvements do you think the local footpath network needs?
	Request for footpaths to connect destinations (such as wineries)	communities. This would increase tourism visits. We have the Piccadilly Wine Trail launched by four wineries who have invested time and money in this creation - but it is a CAR trail! How nice would it be to have a WALKING trail?
11.	Request for footpath	Need to put some in
12.	Connectivity and uneven surfaces	Extend the footpaths - in Birdwood the pathway to go to oval stops at the child care centre, it needs to extend to the oval entrance as many people walk this way and it is quite uneven and gets washed out in heavy rainfalls.
13.	Wider footpath and safety	They need to be wider & safer for pedestrians
14.	Surface improvements	Yes, we can get where we need or like to go, but as explained above the condition is not good enough especially when compared to the recent works on Cricklewood Road which possibly is not used as much as Milan Terrace
15.	Request for footpath	we need a footpath for safety!
16.	Lighting of footpaths  Widening and separation between pedestrians and vehicles  Inconsistent footpaths	The local footpath network needs lighting, particularly in those areas close to the hills' villiages e.g., Aldgate, Stirling. Widening and better separation between pedestrians and vehicles. We think this is especially important on the southern parts of Old Mount Barker Rd, from east of Old Carey Gully Rd to Kain Ave, where there is a very high number of school student pedestrians. Problems with this sections of road are compounded by the inconsistent presence of footpaths, speeding traffic, and increasing traffic volumes. Also, with the Aldi development on Pomona Rd the pedestrian-vehicle separation is going to be a real issue on the south side of the road, particularly near the new bicycle park.
17.	Widening verges to allow for footpaths, overgrowth, resurfacing	Widening of verges for a level path that can accommodate a pusher at least Cutting back of foliage, Dirt, gravel or bark chip surfaces (basically to limit weeds)
18.	Resurfacing, footpath widening	Resurfacing and widening in the township areas Outside the township areas, the surface must be even enough to avoid the necessity of walking on the road
19.	Request for footpath	Needs a full loop around the town. Especially Mill rd and Ridge rd.
20.	Request for footpath + cycling lane	Constructed on both sides of Piccadilly road along with a cycle lane. The increase of traffic on Piccadilly Road namely trucks and bicycles, and the safety of all using the road.
21.	Request for footpath, formalisation of footpaths, safety	Actual footpaths on some of the smaller hamlets around the district would be nice. For example, Ashton has the width and informal tracks, not a formal path. It would be good for some of the dicier road, like Marble Hill, for example, to have track on the other side of the barricades so you dot almost drive over walkers coming around corners.
22.	Maintenance and request for footpaths	Quality maintenance of roadside (s) because there are NO foot paths on e.g. Emmett Rd. Absence of footpaths mean walkers have to walk on the ROAD which are crumbling away!
23.	Maintenance, paths separate from traffic	Fixing broken areas and trip hazzards. Providing a way off road.
24.	Connected local footpath network	A local footpath network that follows main raods would be nice
25.	Request for footpaths and surface treatment	Some sections of Ridge Rd Lobethal, including between Bartholomew and Woodside Rd, Wattle and Bartholomew, and Main Street and Church St, are non existent or are slippery. Also some sections of Mill Rd need significant improvement. These are all a popular walking loop around the town, and people often need to walk on the road instead. The Kenton Valley Rd corner needs work to be smoother and more defined,

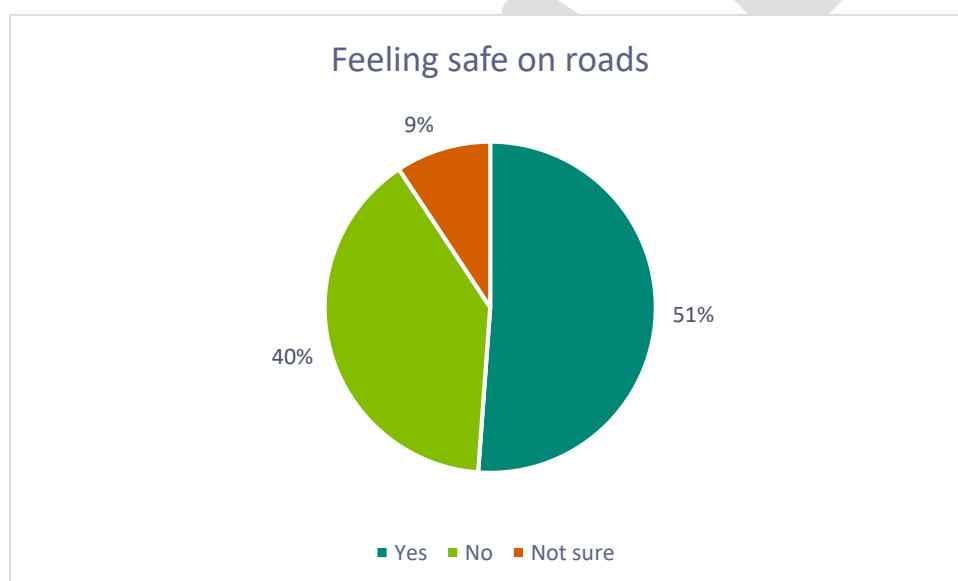
Number	Theme	What improvements do you think the local footpath network needs?
		including the connection to Bushland Park. Cars also need to be deterred from parking on the footpath on Main St near the Kenton Valley Rd corner. The footpath is also very uneven on Main St near Ridge Rd (north end). Thank you for attending to these problems. The footpath near the old Mill Chimney needs work.
26.	Request for footpaths, need for footpath connection to promote tourism and activity	We need more than one We would like to connect people to our local businesses to improve movement and encourage local activity and tourism We would love our local community to feel safe while improving their fitness
27.	Maintenance and amenity improvement	Looking rundown some need relaying and what about some planters of colour main Street is looking quite drab

## Question 10 – 15 asked about roads

### Question 10 asked - Do you feel safe on our roads?

51% of survey respondents said they felt safe on roads in the Adelaide Hills Council area, 40% said they did not feel safe while 9% said they were unsure.

Figure 6: Feeling safe on roads



### Question 11 asked - If you don't feel safe tell us why?

16 people responded with comments to this question and the key themes were:

- Driver behaviour
- Road surface
- Road width
- Inadequate space for cars and cyclists
- Road shoulders causing safety concerns for pedestrians and cyclists – infrastructure provision
- Sight distances

- Lack of footpaths (people walking)
- Maintenance impacting road surface
- Speed limits / speeding vehicles / enforcement
- Speed limit signage inadequate
- Vegetation overhanging road
- Incompatible vehicle traffic
- Cycling infrastructure

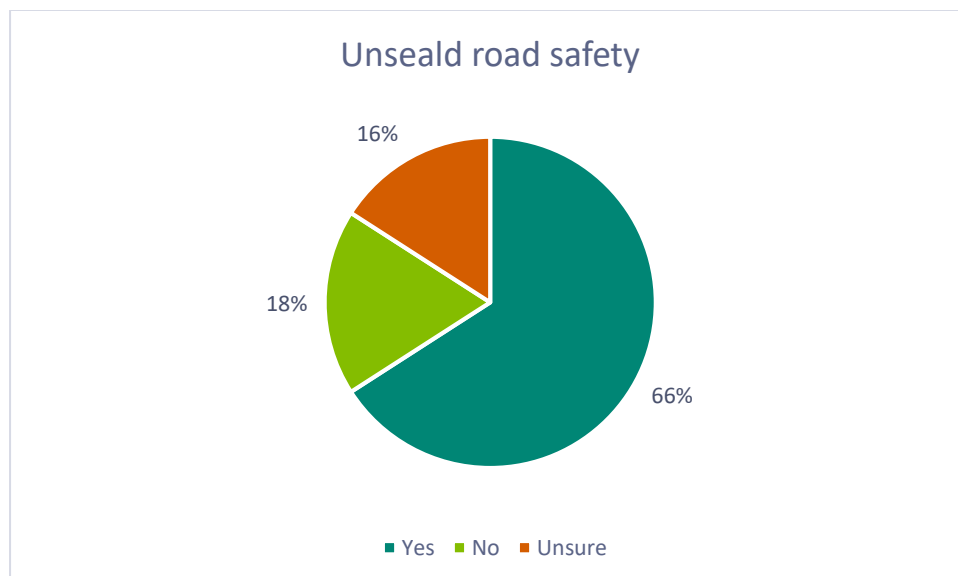
A full list of feedback provided to question 11 is shown in Table 2.

Table 2: Road safety concerns

Number	Theme	If you don't feel roads are safe tell us why?
1.	Driver behaviour	People driving automatic cars cutting corners and crossing white lines.
2.	Road surface, road width, inadequate space for cars and cyclists	Narrow (difficult for cyclists to share the road. Rough surfaces with pot holes.
3.	Road surface	Some have too many potholes
4.	Road surface	Some road surfaces are really uneven
5.	Road shoulders, safety for pedestrians and cyclists	Multiple footpaths use road shoulders in sections, and these shoulders are not safe or adequate for walkers or bikers
6.	Sight distances Lack of footpaths (people walking)	Sight distances at intersections are appalling. Most of the main roads in the hills (again Piccadilly road is my main concern) lack the Austroads national standards on clear zones and sight distance. People walking on the road is also a concern due to lack of footpaths.
7.	Lack of footpaths (people walking)	I don't like be forced to walk on the roads - it is inherently dangerous.
8.	Road surface/ maintenance	Repair process is lacking causing issue with cars taking unsafe lines to avoid potholes
9.	Speed limits	Would prefer speed limits reduced in some areas
10.	Vegetation overhanging road Incompatible vehicle traffic	Windy and narrow roads made more hazardous by vegetation overhanging or close to the road. Mixture of incompatible vehicle traffic from bicycles to speeding SUVs and large trucks and lorries on these windy, narrow roads.
11.	Driver behaviour	As a driver I know I need to drive carefully on hills roads. There are many curves, hills etc so I prefer a manual gear car to manage these conditions
12.	Speed limit signage Road surfaces	Inadequate signposting of speed limits Poor condition of road surfaces - road are patched rather than resurfaced
13.	Road surface, speeding vehicles	Integrity of road surface; Speeding Traffic: nowhere on e.g. Emmett Rd to step away from traffic apart from jumping into the copious weeds (e.g. broom currently > 1.5 metres in some parts of Emmett Rd
14.	Road surface Cycling infrastructure	Cyclists provide a hazard especially on bends, the road surfaces are in poor condition
15.	Road surface, road width	The bitumen roads are narrow, with poor surfaces that make it dangerous for cyclists and other road users e.g. North East Rd .
16.	Speed enforcement	Someone needs to reinforce the 50 speed limit on Woodside road the weekend tourists and trucks speed up the hill at really high speeds the motorcycle riders are ridiculous they speed and manner at which the ride through town

## Question 12 asked - Do you feel unsealed roads are safe?

Figure 7: Unsealed Road safety



## Question 13 asked - If you don't think unsealed roads are safe and traversable tell us more.

Eight people responded to this question and the key themes raised are:

- Driver behaviour
- Safety during wet weather
- Safety for pedestrians
- Road width
- Maintenance (poor)

Full responses are listed in Table 3. Unsealed road concerns

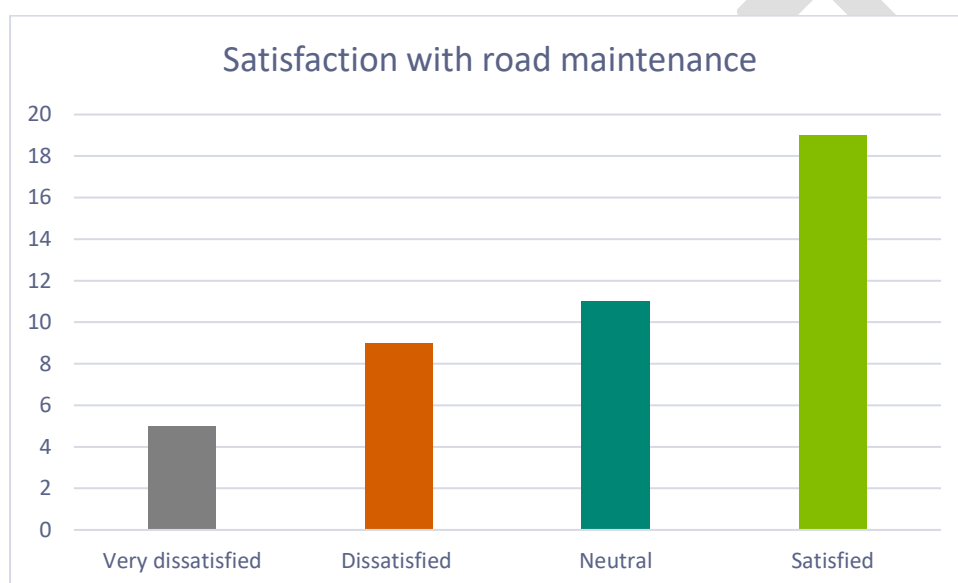
Table 3: Unsealed road concerns

Number	Theme	If you don't think unsealed roads are safe, tell us why?
1.	Driver behaviour	Unfortunately the way a lot of people drive on local unsealed roads, makes them unsafe. Often taking blind corners on the wrong side or in the centre of the road. Driving too quickly for the conditions.
2.	Safety during wet weather	In dry weather unsealed roads are OK but in wet conditions can be very hazardous
3.	Safety for pedestrians	Walking on dirt roads is also dangerous
4.	Road width	Possibly not wide enough
5.	Maintenance, road width, driver behaviour	Unsealed roads are safe if they are well maintained, wide and if drivers drive to the conditions.
6.	Road width, poor maintenance	Too narrow, rutted, poorly maintained, not wide enough to avoid the need to walk on the road
7.	Driver behaviour	Surely the safety of an unsealed Rd would partly depend on the SPEED at which vehicles travel and/or the competency of the driver. Therefore given the speed that

Number	Theme	If you don't think unsealed roads are safe, tell us why?
		vehicles travel in the Adelaide Hills that I have witnessed I would probably lean more towards UNSEALED ROADS being unsafe - just like the sealed roads being used by incompetent reckless drivers.
8.	Driver behaviour	The unsealed roads in our area are carrying far more traffic. This is due in part to more road users having 4 wheel drives and choosing an unsealed road over a sealed road. To reduce the length of their journey, or for a sense of adventure. Often they drive quickly and use the whole road. Forcing traffic coming the other way off the road.

#### Question 14 asked - How satisfied are you with the maintenance of our roads?

Figure 8: Satisfaction with road maintenance



#### Question 15 asked - If you don't feel roads are well maintained what do you want to see improved?

Seven people responded to this question and the key themes arising regarding maintenance are:

- Road edges/ levels
- Sealing roads in front of houses due to dust nuisance (depending on proximity e.g. less than 20 metres)
- Level of road (service access holes)
- Wombat crossing
- Unevenness of road surface
- Department for Infrastructure and Transport road maintenance schedule
- Drainage
- Road resurfacing schedule (minimum every 15 years)
- Storm water damage and lack of kerbing

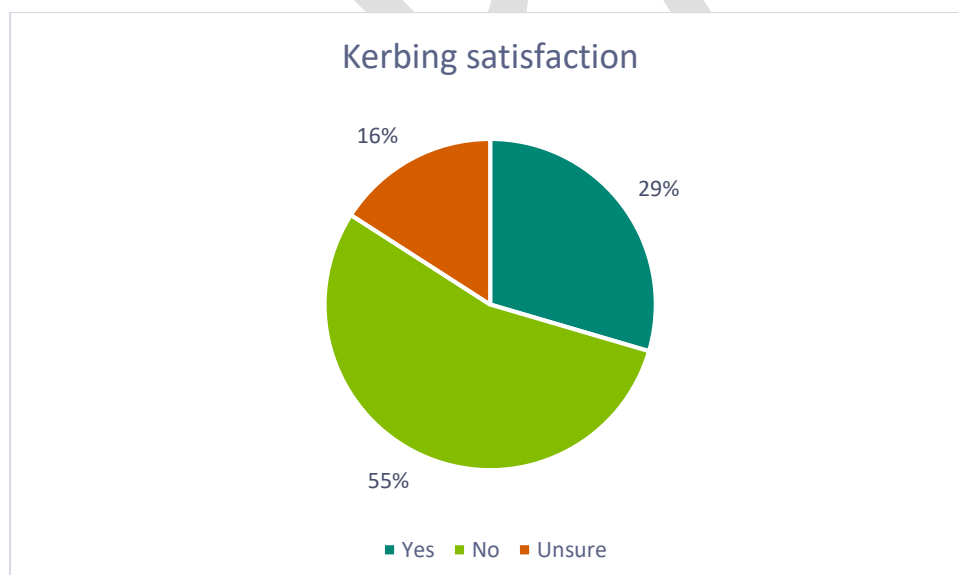


Table 4: Feedback relating to maintenance

Number	Theme	If you don't think unsealed roads are safe, tell us why?
1.	Road edges/ levels	Road edges are not maintained, sometimes 10+cm difference.
2.	Sealing roads in front of houses due to dust nuisance (depending on proximity)	It would be good if AHC adopted the policy of a number of rural councils ie seal roads in front of houses where they are less than say 20 metres from the road. To reduce dust nuisance.
3.	Level of road (service access holes), wombat crossing, unevenness of road surface	<p>There are a minimum of 12 Manhole Covers sitting well below the Road Level between Stirling and Bridgewater. The worst Pothole is in front of the Roundabout near Aldgate Pump Hotel.</p> <p>The new Speedhump in front of the Stirling Hospital, with a Spoon Drain on one Side, is far too severe and might damage the Suspension on your Car.</p> <p>Mount Barker Road from Stirling to Bridgewater has been badly cut up over the Years and has not been Resurfaced for a long Time.</p> <p>The Surface of Longwood Road, due to increased heavy Traffic and undergrounding of High Voltage Cables is very uneven .</p>
4.	DIT road maintenance schedule	More checks by highways department to ensure roads that require maintenance receive it sooner rather than later
5.	Drainage	Drainage. Lots of drainage upgrades.
6.	Road resurfacing schedule	Resurfaced should be completed every 15 Years
7.	Storm water damage and lac of kerbing	Our road is breaking apart at the edges due to water - lack of kerbing

Question 16 asked - Do you feel the kerbing is adequate and funnels water to the storm water system?

Figure 9: Satisfaction with kerbing

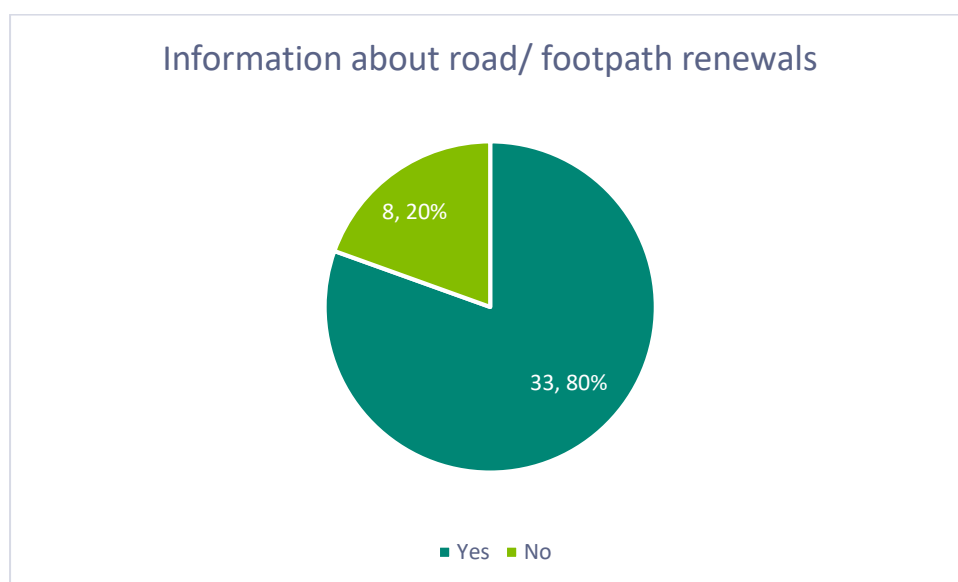


### Question 17 – 20 asked further general questions

Question 17 asked - Would you like more information around when your road/footpath is due for renewing?

Eight people said no while 33 people said yes they would like more information.

Figure 10: Information about road/ footpath



Question 18 asked - How would you like to find out when your road/footpath is due for renewing?

22 people responded to this question and responses have been tallied up in Table 5.

Table 5: Communication method

Number of responses	How would you like to find out when your road/footpath is due for renewing?
17	Email / e-newsletter
4	Letter
1	Facebook
1	SMS
1	Face to face visit
1	Advert in local paper
1	Signage
1	Rates notice
1	Yearly plan
1	Council website

One person added "A couple of months before, as it is likely to impact access. Perhaps also when being budgeted for, lots of people have a vested interest and might be able to provide better feedback about priorities and strategies than the asset plan lays out."

### Question 19 asked - Any other comments?

Nine people provided additional feedback in this final section, the key themes were:

- Cycling infrastructure (especially road shoulders)
- Clearing of road verge
- School zone – speeding vehicles
- Drainage issues – causing mud and uneven surfaces
- Shared use path access around Aldgate Primary School
- Footpath request
- Road surface and noise impact
- Sealing of unsealed roads
- Wellbeing and tourism benefits of better maintenance
- Equity of footpaths for all users
- Amenity of paths and roadside verges

Number	Theme	Any other comments
1.	Cycling infrastructure (especially road shoulders)	Given the encouragement to live an active lifestyle thru riding a push bike. It would be good if the shoulders of main connecting roads were improved progressively to accommodate bike riders.
2.	Clearing of road verge	Our verge has not been cleared for 5 years. When I asked about this last year as I wanted to keep my dogs inside in fear of snakes, the man I spoke to was rude and condescending
3.	School zone – speeding vehicles Drainage issues – causing mud and uneven surfaces Shared use path access around Aldgate Primary School	My children walk to school and attend Aldgate primary. The children cross the road next to the school however strangely it's not a designated school zone and it can often be very dangerous. They also often have to walk (for some kids ride) on Strathalbyn road as the path next to the cemetery is often impassable with mud and puddles... as the school zone doesn't start until well after Oxford road and the cemetery (coming from Mylor) cars are often going at speed. It is very dangerous and I still can't understand why it isn't a designated school zone from the cemetery especially given so many parents park on Oxford road and the cemetery for school pick up. Some grading was done to the paths recently however within a week it rained and the puddles were back. This can be a simple fix with proper drainage or even sealed with a slight rise on one side so the water doesn't pool. Please review signage around school zones and shared use of pathways and access roads around Aldgate Primary.
4.	Footpath request	We desperately do NOT want to be moved into the Campbelltown City Council boundary area but require 1 footpath along Kintyre Road for safety of all residents please.
5.	Feedback	Thanks for seeking our input.
6.	Road surface and noise impact	Noise factor because of uneven road surface on Piccadilly Road
7.	Sealing of unsealed roads	As mentioned earlier there doesn't seem to be any plan to seal busy unsealed roads on this side of the council district. The district is growing in population, more people are travelling thru the area for recreational purposes eg Mountain Biking at Mt Crawford. When the Car Rallies etc are held the road closures push the traffic onto adjoining unsealed roads eg Fidlers Hill Rd. There doesn't appear to be any plan to take into account the increased traffic to improve the surface of the unsealed roads.

Number	Theme	Any other comments
8.	Wellbeing and tourism benefits of better maintenance Equity of footpaths for all users	Well maintained roads and footpaths will encourage tourism and wellbeing as locals and visitors will feel safe to move around in our communities. A safe footpath will allow people of all ages and abilities to enjoy the beautiful surrounds without worrying about injury
9.	Amenity of paths and roadside verges	I think our paths and roadside verges need to be made more pleasing to attract more tourists friends have commented that when they come up here for the first time they don't realise main road is the main Street of town because it doesn't look like much has been done to it to make it welcoming

Question 20 asked - Do you want to receive our monthly e-news and other important updates about Council initiatives, consultations, events, programs and activities?

30 people indicated they would like to receive the e-newsletter and 8 people said they do not want to receive the e-newsletter.

## 5. Quick poll

There was an opportunity to participate in some quick polls via our Your Say page. There were eight questions.

Question	Response / participation numbers
How satisfied are you with Council roads?	Very satisfied – 1 Satisfied - 9 Not Satisfied- 24 Total = 34
Do you feel safe on our roads?	Yes – 5 No – 5 Total = 10
Are your local footpaths walkable?	Yes – 0 No – 10 Total = 10
Does the footpath network in general get you to where you need to go?	Yes – 3 No – 7 Total = 10
Do you feel your unsealed roads are safe?	Yes – 5 No – 5 Total = 10
Is the footpath network in good condition?	Yes – 2 No – 8 Total = 10
Is the road network in good condition?	Yes – 2 No – 8 Total = 10
Are the roads well maintained?	Yes – 3 No – 8 Total = 11

## 6. Forum

There were 6 contributions to the online forum available on the YourSay page.

Forum comment	Response
<b>Theme: Footpaths</b>	
At present, there are no footpaths on Swamp Road, Uraidla. This poses a danger for families walking to and from school (and the showgrounds) as cars travel at great speed along Swamp Rd on their journey between Piccadilly Road and Greenhill Road. I would like to see a dedicated footpath on either side of swamp road that services both the showgrounds and school from Greenhill Road. It would also be excellent to see a well constructed dirt or gravel footpath extend from this new footpath, that would travel along swamp road as there are many walking groups that travel along Swamp Rd and dodge vehicles along the way. At the moment I cannot push our pram and my son cannot ride his bike safely down Swamp Road. It is inconvenient to go to the school via the showgrounds as it is a longer trip (a problem with small children!).  Thanking you in advance for your consideration.	
There are no footpaths on Emmett Road	
<b>Theme: Kerbs</b>	
There is no kerbing on Emmett Rd	
<b>Theme: Roads</b>	
Any hint of renewing Emmett Rd would be useful	From your feedback Emmett Road has been placed onto the list of roads to review around January 2021. The road was last sealed in 2000 so would be nearing end of life. As it is a low volume road life expectancy would be from 18-25 years.
What constitutes a "low volume road"? You say that this road would have a life expectancy of approx 25yrs! Perhaps if the road was sealed properly & it edges attended to 18-25 yrs ago to ensure its integrity for that time span, then maybe an 18-25 yr expectancy would carry some weight.! The fact that this road is said to be a "low volume road" with an 18-25 yr expectancy should NEVER BE THE ISSUE. SAFETY IS THE ISSUE. This road is narrow, winding, with pot holes, no "edging" or ADEQUATE SAFETY MEASURES.. It carries vehicles (large & small, including motor bikes) continuously through the day & night with the majority of them speeding. Most residence in this street (& its side streets),house more than 1 vehicle with the number of vehicles increasing as the children reach an age where they can drive . Thus the number of local vehicles has certainly increased in a 18-25yr period. However, the integrity of the road (i.e. its safety and structure) has not kept pace with the number & types of	Thank you for your questions. A low volume road in our hierarchy are roads that have less than 500 vehicles per day. Thank you for your detailed feedback that is requesting additional maintenance and resource be put into our road networks. As the Asset Management Plan is considering the level of service across our entire road network and in the event that the majority of the feedback is similar to yours then Council may consider additional funding and resources be put into road maintenance and upgrades. The Council will have to consider the additional costs and how that additional level of service and maintenance is funded in consideration of available funding and all the other services that are requested by the community. Once again I thank you for feedback that Council should be putting addition funding and resources into road upgrades and maintenance.

Forum comment	Response
vehicles that use it. The fact that this road is "on list of roads to review around January 2021" is a statement that lacks definite commitment by council. As a rate payer concerned about SAFETY and the state of Emmett Rd prompt action to improve this road is urgent.	
I quote your statement "council MAY consider additional funding & resources be put into road maintenance and upgrades." COUNCIL MUST ABSOLUTELY CONSIDER additional funding & resources for the maintenance & upgrading of roads if they have even the SLIGHTEST concern about the safety of the poorly maintained roads that are away from the well maintained (even over-maintained) STIRLING village & the streets that form its leafy dress circle.	Thank you for you very clear position on road maintenance. Your feedback is appreciated and will be considered as part of this consultation.



## 7. Ask Us

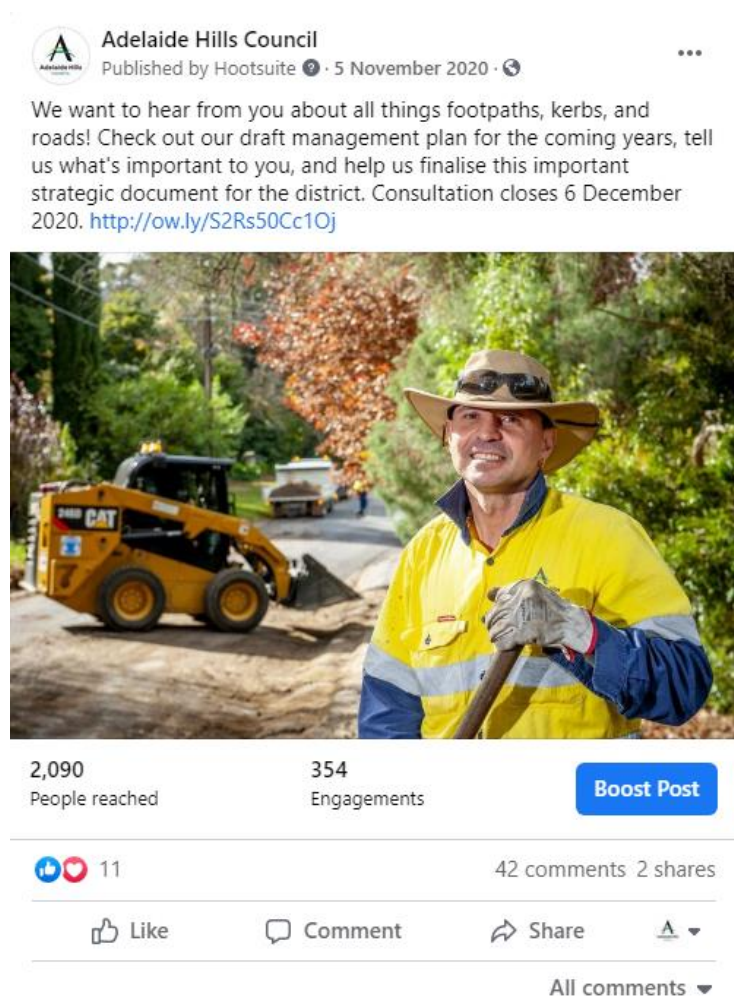
The community had an opportunity to use the YourSay page to ask the team questions. Questions and responses are listed below.

Comment	AHC Response
<p><b>Would it be possible to add a pedestrian crossing where the footpath crosses from one side of the road to the other near where Avenue Rd, Stirling becomes Longwood Rd (near intersection with Sturt Valley Rd)? That is a very busy road in the morning and afternoon, and children walking to Heathfield High School from Stirling have to be brave and lucky to cross there safely. Because of the bend visibility is not great and the cars are moving quickly. Pedestrians have no choice because the footpath is only on one side of the road.</b></p>	<p>Thank you for your question and identifying safety concerns for pedestrians at the junction. Council will inspect and review the site to see if we can improve safety of pedestrians.</p> <p>For your information, Council would assess both the pedestrian movements and the traffic movements against the 'Code of Technical Requirements for Traffic Control Devices' (sorry about the technical language, but this is the guiding document we use) to determine if it would warrant a pedestrian crossing treatment. To do this we undertake pedestrian counts and traffic counts. In the event that the site met the Code requirements it would then need to be considered by Council for funding against all other projects from all areas right across the Council area.</p> <p>This may or may not receive funding in the short term, so we can look at tree trimming and clearance or continuation of a footpath across Sturt Valley Road along Longwood Road (acknowledging minimal width between the road and the hedge) so that pedestrian cross further along Longwood Road where the sight distance is better in either direction on the outside of the bend and/or set the 50km/h speed limit further from the junction.</p>
<p>Why is it that absolute minimum maintenance has been carried out on Emmett Rd over the 35 years that I have resided here. The integrity &amp; safety of this road is an absolute disgrace. Further to this and in the interest of our native vegetation the overgrowth of e.g broom, bone seed &amp; other noxious weeds is a disgrace. A council employee on a ride on mower does not do the trick in cutting back all this evil growth. Footwork &amp; a brush cutter would be more effective. There is thick broom on this road &gt;2 metres in height, their pods will soon ripen, burst &amp; germinate to further invade any native vegetation that is remaining on this road.</p>	<p>Thanks for your questions about Emmett Road. Emmett Road over several years has received an allocation of weed control funding to manage the sites of biodiversity interest - Native Vegetation Marker Sites. This funding targeting Declared and environmental weeds. A recent shift in overarching management has resulted in Council Biodiversity funding redirected to the Landscape Board for targeted allocation across the Council region. With over 2000km of roadside vegetation to manage Council have a schedule program to work around the Council area with the available funding, Emmett Road needs to be prioritised against all native vegetation sites across the entire council region, however feedback received is always valuable.</p> <p>You are welcome to get in touch with the Hills and Fleurieu Landscape Board who are responsible for targeted funding allocation for declared and environmental weeds across the Council region <a href="https://landscape.sa.gov.au/hf/home">https://landscape.sa.gov.au/hf/home</a> Tel - 08 8391 7500 <a href="mailto:hf.landscapeboard@sa.gov.au">hf.landscapeboard@sa.gov.au</a></p> <p>Regards Sarah</p>
<p>The road that crosses the Torrens River on Forreston Road at Gumeracha has no allowance for foot traffic. Residents regularly walk to the Cemetery by walking across this bridge and its not safe. Is there any plan in the future of a Footbridge being constructed next to the bridge for foot traffic?</p>	<p>Thank you for your question. Council does not have any current plans for a footbridge across the River Torrens north of Gumeracha. You can make requests for upgrades via our website: <a href="https://www.ahc.sa.gov.au/Pages/Report-An-Issue.aspx">https://www.ahc.sa.gov.au/Pages/Report-An-Issue.aspx</a></p>
<p>Would love to see a footpath in Carey Gully, along Greenhill Rd - from Badenoch rd till Gully rd. Many locals walk a lap and this part you're squashed between the shoulder and the bush...dodging cobwebs and hopping around snakes...</p>	<p>Thank you for your comment regarding footpaths in Carey Gully. Specific requests for footpath upgrades or new footpaths don't form part of this consultation, however feedback received is always valuable and allow us to target areas of concern. Please feel free to lodge a Customer Request for a specific section to be included into our future footpath upgrade program. You can do this by calling 8408 0400 or submit a request via <a href="https://www.ahc.sa.gov.au/Pages/Report-An-Issue.aspx">https://www.ahc.sa.gov.au/Pages/Report-An-Issue.aspx</a></p>

Comment	AHC Response
Who is responsible for the maintenance of Onkaparinga Valley Road - the council or DIT? The road between Verdun and Balhannah especially, is very poor and the cracks, potholes and uneven surface contribute to excessive traffic noise, particularly from large trucks.	Many thanks for your question Onkaparinga Valley Road is under the care and control of DIT. The Department for Transport and Infrastructure can be contacted via <a href="https://dit.sa.gov.au/contact_us/compliments_and_complaints">https://dit.sa.gov.au/contact_us/compliments_and_complaints</a>
Kintyre Rd in Woodforde is under AHC (and not interested in being under CCC) but does not have a footpath. It is a high road traffic zone as well as a lot of residents and school students that walk unsafely on the road. We don't want to move to CCC purely for safety - is there any chance a footpath can or will be installed in the near future before someone is seriously hurt?	Thanks for your question. The developer of Hamilton Hill has a requirement to install a footpath on Kintyre Road (southern side) from Tay Road to meet the existing footpath near Heather Avenue. At this time Council does not have a proposal to extend beyond Tay Road, however, Council is reviewing the way in which it undertakes the priority of installing new footpaths and your feedback will be considered as part of that review.
When can you resurface our street ? We all pay high rates and it's like a patchwork quilt...a very disgraceful one.	Council develops a three year rolling surface renewal plan through its annual business planning process each year. If you could please provide details of roads that you feel are in poor condition these will be included within the review process along with internal audits, staff feedback and customer requests received to build an overall replacement plan. You can do this by submitting a request via <a href="https://www.ahc.sa.gov.au/Pages/Report-An-Issue.aspx">https://www.ahc.sa.gov.au/Pages/Report-An-Issue.aspx</a>
Piccadilly rd, from intersection of greenhill rd, summertown, needs to be more accessible for walkers. there are blackberries, fallen branches, limbs from trees/plants , deep furrows causing falls, (near top end of greenhill rd/piccadilly rd_), no where to get off road in places to avoid speeding trucks, and cars. this needs to be made a safe walking so called footpath, now that more residents and people have moved into this Summertown area, in the last 14 years, that we have been living on piccadilly rd summertown. 5141.	Thank you for your reply regarding the access for walkers, or overgrown vegetation. Council undertakes roadside vegetation maintenance throughout the year through its programmed maintenance. Specific requests from the public when received are always valuable and allow us to target areas of concern. Please feel free to lodge a Customer Request for a specific section to be included into our zoned maintenance. You can do this by calling 8408 0400 or submit a request via <a href="https://www.ahc.sa.gov.au/Pages/Report-An-Issue.aspx">https://www.ahc.sa.gov.au/Pages/Report-An-Issue.aspx</a>  Regarding speeding trucks/vehicles Council & State Road speed limits are developed by the (DIT) Department of Infrastructure and enforced by SA Police, and while Council monitors traffic volumes on its own network, we can provide recommendations and report excessive speeds through this process but unfortunately does not have any power to act on speeding motorists. DIT can be contacted via <a href="https://dit.sa.gov.au/contact_us/compliments_and_complaints">https://dit.sa.gov.au/contact_us/compliments_and_complaints</a>

## 8. Social media posts

There were two social media posts on Facebook which received a total of 22 feedback comments which can be found in Table 6 and Table 7.

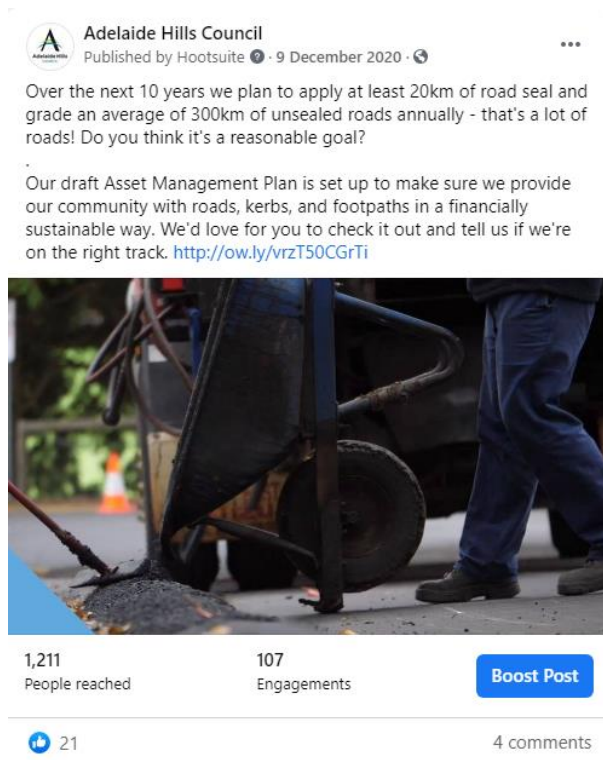


Feedback provided on Facebook post on 5 November 2020:

Table 6: Facebook comments 5 November 2020

Number	Location	Theme	Facebook comment
1.	Stirling	Footpath maintenance	Fixing the broken paved footpath on Pomona rd....liability hazard waiting to happen!
2.	Paracombe	Road maintenance	No footpaths in Paracombe. Also the 2 bends on Paracombe Road that were repaired approx. 2 years ago need looking at. Hope you didn't pay the contractors as the job they did is worst than before it was repaired. Complaints have fallen on deaf ears
3.	Birdwood	Road maintenance	One side of Olivedale Street Birdwood was done but the other side still needs doing. it is quite difficult to walk on. Also Torrens Valley Road between the Mannum turn off & Olivedale needs attention. The bends are in very bad disrepair & could be dangerous
4.	Heathfield	Kerbing maintenance	Oakwood court heathfield Only one side of the street has kerbing, the other is forever muddy and a mess

Number	Location	Theme	Facebook comment
			Would be great if you could improve that
5.	Mount Torrens	Vegetation overgrowth	The big tree on the left needs trimming back at the end of Burfords Hill Road where you turn right onto Kenton Valley Road ,it is extremely hard to see oncoming traffic
6.	Balhannah	Footpath request	A footpath between Kurla Road and the railway crossing on Junction Road BALHANNAH is needed! Young families are walking the the side of the road daily.
7.	Unknown	Lack of footpaths	Footpaths? Is there such a thing? We don't even have our verge mowed.
8.	SE Freeway	Road maintenance	SE freeway continually has pot holes in L lane from heavy truck traffic. We have had 2 cracked rims on our Golf from suddenly thumping into one. Often unable to drive around them to avoid. Expensive to fix. Would be nice if it didn't happen.
9.	Norton Summit	Road maintenance	@ pot holes on Nichols Road getting worse.
10.	Stirling	Freeway noise	The noise from the freeway along Braemar, Tea Tree and Devon Avenue is getting beyond bareable since the road works began. A noise pollution barrier is desperately needed!!!!
11.	Longwood	Road maintenance	Fix avenue / longwood Road
12.	Ironbank	Vegetation overgrowth	You can never drive up Pole Road Ironbank (particularly down the bottom gully) without getting your car scratched by blackberries and bushes It's either get your car scratched or move into half the other lane and risk death if a car is in the other lane coming around a blind corner.
13.	Charleston	Road upgrade	Keen for the completion of newman rd!
14.	Bridgewater – Stirling	Cycling infrastructure	Can we please have proper, safe bike lanes connecting Bridgewater to Stirling.
15.	Aldgate	Footpath maintenance	Fixing the path on Strathalbyn Road just before the crossing outside of Aldgate Primary School would be great!
16.	Mylor	Footpath maintenance	The Mylor footpath between Harvest and the Post Office is an accident waiting to happen when it's wet. Have filled out the survey accordingly.
17.	SE Freeway	Roadside slashing	How about cutting all the grass along the freeway before another bushfires starts it is disgusting.
18.	Stirling	Footpath maintenance	It's been 30 years already - can someone fix the tarmac outside the Stirling Mitre 10?
19.	Carey Gully	Footpath request	Would love to see a footpath in Carey Gully, along Greenhill Rd - from Badenoch Rd till Gully rd. Many locals walk a lap and this part you're squashed between the shoulder and the bush...dodging cobwebs and hopping around snakes...



Feedback provided on Facebook post on 9 December 2020:

Table 7: Facebook comments 9 December 2020

Number	Location	Theme	Facebook comment
1.	Norton Summit	Road maintenance	Good now start with Norton summit road.
2.	N/A	General comment	That is a lot of roads!
3.	Not AHC Council area	Congestion	How about building better road access / bypass in the now congested Mt Barker.

## 9. Summary of feedback and resulting actions

The majority of respondents across all feedback felt:

- Safe on roads in AHC (51%)
- Footpaths are not walkable and don't get people to where they need to go
- Roads are not in good condition and not well maintained
- They want to see more information about road maintenance and upgrades (predominantly via email)
- 'Minimal trip hazards' was the preferred surface for footpaths

Across all feedback common reoccurring themes were that respondents wanted to see:

- Safety improvements for pedestrians
- More footpaths
- More even surfaces of roads and footpaths
- Lighting
- Drainage issues addressed on footpaths
- Cycling infrastructure
- Wider footpaths
- Overgrowth cleared from footpaths
- Greater separation between cars and pedestrians
- Speed limits reduced including a school zone
- More frequent resurfacing
- Sealing of busy unsealed roads
- Footpaths suitable for all (ages and abilities)
- Better footpath connections across the hills especially around major tourist attractions and wineries

Based on community feedback from this consultation the following approach will be made to the Asset Management Plan.

Table 8: Summary of feedback and actions

Feedback theme	Proposed approach
Footpaths <b>Majority of comments related to footpaths which highlighted that footpaths are important and require continuous investment. Feedback has indicated that there is an emphasis on increasing the sealed footpath network, including width, improved connections and safety for pedestrians.</b>	Approach - There is a need to review to the appropriate level of expenditure on footpaths. A project to review footpath infrastructure is underway and the public will be consulted during 2021 on this.  Footpaths are recognised within the Asset Management Plan through the improvement plan the instigation of a review of the footpath network, its linkages, and key drivers to be undertaken throughout 2021.
Footpaths <b>Feedback highlighted that footpaths are not safe, smooth surface required a reduction in</b>	Approach – Whilst this does not impact the overall Asset Management Plan there is currently a process that inspects the high level footpath traffic areas for trip hazards/defects that will be passed onto maintenance crews. The improvement in surface types would involve additional funding for delivering asphalt across areas



Feedback theme	Proposed approach
<b>trip hazards or an improvement in the surface.</b>	considered high volume and/or increasing maintenance for existing rubble surfaces. Council is planning to undertake a condition assessment across its asphalt, concrete and paved surfaces to provide further input into maintenance planning and renewal through 2021.
Roads <b>The road network is not well maintained or in good condition.</b>	Approach - Currently 70% of the road network is due for renewal within the next 10 years so this leads to an ageing network, and thus the condition is reduced and additional maintenance is required. The plan proposes increases in both the seal and pavement budgets to allow for increased treatments across the sealed network and optimised targeting of pavement works to prolong the life and provide an improvement of the overall road network condition and minimise the maintenance, which is an universally recognised approach.
Roads <b>Safety across the road network</b>	<p>Approach – Specific funds have been set aside outside of the Asset Management Plan within the Road Safety initiatives, but improved shoulder treatments have been highlighted within the plan and this area will be improved throughout the lifecycle of the document. Whilst outside the scope of the Asset Management Plan the Strategic Assets team have undertaken audits across the safety barrier asset class, gained significant funding streams for shoulder and safety barrier work and have been in discussion with the Australian Road Research Board to look at specific safety audits.</p> <p>The continued funding of the road condition audits proposed for 2021/22 budget will provide key data for not only targeting renewals and maintenance but provide edge breakage information and allow further analysis for improving surface widths and treatments across the network.</p>
Speed limits	Approach – Whilst Council is responsible for the signage around school sites, the speed limits are set by the Department of Infrastructure & Transport. The speed limits are enforced by SA Police. Council undertakes initial assessment of road speed limits and where it is considered that the road meets the standards and guidelines for a lower speed limit a report is put forward to DIT for consideration.
Access and inclusion	Approach – being considered alongside the Access and Inclusion Plan 2020 -24.
Cycling infrastructure	Approach – This will be considered as part of the Trails Strategy being developed in 2021 along with conversations with the Department for Infrastructure and Transport cycling team.
General <b>Improved notification of upgrades or maintenance work</b>	Approach – Whilst not covered within the Asset Management Plan the engagement and proactive approach to providing the public with information regarding upcoming works, upgrades etc. across the transportation assets will be addressed as programs are allocated and provided to the communications team moving forward.

Feedback theme	Proposed approach
General <b>General improvements to the network included drainage, vegetation clearance, dust, noise, sealing of unsealed roads, cycling or shared paths and numerous one instance requests.</b>	Approach – Council currently either has sufficient policies or the Customer Request System to manage these types of requests that are received on a regular basis. Whilst they do not impact the Asset Management Plan directly they are considered when reviewing renewal plans or developing new/updating strategies that cover the feedback received

## 10. Conclusion and next steps

The next step is for this report to be presented at the 27 February 2021 Council meeting.

After this Council will work on refining the Asset Management Plan and release it for viewing on our website.

The intention is for this report to be shared with the wider community and anyone who participated in the consultation.

## 11. Appendix A

1. Name
2. Your email
3. Your residential suburb
4. Your age range
5. Do you feel your local footpaths are walkable?  
*By walkable we mean: Can you get to where you need to go, can you push a pram easy, is it wheelchair accessible, does it meet your general needs?*  
☒ Yes ☒ No ☒ Unsure
6. If you don't feel your local footpaths are walkable tell us why?
7. Thinking about footpath surfaces what is important to you?  
☒ Smooth finish ☒ Width  
☒ Aesthetically pleasing (nice to look at) ☒ Minimal trip hazards  
☒ Other (please specify)
8. Does your local footpath network in general get you to where you need to go?  
☒ Yes ☒ No ☒ Unsure
9. What improvements do you think the local footpath network needs?
10. Do you feel safe on our roads?  
☒ Yes ☒ No ☒ Unsure
11. If you don't feel safe tell us why?
12. Do you feel unsealed roads are safe?  
☒ Yes ☒ No ☒ Unsure
13. If you don't think unsealed roads are safe and traversable tell us more.
14. How satisfied are you with the maintenance of our roads?  
☒ Very dissatisfied ☒ Satisfied  
☒ Dissatisfied ☒ Very satisfied  
☒ Neutral
15. If you don't feel roads are well maintained what do you want to see improved?
16. Do you feel the kerbing is adequate and funnels water to the storm water system?  
☒ Yes ☒ No ☒ Unsure
17. Would you like more information around when your road/footpath is due for renewing?  
☒ Yes ☒ No
18. How would you like to find out when your road/footpath is due for renewing?
19. Any other comments?
20. Do you want to receive our monthly e-news and other important updates about Council initiatives, consultations, events, programs and activities?  
☒ Yes ☒ No

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 12.9

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

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

**Subject:** 2020-21 External Audit Plan

**For:** Decision

---

**SUMMARY**

At its 15 December 2020 meeting, Council (upon the Audit Committee's recommendation) resolved to exercise the two-year option under the Professional Services Agreement for External Audit with Galpins Accountants, Auditors and Business Consultants (Galpins) for the conduct of the 2020-21 and 2021-22 audits years of the audit contract.

With contractual relations now settled, Galpins have prepared a *2020-21 External Audit Plan (Appendix 1)* for the 2020-21 Annual Financial Statements Audit and Internal Financial Control Audit. In relation to the Internal Financial Controls Audit, Galpins are proposing to increase the depth and scope of IT control assessment. This will be accommodated within the contracted fee.

The Audit Committee considered the proposed external audit plan at its 15 February 2021 meeting and resolved to recommend its approval to Council.

The purpose of this report is to provide the *2020-21 External Audit Plan* for Council's approval.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. To approve the *2020-21 External Audit Plan* by Galpins Accountants, Auditors and Business Consultants as contained in Appendix 1.
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

*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

External audit is a key accountability function to the community regarding the financial governance of the organisation.

### ➤ Legal Implications

Chapter 8 – Administrative and financial accountability, Part 3 – Accounts, financial statements and audit, Division 4 – Audit of the *Local Government Act 1999* and Part 6 - Audit of the *Local Government (Financial Management) Regulations 2011* set out the requirements regarding the appointment of the external auditor and the conduct of the audit.

### ➤ Risk Management Implications

The appointment of the external auditor consistent with the requirements of legislation assists 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)

Note that there are many other controls that assist in mitigating this risk.

### ➤ Financial and Resource Implications

Council makes a budget allocation each year for the expenses associated with the conduct of the external audit.

The external audit function is managed by the Governance & Performance Department although the Finance Services Department is most significantly impacted throughout the external audit process.

### ➤ Customer Service and Community/Cultural Implications

There is a high expectation that Council's accounts are audited by appropriately qualified and independent external auditors.

### ➤ Environmental Implications

Not applicable

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

Consultation on the development of this report was as follows:

*Council Committees:* The Audit Committee considered the *2020-21 External Audit Plan* at its 15 February 2021 meeting and recommended its approval to Council.

*Council Workshops:* Not applicable

*Advisory Groups:* Not applicable

*Administration:* Director Corporate Services  
Manager Financial Services

*External Agencies:* Galpins Accountants, Auditors and Business Consultants

*Community:* Not applicable

## **2. BACKGROUND**

### Audit Committee role

The Audit Committee's Terms of Reference set out a number of specific functions, one of which relates to External Audit and contains key roles for the Committee, relevant to the conduct of the 2020-21 Annual Financial Statement Audit and Internal Financial Control Audit, as follows:

1. Recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit (clause 3.5.2.2);
2. Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services (clause 3.5.2.3)
3. Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business) (clause 3.5.2.4); and
4. Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement (clause 3.5.4).

Roles 1 & 4 occur in the framing of the external audit plan and engagement letter and is traditionally considered by the Audit Committee at the February meeting. Roles 2 & 3 occur when considering the Audit Completion Report at the October meeting.



### Appointment of the External Auditor

On 27 February 2018, Galpins were appointed by Council for the provision of external audit services for a three year period (with and option of a further period for up to two years) commencing with the audit of the financial year ending 30 June 2018.

On 15 December 2020, Council (upon the Audit Committee's recommendation) resolved to exercise the two-year option under the Professional Services Agreement for External Audit with Galpins Accountants, Auditors and Business Consultants (Galpins) for the conduct of the 2020-21 and 2021-22 audits years of the audit contract.

### Conduct of the 2020-21 External Audit

In preparation for the 2020-21 External Audit, Galpins have prepared a *2020-21 External Audit Plan* (**Appendix 1**).

The Audit Committee considered the *2020-21 External Audit Plan* and its 15 February 2021 meeting, and resolved as follows:

#### **7.8. 2020 – 2021 External Audit Plan**

**Moved David Moffatt  
S/- Cr Leith Mudge**

**10/AC21**

**The Audit Committee resolves:**

- 1. That the report be received and noted**
- 2. To recommend to Council the approval of the *2020-21 External Audit Plan* by Galpins Accountants, Auditors and Business Consultants as contained in Appendix 1.**

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

### **3. ANALYSIS**

The *Audit Engagement Letter*, as approved by Council for the 2018-19 audit (**Appendix 2**), contains a clause that it remains effective for future years. Galpins have confirmed that there are no changes to the provisions of the letter (other than the obvious applicability to each successive year's audits). As such matters such as independence and objectivity are maintained.

The External Audit Plan is similar to previous years with the exception that Galpins are proposing to increase the depth and scope of IT control assessment. This will be accommodated within the contracted fee.

Both the Administration and the Audit Committee have reviewed these documents and are agreeable with the scope, responsibilities and timeframes set out in the documents. As such, Council should take some comfort that this important accountability process will be undertaken in a legislatively compliant and professional manner.

#### 4. OPTIONS

Council has the following options:

- I. To approve the scope of work and timing of the 2020-21 External Audit by Galpins Accountants, Auditors and Business Consultants as contained in **Appendix 1**. (Recommended)
- II. To seek amendments to the scope of work and timing of the 2020-21 External Audit by Galpins Accountants, Auditors and Business Consultants as contained in **Appendix 1**. Seeking amendment may impact on the timeliness and/or cost of External Audit service provision(Not Recommended)

#### 5. APPENDICES

- (1) 2020-21 External Audit Plan
- (2) Audit Engagement Letter – Galpins

---

# **Appendix 1**

*2020-21 External Audit Plan*

---

# Galpins

Accountants, Auditors & Business Consultants

## 2020/21 External Audit Plan

### Adelaide Hills Council



#### Mount Gambier

233 Commercial Street West  
PO Box 246, Mount Gambier SA 5290  
DX 29044  
P: (08) 8725 3068  
F: (08) 8724 9553  
E: admin@galpins.com.au

#### Stirling

Unit 4, 3-5 Mount Barker Road  
PO Box 727, Stirling SA 5152  
P: (08) 8339 1255  
F: (08) 8339 1266  
E: stirling@galpins.com.au

#### Norwood

3 Kensington Road, Norwood SA 5067  
PO Box 4067, Norwood South SA 5067  
P: (08) 8332 3433  
F: (08) 8332 3466  
E: norwood@galpins.com.au

[www.galpins.com.au](http://www.galpins.com.au)

---

## Table of Contents

1. AUDIT SCOPE .....	3
2. AUDIT METHODOLOGY.....	4
3. AUDIT PLANNING STAGE .....	5
4. INTERNAL CONTROLS / CONTROLS OPINION .....	8
5. RISK OF MATERIAL MISSTATEMENTS .....	10
6. SUBSTANTIVE PROCEDURES STAGE .....	11
7. COMPLETION STAGE.....	11
8. AUDIT TIMETABLE .....	12
9. CONTACT DETAILS .....	12
APPENDIX 1 – CRITICAL INTERNAL FINANCIAL CONTROLS.....	13

---

## 1. AUDIT SCOPE

### *Opinion on the Financial Report*

We are required to audit the financial report of Adelaide Hills Council, which comprises the statement of financial position as at 30 June 2021, the statement of profit and loss and other comprehensive income, the statement of changes in equity and the statement of cash flow for the year then ended, and notes to the financial report, including a summary of significant accounting policies, and the certification of the financial statements.

We are to provide an audit opinion whether the financial report of Adelaide Hills Council, presents fairly, in all material respects, the Council's financial position as at 30 June 2021 and its financial performance for the year ended on that date in accordance with Australian Accounting Standards, the Local Government Act 1999, and the Local Government (Financial Management) Regulations 2011.

### *Controls Opinion*

We are required to undertake a reasonable assurance engagement on the design and the operating effectiveness of controls established by Adelaide Hills Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, throughout the period 1 July 2020 to 30 June 2021 relevant to ensuring such transactions have been conducted properly and in accordance with law.

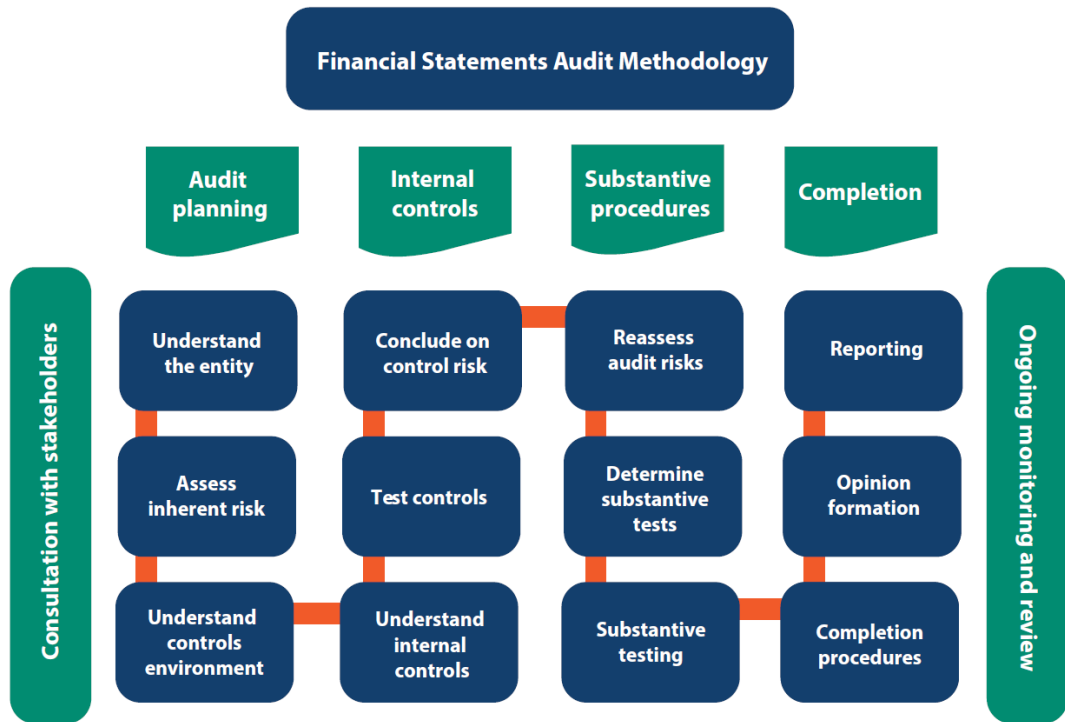
We are to provide an opinion whether, in all material respects:

- the controls established by Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities were suitably designed to ensure such transactions have been conducted properly and in accordance with law; and
- the controls operated effectively as designed throughout the period from 1 July 2020 to 30 June 2021.



## 2. AUDIT METHODOLOGY

Our financial statements Audit Methodology is a risk based methodology consisting of four main stages – Audit Planning, Internal Controls, Substantive Procedures and Completion. The stages are managed in an environment of ongoing monitoring and review and consultation with stakeholders.



We conduct our audits in accordance with the requirements of Australian Auditing Standards and Auditing Guidance Statements adopted from time to time by CPA Australia and The Institute of Chartered Accountants in Australia.

**Audit Planning Stage** - the objective of the audit planning stage is to develop a greater understanding of the entity. Based on our understanding of the entity, planning analytical review, structured interviews with management and walkthroughs we identify and rank the inherent risks.

**Internal Controls** - we obtain an understanding of the internal controls relevant to the financial statements and perform tests of design and effectiveness for these controls. Based on the results of the control testing, we then assess controls risks and design further audit procedures.

**Substantive Procedures** - From our understanding of the entity, our risk analysis and results of control testing, we are able to design and refine appropriate substantive procedures, including analytical review and test of details. Testing methods include reconciliations, recalculations, 3rd party confirmations, observation and inspection.

**Completion** - We evaluate the results of the audit testing and determine whether adjustments to the financial statements are required and review the final financial statements to provide support regarding the best presentation of these reports.

### 3. AUDIT PLANNING STAGE

#### Understanding the Entity and Inherent Risks

We research and document the Council's nature of operations, industry, regulatory environment, legislative responsibilities, financial reporting environment, understanding of use of information technology, capital investment, critical accounting policies and process of reviewing the Council's financial performance. This understanding enables us to identify the initial inherent risks. Structured interviews with management will also be carried out to identify other inherent risks.

#### Planning Analytical Review

The planning analytical review will help us to identify the existence of unusual transactions or events that may represent a risk of material misstatement. Our planning analytical review will also assist us to understand the classes of transactions and account balances to be expected in the financial report that should be subject to a specific audit program.

#### Identification of business cycles and definition of audit approach

The procedures performed when obtaining an understanding of the entity and the planning analytical review will assist us to identify the main business cycles and the account balances expected to be in the financial report. Also, this knowledge will enable us to define our audit approach for each class of transactions or account balances being a controls approach, a substantive approach or a combination of both.

Once we have identified all inherent risks based on our understanding of the entity's business, planning analytical review and enquiries of management and have defined our audit approach for each class of transaction and account balances, we will be able to commence the next stage of our audit (Internal controls stage).

We designed a table containing our understanding of all classes of transactions, account balances and related business cycles together with our initial understanding of the audit approach to be undertaken based on our initial inherent risk assessment.

The results of our plan are included in the audit plan summary table containing our initial inherent risk assessment related to the account balances, classes of transactions and business cycles identified during our audit planning.

The inherent risks assessment is what drives our audit approach (being controls approach, substantive approach or a combination of both). We usually provide an internal controls approach together with a substantive approach to the areas with high and medium inherent risks.

See a summary of our inherent risk assessment and the audit approach to be provided for each business cycle in the audit plan summary table overpage:

A list of internal controls to be tested for each business with high and medium inherent risks is provided in Appendix 1 of this document.

### Audit Plan Summary Table – Statement of Comprehensive Income - Income

Area	2020	2019	Audit approach	Business cycle	Audit Response	Inherent Risk
Rates and charges	38,547,000	36,915,000	<b>Controls and Substantive</b>	Rates	Controls and substantive tests	<b>High</b>
Statutory charges	1,180,000	1,172,000	<b>Substantive</b>	User Pay Income	Substantive tests	<b>Moderate</b>
User charges	704,000	1,007,000	<b>Substantive</b>	User Pay Income	Substantive tests	<b>Moderate</b>
Grants	5,245,000	5,123,000	<b>Substantive</b>	Grants	Controls and substantive tests	<b>Moderate</b>
Investment Income	42,000	41,000	<b>Substantive</b>	Investment Income	Substantive tests	<b>Low</b>
Reimbursements	228,000	516,000	<b>Substantive</b>	Other Revenue	Substantive tests	<b>Low</b>
Other Income	605,000	648,000	<b>Substantive</b>	Other Revenue	Substantive tests	<b>Low</b>
Equity Accounted Businesses	73,000	138,000	<b>Substantive</b>	Other Revenue	Substantive tests	<b>Low</b>

### Audit Plan Summary Table – Statement of Comprehensive Income – Expenses

Area	2020	2019	Audit approach	Business cycle	Audit Response	Inherent Risk
Employee costs	17,433,000	15,923,000	<b>Controls and Substantive</b>	Payroll	Controls and substantive tests	<b>High</b>
Materials / Contracts / Other Expenses	21,927,000	19,231,000	<b>Controls and Substantive</b>	Purchasing, Procurement and Contracting	Controls and substantive tests	<b>High</b>
Depreciation and amortisation	9,207,000	8,826,000	<b>Controls and Substantive</b>	Fixed Assets	Controls and substantive tests	<b>High</b>
Finance Costs	589,000	623,000	<b>Substantive</b>	Other Expenses	Substantive tests	<b>Low</b>
Equity Accounted Businesses	10,000	6,000	<b>Substantive</b>	Other Expenses	Substantive tests	<b>Low</b>

### Audit Plan Summary Table – Statement of Comprehensive Income – Other Comprehensive Income

Area	2020	2019	Audit approach	Business cycle	Audit Response	Inherent Risk
Asset Disposals & Fair Value Adjustments	(1,757,000)	(95,000)	<b>Controls and Substantive</b>	Fixed Assets	Controls and substantive tests	<b>High</b>
Amounts Received Specifically for New or Upgrade Assets	556,000	425,000	<b>Controls and Substantive</b>	Grants	Controls and substantive tests	<b>Moderate</b>
Physical Resources Received Free of Charge	970,000	1,982,000	<b>Substantive</b>	Other Revenue	Substantive tests	<b>Moderate</b>

### Audit Plan Summary Table – Statement of Financial Position – Assets

Area	2020	2019	Audit approach	Business cycle	Audit Response	Inherent Risk
Cash and cash equivalents	518,000	2,025,000	<b>Controls and Substantive</b>	Banking	Controls and substantive tests	<b>High</b>
Trade and other receivables	2,761,000	2,541,000	<b>Controls and Substantive</b>	Debtors	Controls and substantive tests	<b>Moderate</b>
Inventories	18,000	19,000	<b>Substantive</b>	Inventory	Substantive tests	<b>Low</b>
Non-Current Assets Hold for Sale	-	1,530,000	<b>Controls and Substantive</b>	Fixed Assets	Controls and substantive tests	<b>High</b>
Financial Assets – NC	-	-	<b>Substantive</b>	Loans to Community Groups	Substantive tests	<b>Low</b>
Equity Accounted Businesses - NC	1,491,000	1,350,000	<b>Substantive</b>	Other Assets	Substantive tests	<b>Low</b>
IPPE	422,745,000	424,101,000	<b>Controls and Substantive</b>	Fixed Assets	Controls and substantive tests	<b>High</b>
Other Non Current Assets	-	-	<b>Controls and Substantive</b>	Fixed Assets	Controls and substantive tests	<b>High</b>

### Audit Plan Summary Table – Statement of Financial Position - Liabilities

Area	2020	2019	Audit approach	Business cycle	Audit Response	Inherent Risk
Trade and other payables	5,254,000	5,446,000	<b>Controls and Substantive</b>	Accounts Payable	Controls and substantive tests	<b>High</b>
Borrowings	7,285,000	62,000	<b>Substantive</b>	Borrowings	Substantive tests	<b>Low</b>
Provisions	3,588,000	3,048,000	<b>Substantive</b>	Provisions	Substantive tests	<b>Moderate</b>
Borrowings - NC	5,446,000	10,000,000	<b>Substantive</b>	Borrowings	Substantive tests	<b>Low</b>
Provisions - NC	1,528,000	1,398,000	<b>Substantive</b>	Provisions	Substantive tests	<b>Moderate</b>

### Audit Plan Summary Table – Statement of Financial Position - Equity

Area	2020	2019	Audit approach	Business cycle	Audit Response	Inherent Risk
Accumulated Surplus	138,645,000	141,348,000	<b>Substantive</b>	Other business cycles	Substantive tests	<b>Low</b>
Asset Revaluation Reserves	265,206,000	269,691,000	<b>Controls and Substantive</b>	Fixed Assets	Controls and substantive tests	<b>High</b>
Other Reserves	581,000	573,000	<b>Substantive</b>	Other business cycles	Substantive tests	<b>Low</b>

## 4. INTERNAL CONTROLS / CONTROLS OPINION

### 4.1. Controls Selected for Audit

We review the internal controls we consider as key controls to be in place for the purpose of issuing our control opinion. These key internal controls consist of a prioritised list of controls from the Better Practice Model – Internal Financial Controls 2017 (BPM). This list was based on the key business identified during our audit planning and from our planning analytical review and the internal controls listed in the BPM for these business cycles.

The key core controls for the following key business cycles have been identified as critical for the purpose of issuing a controls opinion this financial year:

Business cycles	Account Balance	BPM controls	Inherent Risk
Purchasing and Procurement / Contracting	Materials / Contracts / Other Expenses	10	High
Fixed Assets	IPPE, Depreciation expense, Asset Disposals and FV adjustments, Revaluation Reserves	16	High
General Ledger	All accounts	11	Moderate
Accounts Payables	Accounts Payables	13	High
Rates / Rates Rebates	Rates charges	10	High
Payroll	Employee Costs	19	High
Receipting	Debtors	5	Moderate
Credit cards	Materials / Contracts / Other Expenses	5	High
Banking	Cash and cash equivalents	5	High
Debtors	Debtors	6	Moderate
<b>Total number of controls</b>		<b>100</b>	

A prioritised list of controls from the better practice model can be seen in Appendix 1. After completing our test of effectiveness of internal controls we perform a controls risk assessment for each account balance. The controls risks are combined with our initial inherent risk assessment performed during our audit planning for determining the risk of material misstatements for each account balance (see more details in item 5 of this document).

## 4.2. IT Audit

In addition to consideration of the Better Practice Model controls, our external audit for the 2020/21 financial year will include a review of the following IT controls:

### IT Entity Level Controls

- IT Governance
- IT Strategic Planning
- Adequate financial resources
- Adequate IT Personnel resources
- IT Risk Management

### Change Management

- Process for changes to software / programs
- Process for Changes to IT Infrastructure

### Information Security

- Physical access to the Data Centre including locks including alarms, fire protection, air conditioning
- Logical Access to the Network
- Remote Access to the Network
- Logical Access to the Financial System

### Backup and Recovery

- Backup process
- IT Disaster Recovery Plan
- Business Continuity Plan

### Third Party IT Providers

- Understanding Outsourced IT services
- Access of Third Parties to the Network

## 5. RISK OF MATERIAL MISSTATEMENTS

Risk of material misstatement consists of the following components:

Risks	Definition
<b>Inherent risks</b>	How susceptible to fraud or error the financial statements assertions are given the nature of the entity, considering external factors such as competency of staff, availability of information, prior period misstatements, accounting systems, level of supervision, etc before consideration of any related controls. The inherent risk assessment is performed during the planning stage when obtaining understanding of the entity's business (please refer to item 3 of this document).
<b>Controls risks</b>	Risk of a misstatement due to error or fraud that could occur and not be prevented or detected by Council's internal controls. The assessment of internal controls risks is performed during the internal controls stage after performing test of internal controls (please refer to item 4 of this document).

The risk of material misstatement will be based on the combination of inherent and controls risks as demonstrated in the table below:

		Inherent Risks		
		HIGH	MEDIUM	LOW
Controls Risks	HIGH	H	H	M
	MEDIUM	H	M	L
	LOW	M	L	L

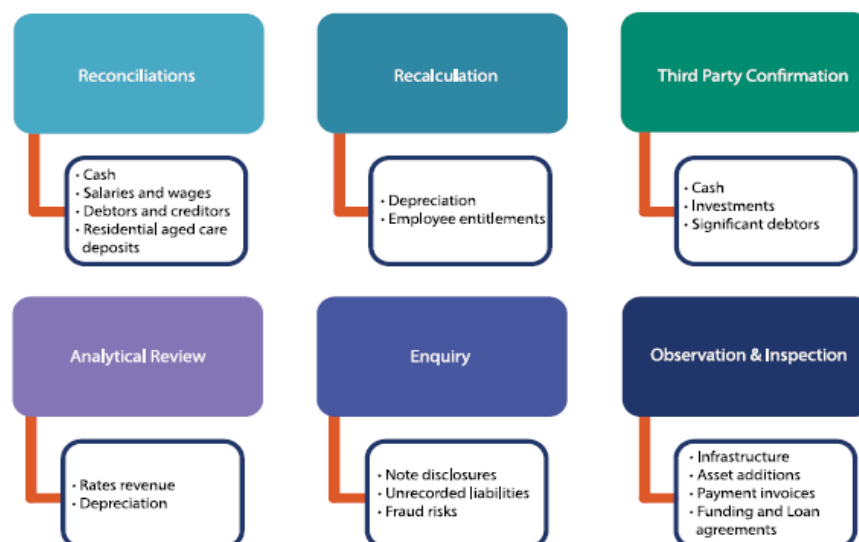
The risk of material misstatement will determine the nature and extent of our audit procedures and sample sizes to be utilised. Once we assess the risk of material misstatements (RoMM) we will be able to design our substantive audit procedures. Below, a summary of the impact of risk of material misstatements on our audit strategy:

Inherent Risk	Controls Risk	RoMM	Impact on audit strategy
Low	Low	Low	High reliance on controls/minimum level of substantive tests
	Medium	Low	Medium reliance on controls / low level of substantive tests
	High	Medium	No reliance on controls / medium level of substantive tests
Medium	Low	Low	High reliance on controls / low level of substantive tests
	Medium	Medium	Med. reliance on controls/medium level of substantive tests
	High	High	No reliance on controls / high level of substantive tests
High	Low	Medium	High reliance on controls / medium level of substantive tests
	Medium	High	No reliance on controls / high level of substantive tests
	High	High	No reliance on controls / high level of substantive tests



## 6. SUBSTANTIVE PROCEDURES STAGE

From our risk analysis (please refer to item 3 of this document), we are able to design and refine appropriate substantive procedures, including analytical review and test of details, to address identified risks of material misstatements of financial statements. Testing methods to be applied to account balances and transactions include:



Please refer to the audit timetable indicating the dates for our final visit to perform our final substantive procedures (please refer to the item 8 of this report).

Audit will request authorisation from Council to request an independent confirmation from banks of information such as Council's account balances, securities, treasury management instruments, documents and other related information held by banks on behalf of Council.

We will also require Council to request its lawyers to send a 'Legal Representation Letter' to us (a template of the letter will be provided by the auditors).

## 7. COMPLETION STAGE

This stage consolidates all the audit work performed during the previous stages. We perform a final risk of material misstatements assessment and conclude whether procedures performed were sufficient to reduce the audit risk to an acceptable level. We evaluate the results of audit testing and determine whether adjustments to the financial statements are required. We also review the final financial statements regarding the best presentation of these reports.

Key deliverables to complete the engagement include:

- Final Management Letter;
- Final report listing key matters addressed during the audit;
- Final auditor's report and controls opinion; and
- List of Immaterial Uncorrected Misstatements.

## 8. AUDIT TIMETABLE

The following is an indicative for the audit. Actual audit dates will be negotiated with the Council to ensure that dates are convenient.

Audit Activities	Indication of Dates
1. Initial Meeting with Finance Management and Key Staff Members	Late February
2. Detailed Audit Plan / Audit Program Development	8 February
3. Interim Site Visit	5-7 May
4. Interim Management Letter	Late May
5. Final Audit Visit	TBA
6. Final Auditor's Report	TBA
7. Final Management Letter	TBA

## 9. CONTACT DETAILS



**Tim Muhlhausler** CA, B Comm, Grad Dip. (ICAA),  
Registered Company Auditor, MIIA (Aust), Registered SMSF Auditor  
**Partner**

☎ (08) 8332 3433  
☎ (08) 8332 3466  
🌐 [www.galpins.com.au](http://www.galpins.com.au)

📍 3 Kensington Road Norwood SA 5067  
PO Box 4067 Norwood South SA 5067

**Galpins**



**Juliano Freitas** CA, B Acc, Registered Company Auditor

**Audit Manager**

☎ (08) 8332 3433  
☎ (08) 8332 3466  
🌐 [www.galpins.com.au](http://www.galpins.com.au)

📍 3 Kensington Road Norwood SA 5067  
PO Box 4067 Norwood South SA 5067

**Galpins**

## **APPENDIX 1 – CRITICAL INTERNAL FINANCIAL CONTROLS**

### Purchasing and Procurement

#### Risks

R1	Council does not obtain value for money in its purchasing and procurement.
R2	Purchases of goods and services are made from non-preferred suppliers.
R3	Purchase orders are either recorded inaccurately or not recorded at all.
R4	Purchase orders are made for unapproved goods and services.

RISKS	Control	Control Type
R1	Council has a Procurement Policy that provides direction on acceptable methods and the process for procurement activities to ensure transparency and value for money within a consistent framework, with consideration of any potential conflicts of interest.	Core
R1,R2	Employees must ensure all purchases are in accordance with Council's Procurement Policy and approved in accordance with the Delegations of Authority and other relevant policies.	Core
R1	The organisation has a process in place to ensure use of preferred suppliers where relevant to maximise the best value for money to Council	Core
R2,R3	There is a process in place to review purchasing patterns and ensure maximum use of preferred suppliers	Additional
R3	Purchase order numbers are either system generated and/or sequentially numbered.	Core
R3	There is a process in place to ensure all invoices for payment are matched to relevant source documents such as purchase orders where applicable and are in line with Procurement Policy guidelines.	Core
R3	There is a process in place to follow up and action incomplete purchase orders.	Additional

### CONTRACTING

#### Risks

R1	Council is not able to demonstrate that all probity issues have been addressed in the Contracting process.
R2	Council does not obtain value for money in relation to its Contracting.

RISKS	Control	Control Type
R1,R2	There are robust and transparent evaluation and selection processes in place to engage contractors where relevant in accordance with the Code of Conduct, Conflict of Interest and Procurement Policy.	Core
R1	The selection panel is made up of appropriate personnel who have declared any relevant conflict of interest to ensure that informed and objective decision is made when selecting contractors.	Core
R1	Council maintains a current contract register.	Core

## FIXED ASSETS

## Risks

R1	Fixed asset acquisitions, disposals and write-offs are fictitious, inaccurately recorded or not recorded at all. Fixed Asset Register (FAR) does not remain pertinent.
R2	If fixed assets are not securely stored, they may be subject to damage or theft.
R3	If fixed assets are not valued correctly, the management reports and financial statements will be misstated. For example, incorrect carrying values may result from the use of inappropriate depreciation rates.
R4	Depreciation charges are either invalid, not recorded at all or are inaccurately recorded which includes inappropriate useful lives and residuals.
R5	Fixed Asset maintenance and/or renewals are inadequately planned.

RISKS	Control	Control Type
R1	There is a process in place for the verification of fixed assets which is reconciled to the FAR.	Core
R1	Recorded changes to the FAR and/or masterfile are approved by appropriate staff compared to authorised source documents and General Ledger to ensure accurate input.	Core
R1	All fixed asset acquisitions and disposals are approved in accordance with Delegation of Authority and relevant Procurement and Fixed Asset Policies.	Core
R1	Maintenance of the fixed asset register is limited to appropriate staff with consideration to segregation of duties.	Core
R1	Council has an asset accounting policy which details thresholds for recognition of fixed assets which is monitored to ensure adherence.	Core
R1	Reconciliation of fixed assets to the General Ledger is performed in accordance with schedule of review or procedure.	Core
R1	Asset register calculations are reviewed for accuracy.	Core
R1	Fixed assets are recorded on acquisition, creation or when provided free of charge to facilitate accurate identification of assets and recording of details with regards to the Asset Accounting Policy.	Core
R1	Asset maintenance is planned and monitored with relevant staff in accordance with the Asset Management Plans	Additional
R2	Where appropriate, fixed assets are secured and access is restricted to appropriate staff and authorised users.	Core

RISKS	Control	Control Type
R2	Where appropriate, identification details are recorded for portable and attractive assets such as IT and fleet assets, on acquisition to facilitate accurate identification.	Additional
R3	Relevant staff review useful lives, residuals, valuations, depreciation methodology and test for impairment as required by Accounting Standards and legislation to ensure that methods used are still appropriate and significant changes are incorporated into Asset Management Plans.	Core
R3	Profit or loss on disposal calculations can be substantiated and verified with supporting documentation.	Core
R4	Depreciation charges are calculated in accordance with the asset accounting policy and compliant with relevant accounting standards, including the useful life, depreciation method and residual values.	Core
R5	Asset Management Plans are prepared and renewal expenditure and programmed maintenance required is reviewed periodically to reflect changing priorities, additional asset data and other relevant factors.	Core
R5	Asset Management Plans for all major asset classes are adopted and reviewed by Council as required by the Local Government Act 1999.	Core

## GENERAL LEDGER

## Risks

R1	General Ledger does not contain accurate financial information
R2	Data contained within the General Ledger is permanently lost.

RISKS	Control	Control Type
R1,R2	All major updates and changes to General Ledger finance system are authorised, tested and documented.	Core
R1,R2	Access to General Ledger maintenance is restricted to appropriately authorised personnel.	Core
R1	Reconciliation of all balance sheet accounts are completed in accordance with a schedule of review and/or procedure.	Core
R1	All balance sheet reconciliations are reviewed by a person other than the preparer at least annually.	Core
R1	Journal entry access is restricted to appropriately authorised personnel.	Core
R1,R2	Financial data is backed up and stored offsite.	Core
R1	Finance system does not allow posting of unbalanced journals or if it does regular reviews are conducted on the suspense account and discrepancies investigated and actioned.	Core
R1	Amendments to the structure of the General Ledger framework and accounts are reviewed and approved by appropriately authorised personnel.	Core
R1,R2	General Ledger policies and procedures are appropriately created, updated and communicated to relevant staff.	Core
R2	Formal disaster recovery plan is in place and communicated to relevant staff.	Core
R1	There is a process in place to review actual vs budget and significant variances investigated.	Core



## ACCOUNTS PAYABLE

## Risks

R1	Accounts payable amounts and disbursements are either inaccurately recorded or not recorded at all.
R2	Credit notes and other adjustments to accounts payable are either inaccurately recorded or not recorded at all.
R3	Disbursements are not authorised properly.
R4	Accounts are not paid on a timely basis.
R5	Supplier master file data does not remain pertinent and/or unauthorised changes are made to the supplier master file.

RISKS	Control	Control Type
R1,R2,R4	Statements received from suppliers are reconciled to the supplier accounts in the accounts payable subledger regularly and differences are investigated.	Additional
R3	Records must be maintained of all payments with supporting documentation.	Core
R1	Payments are endorsed by relevant staff separate to the preparer, who ensures that they are paid to the correct payee.	Core
R5	Access to the supplier masterfile is restricted to authorised staff	Core
R2,R5	Separation of Accounts Payable and Procurement duties.	Core
R3	All invoices and payment requests are approved in accordance with relevant policies and/or Delegations of Authority.	Core
R1	Predetermined variances between Purchase Orders and Invoices are assessed and payment released only after verification by the officer with delegation to do so.	Additional
R1	Payments are verified to appropriate supporting documentation and are in line with Delegations of Authority.	Core
R4	Relevant staff to review aged payables listing on a predetermined basis and investigate where appropriate.	Core
R5	Recorded changes to the supplier master file are compared to authorised source documents to ensure that they were input accurately.	Core

RISKS	Control	Control Type
R5	Requested changes or additions to supplier masterfile are verified independently of source documentation.	Additional
R4	There is a system generated report detailing supplier invoices due for payment at any one time.	Core
R5	There is a process in place to ensure the supplier master file is periodically reviewed for ongoing pertinence.	Additional

## RATES / RATES REBATES

## Risks

- |    |   |
|----|---|
| R1 | Council does not raise the correct level of rate income.                        |
| R2 | Rates and rate rebates are either inaccurately recorded or not recorded at all. |
| R3 | The Property master file data does not remain pertinent.                        |
| R4 | Rates are not collected on a timely basis.                                      |

RISKS	Control	Control Type
R1,R2	Rates are automatically generated by the rate system, including the calculation of rate rebates and other parameters as applicable.	Core
R2	Rates are generated and tested for accuracy of calculation methodology prior to the rates billing run	Core
R1	All software changes to rate modelling functionality fully tested and reviewed by relevant staff.	Core
R1	There is a rating policy in place that is reviewed annually that provides clear guidance on rating methodology and relevant rebates and remissions in line with legislation.	Core
R2	Annual valuation update is balanced prior to the generation of rates; all mismatches resolved prior to finalising rate generation.	Core
R2	All rate rebates and adjustments including write offs are appropriately authorised, with reference to Delegations of Authority and source documents.	Core
R4	There is a process in place to ensure that rates are collected in a timely manner and overdue rates are followed up.	Core
R3	Recorded changes to property master file data and any rate adjustments are compared to authorised source documents to ensure that they were input accurately. An audit trail is maintained for all changes.	Core
R3	Access to the Property master file is restricted to appropriately designated personnel, with a process in place to ensure changes are in line with policies and procedures.	Core
R2	Employees responsible for processing rate payments and rebates cannot process their own payments or rebates unless the transaction is approved by someone independent of the process	Core

## PAYROLL

## Risks

R1	Payroll expense is inaccurately calculated.
R2	Payroll disbursements are made to incorrect or fictitious employees.
R3	Time and/or attendance data is either invalid, inaccurately recorded or not recorded at all.
R4	Payroll master file does not remain pertinent and/or unauthorised changes are made to the payroll master file.
R5	Voluntary and statutory payroll deductions are inaccurately processed or without authorisation.
R6	Employees termination payments are not in accordance with statutory and enterprise agreements.

RISKS	Control	Control Type
R1	Where possible standard programmed formulae perform payroll calculations.	Core
R1, R3	There is a process to ensure all overtime is verified and approved by relevant appropriate staff.	Core
R1	All calculations for generating payroll payments are verified for accuracy.	Core
R4,R5	Managers periodically review listings of current employees within their departments and variances are investigated.	Additional
R1	Payroll is periodically reconciled to the General Ledger accounts.	Additional
R2	The payment for the payroll must be reconciled to a system generated report detailing amount and employee prior to payment.	Core
R2	There is a process to ensure an independent review of proposed payroll payments by authorised staff.	Additional
R2	The payment of the payroll is authorised by appropriate staff not involved in the preparation of the payroll.	Core
R2	Employee records to include employment details and/or contract terms and conditions, authorisations for payroll deductions and leave entitlements.	Core
R2	There is a process to ensure employees are made inactive in payroll records upon termination	Core

RISKS	Control	Control Type
R5	All payroll deductions must be approved by the relevant employee.	Core
R3	Relevant staff are required to complete timesheets and/or leave forms, authorise them and have approved by the relevant supervisor.	Core
R2	There is a segregation of duties from those preparing the payroll to those responsible for preparation of source documents (e.g. timesheets, leave requests etc).	Core
R2	Payroll system generates audit reports detailing all payroll changes and there is a process in place to ensure all changes are reviewed and verified against source documents.	Core
R2	There is a process in place to ensure employees are not added to the payroll masterfile, nor details amended or amounts paid without receipt of the appropriate forms which have been authorised by relevant staff.	Core
R5	Access to the payroll deduction listing is restricted to authorised staff.	Core
R6	There is a process in place to ensure termination payments comply with relevant policies, procedures and legislation.	Core
R3	Time recording and attendance exceptions such as TOIL or flexitime are based on relevant policies/agreement are identified, monitored and corrected.	Core
R4	The ability to access, modify or transfer information contained in the payroll master files is restricted to authorised staff.	Core

## CREDIT CARDS

## Risks

- |    |   |
|----|---|
| R1 | Credit Cards are issued to unauthorised employees.        |
| R2 | Credit Cards are used for purchases of a personal nature. |
| R3 | Credit Card limits are set at inappropriate levels.       |

RISKS	Control	Control Type
R1,R3	There is a process in place to ensure there are appropriate approvals prior to the issuing of Credit Cards and limits.	
R1,R2	Credit card holders sign a declaration confirming compliance with Council policy and procedures prior to the Credit Card being released.	
R2	There is a process in place to approve all credit card transactions to ensure compliance with the policies and procedures covering credit card usage.	
R2	Cardholders must check their statement to ensure all transactions are correct and identify any transactions of a personal nature which must be reimbursed to Council.	
R3	There is a process in place to ensure credit card limits and usage is reviewed for operational efficiency.	

## BANKING

## Risks

- |    |   |
|----|---|
| R1 | Banking transactions are either inaccurately recorded or not recorded at all. |
| R2 | Fraud (i.e. misappropriation of funds)  |

RISKS	Control	Control Type
R1,R2	There is a process in place to ensure all cash, blank cheques and/or cheque signing machine are adequately safeguarded.	Core
R1	Access to EFT Banking system is restricted to appropriately designated personnel.	Core
R1,R2	Bank reconciliations are performed on a predetermined basis and are reviewed by an appropriate person. Any identified discrepancies are investigated.	Core
R2	Cash transfers between bank accounts and investment bodies are undertaken by appropriate staff.	Core
R2	There is a process in place to ensure all cash collected is adequately recorded and banked regularly.	Core

## DEBTORS

## Risks

R1	Debtors are either inaccurately recorded or not recorded at all.
R2	Rebates and credit notes to debtors are either inaccurately recorded or not recorded at all
R3	An appropriate provision for doubtful debts is not recorded
R4	Debtors are either not collected on a timely basis or not collected at all
R5	The Debtors master file data does not remain pertinent.

RISKS	Control	Control Type	CSA Importance Weighting
R1, R4	Debtor's reconciliation performed on a regular basis to the General Ledger and reviewed by an independent person.	Core	4
R1	Council maintains a Debt Collection Policy.	Core	5
R2, R3, R4	Management and/or Council review and approve all rebates, credit notes, bad debt write-offs and movements in the provision for doubtful debts, in accordance with delegations of authority and Local Government Act.	Core	5
R3, R4	Management reviews debtors ageing profile on a regular basis and investigates any outstanding items.	Core	4
R5	Access to the debtor's master file is restricted to appropriately designated personnel and is reviewed by management for accuracy and on-going pertinence.	Core	5
R5	Recorded changes to debtor's master file data are compared to authorised source documents or confirmed with customers/ratepayers to ensure that they were input accurately.	Core	4

## RECEIPTING

## Risks

R1	Receipts are either inaccurately recorded or not recorded at all.
R2	Receipts are not deposited at the bank on a timely basis.

RISKS	Control	Control Type
R2	Prior to and during the banking process, cash is stored securely at all times.	Core
R1	Customers are provided with a system generated or pre-numbered (manual) sequential tax compliant receipt detailing payment made.	Core
R1	There is a review process for the authorisation of the reversal of transactions.	Additional
R1	Receipt transactions are reconciled to the daily takings and out-of-balance banking is corrected promptly.	Core
R2	Receipts are deposited regularly at the bank by a person independent from the initial recording of the cash receipts.	Additional



---

## **Appendix 2**

*Audit Engagement Letter – Galpins*

---

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



CHARTERED ACCOUNTANTS  
AUSTRALIA & NEW ZEALAND

## Mount Gambier

233 Commercial Street West  
PO Box 246, Mount Gambier SA 5290  
P: (08) 8725 3068  
F: (08) 8724 9553  
E: [admin@galpins.com.au](mailto:admin@galpins.com.au)

## Stirling

Unit 4, 3-5 Mount Barker Road  
PO Box 727, Stirling SA 5152  
P: (08) 8339 1255  
F: (08) 8339 1266  
E: [stirling@galpins.com.au](mailto:stirling@galpins.com.au)

## Norwood

3 Kensington Road, Norwood SA 5067  
PO Box 4047, Norwood South SA 5067  
P: (08) 8332 3433  
F: (08) 8332 3466  
E: [norwood@galpins.com.au](mailto:norwood@galpins.com.au)

W: [www.galpins.com.au](http://www.galpins.com.au)

ABN: 30 630 511 757

Liability limited by a scheme approved  
under Professional Standards Legislation

13 February 2019

Mr Andrew Aitken  
CEO  
Adelaide Hills Council  
PO Box 44  
Woodside SA 5244

Dear Andrew,

## AUDIT ENGAGEMENT LETTER

### Scope

You have requested that we audit the financial report of Adelaide Hills Council (the Council) which comprises the balance sheet as at 30 June 2019, and the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and Council certificate. You have also requested that we provide an audit of the compliance of the Council with the requirements of Section 125 of the *Local Government Act 1999* in relation only to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2018 to 30 June 2019 have been conducted properly and in accordance with law. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of expressing an opinion on the financial report and financial controls in place.

### The responsibilities of the auditor

We will conduct our audit of the financial report of the Council in accordance with Australian Auditing Standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial report.

We will conduct our audit of the compliance of the Council with the requirements of Section 125 of the *Local Government Act 1999* in accordance with applicable Australian Standards on Assurance Engagements ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial Information* and ASAE 3150 *Assurance Engagements on Controls*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the *Local Government Act 1999* in relation only to the Internal Controls specified above for the period 1 July 2018 to 30 June 2019. ASAE 3000 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards

In making our risk assessments, we consider internal control relevant to the Council's preparation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial report that we have identified during the audit.

#### **The responsibilities of the Council and management**

Our audit will be conducted on the basis that the Council and management acknowledge and understand that they have responsibility:

- (a) for the preparation of the financial report that presents fairly in accordance with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards;
- (b) for such internal control as the Council and management determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error;
- (c) for the identification of risks that threaten compliance with section 125 of the *Local Government Act 1999*;
- (d) for design of the system, comprising controls which will mitigate those risks so that those risks will not prevent achievement of compliance with section 125 of the *Local Government Act 1999*;
- (e) for ensuring that the financial controls established by the Council were suitably designed to ensure compliance with section 125 of the *Local Government Act 1999*;
- (f) for operation of the controls as designed throughout the period;
- (g) to provide us with:
  - (i) access to all information of which the Council and management are aware that is relevant to the preparation of the financial report and compliance with section 125 of the *Local Government Act 1999* such as records, documentation and other matters;

- (ii) additional information that we may request from the Council and management for the purpose of the audit of the financial report and the controls opinion;
- (iii) unrestricted access to persons within the Council from whom we determine it necessary to obtain audit evidence;
- (h) for adjusting the financial report to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial report as a whole;
- (i) for informing us of your knowledge of any allegations of fraud or suspected fraud affecting The Adelaide Hills Council received in communications from employees, former employees, regulators, or others;
- (j) for identifying and ensuring that the Council complies with applicable laws and regulations.

As part of our audit process, we will request from the Council and management written confirmation concerning representations made to us in connection with the audit.

We look forward to full cooperation from your staff during our audit.

#### **Quality control**

The conduct of our audit in accordance with Australian Auditing Standards means that information acquired by us in the course of our audit is subject to strict confidentiality requirements. Information will not be disclosed by us to other parties except as required or allowed for by law or professional standards, or with your express consent.

Our audit files may, however, be subject to review as part of the quality control review program of CPA Australia and/or The Institute of Chartered Accountants in Australia which monitors compliance with professional standards by its members. We advise you that by signing this letter you acknowledge that, if requested, our audit files relating to this audit will be made available under this program. Should this occur, we will advise you. The same strict confidentiality requirements apply under this program as apply to us as your auditor.

#### **Independence**

We confirm that, to the best of our knowledge and belief, we currently meet the independence requirements of the Australian professional accounting bodies or any applicable code of professional conduct in relation to the audit of the financial report. In conducting our audit of the financial report, should we become aware that we have contravened the independence requirements, we shall notify you on a timely basis.

To assist us in meeting the independence requirements, and to the extent permitted by law and regulation, we request you discuss with us:

- (a) the provision of services offered to you by us prior to engaging or accepting the service; and

- (b) the prospective employment opportunities of any current or former partner or professional employee of our firm prior to the commencement of formal employment discussions with the current or former partner or professional employee.

#### **Communication**

We may communicate with you or others via email transmission. Due to the nature of email transmission, we cannot guarantee that emails from us will be properly delivered and/or read only by the addressee. Therefore, we accept no liability or responsibility for any loss or damage to any person or entity resulting from the use of email transmissions in connection with this engagement.

#### **Limitation of liability**

Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available from the Professional Standards Councils' website:  
<http://www.professionalstandardscouncil.gov.au>.

#### **Paperless files**

We advise that our firm maintains paperless files. Necessary documents that we need will be retained as scanned copies only. We will not keep original documents belonging to you – these will be scanned and returned to you. If documents are required by you in future for any purpose, we will only be able to provide scanned copies.

#### **Presentation of audited financial report on the internet**

The Council may intend to publish a hard copy of the audited financial report and auditor's report for members, and to electronically present the audited financial report and auditor's report on its internet web site. When information is presented electronically on a web site, the security and controls over information on the web site should be addressed by the Council to maintain the integrity of the data presented. The examination of the controls over the electronic presentation of audited financial information on the Council's web site is beyond the scope of the audit of the financial report. Responsibility for the electronic presentation of the financial report on the Council's web site is that of the Council.

#### **Fees**

We look forward to full cooperation from your staff and we trust that they will make available to us whatever records, documentation and other information we request in connection with our audit. Audit fees are specified in our tender. Our fees, which will be billed as work progresses, are based on the time required by the individuals assigned to the engagement. Individual hourly rates vary according to the degree of responsibility involved and the experience and skill required. The audit fees will be due within 30 days from the end of the month in which the Council receives a correctly rendered tax invoice from Galpins.

Our fee assumes that unaudited data (including trial balance, financial statements and notes to the accounts) are presented for audit in a satisfactory, auditable and timely manner, with full supporting schedules and documentation. While we will use our best endeavours to work with the Council to achieve a positive outcome,

our fee does not allow for rework of the financial report after submission for audit, other than for minor audit adjustments. Where we consider that the quality of data presented will result in additional audit effort, we may need to negotiate an additional fee. In order to maintain audit independence, it is necessary that we avoid providing assistance to the Council to prepare the financial report.

Additional grant audits provided is charged on hourly basis, it depends on the number, size and nature of grants requiring acquittal.

#### **Ownership of documents**

All original documents obtained from the client arising from the engagement shall remain the property of the client. However, we reserve the right to make a reasonable number of copies of the original documents for our records. All other documents produced by us in respect of this engagement will remain the property of the firm.

The firm has a policy of exploring a legal right of lien over any client documents in our possession in the event of a dispute. The firm has also established dispute resolution processes.

#### **Other**

- This letter will be effective for future years unless we advise you of its amendment or replacement, or the engagement is terminated.

Please sign and return this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial report including our respective responsibilities.

Yours sincerely,



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

Acknowledged and agreed on behalf of Adelaide Hills Council by



**Mr Andrew Aitken**  
CEO

Date 5/8/2019

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 12.10

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

**Subject:** Strategic Internal Audit Plan Revision

**For:** Decision

---

**SUMMARY**

At its 15 February 2021 meeting, the Audit Committee received a report on the status of Council's internal audit program. The Committee has recommended changes to the 2018/19-22/23 Strategic Internal Audit Plan (SIAP) v1.7a in relation to audit timing for Council's consideration.

The purpose of this report is to seek Council's consideration of the Audit Committee recommendation to amend the current version of the SIAP to become v1.7.

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted.**
  - 2. To adopt the revised Strategic Internal Audit Plan (v1.7a) 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, an increased budget is proposed in Budget Review 2.

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 SIAP was discussed at the 15 February 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.  
Procurement Services SA

*Community:* Not Applicable

## 2. **BACKGROUND**

At its 15 February 2021 meeting, the Audit Committee considered an amended SIAP and resolved as follows:

### 7.6. **Internal Audit Quarterly Report**

**Moved Cr Leith Mudge**  
**S/- David Moffatt**

**8/AC21**

**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 v1.7a as contained in Appendix 1.**

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

## 3. **ANALYSIS**

Since Council last considered the SIAP, the Payroll Administration Audit has commenced and a report should be ready for the 24 May 2021 Audit Committee meeting.

Council's procurement function has obtained access to the State Government's Audit and Financial Advisory Services across Government Contract which should enable efficiencies in the audit procurement process and potentially fee savings. This contract will be utilised for the upcoming audit procurements.

A revised SIAP v1.7a (**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 v1.7a

---

# **Appendix 1**

*Strategic Internal Audit Plan 2018/19 – 22/23 v1.7a*

---

**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.			Q3 (Project Brief agreed)		
Budgetary Management	Focussing on financial planning, control and reporting. Relationship of budget with LTFF, legislative and regulatory compliance.	SR9c - Failure to manage, improve and develop the financial resources available to the Council.			Q3 (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.			In progress		
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			Q4 (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.			Q3 (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	Amended plan adopted by Council (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
15/12/2020	Amended plan adopted by Council (completion of cyber, changes to other timings)	1.6
10/02/2021	Proposed amendments (changes to timings for 20/21 projects)	1.7a

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 12.11

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

**Subject:** Delegations Review February 2021

**For:** Decision

---

**SUMMARY**

Section 44 of the *Local Government Act 1999* provides that the Council may delegate a power or function vested or conferred under this or another Act. Some other Acts also contain a specific power of delegation. The Council may at any time, and must within 12 months after the conclusion of each periodic election, review the delegations.

This report addresses Instruments of Delegations under the following Acts:

Instrument of Delegation
<i>Disability Inclusion Act 2018</i>
<i>Disability Inclusion Regulations 2019</i>
<i>Fines Enforcement and Debt Recovery Act 2017</i>
<i>Magistrates Court Rules 1992</i>
<i>Ombudsman Act 1972</i>
<i>Water Industry Act 2012</i>
<i>Water Industry Regulations 2012</i>

## RECOMMENDATION

### Council resolves:

1. That the report be received and noted
2. That, having considered a review of Council's Delegations as presented, the Council hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the following Acts:

Instrument of Delegation
<i>Disability Inclusion Act 2018</i>
<i>Disability Inclusion Regulations 2019</i>
<i>Fines Enforcement and Debt Recovery Act 2017</i>
<i>Magistrates Court Rules 1992</i>
<i>Ombudsman Act 1972</i>
<i>Water Industry Act 2012</i>
<i>Water Industry Regulations 2012</i>

3. That, having considered a review of Council's Delegations as presented, in exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Acts and statutory instruments made thereunder contained in the proposed Instrument of Delegation attached to the Report dated 23<sup>rd</sup> day of February 2021 and entitled as detailed in the table below are hereby delegated this 23<sup>rd</sup> Day of February 2021 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

Instrument of Delegation	Appendix Number
<i>Disability Inclusion Act 2018</i>	Appendix 2
<i>Disability Inclusion Regulations 2019</i>	Appendix 3
<i>Fines Enforcement and Debt Recovery Act 2017</i>	Appendix 4
<i>Magistrates Court Rules 1992</i>	Appendix 5
<i>Ombudsman Act 1972</i>	Appendix 6
<i>Water Industry Act 2012</i>	Appendix 7
<i>Water Industry Regulations 2012</i>	Appendix 8



- a. **Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.**
  4. **That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Instruments during the period of currency.**
- 

## 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

#### Local Government Act 1999

Section 44 of the *Local Government Act 1999* provides that the Council may delegate a power or function vested or conferred under this or another Act. Some other Acts also contain a specific power of delegation.

Delegations made by the Council under Section 44 of the *Local Government Act 1999* can be made to a Council committee, a subsidiary of the Council, an employee of the Council, the employee of the Council for the time being occupying a particular office or position or, an authorised person. Other Acts may specify different delegates than the *Local Government Act 1999*.

A delegation made pursuant to Section 44 of the *Local Government Act 1999* is revocable at will and does not prevent the Council from acting in a matter.

There are a number of powers and functions of the *Local Government Act 1999* which the Council cannot delegate. These are set out in Section 44(3) of the *Local Government Act 1999*. If the Council purports to delegate any of these powers or functions, that delegation would be ineffective with any action undertaken in reliance on that delegation being unauthorised. This may cause legal and administrative problems for the Council.

Pursuant to Section 44(3) of the *Local Government Act 1999* there are a number of matters which Councils cannot delegate. They include the following:

- (a) power to make a by-law;
- (b) power to declare rates or a charge with the character of a rate;
- (c) power to borrow money or to obtain other forms of financial accommodation;
- (d) power to adopt or revise a strategic management plan or budget of the council;
- (e) power to approve expenditure of money on works, services or operations of the council not contained in a budget approved by the council;
- (f) power to determine annual allowances under Chapter 5;
- (g) power to approve payment or reimbursement of expenses that may be paid at the discretion of the council and for which the council has not adopted a formal policy or made specific financial provision;
- (h) power to establish a subsidiary, or to participate in the establishment of a regional subsidiary;
- (i) power to make an application or recommendation, or to report or to give a notice, to the Governor or the Minister, being an application, recommendation, report or notice for which provision is made by or under this or another Act;
- (j) power to fix, vary or revoke a fee under section 188(1)(d) to (h);
- (k) a power or function excluded from delegation by the regulations.

Section 44 of the *Local Government Act 1999* sets out various other matters in relation to delegations. For example:

Section 44(6) of the *Local Government Act 1999* provides that the Council must cause a separate record to be kept of all delegations made under Section 44, and the Council may at any time, and must within 12 months after the conclusion of each periodic election, review the delegations.

Section 44(7) of the *Local Government Act 1999* provides that a person is entitled to inspect (without charge) the record of delegations under Section 44(6) at the principal office of the Council during ordinary office hours.

Section 101 of the *Local Government Act 1999* provides that the Chief Executive Officer may delegate (or sub-delegate) a power or function vested or conferred in or on the Chief Executive Officer under the *Local Government Act 1999*. Section 101 sets out various other matters in relation to delegations (or sub-delegations) by the Chief Executive Officer.

A delegation by the Chief Executive Officer made under Section 101 of the *Local Government Act 1999* may be made to an employee of the Council, or to the employee for the time being occupying a particular office or position, a committee comprising employees of the Council, or an authorised person.

➤ **Risk Management Implications**

The maintenance of a robust legislative delegation regime is an important control in managing the risk of:

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

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

Note: there are many other controls that also assist in mitigating this risk.

➤ **Financial and Resource Implications**

One of the primary duties of the Governance & Risk Coordinator's (GRC) role is to review and update the council delegations. The GRC utilises a proprietary software package which imports updated Instruments from the Local Government Association. The GRC then liaises with the Chief Executive Officer and People Leaders to review the Instruments before making recommendations back to the Chief Executive Officer for ultimately Council's consideration. The costs for the GRC, the software and the LGA Membership are considered and allowed for in the Annual Business Plan process.

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

Delegations allow Council's legislative obligations to be discharged in an effective and efficient manner and enable the administration to provide more timely service.

➤ **Sustainability Implications**

There are no direct sustainability implications from this report.

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

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* The following officers are to be consulted following Council's consideration:

- Chief Executive Officer
- Director Community Capacity and Directorate Officers
- Director Development & Compliance and Directorate Officers
- Director Infrastructure & Operations and Directorate Officers

- Director Development & Regulatory Services and Directorate Officers
- Executive Manager Governance & Performance and Directorate Officers
- Executive Manager Organisational Development and Directorate Officers

*External Agencies:* Not Applicable

*Community:* Not Applicable

## 2. BACKGROUND

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

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

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

## 3. ANALYSIS

The following Acts and Regulations are being reviewed at this time:

- *Disability Inclusion Act 2018*
- *Disability Inclusion Regulations 2019*
- *Fines Enforcement and Debt Recovery Act 2017*
- *Magistrates Court Rules 1992*
- *Ombudsman Act 1972*
- *Water Industry Act 2012*
- *Water Industry Regulations 2012*

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

If the powers contained in the attached instruments were not delegated all decisions must come to Council for its consideration and the Chief Executive Officer will not be empowered to act in relation to such matters.

As with all Council delegations, delegating a power under these Acts does not transfer that power from the Council to the delegate, it merely replicates it. As such, where the situation requires, matters will be brought to Council for decision.

#### 4. OPTIONS

Council has the following options:

- I. To determine to delegate to the Chief Executive Officer some or all of the powers and functions contained in the appendices. The previous delegations must be revoked and replaced with the new delegations (Recommended).
- II. To determine not to delegate to the Chief Executive Officer some or all of the powers and functions contained in the appendices. (Not Recommended).

Should the Council wish to make substantial changes or not delegate the suggested powers and functions contained in the appendices, it is recommended the matter referred to staff for review to allow for analysis of the implications of the amendments, prior to the matter being brought back to the Council for further consideration.

#### 5. APPENDICES

- (1) Delegations Review Schedule -**Appendix 1**
- (2) Instruments of Delegation – **Appendices 2 – 8** (detailed in the table below)

Instrument of Delegation	Appendix Number
<i>Disability Inclusion Act 2018</i>	<b>Appendix 2</b>
<i>Disability Inclusion Regulations 2019</i>	<b>Appendix 3</b>
<i>Fines Enforcement and Debt Recovery Act 2017</i>	<b>Appendix 4</b>
<i>Magistrates Court Rules 1992</i>	<b>Appendix 5</b>
<i>Ombudsman Act 1972</i>	<b>Appendix 6</b>
<i>Water Industry Act 2012</i>	<b>Appendix 7</b>
<i>Water Industry Regulations 2012</i>	<b>Appendix 8</b>

---

# Appendix 1

## *Delegations Review Schedule*

---

## Delegations Review Schedule

Legislation	Last Reviewed	Included in this Review 23 February 2021
Burial and Cremation Act 2013	27-Jan-21	NIL
Burial and Cremation Regulations 2014	27-Jan-21	NIL
Community Titles Act 1996	27-Jan-21	NIL
Cost of Living Concessions Act 1986	27-Jan-21	NIL
Crown Land Management Act 2009	27-Jan-21	NIL
Development Act 1993, Development (Development Plans) Amendment Act 2006 and Development Regulations 2008, Development (Waste Reform) Variation Regulations 2019	27-Jan-21	NIL
Disability Inclusion Act 2018	NEW	Yes
Disability Inclusion Regulations 2019	NEW	Yes
Dog and Cat Management Act 1995	25-Jun-19	NIL
Dog and Cat Management Regulations 2017	25-Jun-19	NIL
Electricity Act 1996	27-Jan-21	NIL
Electricity (Principles of Vegetation Clearance) Regulations 2010	27-Jan-21	NIL
Electronic Conveyancing National Law (South Australia) Act 2013	24-Sep-19	No Longer an Instrument - delegation of power under section 36(1) of the Local Government Act, which lawyers have advised is a more certain, comprehensive and practical means of delegating council statutory powers vested in any person
Environment Protection Act 1993	23-Apr-19	NIL
Environment Protection Regulations 2009	23-Apr-19	NIL
Environment Protection (Air Quality) Policy 2016	23-Apr-19	NIL
Environment Protection (Noise) Policy 2007	23-Apr-19	NIL
Environment Protection (Used Packaging Materials) Policy 2012	23-Apr-19	NIL
Environment Protection (Waste to Resources) Policy 2010	23-Apr-19	NIL
Expiation of Offences Act 1996	23-Apr-19	NIL
Fences Act 1974	23-Apr-19	NIL
Fines Enforcement and Debt Recovery Act 2017	25-Jun-19	Yes
Fire and Emergency Services Act 2005	24-Sep-19	NIL
Fire and Emergency Services Regulations 2005	24-Sep-19	NIL
Food Act 2001	23-Apr-19	NIL
Food Regulations 2017	NEW	NIL
Freedom of Information Act 1991	25-Jun-19	NIL
Freedom of Information (Fees and Charges) Regulations 2018	25-Jun-19	NIL
Gas Act 1997	27-Jan-21	NIL
Heavy Vehicle National Law (schedule to the Heavy Vehicle National Law (South Australia) Act 2013)	27-Jan-21	NIL
Heavy Vehicle (Mass, Dimension and Loading) National Regulation (NSW)	27-Jan-21	NIL
Independent Commissioner Against Corruption Act 2012	27-Jan-21	NIL
Labour Hire Licensing Act 2017	27-Jan-21	NIL
Land and Business (Sale and Conveyancing) Act 1994	27-Jan-21	NIL
Landscape South Australia Act 2019	27-Jan-21	NIL
Landscape South Australia (General) Regulations 2020	27-Jan-21	NIL
Landscape South Australia (Water Management) Regulations 2020	27-Jan-21	NIL
Liquor Licensing Act 1997	17-Dec-19	NIL
Local Government Act 1999	23-Jun-20	NIL
Local Government (Building Upgrade Agreements) Regulations 2017	NEW	NIL
Local Government (Financial Management) Regulations 2011	27-Jan-21	NIL
Local Government (General) Regulations 2013	27-Jan-21	NIL



## Delegations Review Schedule

Legislation	Last Reviewed	Included in this Review 23 February 2021
Local Government (Members Allowances and Benefits) Regulations 2010	27-Jan-21	NIL
Local Government (Procedures at Meetings) Regulations 2013	27-Jan-21	NIL
Local Government (Forestry Reserves) Act 1944	NEW	NIL
Local Nuisance and Litter Control Act 2016	23-Apr-19	NIL
Local Nuisance and Litter Control Regulations 2017	23-Apr-19	NIL
Magistrates Court Rules 1992	NEW	Yes
Mining Act 1971	NEW	NIL
Mining Regulations 2011	NEW	NIL
Natural Resources Management Act 2004	25-Jun-19	NIL
Natural Resources Management (Financial Provisions) Regulations 2005	25-Jun-19	NIL
Ombudsman Act 1972	NEW	Yes
Planning, Development and Infrastructure Act 2016 of Powers of a Council as: A Council: A Designated Authority: A Designated Entity (until full PDI commencement)	27-Jan-21	NIL
Planning Development and Infrastructure Act 2016 – Instrument A1 Powers of the Council as a Council, Designated Authority and Designated Entity	27-Jan-21	NIL
Planning Development and Infrastructure Act 2016 - Instrument B1, Powers of the Council as a Relevant Authority	27-Jan-21	NIL
Planning, Development and Infrastructure Act 2016 - Instrument C1 Powers of an Assessment Panel	10/06/2020 CAP Meeting	Instrument by CAP
Planning Development and Infrastructure Act 2016 - Instrument D1 Powers of an Assessment Manager	25-Jun-20	Instrument by Assessment Manager following CEO Appointment
Private Parking Areas Act 1986	27-Jan-21	NIL
Real Property Act 1886	25-Jun-19	NIL
Roads (Opening and Closing) Act 1991	27-Jan-21	NIL
Road Traffic Act 1961	27-Jan-21	NIL
Road Traffic (Miscellaneous) Regulations 2014	27-Jan-21	NIL
Road Traffic (Road Rules—Ancillary and Miscellaneous Provisions) Regulations 2014	27-Jan-21	NIL
Safe Drinking Water Act 2011	23-Apr-19	NIL
Safe Drinking Water Regulations 2011	23-Apr-19	NIL
South Australian Public Health Act 2011	24-Sep-19	NIL
South Australian Public Health (Fees) Regulations 2019	24-Sep-19	NIL
South Australian Public Health (General) Regulations 2013	24-Sep-19	NIL
South Australian Public Health (Legionella) Regulations 2013	24-Sep-19	NIL
South Australian Public Health (Wastewater) Regulations 2013	24-Sep-19	NIL
State Records Act 1997	27-Jan-21	NIL
Strata Titles Act 1988	27-Jan-21	NIL
Supported Residential Facilities Act 1992	23-Apr-19	NIL
Supported Residential Facilities Regulations 2009	New	NIL
Unclaimed Good Act 1987	23-Apr-19	No Longer an Instrument - delegation of power under section 36(1) of the Local Government Act, which lawyers have advised is a more certain, comprehensive and practical means of delegating council statutory powers vested in any person
Water Industry Act 2012	23-Apr-19	YES
Water Industry Regulations 2012	23-Apr-19	YES
Work Health and Safety Act 2012	17-Dec-19	No Longer an Instrument - delegation of power under section 36(1) of the Local Government Act, which lawyers have advised is a more certain, comprehensive and practical means of delegating council statutory powers vested in any person

---

## **Appendix 2**

*Disability Inclusion Act 2018*

---

# **Adelaide Hills Council**

## **RelianSys® Delegations - Export from Library**

### **Disability Inclusion Act 2018**

Note - Exported provisions are sorted by Delegation Source and Section.

15 February 2021

# Delegation Sources

- Disability Inclusion Act 2018

## Titles

Title	Position
Chief Executive Officer (95)	Chief Executive Officer (95)
Community and Social Planning Officer (465)	Community and Social Planning Officer (465)
Director Community Capacity (350)	Director Community Capacity (350)
Manager Community Development (187)	Manager Community Development (187)

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
396411	A*	Disability Inclusion Act 2018	section 16(2)	Prepare a disability access and inclusion plan	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority
396412	A*	Disability Inclusion Act 2018	section 16(4)(b)	Consult with people with disability and person or bodies representing the interests of people with disability and other persons or bodies in preparing a disability access and inclusion plan	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority
396413	A*	Disability Inclusion Act 2018	16(4)(c)	Call for submissions from members of the public	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority section
396414	A*	Disability Inclusion Act 2018	section 16(5)	Seek the approval of the Minister to prepare a single disability access and inclusion plan for the council and one or more other councils	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	council
396415	A*	Disability Inclusion Act 2018	section 16(6)	Vary a disability access and inclusion plan	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority
396416	A*	Disability Inclusion Act 2018	section 16(7)	Publish a disability access and inclusion plan, and any variation to a plan, on a website	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority
396417	A*	Disability Inclusion Act 2018	section 17(1)	Report annually to the Chief Executive Officer on the operation of the disability access and inclusion plan	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	Report to CEO of the administrative unit of the Public Service that is responsible for assisting a Minister in the administration of this Act.	State authority
396418	A*	Disability Inclusion Act 2018	section 18(1)	Review the disability access and inclusion plan at least once in every 4 year period and prepare a report of the review	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community	NIL	State authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
					Capacity (350), Manager Community Development (187)		
396419	A*	Disability Inclusion Act 2018	section 18(2)	Provide a copy of the report prepared under section 18(1) of the Disability Inclusion Act to the Minister	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority
396420	A*	Disability Inclusion Act 2018	section 26(1)	Prepare and provide a report to the Chief Executive Officer of the administrative unit of the public service that is responsible for assisting a Minister in the administration of this Act	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority
396421	A*	Disability Inclusion Act 2018	section 26(2)	Prepare and provide a report to the Chief Executive Officer of the administrative unit of the public service that is responsible for assisting a Minister in the administration of this Act	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority
396422	A*	Disability Inclusion Act 2018	section 27(2)	Provide information or documents prescribed by section 27 of the Disability Inclusion Act to another person or body	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority

---

## **Appendix 3**

*Disability Inclusion Regulations 2019*

---



# **Adelaide Hills Council**

## **RelianSys® Delegations - Export from Library**

### **Disability Inclusion Regulations 2019**

Note - Exported provisions are sorted by Delegation Source and Section.

15 February 2021

## Delegation Sources

- Disability Inclusion Regulations 2019

## Titles

Title	Position
Chief Executive Officer (95)	Chief Executive Officer (95)
Community and Social Planning Officer (465)	Community and Social Planning Officer (465)
Director Community Capacity (350)	Director Community Capacity (350)
Manager Community Development (187)	Manager Community Development (187)

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
396423	A*	Disability Inclusion Regulations 2019	regulation 9(2)	Determine the manner and form and time period for the calling of public submissions under section 16(4)(c) of the Disability Inclusion Act	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority
396424	A*	Disability Inclusion Regulations 2019	regulation 9(3)	Publish the disability access and inclusion plan on a website	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority
396425	A*	Disability Inclusion Regulations 2019	regulation 9(4)	Prepare and provide a report to the Chief Executive Officer of the administrative unit of the public service that is responsible for assisting a Minister in the administration of this Act	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority
396426	A*	Disability Inclusion Regulations 2019	regulation 10	Keep residents informed of the preparation by the council of a single disability access and inclusion plan which is for more than one council	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	council
396427	A*	Disability Inclusion Regulations 2019	regulation 11(1)	Comply with the steps under regulation 9 in regard to the variation of a disability access and inclusion plan as if the variation were the plan	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority
396428	A*	Disability Inclusion Regulations 2019	regulation 11(2)	Vary a disability access and inclusion plan	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority
396429	A*	Disability Inclusion Regulations 2019	regulation 11(3)	Provide public notice of a variation to a disability access and inclusion plan	Chief Executive Officer (95), Community and Social Planning Officer (465), Director Community Capacity (350), Manager Community Development (187)	NIL	State authority

---

## **Appendix 4**

*Fines Enforcement and Debt Recovery Act 2017*

---

# **Adelaide Hills Council**

## **RelianSys® Delegations - Export from Library**

### **Fines Enforcement and Debt Recovery Act 2017**

Note - Exported provisions are sorted by Delegation Source and Section.

15 February 2021

## Delegation Sources

- Fines Enforcement and Debt Recovery Act 2017

## Titles

Title	Position
Chief Executive Officer (95)	Chief Executive Officer (95)
Director Corporate Services (41)	Director Corporate Services (41)
Manager Property Services (394)	Manager Property Services (394)

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
396625	C	Fines Enforcement and Debt Recovery Act 2017	section 9(2)	Pay prescribed fee to Chief Recovery officer for a determination under section 9	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394)	NIL	issuing authority
396626	C	Fines Enforcement and Debt Recovery Act 2017	section 20(4)	Receive notice of an arrangement between the Chief Recovery Officer and an alleged offender	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394)	NIL	issuing authority
396627	C	Fines Enforcement and Debt Recovery Act 2017	section 20(18)	Receive notice from the Chief Recovery Officer of the termination or an arrangement with an alleged offender	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394)	NIL	issuing authority
396628	C	Fines Enforcement and Debt Recovery Act 2017	section 20(20)(c)	Receive notice from the Chief Recovery Officer of the reinstatement of an arrangement with an alleged offender	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394)	NIL	issuing authority
396629	C	Fines Enforcement and Debt Recovery Act 2017	section 22(1)	Provide to the Chief Recovery Officer prescribed particulars to enable enforcement of an expiation notice against an alleged offender	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394)	NIL	issuing authority
396630	C	Fines Enforcement and Debt Recovery Act 2017	section 22(2)	Pay prescribed fee to Chief Recovery Officer for enforcement of an expiation notice	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394)	NIL	issuing authority
396631	C	Fines Enforcement and Debt Recovery Act 2017	section 22(16)	Receive notice from the Chief Recovery Officer of an enforcement determination	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394)	NIL	issuing authority
396632	C	Fines Enforcement and Debt Recovery Act 2017	section 23(3)	Participate in proceedings reviewing an enforcement determination of the Chief Recovery Officer	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394)	NIL	issuing authority



---

# **Appendix 5**

*Magistrates Court Rules 1992*

---

# **Adelaide Hills Council**

## **RelianSys® Delegations - Export from Library**

### **Magistrates Court Rules 1992**

Note - Exported provisions are sorted by Delegation Source and Section.

15 February 2021

## Delegation Sources

- Magistrates Court Rules 1992

## Titles

Title	Position
Chief Executive Officer (95)	Chief Executive Officer (95)
Director Community Capacity (350)	Director Community Capacity (350)
Director Corporate Services (41)	Director Corporate Services (41)
Director Development and Regulatory Services (70)	Director Development and Regulatory Services (70)
Director Infrastructure and Operations (114)	Director Infrastructure and Operations (114)
Executive Manager Governance and Performance (349)	Executive Manager Governance and Performance (349)
Executive Manager Organisational Development (310)	Executive Manager Organisational Development (310)

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
397587	WA	Magistrates Court Rules 1992	rule 12	Lay an information	Chief Executive Officer (95), Director Community Capacity (350), Director Corporate Services (41), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Executive Manager Governance and Performance (349), Executive Manager Organisational Development (310)	NIL	public authority

---

## **Appendix 6**

*Ombudsman Act 1972*

---

# **Adelaide Hills Council**

## **RelianSys® Delegations - Export from Library**

### **Ombudsman Act 1972**

Note - Exported provisions are sorted by Delegation Source and Section.

15 February 2021

## Delegation Sources

- Ombudsman Act 1972

## Titles

Title	Position
Chief Executive Officer (95)	Chief Executive Officer (95)
Director Corporate Services (41)	Director Corporate Services (41)
Executive Manager Governance and Performance (349)	Executive Manager Governance and Performance (349)



Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
397588	A*	Ombudsman Act 1972	section 19A(1)	Comply with a notice of the Ombudsman	Chief Executive Officer (95), Director Corporate Services (41), Executive Manager Governance and Performance (349)	NIL	agency
397589	A*	Ombudsman Act 1972	section 19A(5)	Advise the Ombudsman that the council's failure to comply with a notice is reasonable and justifiable	Chief Executive Officer (95), Director Corporate Services (41), Executive Manager Governance and Performance (349)	NIL	agency
397590	A*	Ombudsman Act 1972	section 28	Apply to the Supreme Court for a determination regarding the Ombudsman's jurisdiction	Chief Executive Officer (95), Director Corporate Services (41), Executive Manager Governance and Performance (349)	NIL	agency

---

# **Appendix 7**

## *Water Industry Act 2012*

---

# **Adelaide Hills Council**

## **RelianSys® Delegations - Export from Library**

### **Water Industry Act 2012**

Note - Exported provisions are sorted by Delegation Source and Section.

15 February 2021

## Delegation Sources

- Water Industry Act 2012

## Titles

Title	Position
Chief Executive Officer (95)	Chief Executive Officer (95)
CWMS Technical Officer (423)	CWMS Technical Officer (423)
Director Infrastructure and Operations (114)	Director Infrastructure and Operations (114)
Manager Civil Services (402)	Manager Civil Services (402)
Manager Strategic Assets (403)	Manager Strategic Assets (403)
Manager Sustainability Waste & Emergency Mgmt (93)	Manager Sustainability Waste & Emergency Mgmt (93)
Senior Civil Engineer (184)	Senior Civil Engineer (184)

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
397938	A*	Water Industry Act 2012	section 19(1)	Apply for a licence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	applicant for a licence
397939	A*	Water Industry Act 2012	section 19(2)	Pay the application fee	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	applicant for a licence
397940	A*	Water Industry Act 2012	section 19(4)	Provide further information requested by the Commission with respect to an application for a licence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	applicant for a licence
397941	A*	Water Industry Act 2012	section 22(1)	Provide services or carry on operations or activities in accordance with the terms and conditions of the licence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397942	A*	Water Industry Act 2012	section 24(1)	Pay the annual licence fee	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	applicant for a licence
397943	A*	Water Industry Act 2012	section 24(2)(a)	Provide annual return to the Commission	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397944	A*	Water Industry Act 2012	section 24(2)(b)	Pay the annual licence fee	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397945	A*	Water Industry Act 2012	section 25(2)	Participate in consultation with the Commission	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397946	A*	Water Industry Act 2012	section 28(2)(a)	Apply to the Commission for a variation in the terms and conditions applying the licence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
397947	A*	Water Industry Act 2012	section 28(2)(a)	Agree with the Commission a variation in the terms and conditions applying the licence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397948	A*	Water Industry Act 2012	section 28(2)(b)	Make submissions to the Commission regarding a proposed variation to the terms and conditions applying to a licence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397949	A*	Water Industry Act 2012	section 29(1)	Transfer licence with the Commission's agreement	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397950	A*	Water Industry Act 2012	section 29(4)	Apply to the Commission for the transfer of a licence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397951	A*	Water Industry Act 2012	section 29(5)	Pay to the Commission the application fee for the transfer of a licence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397952	A*	Water Industry Act 2012	section 29(6)	Provide to the Commission further relevant information requested by Commission in respect of the application fee for the transfer a licence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397953	A*	Water Industry Act 2012	section 32(1)	Surrender a licence to the Commission	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397954	A*	Water Industry Act 2012	section 32(3)	Agree with the Commission a shorter notice period than the prescribe period for the surrender of a licence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397955	A*	Water Industry Act 2012	section 33(3)(b)	Make submissions to the Commission in relation to a proposed suspension or cancellation of licence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
397956	A*	Water Industry Act 2012	section 36(1)	Fix standard terms and conditions governing the provision of services by the entity	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397957	A*	Water Industry Act 2012	section 36(2)	Publish standard terms and conditions governing the provision of services by the entity in the Gazette	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397958	A*	Water Industry Act 2012	section 36(3)	Publish notice in a newspaper circulating generally in the State regarding the standard terms and conditions	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397959	A*	Water Industry Act 2012	section 36(5)	Agree with a customer to exclude a standard term or condition	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397960	A*	Water Industry Act 2012	section 36(6)(a)	Supply a copy of the standard terms and conditions to the Commission	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397961	A*	Water Industry Act 2012	section 36(6)(b)	Publish a copy of the standard terms and conditions on the entities website	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397962	A*	Water Industry Act 2012	section 37(3)(a)	Adopt a customer hardship policy published by the Minister	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397963	A*	Water Industry Act 2012	section 37(3)(b)	Seek the approval of the Minister to adopt a customer hardship policy published by the Minister with modifications	Chief Executive Officer (95)	NIL	water industry entity
397964	A*	Water Industry Act 2012	section 37(3)(b)	Adopt a customer hardship policy published by the Minister with modifications in accordance with approval of the Minister	Chief Executive Officer (95)	NIL	water industry entity
397965	A*	Water Industry Act 2012	section 38(2)	Make submissions to the Commission as to proposed proclamation to take over the water industry entity's operations	Chief Executive Officer (95)	NIL	water industry entity



Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
397966	A*	Water Industry Act 2012	section 39(2)	Accept an appointment to take over relevant operations of a water industry entity subject to a proclamation under section 38	Chief Executive Officer (95)	NIL	water industry entity
397967	A*	Water Industry Act 2012	section 39(3)	Facilitate the take-over of relevant operations by the operator	Chief Executive Officer (95)	NIL	water industry entity
397968	A*	Water Industry Act 2012	section 41(1)	Appoint a person to be a water industry officer	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	water industry entity
397969	A*	Water Industry Act 2012	section 41(2)	Impose conditions of appointment of a water industry officer	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	water industry entity
397970	A*	Water Industry Act 2012	section 42(1)	Impose time period for the appointment of a water industry officer	Chief Executive Officer (95)	NIL	water industry entity
397971	A*	Water Industry Act 2012	section 42(2)	Remove a water industry officer from office	Chief Executive Officer (95), Director Infrastructure and Operations (114)	NIL	water industry entity
397972	A*	Water Industry Act 2012	section 43(1)	Issue a water industry officer with an identity card	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
397973	A*	Water Industry Act 2012	section 44(1)	Agree with the occupier of land to enter and remain on land to conduct investigations or carry out any other form of work to assess the suitability of the land for the construction or installation of water/sewerage infrastructure	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity
397974	A*	Water Industry Act 2012	section 44(1)	Seek the authorisation of the Minister to enter and remain on land to conduct investigations or carry out any other form of work to assess the suitability of the land for the construction or installation of water/sewerage infrastructure	Chief Executive Officer (95)	NIL	water industry entity
397975	A*	Water Industry Act 2012	section 44(3)(a)	Enter and remain on land to undertake prescribed works	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity
397976	A*	Water Industry Act 2012	section 45(1)	Give notice of proposed entry on land under section 44 to the occupier	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	authorised entity

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
397977	A*	Water Industry Act 2012	section 45(3)(a)	Give notice of proposed entry on public land under section 45 to the authority responsible to the management of the public land	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	authorised entity
397978	A*	Water Industry Act 2012	section 45(3)(b)	Agree with an authorised entity to enter onto public land within the care, control and management of the council	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	council
397979	A*	Water Industry Act 2012	section 45(4)	Impose conditions on the entry of an authorised entity onto public land within the care, control and management of the council	Chief Executive Officer (95)	NIL	council
397980	A*	Water Industry Act 2012	section 45(7)	Refer a dispute regarding whether work should be permitted on public land within the care, control and management of the council by an authorised entry of the conditions applying to that work to the Minister	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	council authorised entity
397981	A*	Water Industry Act 2012	section 45(9)(a)	Make submissions to the Minister in relation to a dispute referred under section 45(7)	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	council authorised entity
397982	A*	Water Industry Act 2012	section 45(9)(b)	Settle a dispute referred under section 45(7)	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	council authorised entity
397983	A*	Water Industry Act 2012	section 45(11)	Notify the occupier of public land of the reason and the date and time of proposed entry	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	authorised entity
397984	A*	Water Industry Act 2012	section 45(14)	Use reasonable force to enter any land under section 45	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	authorised entity
397985	A*	Water Industry Act 2012	section 45(16)	Request an authorised entity undertaking work on public land within the care, control and management of the council to separate the land on which the work is being undertaken from other parts of the land by a fence	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	council
397986	A*	Water Industry Act 2012	section 45(16)	Separate the public land on which the work is being undertaken from other parts of the land by a fence	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	authorised entity
397987	A*	Water Industry Act 2012	section 45(16)	Refer a dispute regarding the separation of a land by a fence to the Magistrates Court	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	council

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
397988	A*	Water Industry Act 2012	section 45(17)	Make good any damage caused by exercise of powers under section 45	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	authorised entity
397989	A*	Water Industry Act 2012	section 45(19)	Exercise of powers under section 45 in an emergency without prior notice or agreement	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	authorised entity
397990	A*	Water Industry Act 2012	section 45(22)	Comply with conditions imposed by the Minister of the exercise of powers under section 45	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity
397991	A*	Water Industry Act 2012	section 46(1)	Acquire land in accordance with the Land Acquisition Act 1969	Chief Executive Officer (95)	NIL	water industry entity
397992	A*	Water Industry Act 2012	section 46(2)	Seek authorisation of the Minister to acquire land by compulsory acquisition under the Land Acquisition Act 1969	Chief Executive Officer (95)	NIL	water industry entity
397993	A*	Water Industry Act 2012	section 48(2)	Apply to the Minister for approval of a scheme under section 48	Chief Executive Officer (95)	NIL	water industry entity
397994	A*	Water Industry Act 2012	section 48(3)(c)	Approve a scheme as being fit and adequate for the provision of the services that are proposed to be offered under the scheme	Chief Executive Officer (95)	NIL	council
397995	A*	Water Industry Act 2012	section 48(3)(d)	Participate in consultation for the development of a scheme for sewerage services in the council area	Chief Executive Officer (95)	NIL	council
397996	A*	Water Industry Act 2012	section 48(6)	Issue a notice requiring the connection of drains, equipment or works to prescribed infrastructure in order to provide for the discharge of sewerage into the infrastructure	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity
397997	A*	Water Industry Act 2012	section 48(9)	Take action required by a notice served under section 48(6), if the recipient fails to take that action	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity
397998	A*	Water Industry Act 2012	section 48(10)	Authorise a person to take action under section 48(9) on the water industry entities behalf	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity
397999	A*	Water Industry Act 2012	section 48(12)	Recover the reasonable costs of taking action under section 48(9) as a debt	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
398000	A*	Water Industry Act 2012	section 48(13)	Apply to the Minister for approval to vary a scheme under section 48	Chief Executive Officer (95)	NIL	water industry entity
398001	A*	Water Industry Act 2012	section 48(13)	Vary a scheme under section 48	Chief Executive Officer (95)	NIL	water industry entity
398002	A*	Water Industry Act 2012	section 49(1)	Consent to a person: (a) constructing or placing a building, wall, fence or other structure on or over any water/sewerage infrastructure, or creating some other form of encroachment over any water/sewerage infrastructure (or any land directly associated with such infrastructure); (b) creating any form of encroachment over any easement that exists for the purposes of any water service or sewerage service; (c) obstructing, filling in, closing up or diverting any water/sewerage infrastructure; or (d) excavating or altering any land or structure supporting any water/sewerage infrastructure	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398003	A*	Water Industry Act 2012	section 49(2)(a)	Enter land and carry out an inspection of any place if the water entity believes on reasonable grounds that a person has contravened section 49(1)	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398004	A*	Water Industry Act 2012	section 49(2)(b)	Serve a notice requiring a person to take action to remedy a contravention of section 49(1)	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398005	A*	Water Industry Act 2012	section 49(3)	Obtain a warrant under Part 10 of the Water Industry Act to enter land	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398006	A*	Water Industry Act 2012	section 49(4)	Take action required by a notice served under section 49(2)(b), if the recipient fails to take that action	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398007	A*	Water Industry Act 2012	section 49(6)	Recover the reasonable costs of taking action under section 49(4) as a debt	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398008	A*	Water Industry Act 2012	section 49(7)	Authorise a person to take action under section 49(4) on the water industry entities behalf	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
398009	A*	Water Industry Act 2012	section 50(1)	Authorise a person to: (a) attach any equipment or other thing, or make any connection, to water/sewerage infrastructure; (b) interfere with: (i) the collection, storage, production, treatment, conveyance, reticulation or supply of water through the use of water infrastructure; or (ii) the collection, storage, treatment, conveyance or reticulation of sewage through the use of sewerage infrastructure; (c) disconnect or interfere with any water/sewerage infrastructure, or any equipment associated with any water/sewerage infrastructure; or (d) damage any water/sewerage infrastructure, or any equipment associated with any water/sewerage infrastructure.	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398010	A*	Water Industry Act 2012	section 50(2)(a)	Enter land and carry out an inspection of any place if the water entity believes on reasonable grounds that a person has contravened section 50(1)	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398011	A*	Water Industry Act 2012	section 50(2)(b)	Disconnect, close, turn off or remove anything that has been attached or used in connection with a contravention section 50(1)	Chief Executive Officer (95)	NIL	water industry entity
398012	A*	Water Industry Act 2012	section 50(3)	Obtain a warrant under Part 10 of the Water Industry Act to enter land	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398013	A*	Water Industry Act 2012	section 50(4)	Authorise a person to take action under section 50 on the water industry entities behalf	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398014	A*	Water Industry Act 2012	section 50(7)	Recover compensation from a person guilty of a contravention of section 50(1) on application to a court convicting the person of an offence against this section or by action in a court of competent jurisdiction	Chief Executive Officer (95)	NIL	water industry entity
398015	A*	Water Industry Act 2012	section 51(1)	Receive notice from a person proposing to do work near water/sewerage infrastructure	Chief Executive Officer (95)	NIL	water industry entity
398016	A*	Water Industry Act 2012	section 51(3)(b)	Specify requirements to apply for the protection of the infrastructure or the safety of person carrying out the work	Chief Executive Officer (95)	NIL	water industry entity

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
398017	A*	Water Industry Act 2012	section 51(4)	Recover compensation from a person guilty of a contravention of section 51 on application to a court convicting the person of an offence against this section or by action in a court of competent jurisdiction	Chief Executive Officer (95)	NIL	water industry entity
398018	A*	Water Industry Act 2012	section 52(1)	Receive notice from a person proposing to: (a) to first lay the pavement or hard surface in any road; (b) to relay the pavement or hard surface in any road; (c) to widen or extend the pavement or hard surface in any road; (d) to alter the level of any road; (e) to construct or alter any footpaths, gutters, kerbing or water tables in any road; or (f) to construct or alter any drainage work in any road in which water/sewerage infrastructure is laid	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398019	A*	Water Industry Act 2012	section 52(2)	Advise the person giving notice under section 52(1) of any new water/sewerage infrastructure proposed in the relevant road and of any interference that is expected to be caused to the existing water/sewerage infrastructure	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398020	A*	Water Industry Act 2012	section 52(4)	Confer with a person giving notice under section 52(1) with respect to variations to the proposed work	Chief Executive Officer (95)	NIL	water industry entity
398021	A*	Water Industry Act 2012	section 52(6)	Waive the requirement to provide notice under section 52(1)	Chief Executive Officer (95)	NIL	water industry entity
398022	A*	Water Industry Act 2012	section 53(2)(b)	Approve the installation or maintenance of a pipe capable of conveying water beyond the boundaries of a site occupied by the person	Chief Executive Officer (95)	NIL	water industry entity
398023	A*	Water Industry Act 2012	section 53(1)	Authorise a person to: (a) abstract or divert water from any water infrastructure; or (b) abstract or divert any sewage from any sewerage infrastructure	Chief Executive Officer (95)	NIL	water industry entity
398024	A*	Water Industry Act 2012	section 53(3)	Recover compensation from a person guilty of a contravention of section 53 on application to a court convicting the person of an offence against this section or by action in a court of competent jurisdiction	Chief Executive Officer (95)	NIL	water industry entity
398025	A*	Water Industry Act 2012	section 54(1)(a)	Require a person supplied water by the water industry entity to allow a person authorised by the entity to enter land and fix a meter supplied by the entity	Chief Executive Officer (95)	NIL	water industry entity

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
398026	A*	Water Industry Act 2012	section 54(1)(b)	Require a person supplied water by the water industry entity to ensure that a meter of a kind specified by the entity is fixed and used for the purposes of measuring water supplied to the person	Chief Executive Officer (95)	NIL	water industry entity
398027	A*	Water Industry Act 2012	section 54(3)	Supply a water meter	Chief Executive Officer (95)	NIL	water industry entity
398028	A*	Water Industry Act 2012	section 54(4)	Issue a direction or requirement in regard to the installation or use of a meter	Chief Executive Officer (95)	NIL	water industry entity
398029	A*	Water Industry Act 2012	section 54(10)	Serve a notice on a person who fails to ensure that access to the meter or fitting for the purpose of reading, replacement, repair or maintenance is not obstructed requiring the person to take specified action to provide access to the meter or fitting	Chief Executive Officer (95)	NIL	water industry entity
398030	A*	Water Industry Act 2012	section 54(11)	Enter land and take action to provide access to the meter or fitting	Chief Executive Officer (95)	NIL	water industry entity
398031	A*	Water Industry Act 2012	section 54(12)	Recover compensation from a person guilty of a contravention of section 54 on application to a court convicting the person of an offence against this section or by action in a court of competent jurisdiction	Chief Executive Officer (95)	NIL	water industry entity
398032	A*	Water Industry Act 2012	section 54(13)	Recover costs of taking action under section 54(11) as a debt	Chief Executive Officer (95)	NIL	water industry entity
398033	A*	Water Industry Act 2012	section 55(1)	Authorise a person to discharge any solid, liquid or gaseous materials, or any other item or thing, into water infrastructure	Chief Executive Officer (95)	NIL	water industry entity
398034	A*	Water Industry Act 2012	section 55(3)	Recover compensation from a person guilty of a contravention of section 55 on application to a court convicting the person of an offence against this section or by action in a court of competent jurisdiction	Chief Executive Officer (95)	NIL	water industry entity
398035	A*	Water Industry Act 2012	section 56(1)	Authorise a person to discharge into any sewerage infrastructure any solid, liquid or gaseous material, or any other item or thing that is likely to damage the infrastructure	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity
398036	A*	Water Industry Act 2012	section 56(3)(a)	Authorise a person to discharge specific waste material into sewerage infrastructure	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager	NIL	water industry entity



Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
					Sustainability Waste & Emergency Mgmt (93)		
398037	A*	Water Industry Act 2012	section 56(3)(b)	Enter into a contract with a person in regard to the provision of a sewerage service authorising the discharge specific waste material into sewerage infrastructure	Chief Executive Officer (95)	NIL	water industry entity
398038	A*	Water Industry Act 2012	section 56(5)	Authorise a person to cause, permit or allow any rainwater, stormwater or surface water to flow into, or to otherwise enter, any sewerage infrastructure	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Mgmt (93)	NIL	water industry entity
398039	A*	Water Industry Act 2012	section 56(7)	Attach conditions to an authorisation under section 56(5)	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Mgmt (93)	NIL	water industry entity
398040	A*	Water Industry Act 2012	section 56(7)	Vary or revoke an authorisation under section 56(5)	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Mgmt (93)	NIL	water industry entity
398041	A*	Water Industry Act 2012	section 56(9)	Recover the reasonable costs and expenses incurred by the water entity in addressing any damage or loss caused as a result of, on in remedying circumstances caused by, a contravention of section 56 as a debt	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Mgmt (93)	NIL	water industry entity
398042	A*	Water Industry Act 2012	section 57(1)	Issue a notice requiring an owner or occupier of land to carry out specified work	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Mgmt (93)	NIL	water industry entity
398043	A*	Water Industry Act 2012	section 57(3)	Vary or revoke a notice issued under section 57(1)	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Mgmt (93)	NIL	water industry entity
398044	A*	Water Industry Act 2012	section 57(5)	Take action required by a notice if the recipient of the notice fails to take the action	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager	NIL	water industry entity

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
					Sustainability Waste & Emergency Mgmt (93)		
398045	A*	Water Industry Act 2012	section 57(6)	Authorise a person to take action under section 57(5) on the entity's behalf	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Mgmt (93)	NIL	water industry entity
398046	A*	Water Industry Act 2012	section 57(8)	Recover the reasonable costs and expenses incurred by the water industry entity taking action under section 57(5) as a debt	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Mgmt (93)	NIL	water industry entity
398047	A*	Water Industry Act 2012	section 58(1)	Close off or disconnect from the sewerage infrastructure one or more drains on the land that are connected to the sewerage infrastructure or restrict the provision of any sewerage service to the land	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Mgmt (93)	NIL	water industry entity
398048	A*	Water Industry Act 2012	section 58(2)	Reopen or reconnect a drain closed off or disconnected under section 58(1)	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Mgmt (93)	NIL	water industry entity
398049	A*	Water Industry Act 2012	section 58(2)	Require the owner or occupier of land to pay the prescribed fee prior to reopening or reconnecting a drain closed off or disconnected under section 58(1)	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Mgmt (93)	NIL	water industry entity
398050	A*	Water Industry Act 2012	section 59(3)(a)	Lessen the supply through any infrastructure	Chief Executive Officer (95)	NIL	water industry entity
398051	A*	Water Industry Act 2012	section 59(3)(b)	Prohibit the use of water in a specified purpose or purposes, or restrict or regulate the purposes for which water can be used	Chief Executive Officer (95)	NIL	water industry entity
398052	A*	Water Industry Act 2012	section 59(3)(c)	Prohibit the use of water in a specified manner or by specified means, or restrict or regulate the manner in which, or the means by which, water may be used	Chief Executive Officer (95)	NIL	water industry entity

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
398053	A*	Water Industry Act 2012	section 59(3)(d)	Prohibit specified uses of water during specified periods, or restrict or regulate the times at which water may be used	Chief Executive Officer (95)	NIL	water industry entity
398054	A*	Water Industry Act 2012	section 59(3)(e)	Discontinue the supply of water	Chief Executive Officer (95)	NIL	water industry entity
398055	A*	Water Industry Act 2012	section 59(4)	Impose a requirement that a permit of the water industry entity must be held to undertake an activity involving the use of water	Chief Executive Officer (95)	NIL	water industry entity
398056	A*	Water Industry Act 2012	section 59(4)	Issue a permit authorising an activity involving the use of water	Chief Executive Officer (95)	NIL	water industry entity
398057	A*	Water Industry Act 2012	section 59(5)(b)	Publish or serve a notice regarding a prohibition or notice under section 59(3)	Chief Executive Officer (95)	NIL	water industry entity
398058	A*	Water Industry Act 2012	section 59(5)(b)	Vary or revoke a prohibition or notice under section 59(3)	Chief Executive Officer (95)	NIL	water industry entity
398059	A*	Water Industry Act 2012	section 60(1)	Serve notice on the owner or occupier of land that is connected to water infrastructure operated by the entity directing the owner or occupier to install a flow reducing device of a specified kind and to use the device to reduce flow in the pipes on the land which are connected to the water infrastructure	Chief Executive Officer (95)	NIL	water industry entity
398060	A*	Water Industry Act 2012	section 60(5)	Install a flow reducing device if the owner or occupier has failed to comply with the requirements of a notice under section 60(1)	Chief Executive Officer (95)	NIL	water industry entity
398061	A*	Water Industry Act 2012	section 60(6)	Recover the reasonable costs and expenses incurred by the water industry entity as a debt from the person who failed to comply with the notice under section 60(1)	Chief Executive Officer (95)	NIL	water industry entity
398062	A*	Water Industry Act 2012	section 63(3)(a)	Disconnect the supply of water or the collection of sewage, or restrict the supply of services	Chief Executive Officer (95)	NIL	water industry entity
398063	A*	Water Industry Act 2012	section 63(3)(b)	Obtain a warrant under Part 10 to enter a place for the purpose of disconnecting the supply of water or the collection of sewage, or restricting the supply of services	Chief Executive Officer (95)	NIL	water industry entity

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
398064	A*	Water Industry Act 2012	section 63(5)(b)	Restore a connection for the supply of water or the collection of sewage	Chief Executive Officer (95)	NIL	water industry entity
398065	A*	Water Industry Act 2012	section 64	Cut off the supply of water to any region, area, land or place if it is necessary to do so to avert danger to any person or property	Chief Executive Officer (95)	NIL	water industry entity
398066	A*	Water Industry Act 2012	section 68	Comply with prescribed technical and safety requirements or any technical and safety requirements of the Technical Regulator	Chief Executive Officer (95)	NIL	water industry entity
398067	A*	Water Industry Act 2012	section 69(3)	Disconnect the supply of water or the collection of sewerage, or restrict the supply of services	Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity
398068	A*	Water Industry Act 2012	section 84(1)(b)	Make an application to the Commission for a review of a decision of the Commission under Part 4 to suspend or cancel the entity's licence or vary the terms or conditions of the entity's licence	Chief Executive Officer (95)	NIL	water industry entity
398069	A*	Water Industry Act 2012	section 85(1)(a)	Make an application for a review of a decision or an enforcement notice under Part 8, Division 4 under section 34 of the South Australian Civil and Administrative Tribunal Act 2013	Chief Executive Officer (95)	NIL	water industry entity
398070	A*	Water Industry Act 2012	section 88(1)	Provide information requested by the Minister	Chief Executive Officer (95)	NIL	water industry entity
398071	A*	Water Industry Act 2012	section 98(1)	Provide and maintain fire plugs, maintain various standards, and comply with any other requirements relating to the provision of water for fire-fighting purposes, in accordance with any scheme determined by the Minister	Chief Executive Officer (95)	NIL	water industry entity
398072	A*	Water Industry Act 2012	section 102(2)	Commence proceeding for an offence under the Water Industry Act	Chief Executive Officer (95)	NIL	water industry entity
398073	A*	Water Industry Act 2012	section 111(7)	Certify a plan delineating the position of any equipment, plant or drain connected to any water/sewerage infrastructure	Chief Executive Officer (95)	NIL	water industry entity
398074	A*	Water Industry Act 2012	section 111(8)	Certify a date on and from which the water industry entity was prepared to supply water by means of a direct service to land specified in the certificate or could by means of drains or other infrastructure, be drained or serviced by a sewer	Chief Executive Officer (95)	NIL	water industry entity

## Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
398075	A*	Water Industry Act 2012	section 111(9)	Certify a copy or extract of a register of readings of meters maintained by the water industry entity	Chief Executive Officer (95)	NIL	water industry entity
398076	A*	Water Industry Act 2012	section 113(1)	Cause a ventilating shaft, pipe or tube for any sewerage infrastructure or drain to be attached to the exterior wall of a building	Chief Executive Officer (95)	NIL	water industry entity

---

## **Appendix 8**

*Water Industry Regulations 2012*

---

# **Adelaide Hills Council**

## **RelianSys® Delegations - Export from Library**

### **Water Industry Regulations 2012**

Note - Exported provisions are sorted by Delegation Source and Section.

15 February 2021



## Delegation Sources

- Water Industry Regulations 2012

## Titles

Title	Position
Chief Executive Officer (95)	Chief Executive Officer (95)
CWMS Technical Officer (423)	CWMS Technical Officer (423)
Director Infrastructure and Operations (114)	Director Infrastructure and Operations (114)
Manager Civil Services (402)	Manager Civil Services (402)
Manager Open Space (409)	Manager Open Space (409)
Manager Strategic Assets (403)	Manager Strategic Assets (403)
Senior Civil Engineer (184)	Senior Civil Engineer (184)

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
398077	A*	Water Industry Regulations 2012	regulation 9	Enter into an agreement with a person undertaking work which would involve the alteration of any water/sewerage infrastructure to share the cost of the work	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
398078	A*	Water Industry Regulations 2012	regulation 11(1)	Provide a statement of the amount paid to a person who has paid an amount for the provision of retain services	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
398079	A*	Water Industry Regulations 2012	regulation 11(2)	Provide a consumer with a statement of the quantity of water supplied by the entity to the consumer in the financial year	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
398080	A*	Water Industry Regulations 2012	regulation 11(3)	Provide a statement of the amount paid for retail services or the quantity of water supplied by the entity financial year to any other person acting with the consent of the person referred to in regulations 11(1) and 11(2)	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
398081	A*	Water Industry Regulations 2012	regulation 12(1)	Provide a statement as the existence or non-existence of encumbrances in relation to the land to which the application relates that are prescribed encumbrances for the purposes of the Land and Business (Sale and Conveyancing) Act 1994	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398082	A*	Water Industry Regulations 2012	regulation 13(a)(i)	Seek the approval of a water industry entity (that owns or operated sewerage infrastructure that may be affected by the planting) to plant trees and shrubs (except those listed I Schedule 2 and Schedule 3) on public land	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	council
398083	A*	Water Industry Regulations 2012	regulation 13(a)(i)	Grant approval to plant trees and shrubs on public land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Open Space (409), Manager Strategic Assets (403)	NIL	water industry entity
398084	A*	Water Industry Regulations 2012	regulation 13(b)	Grant approval to plant trees and shrubs on a road closer than 1 metre to any water infrastructure	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
398085	A*	Water Industry Regulations 2012	regulation 14(1)	Receive and comply with a notice from water industry entity directing action in regard to a tree or shrub on public land which is causing, or is likely to cause, damage to water/sewerage infrastructure or a reduction in the efficiency of the operation of that infrastructure	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	council
398086	A*	Water Industry Regulations 2012	regulation 14(1)	Direct a council or other person with care, control or management of land to take action in regard to a tree or shrub on public land which is causing, or is likely to cause, damage to water/sewerage infrastructure or a reduction in the efficiency of the operation of that infrastructure	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398087	A*	Water Industry Regulations 2012	regulation 14(2)	Take action specified in a notice under regulation 14(1) if the recipient fails to comply with the notice	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398088	A*	Water Industry Regulations 2012	regulation 14(3)	Recover costs of taking action specified in a notice under regulation 14(2) as a debt	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398089	A*	Water Industry Regulations 2012	regulation 15	Recover costs of taking action specified in a notice under regulation 14 as a debt	Chief Executive Officer (95), Manager Strategic Assets (403)	NIL	water industry entity
398090	A*	Water Industry Regulations 2012	regulation 16(3)(b)	Authorise a person to enter infrastructure owned or operated by the entity	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
398091	A*	Water Industry Regulations 2012	regulation 17(1)(a)	Obtain the approval of ESCOSA prior to taking action under sections 59(3)(a) to 59(3)(e) (inclusive)	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
398092	A*	Water Industry Regulations 2012	regulation 17(1)(b)(i)	Notify the public of the intention to exercise a power under sections 59(3)(b) to 59(3)(d) (inclusive) by notice in the Gazette	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
398093	A*	Water Industry Regulations 2012	regulation 17(1)(b)(ii)	Notify the public of the intention to exercise a power under sections 59(3)(a) to 59(3)(e) (inclusive) by a notice of a website, in a newspaper circulating throughout the area of the State in which	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil	NIL	water industry entity

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
				person affected by the exercise of the power are situated and in any other manner considered appropriate	Services (402), Senior Civil Engineer (184)		
398094	A*	Water Industry Regulations 2012	regulation 18		Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
398095	A*	Water Industry Regulations 2012	regulation 23(2)(a)		Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	council
398096	A*	Water Industry Regulations 2012	regulation 23(2)(b)		Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity
398097	A*	Water Industry Regulations 2012	regulation 23(3)		Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity
398098	A*	Water Industry Regulations 2012	regulation 34(1)(b)		Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity
398099	A*	Water Industry Regulations 2012	regulation 34(4)		Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity
398100	A*	Water Industry Regulations 2012	regulation 34(7)		Chief Executive Officer (95), CWMS Technical Officer (423), Manager Strategic Assets (403)	NIL	water industry entity
398101	A*	Water Industry Regulations 2012	regulation 36		Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity
398102	A*	Water Industry Regulations 2012	regulation 38		Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Senior Civil Engineer (184)	NIL	water industry entity

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 12.12

**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
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)

22/10/2019	Ordinary Council Administrative Action	257/19	SPDPC Presiding Member	None declared
28/07/2020	Ordinary Council	147/20	Citizen of the Year Awards Presentation Location	None declared
8/09/2020	Special Council	184/20	MON Woodforde/Rostrevor Boundary Reform FOI Release	None declared
27/10/2020	Ordinary Council	228/20	Disability Access and Inclusion Plan	None declared
27/10/2020	Ordinary Council	229/20	Mylor BMX Consultation Findings	Perceived - Cr Leith Mudge
27/10/2020	Ordinary Council	237/20	Strategic Boundary Review	None declared
24/11/2020	Ordinary Council	270/20	Community Development Grants	Material - Cr Ian BaileyPerceived - Cr Andrew Stratford
24/11/2020	Ordinary Council	272/20	Budget Review 1	None declared
24/11/2020	Ordinary Council	283/20	Policy Review - Debt Recovery Policy	None declared
24/11/2020	Ordinary Council	284/20	Policy Review - Grant & External Funding (Acceptance) Policy	None declared
24/11/2020	Ordinary Council	285/20	Policy Review - Treasury Policy	None declared
15/12/2020	Ordinary Council	295/20	Acknowledgement & Welcome to Country Policy	None declared
15/12/2020	Ordinary Council	302/20	Enforcement Policy Review	None declared
15/12/2020	Ordinary Council	310/20	Confidential Item - Citizen of the Year 2021	None declared
15/12/2020	Ordinary Council	313/20	Confidential Item - External Audit Contract	None declared
15/12/2020	Ordinary Council	314/20	External Audit Contract - Period of Confidentiality	None declared
27/01/2021	Ordinary Council	18/21	AHC Tender 202021-12 Supply of Limestone Rubble	None declared
27/01/2021	Ordinary Council	19/21	AHC Tender 202021-12 Supply of Limestone Rubble	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
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	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
24/01/2017	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 assessment of the native vegetation on the land, this is likely to take some months. DEW advised on 4/12/18 that there are some impediments to the progression of the proposed boundary realignment due to the mining operations on the adjacent land, which are being negotiated with the Dept for Mining. Advice is that these negotiations could take considerable time (2yrs). In the interim, consideration will be given to the granting of a right of way to ensure that the cemetery has legal access. DEW staff member dealing with this matter has left DEW so there may be an extended delay whilst it is reallocated and assessed. DEW awaiting finalisation of negotiations with Dept for Mining
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	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

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
28/08/2018	Ordinary Council	203/18	Community Wastewater Management Systems Review - Update and Consultation Outcomes	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	Peter Bice	Completed	Council Report (Confidential) provided to January 2021 Council Meeting.  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.
11/09/2018	Special Council	229/18	Road Exchange McBeath Drive, Skye Horsnell Gully	None declared	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 The closed road is excluded as Community Land pursuant to the Local Government Act 1999. Council approves the sale of the differential between the total area of closed road and the total area of opened road of approximately 1,242m2 to Boral Resources (SA) Ltd for the amount of \$6,210 as determined by an independent valuation.	Terry Crackett	In Progress	Road exchange documentation has been executed and provided to Boral for lodgement with the Surveyor-General. Submission has been prepared and lodged with the Boundaries Commission jointly on behalf of the City of Burnside and Adelaide Hills Council. 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 Awaiting advice that land division has been completed so that the boundary realignment can occur

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	232/18	Revocation of Community Land – Bridgewater Retirement Village	None declared	To commence a process to revoke the Community Land classification of the land located on the corner of Mt Barker Road and Second Avenue Bridgewater known as 511 Mt Barker Road Bridgewater contained in Certificate of Title Volume 5488 Folio 788 (Land) on which a portion of the Bridgewater Retirement Village is located by:Preparing a report as required under section 194(2)(a) of the Local Government Act 1999 and making it publicly available.Undertaking consultation in accordance with its Public Consultation Policy as required under section 194(2)(b) of the Local Government Act 1999. To commence a process to vary the charitable trust affecting the Land by investigating land parcels owned by the Adelaide Hills Council, including 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	Terry Crackett	In Progress	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. Council, at the meeting of 27 August 2019, approved Carripook Park as the location to vary the trust to. 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.
11/09/2018	Special Council	238/18	Ashton Landfill – Confidential Item	None declared	Until 10 September 2019. Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i> , Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Peter Bice	In Progress	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	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. The Administration is continuing to work with the Group on how this should be done in practice. This will also be incorporated in the Innovate Reconciliation Action Plan
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 know 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	Terry Crackett	Not Started	The land sits within the Environmental Food Protection Area and proposed use is not supported. An application will be made to DPII for a review once the Minister announces the review, likely to be in mid 2020. Subject to a removal of the land from the EFPA, a development application will then be lodged for the division of the cottages (noting that it will be a non-complying development). 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	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 in the 20/21 FY

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Update 11/2 - Variations and extensions to ORSR funding have been approved, &amp; relevant agreements have been signed with the Department for Education for work to occur on Heathfield High School land. Consultants are currently undertaking a detailed design process, with a tender process for court reconstruction to occur in the near future. Associated amenity (including court lighting, club space, access &amp; pathways) are also included in the current detailed design process, with their tender expected in mid 2021.</p>
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	Terry Crackett	In Progress	Matter not requiring action at this time.
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	David Waters	In Progress	<p>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 and higher than expected tender prices. Matter under review and to be brought back to Council for consideration.</p> <p>Strategic Plan presented at a Council Workshop 10 November 2020 for feedback and further consideration before return to Council.</p>
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	<p>The Public Lighting Working Group has established a sub-group to work with DIT on the transition of V Category lights on state maintained roads.</p> <p>V Category lights identified and process to update on Council roads being developed.</p> <p>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.</p>
27/08/2019	Ordinary Council	223/19	Review of Primary Production Incentive Grant Funding	None declared	<p>1. That the report be received and noted.</p> <p>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</p>	Marc Salver	In Progress	The successful tenderer has been formally engaged to undertake the work which will commence this month (i.e. February).

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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	<p>The Circular Procurement Project is now underway, and the Memorandum of Understanding has been executed.</p> <p>Amendments to Council's procurement processes has been completed to provide effect to Council's participation in the Circular Procurement trial.</p> <p>Staff training in the Circular Procurement Project has been undertaken.</p> <p>Recording of goods purchased with recycled content has commenced including bin surrounds, wheelie bins, office paper, fence posts and road construction materials.</p> <p>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.</p> <p>Training is ongoing as required, staff continue to record purchases of recycled product through the procurement process.</p> <p>Staff continue to record purchases of recycled product through the procurement process.</p>
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	Terry Crackett	In Progress	<p>The park was impacted by the Cudlee Creek Bushfire.</p> <p>The community group remains active in looking at opportunities to improve the park and a new sign is due to be installed.</p> <p>Consultation with the community group will be undertaken in March 2021 with a report to be presented to Council in April 2021</p>
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,	Terry Crackett	In Progress	Consultation has closed with a report to be presented to Council in March 2021
26/11/2019	Ordinary Council	277/19	MON Water Usage from Bores	None declared	<ol style="list-style-type: none"> <li>That the CEO investigates any circumstances where Council provides water to or receives water from a person/organisation.</li> <li>Following the investigation, a report detailing, among other things, any contractual arrangements, costs, risks and</li> </ol>	Terry Crackett	In Progress	Investigations as to various arrangements is being undertaken with a report being presented to Council early in 2021



Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
17/12/2019	Ordinary Council	314/19	Road Exchange Montacute Road Montacute	None declared	1. That the report be received and noted 2. To execute under seal a Deed of Assignment of Rights to Occupation to bring land identified as proposed Allotment 11 in DP 72622 under the <i>Real Property Act 1886</i> 3. To, in conjunction with Giuseppe Meccariello, Filomena Sanche, Vincenzo Meccariello and Telstra Corporation Ltd, undertake the road widening process in accordance with the plan attached as Appendix 2, to vest allotments 12 and 14 as public road for nil consideration 4. The road to be closed as identified as "A" in Preliminary Plan 05/0056 be excluded as Community Land	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 notedSubject to the Supreme Court issuing an order granting approval for a trust variation scheme, a report be prepared and submitted to the Minister for Planning seeking approval to revoke the community land classification of Allotment 220 in Filed Plan No. 8131 known as 511 Mount Barker Road Bridgewater.The Mayor and CEO be authorised to sign all necessary documentation to give effect to this resolution.	Terry Crackett	In Progress	Application to the Minister for Planning will be made once the trust variation scheme has been approved by the Supreme Court. The Attorney-General has provided in-principle support for the proposal. A detailed landscape design will be prepared, including some community consultation on the design, for submission to the Attorney-General and the Supreme Court.
26/05/2020	Ordinary Council	93/20	Support for Road Closures - 2020 Shannons Adelaide Rally & 2020 Gorge Rallysprint	Cr Chris Grant - Perc	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	David Waters	In Progress	The event organiser presented at the Council workshop on 9 February 2021 and discussed the potential of a multi year agreement. The Shannons Adelaide Rally has been postponed from 25-28 November 2020 to new dates from 24 - 27 March 2021. Resident notification letters are going out in the next fortnight.
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.  Update 11/2 - A draft document is scheduled to be presented to Council Member workshop in March, with a final draft for community consultation due for endorsement at the June Council's meeting.
23/06/2020	Ordinary Council	122/20	Event Opportunity - Confidential Item	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	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.

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	Completed	Award recipients received their awards at the community celebration of their choice.
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	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	Terry Crackett	In Progress	Progress has commenced in accordance with the resolution  Conveyancer has been instructed to prepare boundary realignment documents
25/08/2020	Ordinary Council	165/20	Replacement LMA 3 & 5 Pomona Road Stirling	None declared	1. That the report be received and noted 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 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 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 & 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	Marc Salver	In Progress	Council approved the minor variation to the amended landscaping plan so that it aligns with the LMA on 18 January 2021. SCAP has approved the minor variation to the amended landscaping and the LMA can now be executed and registered

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	168/20	Gumeracha Court Resurfacing Project	None declared	<p>1. That the report be received and noted.</p> <p>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.</p> <p>3. That \$150,000 be brought forward from the 2021-22 LTFFP allocation into the 2020-21 Capital Program to enable the lighting and associated works at the Gumeracha courts to be undertaken.</p> <p>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.</p>	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> <p>Update 11/2 - Detailed plans and costings are progressing.</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 updates for the consultant as the detailed documentation process progresses.</p> <p>Update 11/2 - The detailed design process, for Building Rules Consent &amp; tender continues to progress.</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	Andrew Aitken	Completed	Report included in the 27 January 2021 Council agenda and was received and noted. No further action.
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	Peter Bice	In Progress	Draft Program has been prepared.  The fund allocation has been allocated in the draft LTFP for potential inclusion in the Annual Business Plan and budget moving forward.
22/09/2020	Ordinary Council	205/20	100 Old Mt Barker Road Stirling	Material - Cr Kirrilee	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,	Terry Crackett	In Progress	Initial information provided to Crown Lands in relation to approval for lease, Ministerial approval is required for the lease and this is being sought. Designs and scope of works have been completed with a development application being lodged and tender for works progressed.

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	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</p>	Terry Crackett	In Progress	<p>Advertisements seeking land owners or beneficiaries of land owners have been undertaken.</p> <p>Council's intention to declare the parcels as public roads was listed in the Government Gazette on Thursday 4/2/2021.</p> <p>A report will be presented to Council in May 2021.</p>
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>	Peter Bice	In Progress	Community consultation has now been completed, with the majority of responses being supportive of the speed limit reduction. Council engineering staff will now engage a consultant to prepare a Traffic Impact statement, which is a DIT requirement, to support an application for DIT to consider the proposed speed reduction.
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	Peter Bice	In Progress	Seat has been ordered, working with DIT as the land owner for approval to install
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	Peter Bice	In Progress	Design has been completed and project is to be considered as part of the Local Roads & Community Infrastructure program 2021-22
27/10/2020	Ordinary Council	228/20	Disability Access and Inclusion Plan	None declared	<p>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.</p>	David Waters	Completed	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 closed 24/12/20. Community feedback and submissions on Council's provisional DAIP were analysed and used to prepare a proposed amended Plan (with a new name of "Access and Inclusion Plan"), which was adopted by Council at the Council Meeting held 27 January 2021.
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	Completed	<p>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.</p> <p>Update 7/12 - In addition to above, safety / remediation works have begun at the Aldgate Quarry site.</p> <p>Update 11/2 - Remediation works at the Aldgate Quarry site are complete, &amp; the track at the Sherry Park site has been included in initial 21/22 Annual Business Plan &amp; Budget documentation.</p>

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	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 completed and report on consultation outcomes and Asset Management Plan presented for adoption at February 2021 Council meeting.
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	Peter Bice	In Progress	Signing of the Sector Agreement now needs to wait on other Council's formally endorsing the process.
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	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	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	Completed	Part 1 - COMPLETED  Part 2 - COMPLETED  Part 3 - COMPLETED - workshop conducted on 16 February 2021 workshop
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	David Waters	Not Started	Triggers for bringing this item out of confidence have not yet occurred.
24/11/2020	Ordinary Council	270/20	Community Development Grants	Material - Cr Ian Bailey Perceived - Cr Andrew Stratford	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	Completed	
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

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:</p> <p>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</p>	David Waters	In Progress	The Shannons Adelaide Rally has been postponed from 25-28 November 2020 to new dates from 24 - 27 March 2021. Resident notification letters are going out in the next fortnight.
24/11/2020	Ordinary Council	283/20	Policy Review - Debt Recovery Policy	None declared	<p>1. That the report be received and noted</p> <p>2. With an effective date of 19 January 2021, to revoke the 28 November 2017 <i>Debt Recovery Policy</i> and to adopt the revised <i>Debt Recovery Policy</i> in Appendix 1.</p> <p>3. That the Chief Executive Officer, or delegate, be authorised to make any formatting, nomenclature or other minor changes to the <i>Debt Recovery Policy</i> prior to the effective date.</p>	Terry Crackett	Completed	Policy updated and uploaded to Policy section of Council website
24/11/2020	Ordinary Council	284/20	Policy Review - Grant & External Funding (Acceptance) Policy	None declared	<p>1. That the report be received and noted</p> <p>2. With an effective date of 19 January 2021, to revoke the 14 March 2017 <i>Acceptance of External Funding Policy</i> and to adopt the revised <i>Grant &amp; External Funding (Acceptance) Policy</i> in Appendix 1.</p> <p>3. That the Chief Executive Officer, or delegate, be authorised to make any formatting, nomenclature or other minor changes to the <i>Grant &amp; External Funding (Acceptance) Policy</i> prior to the effective date.</p>	Terry Crackett	Completed	Updated Policy uploaded to Policy section of Council website.
24/11/2020	Ordinary Council	285/20	Policy Review - Treasury Policy	None declared	<p>That the report be received and noted. With an effective date of 19 January 2021, to revoke the 26 September 2017 <i>Treasury Policy</i> and to adopt the revised <i>Treasury Policy</i> in Appendix 1. That the Chief Executive Officer, or delegate, be authorised to make any formatting, nomenclature or other minor changes to the <i>Treasury Policy</i> prior to the effective date.</p>	Terry Crackett	Completed	Adopted Policy uploaded to Policy section of Council website

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
15/12/2020	Ordinary Council	295/20	Acknowledgement & Welcome to Country Policy	None declared	That the report be received and noted. With an effective date of 31 January 2021, adopt the 15 December 2020 Acknowledgement and Welcome to Country Policy as per Appendix 1. 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. 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.	David Waters	Completed	Workshops are being held with staff to assist in the implementation of this policy.
15/12/2020	Ordinary Council	296/20	Youth Action Plan	None declared	That the report be received and noted. That the Youth Action Plan 2021-24 be adopted for implementation. That the Chief Executive Officer, or delegate, be authorised to make any	David Waters	In Progress	The plan is being finalised for publication.
15/12/2020	Ordinary Council	300/20	Road Exchange Pomona Road Stirling	None declared	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. 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	Terry Crackett	In Progress	Awaiting receipt of final plans and road process documents from surveyor
15/12/2020	Ordinary Council	302/20	Enforcement Policy Review	None declared	That the report be received and noted. 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.	Marc Salver	Completed	
15/12/2020	Ordinary Council	310/20	Confidential Item - Citizen of the Year 2021	None declared	Refer to confidential minute	David Waters	Completed	The Citizen of the Year was Adam Weinert, Young Citizen of the Year was Sebastian Ascott, Event of the Year went to Matt Hawkins for his bushfire fundraising events in the Hills.
15/12/2020	Ordinary Council	311/20	Citizen of the year 2021 - 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 presentation of the awards on 26 January 2021, with the exception of	David Waters	Not Started	
15/12/2020	Ordinary Council	313/20	Confidential Item - External Audit Contract	None declared	Refer to confidential minute	Andrew Aitken	Completed	Resolution in progress
15/12/2020	Ordinary Council	314/20	External Audit Contract - 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 Council has determined its position in relation to the exercise of the two-year option under the Professional Services Agreement	Andrew Aitken	Completed	Contractual relations completed
27/01/2021	Ordinary Council	3/21	MON - Cemeteries	None declared	That the CEO prepares a report accompanied by a draft policy on the Council's role in regard to assuming control of church (i.e. private) cemeteries, such report and draft policy to be discussed at a workshop in April 2021 prior to	Terry Crackett	Not Started	Will be commenced in March with a workshop to be held in April and report to be presented to Council by 30 June



Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
27/01/2021	Ordinary Council	4/21	Amended Access & Inclusion Plan 2020 - 2024	None declared	<ol style="list-style-type: none"> <li>1. That the report be received and noted.</li> <li>2. To revoke the <i>Provisional Disability Access and Inclusion Plan (DAIP) 2020-24</i> which was adopted on 27 October 2020 and to adopt the amended <i>Access and Inclusion Plan 2020-24</i>, as contained in <i>Appendix 1</i>.</li> <li>3. That the Chief Executive Officer be authorised during the currency of the <i>Access and Inclusion Plan 2020-24</i> (the DAIP) to make any formatting, nomenclature or other minor changes : To ensure that the Plan is consistent with an Act of the State or the Commonwealth, orTo ensure that the Plan remains consistent with the <i>State Disability Inclusion Plan</i>, orTo correct an error or omission.</li> </ol>	David Waters	Not Started	
27/01/2021	Ordinary Council	5/21	Advisory Group Independent Members – Selection Panels	None declared	<p>That the report be received and noted</p> <p>To establish Selection Panels for the recruitment of Independent/Community Members for the identified Advisory Groups with the following Council Members, assisted by the respective Executive Officers, to undertake the short-listing and interviews of the candidates with a view to making recommendations for appointment at a future Council meeting(s):Biodiversity Advisory Group – Cr Chris Grant and Cr John KempCemetery Advisory Group – Cr</p>	Andrew Aitken	In Progress	Advertisements in media 17 & 18/2. Details of EOIs on Council website. EOIs close on 5/3/21. Interviews to follow with a report to Council in April for appointment.
27/01/2021	Ordinary Council	6/21	Appointment of Building Fire Safety Committee	None declared	<p>That the report be received and noted</p> <p>That Council appoints the following members to the Adelaide Hills Building Fire Safety Committee as the appropriate Authority for the purposes of Section 157 (17) of the <i>Planning, Development and Infrastructure Act 2016</i> commencing on the designated date of implementation of the Section 157(17) of the <i>Planning, Development and Infrastructure Act 2016</i> for Phase 3 Councils and expiring on 31 May 2022: Peter Harmer (Contract Building Surveyor Engineer) as a person with expertise and qualifications in building surveying, engineering and building fire safetyPersons nominated by the Country Fire Service to act as the CFS representative member and deputy membersJeff</p>	Marc Salver	In Progress	Members of the BFSC have been advised of their appointment. No further action required.
27/01/2021	Ordinary Council	7/21	Hard Waste Service	Material - Cr Linda G	<ol style="list-style-type: none"> <li>1. the report be received and noted</li> <li>2. any additional budget requirements to meet service demand for the Kerbside Hard Waste Service during 2020-21 be addressed through Council's budget review process</li> <li>3. a user contribution fee equal to 50% of budgeted costs to provide the Kerbside Mattress Service be considered during the development of the 2021-22 Annual Business Plan and Budget</li> <li>4. a user contribution fee equal to 50% of budgeted costs to provide the Kerbside Hard Waste Service be considered</li> </ol>	Peter Bice	In Progress	Matter will be progressed further once consultation commences on 2021/22 Annual Business Plan and Budget.
27/01/2021	Ordinary Council	9/21	Delegations Review January 21	None declared	<p>That the report be received and noted</p> <p>That, having considered a review of Council's Delegations as presented, the Council hereby revokes its previous delegations to the Chief Executive Officer of those powers</p>	Andrew Aitken	In Progress	Item is in progress as onc e Council approves it creates a peak workload to update all instruments for the website and officers.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
27/01/2021	Ordinary Council	12/21	MWN - 15.1Horsnell White Rock Quarry Mine Operations Plan	None declared	<ol style="list-style-type: none"> <li>the Mayor write to the Minister for Energy &amp; Mining, the Hon. Dan van Holst Pellekaan, seeking that no decision be made on the Horsnell White Rock Quarry Mine Operations Plan (MOP) until Council has submitted its views/comments on this proposal.</li> <li>representatives of the Hanson White Rock Quarry be invited to present to their proposal to Council at its 23 February 2021 ordinary meeting.</li> <li>staff prepare a report for Council's consideration on this matter, including recommendations, on how resident concerns could be addressed, whether as part of the existing State Government approval process, or by legislative amendment, including, yet not limited to: <ol style="list-style-type: none"> <li>Potential noise impacts on adjoining residents</li> <li>Pollution of the adjoining creek</li> <li>Impacts of heavy vehicle traffic on Council's roads</li> <li>Impacts on fauna and flora within the proposed expansion area</li> </ol> </li> </ol>	Marc Salver	In Progress	Letter to the Minister has been sent and representatives of White Rock Quarry have accepted the invitation to present to Council on 23 February. The report on this matter will be considered at the aforementioned meeting of Council.
27/01/2021	Ordinary Council	18/21	AHC Tender 202021-12 Supply of Limestone Rubble	None declared	Refer to Confidential Minute	Peter Bice	Completed	Refer to item 19/21
27/01/2021	Ordinary Council	19/21	AHC Tender 202021-12 Supply of Limestone Rubble	None declared	<p>resolves that an order be made under the provisions of sections 91(7) and (9) of the <i>Local Government Act 1999</i> that:</p> <p>The report and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the contracts are signed, but not longer than 12 months. Appendix 1 be retained in confidence until 28 February 2023.</p>	Peter Bice	Completed	Contract to be entered into as per Council resolution.
27/01/2021	Ordinary Council	21/21	CWMS Review	None declared	Refer to Confidential Minute	Peter Bice	In Progress	
27/01/2021	Ordinary Council	22/21	CWMS Review	None declared	that the report, related attachments and the discussion and considerations of the subject matter be retained in	Peter Bice	In Progress	

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 13.1

**Responsible Officer:** Kira-marie Laverty  
Corporate Planning & Performance Coordinator  
Office of the Chief Executive

**Subject:** Quarterly Council Performance Report – Q2 2020-21

**For:** Information

---

**SUMMARY**

As a local government entity, Council has a number of legislative obligations regarding the preparation and distribution of corporate planning and reporting information to the elected body and the community. In addition, to these mandated requirements, Council has over time created a number of additional elements to improve the integration, transparency and accountability of its activities.

A revised suite of corporate performance indicators and targets were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the *2020-21 Annual Business Plan* process. These were aligned to the new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020.

The *Quarterly Council Performance Report* for Q2 (**Appendix 1**) covers the period 1 October to 31 December 2020, and shows the performance against the corporate performance indicators as well as discussing key highlights aligned with the Strategic plan.

The purpose of this report is to provide information on Council's performance against the *2020-21 Annual Business Plan* targets.

**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 A progressive Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community

The *Quarterly Council Performance Report* is part of the performance reporting suite contained in the *Corporate Planning & Performance Framework*.

➤ **Legal Implications**

Chapter 8 - Administrative and financial accountability of the *Local Government Act 1999* sets out the key legislative obligations regarding corporate planning and reporting obligations, as follows:

- S122 – Strategic management plans – development, content requirements, consultation, review and availability of strategic plan, asset management plan and long-term financial plan;
- S123 – Annual business plans and budgets - development, content requirements, consultation, review and availability of annual business plan and budget
- S127 – Financial statements – preparation, content, auditing and availability of the financial statements;
- S131 – Annual reports – preparation, content, distribution and availability of the annual report

Additional requirements are contained in the *Local Government (General) Regulations 2013* and the *Local Government (Financial Management) Regulations*.

➤ **Risk Management Implications**

Quarterly Council Performance Reporting will assist in mitigating the risk of:

*Ineffective performance management and reporting processes leading to poor performance and/or loss of stakeholder confidence*

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Low (2D)	Low (2D)

Note that there are many other controls that assist in mitigating this risk. The quarterly performance reports are part of the current control suite and therefore there is no additional mitigating impact of this report.

➤ **Financial and Resource Implications**

The Corporate Planning & Performance Coordinator role, which coordinates the performance reporting function, is funded in the Governance & Performance Department budget.

Quarterly Council Performance Reporting assists in showing the financial and resource performance to plan as per the targets, initiatives and activities outlined in the *2020-21 Annual Business Plan*.

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

Providing integrated, consultative corporate planning and effective and transparent performance reporting to the Council and community has the potential to increase the level of trust and confidence in Council.

➤ **Sustainability Implications**

Quarterly Council Performance Reporting assists in demonstrating the outcomes related to Council's economic, social and environmental initiative

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	The report was received and noted at the 15 February 2020 meeting.
<i>Council Workshops:</i>	Not applicable
<i>Advisory Groups:</i>	Not applicable
<i>Administration:</i>	Council's Executive Leadership Team, relevant Managers, and Officers were consulted during preparation of the quarterly performance report.
<i>External Agencies:</i>	Not applicable
<i>Community:</i>	Not applicable

## **2. BACKGROUND**

At its 19 June 2018 meeting, Council adopted (Res 128/18) the *Corporate Planning & Performance Framework*, of which a key element was the establishment of a suite of Corporate Business Performance Indicators which are aligned with Adelaide Hills Council's Strategic Plan goals and will enable the tracking of performance over time.

Over the 2019-20 financial year, Quarterly Council Performance Reports were drafted showing the performance against the Corporate Performance indicators, strategic initiatives and key activities of the *2019-20 Annual Business Plan*.

A revised suite of corporate performance indicators and targets were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the 2020-21 Annual Business Planning process. These were aligned to the new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020.

This is the second quarter where these 2020-21 indicators and targets have been used, with the first report received and noted at the 25 November 2020 Council Meeting.

**13 OFFICER REPORTS - INFORMATION ITEMS**

**13.1 Quarterly Performance Report**

Moved Cr Pauline Gill  
S/- Cr Nathan Daniell

287/20

Council resolves that the report be received and noted.

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

The Audit Committee considered the Quarterly Performance Report Q2 at its 15 February 2021 meeting and has made a number of suggestions for enhancements that will be taken up in the development of the next quarter's report:

**7.2. Quarterly Council Performance Q2**

Moved Cr Leith Mudge  
S/- Natalie Johnston

4/AC21

The Audit Committee resolves that the report be received and noted.

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

**3. ANALYSIS**

To reflect the alignment to the *Strategic Plan 2020-24 – A brighter future* the format of the Quarterly Council Performance Report is formatted to show Council's performance against the 5 strategic goals:

- Built Environment
- Community Wellbeing
- Economy
- Natural Environment
- Organisation

The report also includes the Customer Service Standards, Capital works performance, and Quarterly Financial Performance.

Overall performance results for Quarter 2 include:

- 87% of Strategic initiatives on track or completed, 4% behind schedule and 9% not started.
- 12 of the 19 corporate performance indicators were met or exceeded, 6 were not met, and 1 could not be assessed this quarter.
- 10 of the 17 customer service standards were met or exceeded, 3 were not met and 4 had no instances reported.

See the attached Quarterly Council Performance Report – Quarter 2 (**Appendix 1**) for details.

**4. OPTIONS**

As this is an information report, the Council is limited to receiving and noting the report but may choose to provide commentary to the Administration for consideration to enhance the reports into the future.

**5. APPENDIX**

- (1) *Quarterly Council Performance Report – Quarter 2 2020-21*

---

# **Appendix 1**

*Quarterly Council Performance Report –  
Quarter 2 2020-21*

---



# Quarterly Council Performance Report

Quarter 2 – 1 October to 31 December 2020

---



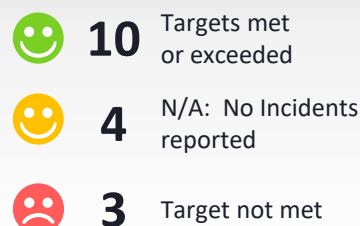
## Table of Contents

1. Executive Summary	2
2. Performance by Strategic Goal	3
3. Customer Service Standards	15
4. Capital Works Performance	18
5. Quarterly Financial Performance	19

# 1. Executive Summary



## Customer Service Standards



## Capital Performance

- \$4.1m of infrastructure delivered
- \$2.8m of works ordered
- Focus has been on commencing new projects, as well as continuing projects that were commenced in Q1.



## Highlights

- 552 responses were received in our Community Perception and Engagement Survey which closed in December 2020. The insights we gain from these responses will help us shape our Annual Business Plan for 2021-22 as well as how we deliver our services and programs over the coming year.
- The draft Disability Access and Inclusion Plan was endorsed and went out for community consultation. The Plan has been adjusted to include results from consultation including changing the name to "Access and Inclusion Plan" and will go back for final endorsement in January 2020.
- The social media education campaign on forthcoming Cat Confinement rules resulted in 3,695 clicks to go to our AHC Cat Webpage for further information, 278 comments and 126 shares.
- Priority processing of development applications for bushfire affected residents continues. We have received 278 development applications, 91% of which have now received either full development approval or Planning Consent.

## Risk and Challenges

- COVID-19 restrictions continued to provide challenges to programs and events over September to December 2020, particularly those that require gatherings of people. Despite this we are continuing to find alternative ways of delivering services and engaging with our residents.
- Civil contractors have been less available than in the past which has led to some capital projects being re-tendered. This may effect the deliverability of some projects over the year.
- Review of tree management risks have identified the need for additional ongoing resourcing that will be considered as part of the development of the Long Term Financial Plan.

## 2. Performance by Strategic Goal

### *A functional Built Environment*

#### Highlights

##### **Gumeracha Main Street Project**

- Art wall has been installed. Tender for streetscape design was called but no responses received. To be re-tendered in February 2021.

##### **Gumeracha undergrounding of power lines**

- All civil works have been completed by SA Power Network's contractor and cabling underway

##### **Review of Council Fire Prevention & Mitigation Activities**

- Meeting held with Council's Bushfire Advisory Group on 24 Sept 2020 to discuss:
  - Independent Review into South Australia's 2019-20;
  - Bushfire management area plan update;
  - 105F Code of Practice;
  - and Community Education.

##### **Energy Upgrades, Battery & Efficiency Actions from new Carbon Management Plan**

- Investigations are complete on air-conditioning for the Stirling Library and the cost estimate is considerably higher than the available budget. This upgrade has been delayed until next financial year when additional funding may be available.
- Further investigations are being undertaken on the lighting within the Stirling Library.
- Energy efficiency work will be undertaken at the Summit Community Centre when the Post Office is relocated.

##### **Processing of Bushfire Development Applications**

- Council has now received 278 development applications, including 65 dwellings. This is approximately 55.7% of the anticipated 500 development applications for properties damaged or destroyed by the bushfire. Of the 278 development applications, 243 (or 91%) have now received either full Development Approval or Planning Consent.

##### **Crown Land Review**

- Report drafted containing all community consultation feedback to be considered by Council at the March 2021 meeting

##### **Installation of further EV charging stations**

- Currently waiting on a cost estimate for the location of charging station in Stirling.

##### **Transition to the Planning, Development & Infrastructure (PDI) Act**

- Second draft of *Planning and Design Code* released for consultation and a submission made on 18 December 2020.
- The designated date for implementation of the PDI Act in the AHC area is 19 March 2021.
- Training of planning, building and support staff across council has commenced. Building Fire Safety Committee has been reappointed under the PDI Act in preparation for the go live date.

##### **LED Public Lighting Installation - investigate transition of main road street lighting**

- The Public Lighting Working Group has established a sub-group to specifically work with Dept of Infrastructure and Transport on the standards and change-over of Council owned lights requirements on the state maintained roads. Delivery timeline is unknown.

##### **Woodland Way Teringie Drainage Infrastructure to reduce flooding**

- Tendering was completed in Q2, have been ordered, and construction planned to commence in Q3.

##### **Cemeteries Upgrades**

- Project identified for an expansion of the lawn section at Houghton.

##### **Stirling library lawns – Rotunda Replacement**

- Scope of project has been increased to consider a statement construction rather than a like for like replacement. Cost estimates are being sought for consideration by Council.

##### **Road Safety Program including co-contribution to Road Blackspot**

- Construction of Checker Hill Rd, Martin Hill Rd have been completed.
- Ironbank Rd and Ridge Rd, Mylor have been scoped.

##### **Infrastructure assets Climate Change Adaption**

- Further scoping works are underway with consideration of climate change adaptation in respect to trees.

## Risks & Challenges

### Gumeracha Main Street Storm water

- As the storm water installation and the undergrounding of power lines can't be undertaken concurrently, works have been rescheduled to start March 2021.

### Integration of Development Assessment Systems

- State Planning Department removed the funding for this project due to the significant cost of quotes from the software providers. Alternative options to achieve functionality of the new system are being developed in the PlanSA Portal for all councils. Test release date of 29 January 2021. This functionality to be reviewed to determine if the integration tool is still required.

### Unmade Road Review

- Awaiting completion of the trails audit and strategy

### Project Management Framework

- Whilst broader consultation did not occur in Q2 as planned, the ongoing trial of the manual has resulted in valuable feedback and improvement, that will make it well positioned for broader consultation in Q3.

### Septic Tank De-sludge Program

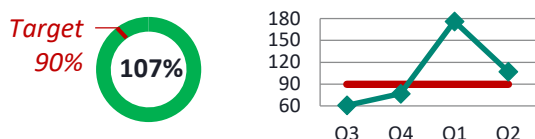
- Septic tank de-sludge program is still behind schedule. However, the contractor has advised that it will be completed on time at the end of 2020-21.

### Cemetery Review & Stirling Cemetery Masterplan

- Implementation of new cemetery management system has taken precedence over other objectives in Q2 & Q3.

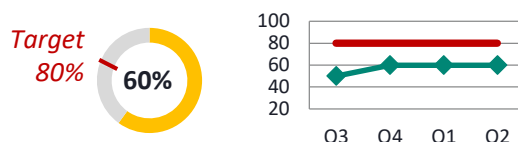
## Performance Indicators

### Delivery of capital works program



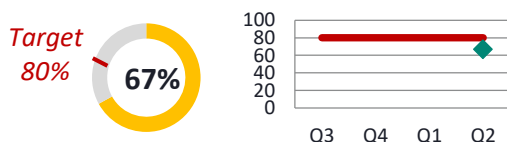
The quarter two result indicates that expenditure is slightly ahead of forecast budget year-to-date. This reflects that early forecasting has been accurate. This result is expected to trend back towards 90% over the next two quarters, as any unforeseen delays accumulate.

### Operational tasks completed within the Civil Zone Maintenance Program



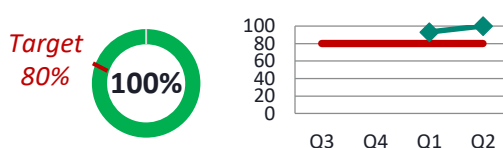
Results indicates that 60% of operational activities are planned, compared to 40% reactive. This result is considered a best estimate based on available information from Council's customer relations management system. Accuracy of result will improve with the broader rollout of confirm asset management software and in field devices.

### Compliance inspections completed within 5 business days of development completion notification



Of the 6 completion notifications received by Council in this quarter, 4 were completed within the 5 day timeframe. Review of the allocation of inspections is being undertaken to ensure compliance with the target.

### Compliance inspections completed within 5 business days of notification of alleged unlawful development



7 compliance inspections related to alleged unlawful development were undertaken in the quarter of which all were completed within the 5 business days target



## Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
B1003	New Bus Shelter Installation Program - Birdwood, Lobethal & Stirling Yr 1	✓
B1004	New and Upgrade Footpath Program	✓
B1005	Newman Road Reconstruction (Kerb/Pavement & Storm water)	✓
B2002	Gumeracha Main street project - stage 2	✓
B2003	Gumeracha undergrounding of power lines (PLEC)	✓
B2004	Gumeracha Main Street Stormwater	✓
B2005	Transition to the Planning, Development & Infrastructure Act (PDI Act)	✓
B2006	Local Heritage Fund	😊
B2007	Integration of Development Assessment Systems	✗
B3001	Water reuse for Woodside recreation ground irrigation - investigation yr 1	✓
B3002	Implement irrigation systems (renewal / Upgrades)- yr 1 Birdwood play space	—
B3005	Energy Upgrades, Battery & Efficiency Actions from new Carbon Management Plan	✓
B3006	LED Public Lighting Installation - investigate transition of main road street lighting	✗
B3007	Carbon Inventory	✓
B3010	Fleet Transition Plan	—
B4001	Lower Hermitage Road storm water capacity upgrade	✓
B4003	Grevillea Way Woodside Drainage Infrastructure to reduce flooding	✓
B4004	Woodland Way Teringie Drainage Infrastructure to reduce flooding	✓
B4005	Aldgate Terrace Bridgewater Drainage Infrastructure to reduce flooding	✓
B4006	Asset management - Confirm Web and Connect Licenses and Field Devices	✓
B4007	Asset Management Plans for Buildings	—
B4008	Combined maintenance team for playgrounds/park furniture/cemeteries	✓
B4009	Building Upgrades - minor	✓
B4010	Cemeteries Upgrades	✓
B4011	CWMS Capacity Upgrades (Birdwood & Woodside gravity mains)	✓
B4012	Stirling library lawns - Rotunda Replacement	✓
B4013	Upgrading of Woodside Library/Service Centre	✓
B4014	Road Safety Program including co-contribution to Road Blackspot	✓
B4015	Installation of further EV charging stations	✓
B4016	Purchase of EV cars for fleet	✓
B4017	WSUD implementation for Woodside Rec Ground	✓
B4018	Infrastructure assets Climate Change Adaption	✓

## Highlights

### Disability Planning

- The provisional Disability Access and Inclusion Plan has been endorsed and went out for community consultation.
- The Plan has been adjusted to include results from consultation including changing the name to “Access and Inclusion Plan”.
- The updated plan is scheduled to go to Council at the 27 Jan 2021 meeting
- Accessible Communications and Destinations projects are progressing.

### Community Perception and Engagement Survey

- The survey closed in December 2020 with 552 responses received. Survey results were presented to ELT and work has commenced on developing an action plan for a Council workshop in March 2021.

### Youth Action Plan

- Youth Action Plan adopted by Council in December 2020. Implementation to start in Q3.

### Youth Leadership Program (YLP)

- The 2020 YLP concluded mid-November 2020. Participant feedback on the program has been unanimously positive.

### Implement the Bushfire Recovery Action Plan

- Recovery activities continue in line with the endorsed Bushfire Recovery Action Plan. Key focus areas this quarter were continuing to expedite rebuilding development applications; completing tree clearance work; and supporting community initiatives to recognise the anniversary.

### Women’s Tour down Under

- The Santos Tour Down Under was cancelled due to COVID-19 and an alternative event replaced it in 2021 - The Santos Festival of Cycling. The domestic event includes a Women's race on Friday 22 January from Birdwood to Lobethal with Council providing support for the much smaller event.

### Events

- Upcoming planned event is the “Festival of the Hills” which is a weekend of fun, free, family-friendly events that celebrate and connect our communities - Friday 19 Feb to Sunday 21 Feb. It supports our performers, artists, community groups, and local businesses.

### Digital Learning

- Presentation of current digital learning provided at a Council workshop in Oct 2020.
- Future directions to be included in the Library Services Strategic Plan

### Positive Ageing Promotion

- Provided aged care sector updates on the Royal Commission interim report and COVID report.
- Developed and facilitated Living Well with Dementia workshop for aged care providers
- Co-facilitated Advanced Care Directives information session for community and aged care providers
- Provide sector updates on key issues relating to the Aged Care sector

### Establish an Arts and Heritage Hub

- Fabrik recommenced programs with three exhibitions and a range of workshops. Focus was on our creative recovery program which offers opportunities for bushfire effected community members to connect, gain respite, and express their recovery experiences creatively. This program culminated in our Regenerate exhibition in December where the artwork of over 100 artists (children and adults) was exhibited.

### Fabrik Arts and Heritage Hub

- Preparations for the installation of a lift in Building 20, toilets in Building 21, and other associated compliance upgrades have progressed, with a view to commencement in March 2021.

### Reconciliation Action Plan

- NAIDOC November/December workshop with Hills Christian Community School has culminated in a planned Art Exhibition at Top of the Torrens Gallery in February 2021.

### Support for Aboriginal Cultural Centre

- This Breath is Not Mine to Keep exhibition, highlighting Aboriginal and Torres Strait Islander deaths in custody, was held at Fabrik with a Welcome to Country by Kurna Elder Jack Buckskin and artist talk by Clyde Rigney Jr.
- Fabrik partnered with Country Arts SA to present Nunga Screen - 3 free Indigenous movies presented as part of NAIDOC week.

### Multicultural Action Plan

- Harmony Picnic 2020 cancelled due to COVID-19 restrictions however planning underway for Harmony Picnic 2021

## Risks & Challenges

### Mobile Library Project

- The procurement process for the mobile library was suspended pending a review of the effectiveness of alternative service delivery models resulting from the COVID-19 pandemic restrictions and higher than expected tender prices.
- Recommendations from review to be brought back to Council for consideration.

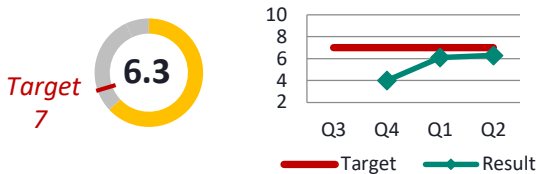
### Support for small events

- The Event Support Program is live and has assisted or has in train assistance for approximately 5 events. The uptake of the program has been impacted by the continuing Covid-19 restrictions and uncertainty, but we continue to work with a number of local groups about opportunities in the coming months.

## Performance Indicators

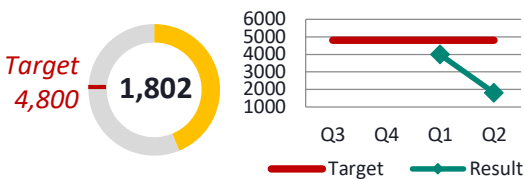
### Positive ageing wellbeing score

Average level of self-determined wellbeing of program participants reviewed in the quarter.



The wellbeing score has improved slightly, but it continues to be impacted by the past 12 months of stressful, significant life events: The Cudlee Creek Bushfires & The COVID-19 Pandemic. Social events continue to resume (in a scaled down, COVID safe manner) however it is important to note that in this quarter - SA had the "circuit breaker" shut down which required a full cease of programs and services.

### Number of volunteer hours contributed to AHC programs each year



Results appear lower than the quarterly target due to COVID-19 restrictions.

## Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
C1001	Disability Planning - Staffing	✓
C1002	Disability Planning materials	✓
C2001	Norton Summit Community Centre Facility Upgrades	😊
C4001	Community Wellbeing Indicators - staffing	✓
C4002	Regional Health Planning Initiatives - Staffing	✓
C4003	Court Resurfacing – Office for Recreation, Sport & Racing Grant Funding	✓
C4004	Gumeracha Court Resurfacing – Federal Government Community Development Grant Funding	✓
C4005	Heathfield Oval Changeroom Upgrade – Sport Australia Grant Funding	✓
C4006	Play Space Upgrades – Mount Torrens, Charleston, Kersbrook (linked to renewal)	✓
C4007	Heathfield Oval - Masterplan Implementation	✓
C4008	Woodside Recreation Ground - Masterplan Implementation	✓
C4009	Heathfield Oval - Masterplan Implementation – AHC Grant Funding Contribution	✓
C4010	Play Space - Asset Audit	–
C4011	Adelaide Hills (War Memorial) Swimming Centre – Asset Audit	✓
C4015	Emergency Management Bushfire Preparedness Consultancy	😊
C4016	Implement the Bushfire Recovery Action Plan	✓
C5001	Reconciliation Action Plan (RAP)	✓
C5002	Support for Aboriginal Cultural Centre	✓
C6001	Fabrik Arts & Heritage Hub Activation - Capital	✓
C6003	Capital Divestment - Capital Cost	✓
C6004	Activation Arts & Heritage Hub - Operating (Income)	✓
C6005	Activation Arts & Heritage Hub - Operating (Expenditure)	✓
C6006	Women's Tour Down Under	✓
C6007	Support for Small Events	✓
C6008	Support for high profile regional event	✓
C6009	Public Art Acquisition	✓



## Highlights

### Economic Development Officer

- Our new Economic Development Officer commenced on 19 October 2020.

### Review and upgrade Council signage and branding

- Fabrik signage is in production, designs are being finalised for service centre signage and we are currently running a social media campaign 'Spot the sign' to engage our community in finding signs with AHC logo on them. This will help inform our signage master register.

### UNESCO World Heritage Bid

- A meeting of the Project Steering Group and the Lord Mayor took place on 14 December 2020 where the Heritage Expert presented his findings on ours and the City of Adelaide's proposed Bids. Letters were subsequently sent to all Mayors of the collaborating councils to determine who wishes to continue to participate in the project. A further update to be provided next quarter.

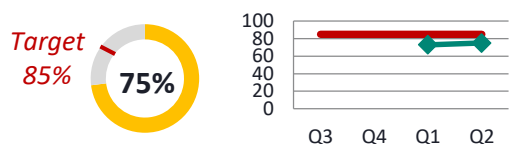
## Risks & Challenges

### Continued impacts to business community

- The demand for information and advice on a wide range of economic development issues in the region has escalated significantly and is expected to continue as all levels of Government look towards community-led recovery (from both bushfire events and COVID-19).

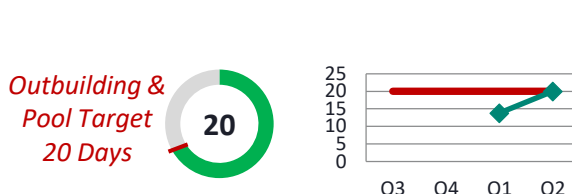
## Performance Indicators

### Percentage of planning consents completed within statutory timeframes



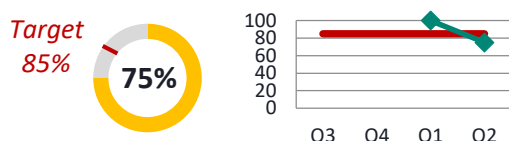
Of the 185 applications determined this quarter, 138 met the statutory timeframe. There was one 2016 non-complying development application that was determined in this quarter where there was a stop clock discrepancy that impacted on the achievement of the target this quarter.

### Average number of days for applications to be approved - building consent



Currently this indicator is only able to be reported upon for Building Rules Consent Only applications. In this instance 26 Applications were received and 100% were processed within the 20 day target

### Percentage of new development application decisions upheld in Council/CAPs favour under appeal



Of the four matters in the ERD Court this quarter, one decision by the Court upheld the decision of CAP. Two of the appeals (related to the same Development Application) were withdrawn, and the other appeal matter is ongoing.

## Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
E1001	Economic Development Officer	😊
E1002	Financial support to assist the business & community to recover from fires and COVID-19 (including rates)	✓
E2001	Review and upgrade Council signage and branding	✓
E2002	Place making Coordinator to shape, activate and coordinate place making at a community level	—
E2003	Upgrades of remaining 2 DPTI roundabouts Crafers on Ramp and Piccadilly	😊
E4001	Additional Tree safety work that is required to support the TDU	—
E4002	UNESCO World Heritage Bid	✓
N1002	Social, Economic and Environmental Recovery	✓

## Highlights

### **Dog and Cat Animal Management Plan (DCAMP) – Cat Confinement**

- Council's community education campaign concluded during the quarter with information posted on Council's website and social media feeds. Further, adverts were placed in the newspaper. In response there were many comments received.
- Social media engagement results are:
  - 3,695 link clicks to AHC Cats webpage
  - 501 reactions (422 likes, 58 loves, 2 wow, 15 angry, 3 sad, 1 caring)
  - 278 comments
  - 126 shares

### **Feral Cat study and implementation of action plan**

- Request for quote for the feral cat survey is out for tender. Once the tender process has been completed next quarter, Council will choose preferred tenderer and have the survey undertaken in the coming months.

### **Conversion of hard copy Wastewater files to electronic files**

- Conversion of approximately 12,000 hard copy wastewater files to electronic is ongoing. Currently 1,300 of these have been digitized.

### **Wastewater Aerobic Irrigation Inspections**

- Inspection Post COVID-19 inspection of aerobic systems resumed in October 2020 and is ongoing.

### **Native Vegetation Marker System Program**

- No Bushrat assessments undertaken this quarter. Will resume in Q3. 98 sites remaining for baseline surveying.

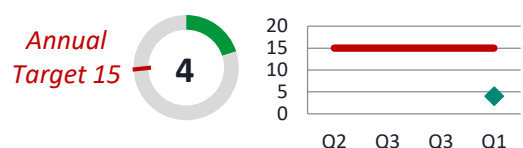
## Risks & Challenges

### **Investigate impact of wastewater system on catchment**

- Discussions with SA Water are continuing with the project unable to resume until agreement is reached regarding the continuation of the Project.

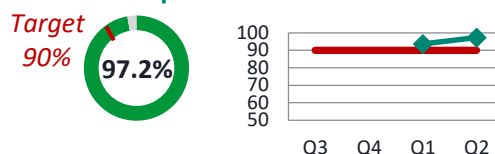
## Performance Indicators

### No of sites completed in the Woody Weed Program

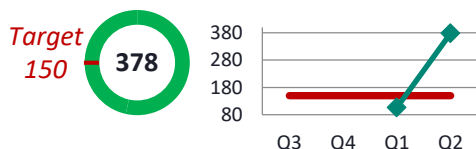


11 sites have been started and 4 sites completed

### Percentage of nuisance and litter queries resolved

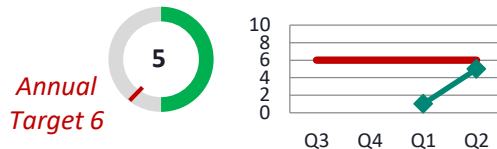


### Tonnes of green organics collected on Green organics days



Six free organic drop off days have been held collecting a total of 378 tonnes of organics.

### Number of community education actions delivered – actioned vs planned



Four Community Waste Education activities were undertaken including the waste education stall at the Gumeracha 5th Sunday Market, Stirling Market, Oakbank Fair and National Recycling Week stall in the Coventry Library. An additional community education stall was cancelled due to COVID-19 restrictions..

## Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
N1001	Tree Population Data Collection	–
N2002	Heritage Agreements for land under Council's care and control	✓
N2003	Roadside Marker Program to protect and manage roadside vegetation	✓
N2006	Develop and review Council Management Plans for high value reserves	✓
N2008	Develop informative and attractive signage in Council reserves/playgrounds	✓
N2009	Feral cat study and implementation of an action plan	✓
N2011	Wastewater Aerobic Irrigation Inspections - Compliance staff	✓
N3001	Local Climate Adaptations for landscape conservation	✓
N5001	Kerbside Waste Audit and Education Program	✓



## Highlights

### **Community Water Management System (CWMS) Review**

- Registration of Interest was tendered to market and evaluation of responses completed. Report to be provided to January 2021 meeting of Council.

### **Front line customer service delivery**

- Meetings being held with other departments to develop and further enhance knowledge articles.

### **Implementation of Organisational Information Management System**

- Contracts have now been established with a technical services provider after completion of a quoting process and activities in December. This consisted of project workshops to commence the migration of content between TRIM and Records Hub systems.

### **Resource to manage building & swimming pool inspections to ensure legislative compliance**

- The focus on this quarter was keeping up with inspections of buildings and swimming pools where Council received notification of commencement or completion. A large volume of non-compliance is being noted, and will require re-inspection.

### **Cemetery Management System**

- Implementation of data has been delayed slightly to enable some amendments to be made to the data which have now been completed. "Go-live" will occur in Q3.

### **New Council Website and e-services**

- A consultant has been appointed to assist with scoping deliverables, technical specifications and stakeholder drivers for the new website.

### **Hard copy records digitisation**

- Quote obtained for the outsourcing of a scan on demand service from our hard copy records storage provider. We are now considering the benefits of this approach which include reduced costs of digital storage and resource time.

### **Develop or respond to Boundary Reform Proposals**

- Campbelltown City Council's (CCC) Rostrevor/Woodforde proposal is still in Stage 2 development and there is no formal response required at this point in time. During the quarter CCC surveyed affected residents in relation to the proposal however the results were not published by the close of the quarter.
- In December, the City of Burnside resolved to write to AHC regarding the potential for a joint administrative proposal involving areas of Chambers Gully, Cleland and Waterfall Gully.

### **Information System Cyber Security Plan (ISMS)**

- Quotes obtained for implementation & support services to address items contained in the Cyber Security Audit.

### **Progression of alteration of existing trust arrangement and revocation of community land to enable a sale of the Bridgewater Village**

- Initial feedback received from Attorney-General. A landscape plan for Carripook Park is being developed for consideration by the Supreme Court.

## Risks & Challenges

### **Update of Business Continuity Plan and Implementation**

- Progress has been delayed due to impacts of COVID-19 restrictions

### **Digital and Social Media**

- We continue to grow our digital presence organically but further capacity/resources will be required if we want to take our digital presence to the next level.

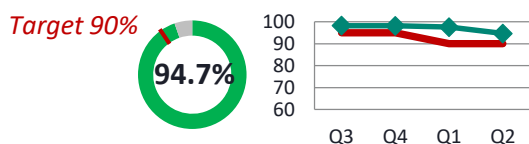
### **Internet of Things (IOT)**

- Costs and WHS issues with installation of a Gateway have impacted on the delivery timeframes for mounting the Gateway in the Woodside Township. Reassessment of alternative locations will need to be considered but this will impact on the coverage footprint.

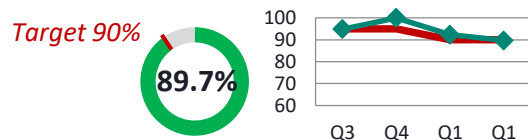


## Performance Indicators

### Decisions (Council resolutions) considered in open ordinary and special Council meetings during the period

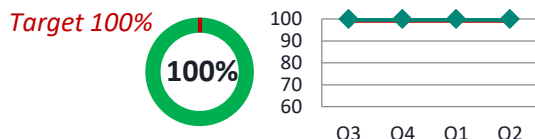


### Council member attendance at ordinary and special meetings for the period

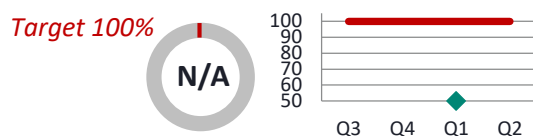


Council granted three leaves of absence and had one apology in Q2

### Freedom of Information (FOI) requests completed within the legislated timeframe



### Percentage of Ombudsman investigations upholding Council's decisions



Nil FOI Ombudsman Investigations occurred.

### Number of lost time injuries

Annual Target **0** Actual **0** System access issues prevented confirmation of this figure.

### Employee Turnover

Annual Target **7-15%** Actual **3.74** The assessment against the target figure will only be realised at the end of financial year. Across the year a rolling update is provided.

## Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
O1001	Resource to manage Skytrust (WHS system) implementation	✓
O1002	Update of Business Continuity Plan and implementation	✗
O2001	New council website and e-services	✓
O2004	Customer Experience Training	✓
O2005	Service Changes to Accommodate COVID-19 Impacts	✓
O3001	Service Review Framework Development	—
O4003	Develop or respond to Boundary Reform Proposals	✓
O5002	Equipment to broadcast Council Meetings	✓
O5003	Corporate Plan Review	—
O5005	Resource to manage building & swimming pool inspections to ensure legislative compliance	✓
O6002	Information System Cyber Security Plan	✓
O6003	Two Factor Authentication - Software Subscription	✓
O6004	Application Whitelisting - Software Subscription	✓

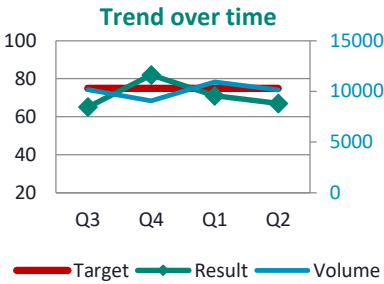
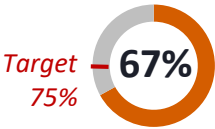
# 3. Customer service standards

## 5.1 General Customer Standards

### Answering Incoming Phone Calls

Volume of calls = 10,139

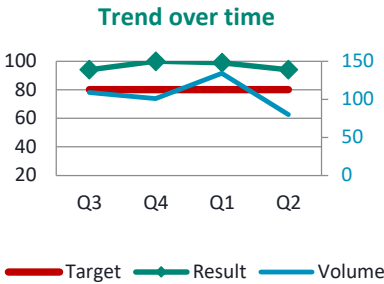
Contact centre calls answered within 30 sec



### Updating Customer Details

Volume of updates = 80

Details updated within 5 days

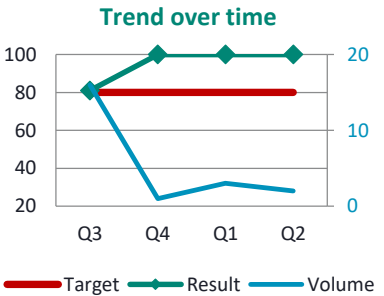


## 5.2 Service Specific Standards – Time Based Indicators

### New Event Applications

Volume of applications = 2

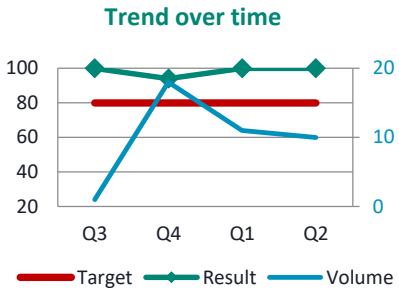
Acknowledgement of receipt within 5 days



### Illegal Burning Complaints

Volume of complaints = 10

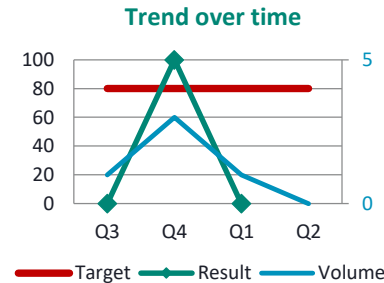
Investigated within 24 hours



### Health Complaints

Volume of complaints = 0

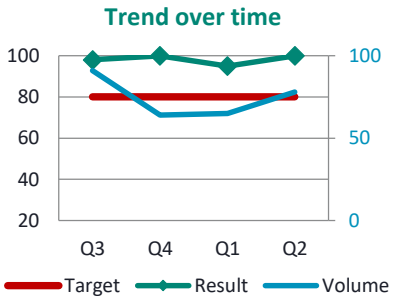
Investigated within 24 hours



### Illegally Dumped Rubbish

Volume of reports = 78

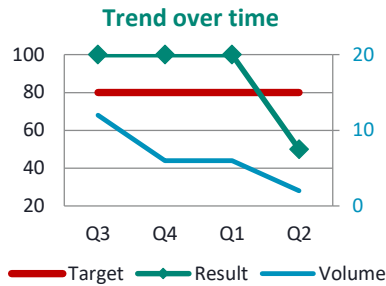
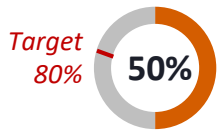
Rubbish removed within 3 days



## Library Services

Volume of requests = 2

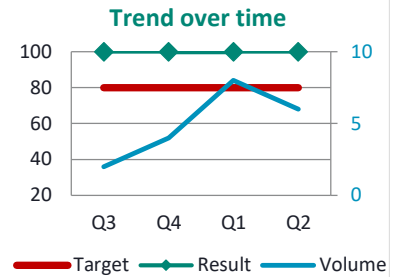
Response to requests to purchase materials within 10 days



## Dog Attacks

Volume of attack reports = 6

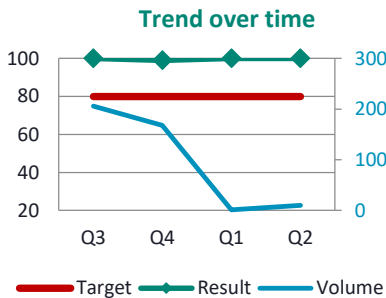
Response within 24 hours



## Wasps

Volume of reports = 10

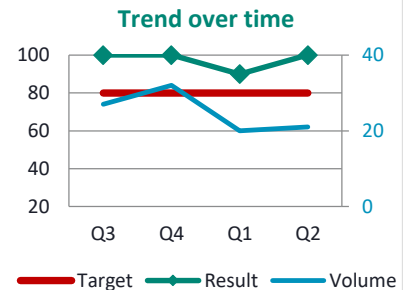
Investigate and action within 7 days



## Development Applications

Volume of applications = 21

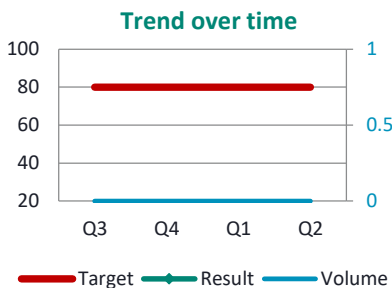
Approval of fast track development applications within 28 days



## Missed Bins

Volume of requests = 0

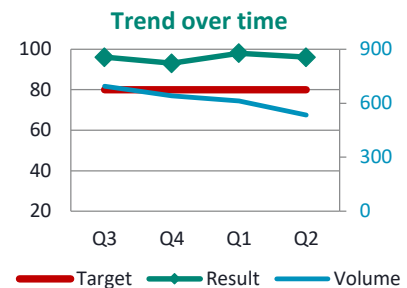
Missed bins collected within 2 days



## Request for Bin Repair or Replacement

Volume of requests = 535

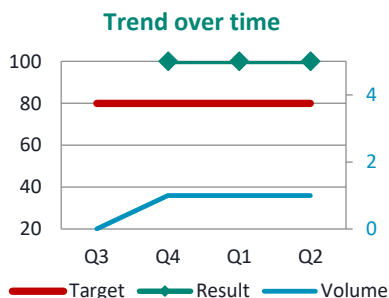
Requests actioned within 7 days



## Footpath Repairs - Hazardous

Volume of repairs = 1

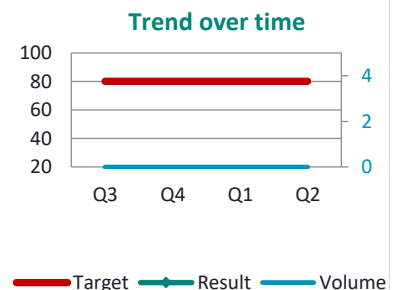
Responded and made safe within 24 hours



## Road Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours

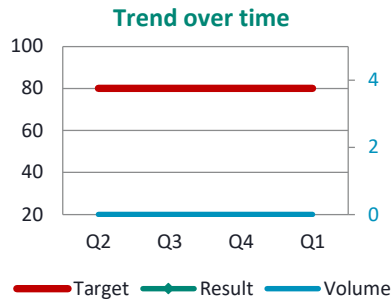




## Stormwater Repairs - Hazardous

Volume of reports = 0

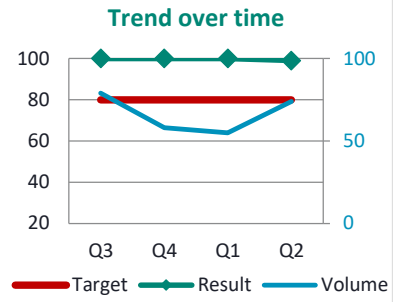
Responded and made safe within 24 hours



## Trees - Hazardous

Volume of reports = 74

Responded and made safe within 24 hours

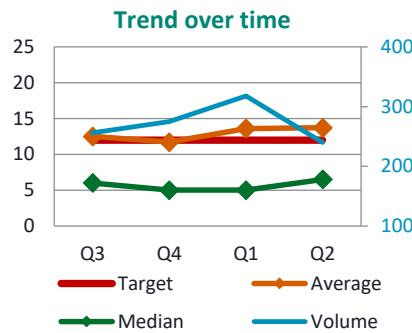
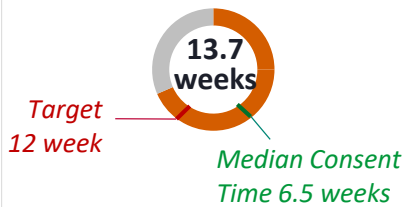


## 5.3 Service Specific Standards – Other Indicators

### Development Applications

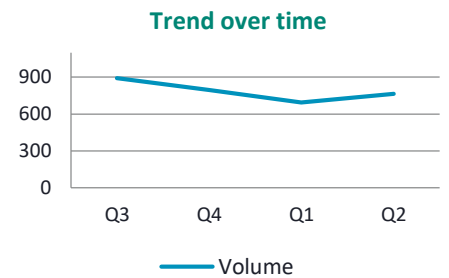
Volume of applications = 240

Average consent time from date of receipt



### Low Risk Infrastructure Requests – Number of New Requests

Volume of new requests = 764



### Low Risk Infrastructure Requests – Average Time to Resolve

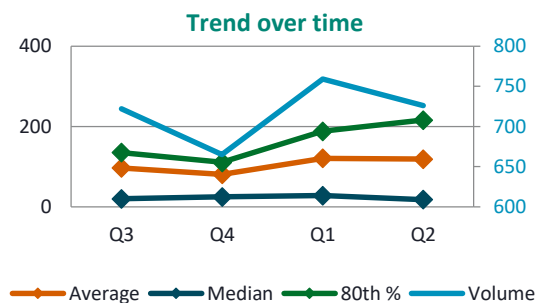
Volume of Requests = 726

Resolution time of requests

Average = 119 days

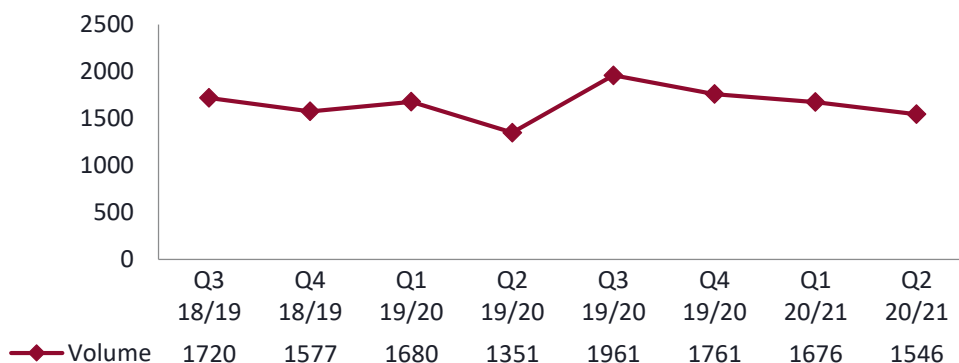
Median = 18 days

80th Percentile = 216 days



### Overall Volume of Requests

Trend in volume of requests/customer cases for which there is an adopted service standard, excluding the volume of phone calls



# 3. Capital Works Program

Quarter 2 of 2020-21 FY represents the continuation of the 2020-21 Capital Works Program, with \$4.1M of infrastructure delivered during this period and another \$2.8M of works ordered. The primary focus of this quarter has been on commencing new projects, as well as continuing construction of projects that were commenced in Q1.

## Highlights

- Landscaping and beautification works at Crafrers On Ramp and Piccadilly Rd roundabouts was completed.
- The Newman Rd renewal and upgrade project was completed.
- Renewal of the CWMS main in Woodside was completed.

## What’s Next








- The construction of three nature play spaces, in Mt Torrens, Charleston, and Kersbrook, are due to commence in Q3.

## Financial Performance by Asset Category












Asset Category	YTD Actuals \$'000	YTD Budget \$'000	YTD Var Fav / (unfav) \$'000	Annual Budget \$'000
Bridges	9	140	131	167
Buildings	453	938	478	2,658
Cemeteries	93	119	25	184
CWMS	349	390	41	440
Footpaths	209	372	162	869
Kerbing	43	100	57	266
Local Roads & Community Infrastructure Program (LRCIP)	78	195	117	842
Other - Ret Walls, Str Furniture & Bus Stops	828	1,007	186	2,357
Roads - Pavements	1,586	1,565	(22)	2,627
Roads - Seals	455	450	(5)	1,181
Roads - Shoulders	256	150	(106)	269
Roads - Unsealed	321	510	189	1,339
Sport & Recreation	74	328	253	4,078
Stormwater	244	468	223	1,153
Fleet	374	393	19	2,188
ICT	52	434	382	743
Library	4	11	7	68
Plant & Equipment	17	26	9	60
	5,448	7,594	2,146	21,488

## 4. Financial Performance

### Overall Funding Statement as at 31 December 2020

	YTD Actual	YTD Budget	YTD Variance	Revised Budget
	\$'000	\$'000	\$'000	\$'000
<b>Total Operating Income</b>	<b>44,527</b>	<b>44,198</b>	 <b>329</b>	<b>50,455</b>
<b>Total Operating Expenditure</b>	<b>19,577</b>	<b>20,231</b>	 <b>653</b>	<b>48,324</b>
<b>Funding surplus before Capital</b>	<b>24,950</b>	<b>23,967</b>	 <b>983</b>	<b>2,131</b>
<b>Capital Expenditure</b>	4,495	6,191	 1,696	<b>21,488</b>
<b>Capital Income</b>	847	828	 20	<b>4,923</b>
<b>Net expenditure - Capital projects</b>	<b>3,648</b>	<b>5,363</b>	 <b>1,716</b>	<b>16,565</b>
<b>Net Lending / (Borrowing) Result for Year</b>	<b>21,302</b>	<b>18,604</b>	 <b>2,698</b>	<b>(5,197)</b>

### Adelaide Hills Council Operating Summary By Directorate as at December 2020

	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Revised Budget \$'000s
<b>Income</b>				
Community Capacity	1,474	1,397	 77	4,537
Corporate Services	39,178	39,047	 131	40,255
Development & Regulatory Services	903	801	 101	1,252
Infrastructure & Operations	2,973	2,953	 20	4,411
<b>Income Total</b>	<b>44,527</b>	<b>44,198</b>	 <b>329</b>	<b>50,455</b>
<b>Expenditure</b>				
Community Capacity	4,416	4,610	 193	8,901
Corporate Services	4,941	5,014	 73	8,356
Development & Regulatory Services	1,831	1,860	 28	3,715
Infrastructure & Operations	8,388	8,748	 359	27,351
<b>Expenditure Total</b>	<b>19,577</b>	<b>20,231</b>	 <b>653</b>	<b>48,324</b>
<b>Operating Surplus (Deficit)</b>	<b>24,950</b>	<b>23,967</b>	 <b>983</b>	<b>2,131</b>

## Operating summary by Function (Income)

as at December 2020	Income by Function			Expenditure by Function			Net Position
	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Variance \$'000s
Bushfire Recovery	127	127	●	984	1,045	● 61	● 61
CC Director's Office	-	-	●	153	151	● (2)	● (2)
Communications, Engagement & Events	21	-	● 21	266	279	● 13	● 34
Economic Development	160	125	● 35	307	326	● 19	● 55
FABRIK Arts and Heritage Hub	69	51	● 18	212	198	● (15)	● 3
Community Development (Management)	-	-	●	191	168	● (22)	● (22)
Cultural Development	-	-	●	59	72	● 13	● 13
Grants & Partnerships	-	-	●	149	141	● (8)	● (8)
Hills Connected Communities Projects	47	43	● 4	38	44	● 6	● 10
Positive Ageing (Home and Social Support)	764	759	● 5	462	520	● 59	● 64
Positive Ageing Project (Collaborative)	113	111	● 2	51	53	● 2	● 3
Service Strategy & Innovation	-	-	●	72	83	● 12	● 12
The Summit Community Centre	8	10	● (2)	78	86	● 8	● 6
Torrens Valley Community Centre	13	18	● (4)	87	86	● (1)	● (6)
Volunteering	-	-	●	39	41	● 2	● 2
Youth Development	1	1	●	75	76	●	● 1
Library Services	151	152	● (1)	780	817	● 37	● 36
Customer Service	-	-	●	415	424	● 8	● 8
<b>Community Capacity</b>	<b>1,474</b>	<b>1,397</b>	<b>● 77</b>	<b>4,416</b>	<b>4,610</b>	<b>● 193</b>	<b>● 270</b>
AHBTC	148	172	● (24)	101	121	● 20	● (4)
Cemeteries	193	144	● 50	95	141	● 46	● 96
CS Director's Office	2	2	●	157	162	● 5	● 5
COVID 19	-	-	●	156	150	● (6)	● (6)
Financial Services	38,576	38,595	● (19)	623	640	● 17	● (3)
Governance & CEO Office	69	68	● 1	1,041	1,066	● 26	● 26
Information Services	-	-	●	1,522	1,452	● (70)	● (70)
OD & WHS	-	-	●	274	286	● 12	● 12
Property Management	171	48	● 123	956	984	● 28	● 151
Retirement Villages	18	19	● (1)	17	13	● (5)	● (5)
<b>Corporate Services</b>	<b>39,178</b>	<b>39,047</b>	<b>● 131</b>	<b>4,941</b>	<b>5,014</b>	<b>● 73</b>	<b>● 204</b>
Animal Management	412	399	● 13	229	227	● (1)	● 12
DRS Director's Office	-	-	●	160	165	● 5	● 5
Fire Prevention	2	-	● 2	36	49	● 12	● 14
Mt Lofty Waste Control Project	-	-	●	-	-	● (1)	● (1)
Parking and By-Laws	15	23	● (8)	108	97	● (11)	● (18)
Planning & Development	400	298	● 102	1,000	985	● (15)	● 88
Policy Planning	-	-	●	72	84	● 12	● 12
Public Health	73	81	● (8)	227	253	● 26	● 18
<b>Services</b>	<b>903</b>	<b>801</b>	<b>● 101</b>	<b>1,831</b>	<b>1,860</b>	<b>● 28</b>	<b>● 130</b>
Civil Services	1,031	1,031	● 1	2,473	2,764	● 291	● 292
Community Wastewater Management System	1,854	1,841	● 13	296	298	● 2	● 15
Depreciation	-	-	●	-	-	●	●
Emergency Management	-	-	●	27	40	● 12	● 12
IO Director's Office	-	-	●	171	164	● (7)	● (7)
Open Space - Biodiversity	15	15	●	276	262	● (14)	● (14)
Open Space Operations	7	-	● 7	2,146	2,208	● 62	● 70
Open Space - Sport & Rec Planning	-	-	●	385	367	● (18)	● (18)
Sustainability	-	-	●	74	103	● 29	● 29
Strategic Assets	-	-	●	251	263	● 12	● 12
Waste	65	67	● (1)	2,290	2,279	● (10)	● (12)
<b>Infrastructure &amp; Operations</b>	<b>2,973</b>	<b>2,953</b>	<b>● 20</b>	<b>8,388</b>	<b>8,748</b>	<b>● 359</b>	<b>● 379</b>
<b>Total</b>	<b>44,527</b>	<b>44,198</b>	<b>● 329</b>	<b>19,577</b>	<b>20,231</b>	<b>● 653</b>	<b>● 983</b>





**Adelaide Hills**  
COUNCIL

#### MORE INFORMATION

---



**63 Mt Barker Road  
Stirling SA 5152**



**08 8408 0400**



**[mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)**

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 23 February 2021  
AGENDA BUSINESS ITEM**

**Item:** 13.2

**Responsible Officer:** Steven Watson  
Governance & Risk Coordinator  
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:

- Residual Risk: Nil change
- New Mitigation(s): 4 new mitigations identified and Zero (0) mitigations removed
- Completed: 69% (83) is increased with two (2) completed actions
- In Progress: Increase from 26% to 30 (25)
- Not Commenced: Decrease from 2% to 1%

**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 15 February 2021 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 Governance & Performance

*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 January 2020 with the transition of SR9a (human resources) to the Director Corporate Services as a result of a change in organisational structure.

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.

Additionally an extract of the Strategic Risk Register is usually provided to the Committee and Council, 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 it is at **Appendix 1**.



At its 15 February 2021 meeting, the Audit Committee considered the February iteration of the Strategic Risk Profile along with a presentation by the Director Development & Regulatory Services on the inherent risks in that portfolio. The Committee resolved as follows:

**7.5. Risk Management Plan Update**

**Moved Cr Leith Mudge  
S/- Natalie Johnston**

**7/AC21**

**The Audit Committee resolves that the report be received and noted.**

**Carried Unanimously**

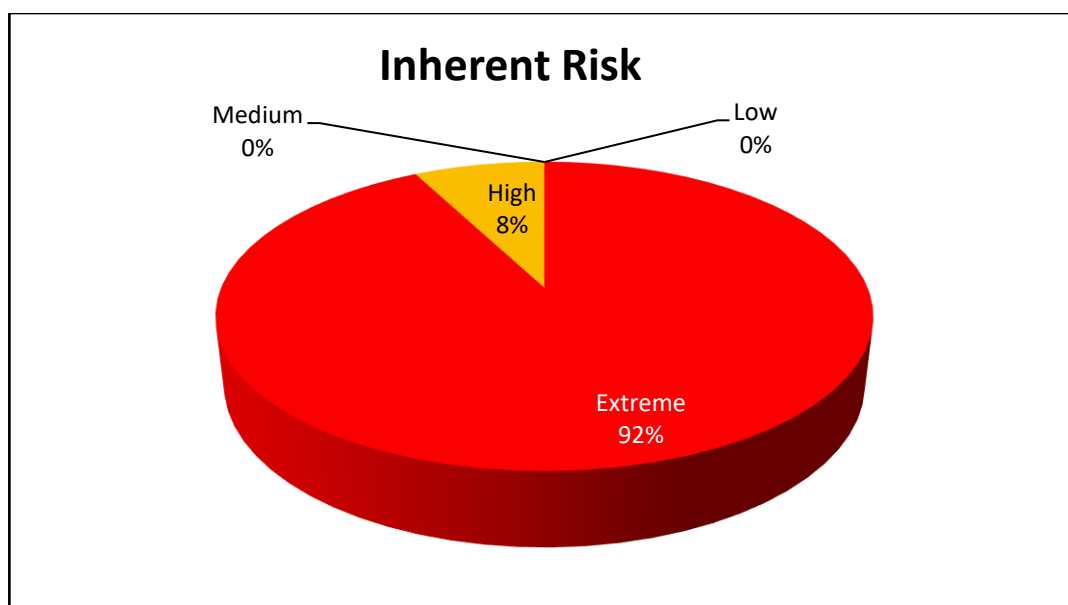
**3. ANALYSIS**

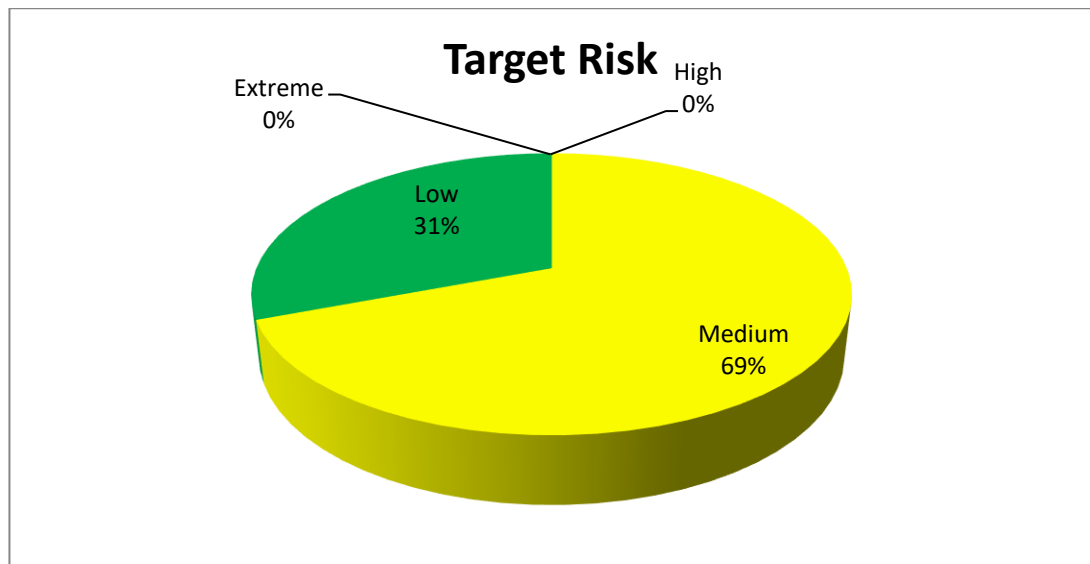
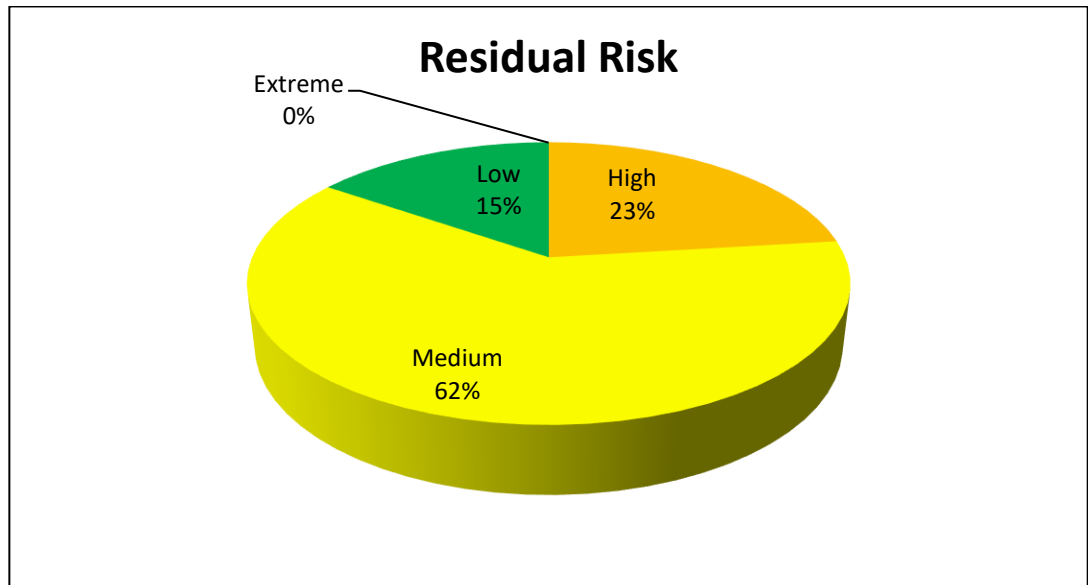
Strategic Risk Profile

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 November 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.

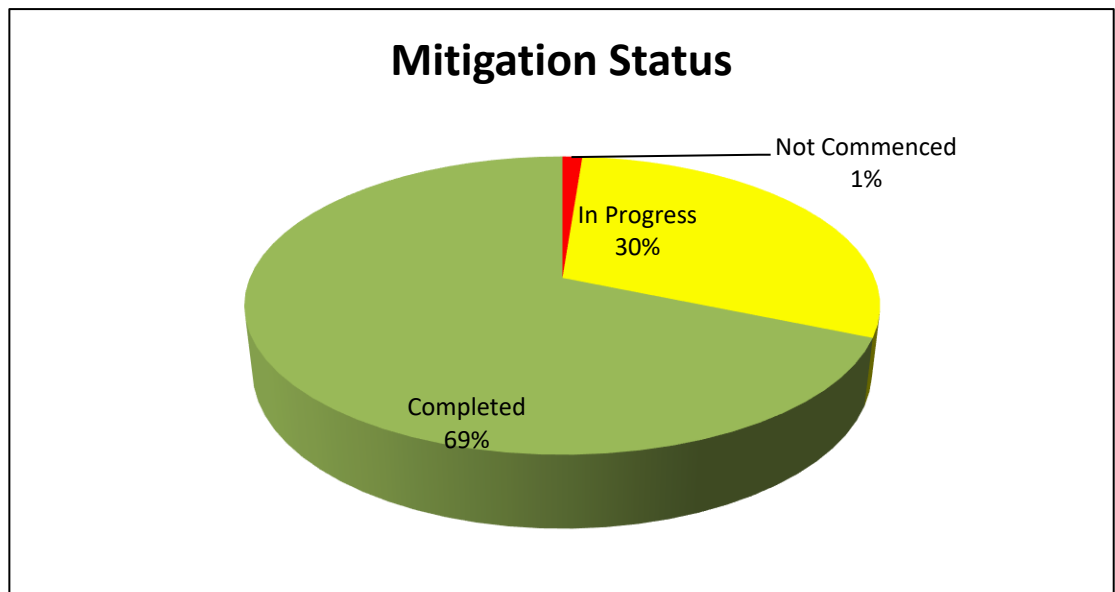




The implementation of Mitigation Actions has been progressing steadily. The current status is:

Status	May 2020	August 2020	November 2020	February 2021
<b>Completed</b>	70% (55 actions)	72% (59 actions)	73% (60 actions)	69% (57 actions)
<b>In Progress</b>	27% (21 actions)	26% (21 actions)	24% (20 actions)	30% (25 actions)
<b>Not Commenced</b>	3% (2 actions)	2% (2 actions)	3% (2 actions)	1% (1 action)
<b>New Initiatives (in above totals)</b>	1 New Mitigation	5 New Mitigations	Zero New Mitigations	2 New Mitigations

This is shown diagrammatically below:



#### **4. OPTIONS**

Council has the following options:

- I. To note the update on the Strategic Risk Profile as presented. (Recommended)
- II. To determine not to note either or both updates and/or identify additional actions to be undertaken. (Not Recommended)

#### **5. APPENDIX**

- (1) Strategic Risk Register – February 2021

---

# **Appendix 1**

*Strategic Risk Register – February 2021*

---

**AUDIT COMMITTEE**  
**FEBRUARY 2021**

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		
1	Failure to plan at the local and regional level for the future development and future requirements of the area. (F)	<b>Cause:</b> <ul style="list-style-type: none"><li>- Poor understanding of development, infrastructure, population, transport, demographics and trends</li><li>- Ineffective liaison with state and federal planning and development agencies.</li><li>- Unresponsive Development Plan that inappropriately restricts development opportunities &amp; results in poor development outcomes.</li><li>- Ineffective strategies to enhance and conserve character areas and iconic sites.</li><li>- Poor place making strategies.</li><li>- Deficient planning and building rules consent practices.</li><li>- Ineffective infrastructure planning processes.</li><li>- Lack of appropriately trained and experienced staff.</li><li>- Poor business planning and budgeting processes to allocate sufficient resources to functions.</li></ul> <b>Impact:</b>	Director Development & Regulatory Services	Corporate Objectives	Major	Likely	Extreme (4B)	<ul style="list-style-type: none"><li>- Development Policy Planning function in place to monitor, analyse and advise</li><li>- Program of conversion of Development Plan into the Planning &amp; Design Code established</li><li>- Up to date Development Plan in place</li><li>- Privately -funded DPA and other development-related policies in place</li><li>- Participation in relevant forums with State &amp; Federal Govt and other stakeholder groups regarding any changes to development policy</li><li>- Undertake responsibilities outlined in the Collaborative Work Plan between DPTI and Council regarding transitioning to the new Planning, Development &amp; Infrastructure (PDI) Act 2016</li><li>- Transition the and amend where required the Council's Development Plan to the Planning &amp; Design Code over the next 3 years in accordance with the PDI Act</li><li>- Precinct Planning Framework and expertise in place</li><li>- Skilled and experienced planning, building, infrastructure, sport &amp; recreation planning, community development and economic</li></ul>	Good	Minor	Unlikely	Low (2D)	9/02/21	Minimum annual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	9/02/22	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 will go live for our Council area on 19 March 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 by the aforementioned date. However, further policies and procedures, and changes to the delegations are still being worked on as part of our business readiness program.	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: This is almost complete as changes to the Rural Planning Policy are being incorporated into development of Planning & Design Code. The entire Development Plan will be transitioned into the aforementioned Code goes live on 19 March 2021.	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)	<b>Causes:</b> <ul style="list-style-type: none"><li>- Ineffective Budget Bid process ( ineffective cost estimates preparation; possible lack of understanding of budget and budget process;</li><li>- 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.</li><li>- Lack of effective consistent project management methodologies</li><li>- Unforeseen weather and climate conditions,</li><li>- Lack of appropriate plant and equipment,</li><li>- Poor contractor management,</li><li>- Lack of resources (Lack of adequate skilled resources; Loss of key staff,.)</li><li>- Change in government legislation or policy,</li><li>- Reduction in grant funding,</li><li>- Lack of scheduled maintenance</li><li>- Unclear Service ranges and levels</li></ul> <b>Impact:</b> <ul style="list-style-type: none"><li>- Cost of projects escalates, unbudgeted spending, impacts on delivery of the projects</li><li>- Damage to Council reputation</li><li>- Outcomes of the project delivered fails to meet community's expectations</li><li>- Weaknesses in infrastructure necessitating increased maintenance</li></ul>	Director Infrastructure & Ops	Finance & Assets	Major	Likely	Extreme (4B)	<ul style="list-style-type: none"><li>- Monthly capital reports from finance</li><li>- Reporting of The Quarter to Council</li><li>- Regular team meetings with project updates</li><li>- Quarterly budget review process</li><li>- 3 Year Capital Program</li><li>- Procurement policy</li><li>- Process and qualified staff/teams</li><li>- Project reporting process</li><li>- Panel contractors</li><li>- Legislation and policy</li><li>- KPI monitoring and reporting</li><li>- Financial Reporting</li><li>- LTFP processes have been amended to ensure that all key Strategies and Plan (including the Strategic Plan and Asset Management Plans) are captured as part of the LTFP review each year ahead of budget</li></ul>	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			
																5	Amend LTFP and budget processes to capture all Strategic and Functional Strategy funding requirements.	Manager Financial Services	30/06/18	COMPLETE	COMPLETED: 2018/19 & 2019/20 Budgets adopted based on a revised LTFP that captured all Strategic and Functional Strategies.	Y	N/A			
																6 (new)	Amend LTFP ratio ranges, as well as rates indice, to ensure growth in Operating Surplus to fund growth in operating expenditure	Manager Financial Services	30/06/21	IN PROGRESS	Budget workshop held on 30/1/2021 where proposed changes we considered appropriate to take to Audit Committee	N	N/A			
																7 (new)	Develop Quarterly Report of all key projects to Council that provides a status and financial information	Exec Mgr Governance & Performance	30/09/19	COMPLETE	COMPLETED: The Quarter now implemented and being reported to Council and Audit Committee	Y	N/A			
3	Failure to provide for the welfare, well-being and interests of the community (F)	<b>Cause:</b> <ul style="list-style-type: none"><li>- Ineffective public health programs (food, immunisation, waste water)</li><li>- Ineffective community development programs</li><li>- Failure to identify and respond to key community issues</li><li>- Poor understanding of cultural and diversity issues in community.</li><li>- Lack of effective active and passive recreation participation strategies.</li><li>- Ineffective strategies to work with vulnerable members of the community.</li><li>- Inappropriate behaviour of community facility users.</li><li>- Unaffordable rates, fees and charges</li><li>- Ineffective regulatory services activities</li></ul>	Director Community Capacity	Community, Social & reputational	Major	Likely	Extreme (5B)	<ul style="list-style-type: none"><li>- Well resourced department, with qualified staff making informed and evidence based decisions.</li><li>- Regulatory responsibilities that incorporate inspection regimes, education and prosecution where necessary within a highly regulated environment.</li><li>- Existence of Community Strategy - with identified community needs, gaps in service provision and reprioritised our CD efforts. Adopted June 2015.</li><li>- Mandated 4-yearly development of strategic plan, incorporating community engagement, ensures effort is made periodically to understand issues important to the community.</li><li>- Community engagement policy and other relevant policies</li><li>- Regular satisfaction surveys and program</li></ul>	Marginal	Moderate	Unlikely	Medium (3D)	9/02/21	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	8/08/21	1	Community Cultural Development Officer to develop Cultural Development principles and framework	Manager Community Development	31/12/16	COMPLETE	The previous risk review has concluded that this action is not necessary to achieve the target risk.	N		Medium		
																3	Implement the new Access and Inclusion Plan	Manager Community Development	31/12/16	IN PROGRESS	IN PROGRESS. Provisional DIAP was adopted by Council in November 2020, following by further engagement and final adoption of a revised Plan in January 2021.	N	31/10/20			
																6	Review facility management arrangements. Develop a more consistent approach to community facility users conduct across the various program areas.	Manager Property	31/12/16	IN PROGRESS	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. Community engagement is now underway in line with eh endorsed community engagement plan.	N	30/06/21			
4	Failure to take measures to protect the community from natural and other hazards (F)	<b>Cause:</b> <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> <b>Impact:</b> <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></ul>	Director Infrastructure & Ops	Community, Social & reputational	Catastrophic	Likely	Extreme (5B)	<ul style="list-style-type: none"><li>- Participation in regional EM arrangements through the ZEMC, and the AMLRBMC and cooperation with other councils and agencies re EM</li><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</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	1	Development of new Emergency Management Plan.	Mgr Waste & EM	31/12/17	IN PROGRESS	EM Framework endorsed by ELT 14/2/17, EM responsibility now transferred to Infrastructure & Operations, Project timeframes to be reviewed. Update 02/10/19 - Draft Emergency Management Plan completed. Draft Incident Operations Manual (formerly within the Emergency Management Plan) to be considered for endorsement by ELT 3 October 2019. Council to participate in LGA Council Ready Program to complete Emergency Management Plan by September 2020 based on a risk assessment process. Update 07/11/19 - ELT formally resolved to commit to LGA Council Ready Program, scheduling of initial risk assessment workshop set for 9/12/19. Incident Operations Manual adopted by ELT 3 October and is currently being implemented. Update 29/01/20 Lessons learnt from Cudlee Creek fire were identified in an After Action Review in February 2020 and now being incorporated into the Incident Operations Manual. Emergency Management Plan development timeframes may need to be reviewed as priority is on updating the Incident Operations Manual.	N	31/08/21	Medium		
																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			
																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			

AUDIT COMMITTEE  
FEBRUARY 2021

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
		- Loss or damage of public and private infrastructure - Environmental and biodiversity impacts						Officers pursuant with requirements of the Act and provide advice to residents on bushfire prevention and mitigation. - 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 - i-Responda process and trained staff - Disaster contingency captured within the LTFP to								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)	<b>Cause:</b> -Lack of understanding of biodiversity. - Inadequate planning controls, - Lack of specific skill and knowledge of natural environment, - Insufficient budget, - Lack of internal coordination in project delivery, - Inadequate emergency response to environmental hazard, - Lack of longitudinal planning and service delivery, difficulty of meeting varying community expectation, - Ineffective natural resource management strategies and processes. - Poor environmental management practices. - Illegal dumping  <b>Impact:</b>	Director Infrastructure & Ops	Environment	Catastrophic	Possible	Extreme (5C)	- Biodiversity Strategy, - Water Management Plan - Biodiversity Advisory Group and Sustainability Advisory Group - Trained & qualified staff - Safe working procedures - Blue Marker sites - Spill kits - SDS - Customer request system for reporting to us - Machinery hygiene - Development Plan - Strategic Plan Reviewed with Goal area for Natural Environment established (including priorities)	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	
																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	
6	Failure to provide appropriate infrastructure for the community (F)	<b>Cause:</b> - Ageing infrastructure in need of renewal to remain fit for purpose and/or comply with legislation - Poor asset management regimes (data, revels) - Ineffective maintenance regimes - Leaseholders conducting works outside of contractual/legislative obligations. - Duplication or gaps in infrastructure provision to communities. - Lack of understanding community needs and trends  <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 Infrastructure & Ops	Corporate Objectives	Major	Likely	Extreme (4B)	- Current Asset Management Plans for key asset categories - Long Term Financial Plan that captures the Strategic Plan and Asset Management Plans - Endorsed annual budget for maintenance program (all asset categories) - Annual Business Plan & Budget consultation undertaken - Customer Survey undertaken - Asset condition audits undertaken cyclically - Asset management system in place (Conquest) - Building inspections (last done 2013) - Compliance audits for buildings as per legislation - Customer request system captures community concerns/issues - Sport and Recreation Strategy - Bike Strategy - Preventative Maintenance regime - Strategic Plan Reviewed with Goal area for Built Environment established (including priorities)	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	1	Update asset management plans as per cycle (and LTFP)	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	
																2	Preventative Maintenance regime developed	Mgr Sustainable Assets for Infrastructure and Strategic Property Officer for Land and Buildings	1/01/17	COMPLETE		Y	N/A	
																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	
																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)	<b>Cause:</b> -Dysfunctional local economy, loss of jobs, loss of basic retail and service functions - Poor engagement with business community, leading to relative disadvantage for business community -Lack of understanding of economic drivers, leading to potential wasted allocation of effort, stagnation of effort, and/or perception of Council being out of touch with business community. - Inappropriate infrastructure in industrial precincts or nodes, placing barriers on development of industrial precincts. - Lack of understanding of tourism demand, leading to potential wasted effort, stagnation of effort, and/or perception that the Council is unable/willing to support the tourism sector. - Poor support of tourism and business associations, leading to fragmentation of effort and cohesive strategies. - Unresponsive Development Plan that inappropriately restricts development opportunities & results in poor development outcomes.	Director Community Capacity	Economic	Moderate	Likely	High (3B)	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. 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. 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. 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. Support for AHT is high, but support for business	Good	Moderate	Possible	Medium (3C)	9/02/21	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	8/08/21	1	Development of revised Economic Development Strategy Action Plan, involving engagement with key stakeholders to ensure Council's role is appropriately identified.	Manager Economic Development	31/03/21	IN PROGRESS	Workshop held with Council Members late 2020. Anticipated to come to Council in March 2021 for adoption. Implementation to follow in the ensuing years.	N	N/A	
																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	COMPLETE	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.	Y	N/A	



AUDIT COMMITTEE  
FEBRUARY 2021

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		
		<b>Impact:</b> -- Loss of local jobs -- Loss of basic local retail and service businesses -- Devaluation of local residential and commercial property -- Rise in social problems deriving from a declining economy - The community procures goods outside of the area as business not vibrant and meeting local requirements						associations is low. Adelaide Hills Council Economic Profile Sept 2014. Annual subscription to economy id. Business contact database Involvement in place making initiatives. Quarterly business e-newsletter. Additional Economic Development Officer started in late 2020 to focus on delivery of EDS implementation plan.									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		
8	Failure to manage and develop public areas vested in, or occupied by the Council (F)	- 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)	-Community Land Management Plans updated 2019 - 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	Marginal	Moderate	Possible	Medium (3C)	6/02/21	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	5/08/21		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	Medium	
																	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		
																	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 information 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;	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;	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.	3/02/21		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 2021.	N	31/09/2021	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		
																	4 (new)	Review Work From Home Policy & procedures to ensure that meet the changing needs of the workforce stemming from COVID and increased fire events.	Exec Manager Organisational Development	30/06/21	IN PROGRESS	Procedures updated to respond to events in 2020 and were implemented successfully. Review now required to ensure application to a more business as usual mode of operation is effective.	N	N/A		
																	5 (new)	Implement replacement OD / Payroll system to comply with legislative requirements that will not be possible with existing system on 1 July 2021.	Exec Manager Organisational Development	30/06/21	IN PROGRESS	Project team established and options for upgrade being considered. Advise received that critical deadline may move to 30 June 2022.	N	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	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;	Marginal	Minor	Possible	Medium (2C)	6/02/21	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	5/08/21		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	
																	3 (new)	Undertake Cyber Security Audit and develop implementation plan for identified actions	Manager IS	30/06/21	IN PROGRESS	Audit completed and implementation plan under development. Funding for implementation captured within the 2021 review of the Long Term Financial Plan.	N	N/A		
																	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		
9c	Failure to manage, improve and develop the financial resources available to the Council. (F)	<b>Cause:</b> - Poor internal control environment - Poor procurement planning and processes. - Ineffective insurance arrangements. - Poor financial management processes (treasury, AP, AR) - Poor contract management <b>Impact:</b> Potential for qualified accounts as an audit outcome; inappropriate segregation of duties; increased potential for fraud; negative impact on Council brand & reputation; lack of consistency in process use; inability to measure process effectiveness and outcomes; increased risk	Director Corporate Services	Legal & Regulatory	Catastrophic	Likely	Extreme (5B)	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;	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.	11/05/21		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	Prolicy 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)	<b>Cause:</b> - Poor governance practices (CR22) - Poor risk management practices (CR21) - Poor representation arrangements (CR92) - Poor representation of the community by Council Members (CR62) - Lack of effective strategic planning and resource allocation processes. (CR63) - Lack of effective financial sustainability processes. (SR9c) - Ineffective performance management and reporting processes. (CR64) - Poor working relationship between Council and Administration. (CR65) <b>Impact:</b> - Decisions are not representative of community sentiment or made in the community's interest - Decisions are poorly or incorrectly informed leading to a high risk profile, errors, loss, waste, omissions, breaches of legislation. - Breaches of legislation, unenforceable decisions/resolutions, creation of liabilities/ additional risk to Council, stakeholder	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 COLs 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	Good	Moderate	Rare	Low (3E)	10/02/21	Minimum annual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	10/02/22		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 ContoTrack (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. Awaiting outcome of Skytrust reviewe incluing reporting updates.	N	30/06/21		
																	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		

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	
		and/or regulator dissatisfaction and/or sanction.						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								11	Implementation of LG Reform legislative changes.	Exec Manager Governance & Performance	30/06/21	NOT COMMENCED	Draft legislation forecast in Q4 2020/21	N			
																	12	Service Review Framework development	Corporate Planning & Performance Coordinator	30/06/21	IN PROGRESS	Drafting of Framework has 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	Exec Manager Governance & Performance	Legal & Regulatory	Major	Likely	Extreme (4B)	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)	10/02/21	Minimum annual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	10/02/22	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		
																3	Development of a legal opinions database	Exec Manager Governance & Performance	30/06/20	MITIGATION TO BE REMOVED	As all legal opinions are recorded and accessible in TRIM, a legal opinions database would be an inefficient use of resources.	N	31/12/19		
																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	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		



---

## **Item 17 Minutes of Committees**

---

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 FEBRUARY 2021  
63 MOUNT BARKER ROAD, STIRLING**

***[Please Note: These minutes are unconfirmed until 10 March 2021]***

---

**In Attendance**

**Presiding Member**

Geoff Parsons

**Members**

Ross Bateup

David Brown

Paul Mickan

John Kemp

**In Attendance**

Marc Salver  
Deryn Atkinson  
Vanessa Nixon  
Ashleigh Gade  
Steven Watson  
Karen Savage

Director Development & Regulatory Services  
Assessment Manager  
Team Leader Statutory Planning  
Statutory Planner  
Governance & Risk Coordinator  
Minute Secretary

**1. Commencement**

The meeting commenced at 6.30pm

**2. Opening Statement**

“Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna 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”.

**3. Apologies/Leave of Absence**

3.1 Apologies  
Nil

3.2 Leave of Absence  
Nil

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 FEBRUARY 2021  
63 MOUNT BARKER ROAD, STIRLING**

***[Please Note: These minutes are unconfirmed until 10 March 2021]***

---

**4. Previous Minutes**

4.1 Meeting held 13 January 2021

**The minutes were adopted by consensus of all members** (4)

That the minutes of the meeting held on 13 January 2021 be confirmed as an accurate record of the proceedings of that meeting, noting the administrative amendment for Item 9.1 in regard to Note (1) such that Development Plan Consent is valid for a period of twelve (12) months commencing from the date of the decision, and not twenty-four (24) months.

**5. Delegation of Authority**

Decisions of this Panel were determined under delegated authority as adopted by Council on 28 November 2017.

**6. Presiding Member's Report**

Nil

**7. Declaration of Interest by Members of Panel**

Nil

**8. Matters Lying on the Table/Matters Deferred**

8.1 Matters Lying on the Table

Nil

8.2 Matters Deferred

Nil

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 FEBRUARY 2021  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 10 March 2021]*

**9. Development Assessment Applications**

- 9.1 Development Application 20/894/473 by Damian Schultz for demolition of existing dwelling and outbuilding & construction of replacement two storey detached dwelling, deck (maximum height 2.95m), retaining walls (maximum height 1.6m), fencing & associated earthworks (non-complying) at 33 Yanagin Road, Greenhill**

**9.1.1 Representations**

Name of Representor	Address of Representor	Nominated Speaker
Matt & Kylie Johns	31 Yanagin Road Greenhill	Matt & Kylie Johns

The applicant, Damian Schultz, and his representative, Brenton Burman (Planning Consultant), addressed the Panel.

**9.1.2 Decision of Panel**

**Moved** Ross Bateup **Carried**  
**S/-** David Brown **(5)**

The Council Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and GRANTS Development Plan Consent to Development Application 20/894/473 by Damian Schultz for Demolition of existing dwelling and outbuilding & construction of replacement two storey detached dwelling, deck (maximum height 2.95m), retaining walls (maximum height 1.6m), fencing & associated earthworks (non-complying) at 33 Yanagin Road Greenhill subject to the following conditions:

**(1) Development In Accordance With the Plans**

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Existing Site Plan prepared by Damian Schultz Sheet 001 Revision B dated 1 November 2020 and received by Council 2 November 2020
- Demolition Plan prepared by Damian Schultz Sheet 002 Revision B dated 1 November 2020 and received by Council 2 November 2020
- Proposed Site Plan prepared by Damian Schultz Sheet 003 Revision B dated 1 November 2020 and received by Council 2 November 2020
- Proposed Landscape Plan prepared by Damian Schultz Sheet 004 Revision C dated 26 January 2021 and received by Council 26 January 2021

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 FEBRUARY 2021  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 10 March 2021]*

---

- Ground Floor Plan prepared by Damian Schultz Sheet 005 Revision A dated 9 July 2020 and received by Council 2 November 2020
- First Floor Plan prepared by Damian Schultz Sheet 006 Revision A dated 9 July 2020 and received by Council 2 November 2020
- Roof Plan prepared by Damian Schultz Sheet 007 Revision B dated 1 November 2020 and received by Council 2 November 2020
- North/South Elevations prepared by Damian Schultz Sheet 008 Revision A dated 9 July 2020 and received by Council 2 November 2020
- East/West Elevations prepared by Damian Schultz Sheet 009 Revision B dated 1 November 2020 and received by Council 2 November 2020
- Planning Submission dated 19 August 2020 and received by Council 2 November 2020
- Planning Statement prepared by Brenton Burman dated 24 August 2020 and received by Council 31 August 2020

*REASON: To ensure the proposed development is undertaken in accordance with the approved plans.*

**(2) Prior to Building Rules Consent Being Granted – Requirement for Stormwater Calculations**

Prior to Building Rules Consent being granted all hydrological and hydraulic stormwater calculations shall be provided together with the final drainage plan for approval by the Council. All roof runoff to be directed to the existing 80,000 L rainwater tank. A portion of the tank is to be set aside for stormwater detention, and the discharge from the tank is to be limited to pre-development flows.

*REASON: To minimise erosion, protect the environment and to ensure no ponding of stormwater resulting from development occurs on adjacent sites.*

**(3) Rural Verge Access Points – SD24**

The vehicle access point(s) and cross over shall be constructed in accordance with Adelaide Hills Council standard engineering detail SD24 – piped entrance and installed within 3 months of occupation of the development.

*REASON: For safe and convenient movement of vehicles and for efficient drainage of stormwater within the road verge.*

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 FEBRUARY 2021  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 10 March 2021]*

---

**(4) External Finishes**

The external finishes to the building herein approved shall be as follows:

**WALLS:** Colorbond Standing Seam Cladding in Monument, Rendered  
Brickwork in Grey, or similar

**ROOF:** Colorbond Standing Seam Roof Sheeting in Monument or similar

**REASON:** *The external materials of buildings should have surfaces which are of a low light-reflective nature and blend with the natural rural landscape and minimise visual intrusion.*

**(5) Residential Lighting**

All external lighting shall be directed away from residential development and, shielded if necessary to prevent light spill causing nuisance to the occupiers of those residential properties.

**REASON:** *Lighting shall not detrimentally affect the residential amenity of the locality.*

**(6) Privacy Screening**

Prior to occupation of the approved development, the western upper level windows of the dwelling shall be fitted with fixed louvre screening as shown on East/West Elevations - West Façade to a minimum height of 1.7m above the finished floor level. The screening shall be fixed in such a way that it prevents direct overlooking into neighbouring habitable room windows or private open space. The screening shall be maintained in good condition at all times.

**REASON:** *Buildings should be designed to not cause potential for overlooking of adjoining properties.*

**(7) Soil Erosion Control**

Prior to construction of the approved development straw bales (or other soil erosion control methods as approved by Council) shall be placed and secured below areas of excavation and fill to prevent soil moving off the site during periods of rainfall.

**REASON:** *Development should prevent erosion and stormwater pollution before, during and after construction.*

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 FEBRUARY 2021  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 10 March 2021]*

---

**(8) CFS Access Requirements**

Private roads and access tracks shall provide safe and convenient access and egress for bushfire fighting vehicles as follows:

- Access to the building site shall be of all-weather construction, with a minimum formed road surface width of 3 metres.
- The 'T' shaped turning area, (utilising the public road) shall be a minimum formed length of 11 metres with minimum internal radii of 9.5 metres on bends, including bends connecting private access to public roads.
- Vegetation overhanging the access road shall be pruned to achieve a minimum vehicular clearance of not less than 4 metres in width and a vertical height clearance of 4 metres.
- Driveway should be at right angle to the road (must meet minimum internal radii 9.5m).
- Turning radii cannot be obstructed (fence, retaining walls, vegetation, power poles etc).
- Understorey vegetation either side of the access road shall be reduced to a maximum height of 10cm for a distance of 3 metres. Mature trees within this fuel reduced zone may remain.

*REASON: To provide safe access to properties in the event of a bushfire.*

**(9) CFS Water Supply**

A supply of water independent of reticulated mains supply shall be available at all times for fire-fighting purposes:

- A minimum supply of 22,000 litres of water shall be available at all times for bushfire fighting purposes.
- The minimum requirement of 22,000 litres may be combined with domestic use, providing the outlet for domestic use is located above the 22,000 litres of dedicated fire water supply in order for it to remain as a dedicated supply.
- The bushfire fighting water supply shall be clearly identified and fitted with an outlet of at least 50mm diameter terminating with a compliant SA CFS fire service adapter, which shall be accessible to bushfire fighting vehicles at all times.
- The water storage facility (and any support structure) shall be constructed of non-combustible material.
- The dedicated fire-fighting water supply shall be pressurised by a pump that has:
  - i. a minimum inlet diameter of 38mm AND
  - ii. is powered by a petrol or diesel engine with a power rating of at least 3.7kW (thp) OR

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 FEBRUARY 2021  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 10 March 2021]*

---

- iii. a pumping system that operates independently of mains electricity and is capable of pressuring the water for fire-fighting purposes.
- The dedicated fire-fighting water supply pump shall be located at or adjacent to the dwelling to ensure occupants safety when operating the pump during a bushfire. An "Operations Instruction Procedure" shall be located with the pump control panel.
- The fire-fighting pump and any flexible connections to the water supply shall be protected by a non-combustible cover that allows adequate air ventilation for efficient pump operation.
- All bushfire fighting water pipes and connections between the water storage facility and a pump shall be no smaller in diameter than the diameter of the pump inlet.
- All non-metal water supply pipes for bushfire fighting purposes (other than flexible connections and hoses for fire-fighting) shall be buried below ground to a minimum depth of 300mm with no non-metal parts above ground level.
- A fire-fighting hose (or hoses) shall be located so that all parts of the building are within reach of the nozzle end of the hose and if more than one hose is required they should be positioned to provide maximum coverage of the building and surrounds (i.e. at opposite ends of the dwelling).
- All fire-fighting hoses shall be capable of withstanding the pressures of the supplied water.
- All fire-fighting hoses shall be of reinforced construction manufactured in accordance with AS 2620 or AS 1221.
- All fire-fighting hoses shall have a minimum nominal internal diameter of 18mm and maximum length of 36 metres.
- All fire-fighting hoses shall have an adjustable metal nozzle, or an adjustable PVC nozzle manufactured in accordance with AS 1221.
- All fire-fighting hoses shall be readily available at all times.

*REASON: To minimise the threat and impact of bushfires on life and property.*

**(10) CFS Access to Dedicated Water Supply**

Access to a dedicated and accessible water supply shall be made available at all times for fire-fighting. SA CFS has no objection to the existing water supply being utilised as the dedicated supply, providing an outlet can be positioned to comply with the following conditions:

- The water supply outlet shall be easily accessible and clearly identifiable from the access way and at a distance of no greater than 30 metres from the proposed dwelling.



**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 FEBRUARY 2021  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 10 March 2021]*

---

- The dedicated water supply and its location should be identified with suitable signage (i.e. blue sign with white lettering "FIRE WATER").
- Access to the dedicated water supply shall be of all-weather construction, with a minimum formed road surface width of 3 metres.
- Provision shall be made adjacent to the water supply for a flat hardstand area (capable of supporting fire-fighting vehicles with a gross vehicle mass (GVM) of 21 tonnes) that is a distance equal to or less than 6 metres from the water supply outlet.
- SA CFS appliance inlet is rear mounted; therefore the outlet/water storage shall be positioned so that the SA CFS appliance can easily connect to it rear facing.
- A gravity fed water supply outlet may be remotely located from the tank to provide adequate access.
- All non-metal water supply pipes for bushfire fighting purposes (other than flexible connections and hoses for fire-fighting) shall be buried below ground to a minimum depth of 300mm with no non-metal parts above ground level.
- All water supply pipes for draughting purposes shall be capable of withstanding the required pressure for draughting.

**REASON:** *To provide safe access to water supply in the event of a bushfire.*

**(11) CFS Vegetation/Landscaping Zone**

Landscaping shall include bushfire protection features which will prevent or inhibit the spread of bushfire and minimise the risk of life and/or damage to buildings and property:

- A vegetation management zone (VMZ) shall be established and maintained within 20 metres of the dwelling (or to the property boundaries – whichever comes first) as follows:
  - i. The number of trees and understorey plants existing and to be established within the VMZ shall be reduced and maintained such that when considered overall a maximum coverage of 30% is attained and so that the leaf area of shrubs is not continuous. Careful selection of the vegetation will permit the 'clumping' of shrubs where desirable, for diversity, and privacy and yet achieve the 'overall maximum coverage of 30%'.
  - ii. Reduction of vegetation shall be in accordance with SA Native Vegetation Act 1991 and SA Native Vegetation Regulations 2017.
  - iii. Trees and shrubs shall not be planted closer to the buildings than the distance equivalent to their mature height.
  - iv. Trees and shrubs shall not overhang the roofline of the building, touch walls, windows or other elements of the building.

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 FEBRUARY 2021  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 10 March 2021]*

---

- v. Shrubs shall not be planted under trees and shall be separated by at least 1.5 times their mature height.
- vi. Grasses within the zone shall be reduced to a maximum height of 10cm during the Fire Danger Season.
- vii. No understorey vegetation shall be established within 1 metre of the dwelling (understorey is defined as plants and bushes up to 2 metres in height).
- viii. Flammable objects such as plants, mulches and fences shall not be located adjacent to vulnerable parts of the building such as windows, decks and eaves.
- ix. The VMZ shall be maintained to be free of accumulated dead vegetation.

*REASON: To minimise the threat and impact of bushfires on life and property.*

**(12) CFS Conditions To Be Completed Prior To Occupation**

The Country Fire Service (CFS) Bushfire Protection Conditions 8 through 11 shall be substantially completed prior to the occupation of the building and thereafter maintained in good condition.

*REASON: To minimise the threat and impact of bushfires on life and property.*

**(13) Timeframe for Landscaping to be planted**

Landscaping detailed on the Proposed Landscape Plan shall be planted in the planting season following occupation and maintained in good health and condition at all times. Any such vegetation shall be replaced in the next planting season if and when it dies or becomes seriously diseased.

*REASON: To maintain and enhance the visual amenity of the locality in which the subject land is situated and ensure the survival and maintenance of the vegetation.*

**NOTES**

**(1) Development Plan Consent Expiry**

This Development Plan Consent (DPC) is valid for a period of twelve (12) months commencing from the date of the decision (or if an appeal has been commenced the date on which it is determined, whichever is later). Building Rules Consent must be applied for prior to the expiry of the DPC, or a fresh development application will be required. The twelve (12) month time period may be further extended by Council agreement following written request and payment of the relevant fee.

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 FEBRUARY 2021  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 10 March 2021]*

---

**(2) Erosion Control during Construction**

Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.

**(3) CFS Bushfire Attack Level**

Compliance with the fire protection requirements is not a guarantee the dwelling will not burn, but its intent is to provide a “measure of protection” from the approach, impact and passing of a bushfire.

The Bushfire hazard for the area has been assessed as BAL 29.

The buildings shall incorporate the construction requirements for buildings in Bushfire Prone areas in accordance with the Building Code of Australia Standard AS3959 “Construction of buildings in bushfire prone areas”.

**(4) Department of Environment and Water (DEW) - Native Vegetation Council**

The applicant is advised that any proposal to clear, remove limbs or trim native vegetation on the land, unless the proposed clearance is subject to an exemption under the Regulations of the Native Vegetation Act 1991, requires the approval of the Native Vegetation Council. The clearance of native vegetation includes the flooding of land, or any other act or activity that causes the killing or destruction of native vegetation, the severing of branches or any other substantial damage to native vegetation. For further information visit:

[www.environment.sa.gov.au/Conservation/Native\\_Vegetation/Managing\\_native\\_vegetation](http://www.environment.sa.gov.au/Conservation/Native_Vegetation/Managing_native_vegetation)

Any queries regarding the clearance of native vegetation should be directed to the Native Vegetation Council Secretariat on 8303 9777. This must be sought prior to Full Development Approval being granted by Council.

**(5) EPA Environmental Duty**

The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 FEBRUARY 2021  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 10 March 2021]*

---

**(6) Works on Boundary**

The development herein approved involves work on the boundary. The onus of ensuring development is in the approved position on the correct allotment is the responsibility of the land owner/applicant. This may necessitate a survey being carried out by a licensed land surveyor prior to the work commencing.

**10. Other Business**

**10.1 Delegations Review of Powers & Functions of Council Assessment Panel (CAP) as a Relevant Authority under the Planning, Development and Infrastructure Act 2016 & Regulations – Instrument C**

Moved Paul Mikan  
S/- John Kemp

Carried Unanimously  
(6)

1. That, having considered a review of the Council Assessment Panel Delegations as presented, the Council Assessment Panel hereby revokes its previous delegations to the Assessment Manager and Council (Elected Body) for powers and functions under Instrument C of the Planning, Development and Infrastructure Act 2016 and Regulations.
2. In exercise of the power contained in Section 100 of the Planning, Development and Infrastructure Act 2016, the powers and functions under the Planning, Development and Infrastructure Act 2016 and statutory instruments made thereunder contained in the proposed Instrument of Delegation (Instrument C) (Attachment 1 of the Report dated 10 February 2021) hereby delegated this 10<sup>th</sup> day of February 2021 to the Assessment Manager and Council (Elected Body) subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
3. Such powers and functions of Instrument C may be further delegated by the Assessment Manager and Council (Elected Body) in accordance with Section 100(2) (c) of the Planning, Development and Infrastructure Act 2016 as the Assessment Manager and Council (Elected Body) sees fit, unless otherwise indicated herein, or in the Schedule of Conditions in the proposed Instrument of Delegation.
4. A review of Instrument C Delegations be undertaken at the six month interval after the implementation of the new Planning & Design Code, together with an analysis report of the Development Applications received.

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 FEBRUARY 2021  
63 MOUNT BARKER ROAD, STIRLING**

***[Please Note: These minutes are unconfirmed until 10 March 2021]***

---

- 10.2 The Assessment Manager provided an update on the Fiora Land Division application, advising that SCAP had granted Development Approval to the application and changed the proposed Note regarding the new allotment not being used for residential development to a Condition, as recommended by the Panel.
- 10.3 The Assessment Manager provided the Panel with information on upcoming LGA briefing for Panel Members and upcoming training for professional development.
- 11. Policy Issues for Advice to Council**  
Nil
- 12. Order for Exclusion of the Public from the Meeting to debate Confidential Matters**  
Nil
- 13. Confidential Item**  
Nil
- 14. Next Meeting**  
The next ordinary Council Assessment Panel meeting will be held on Wednesday 10 March 2021.
- 15. Close meeting**  
The meeting closed at 7.58pm.

# **Adelaide Hills Council**

## **RelianSys® Delegations - Export from Library**

### **Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)**

Note - Exported provisions are sorted by Delegation Source and Section.

10 February 2021

## Delegation Sources

- Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)
- Planning and Design Code
- Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019
- Planning, Development and Infrastructure (General) Regulations 2017
- State Planning Commission Practice Direction - 3 (Notification of Performance Assessed Development Applications) 2019
- State Planning Commission Practice Direction (Appointment of Additional Members to Assessment Panel) 2019
- State Planning Commission Practice Direction (Scheme to Avoid Conflicting Regimens) 2019

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
309431	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s7(5)(a)	1. Environment and Food Production Areas – Greater Adelaide 1.1 The power pursuant to Section 7(5)(a) of the Planning, Development and Infrastructure Act 2016 (the PDI Act), in relation to a proposed development in an environment and food production area that involves a division of land that would create 1 or more additional allotments to seek the concurrence of the Commission in the granting of the development authorisation to the development.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72)	Under the PDI Act SCAP will be the relevant authority for the creation of additional allotments outside of townships. Therefore there is very limited opportunity that this will arise. Out of caution delegation to Assessment Manager is recommended with the limitation it is not sub-delegated below Team Leader Statutory Planning.
309432	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s7(5)(d)	1. Environment and Food Production Areas – Greater Adelaide 1.2 The power pursuant to Section 7(5)(d) of the PDI Act in relation to a proposed development in an environment and food production area that involves a division of land that would create one or more additional allotments, to, if the proposed development will create additional allotments to be used for residential development, refuse to grant development authorisation in relation to the proposed development.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72)	Under the PDI Act SCAP will be the relevant authority for the creation of additional allotments outside of townships. Therefore there is very limited opportunity that this will arise. Out of caution delegation to Assessment Manager is recommended
309433	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s85(1)	2. Appointment of Additional Members 2.1 The power pursuant to Section 85(1) of the PDI Act to appoint 1 or 2 members to act as additional members of the assessment panel for the purposes of dealing with a matter that the assessment panel must assess as a relevant authority under the PDI Act.	Assessment Manager (72), Director Development and Regulatory Services (70)	With the concurrence of the Presiding Member of CAP.
309434	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and	s94(3)(a)	3. Relevant Authority – Commission 3.1 The power pursuant to Section 94(3)(a) of the PDI Act, if the Minister acts under Section 94(1)(h) of the PDI Act to, at the request of the Commission, provide the	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner	NIL



Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)		Commission with a report relating to any application for development authorisation that has been under consideration by the relevant authority.	(200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	
309435	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s99(1)	4. Relevant Provisions 4.1 The power pursuant to Section 99(1) of the PDI Act, if a proposed development involves the performance of building work to determine to act under Section 99(1) of the PDI Act to: 4.1.1 refer the assessment of the development in respect of the Building Rules to the council for the area in which the proposed development is to be undertaken; or 4.1.2 require that the assessment of the development in respect of the Building Rules be undertaken by a building certifier.	Assessment Manager (72), Elected Body	NIL
309436	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s102(1)	5. Matters Against Which Development Must Be Assessed 5.1 The power pursuant to Section 102(1) of the PDI Act to assess a development against, and grant or refuse a consent in respect of, each of the following matters (insofar as they are relevant to the particular development): 5.1.1 - 5.1.1.1 the relevant provisions of the Planning Rules; and 5.1.1.2 to the extent provided by Part 7 Division 2 of the PDI Act – the impacts of the development, (planning consent);	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	Where publicly notified development, the development does not need to be reported to CAP for a decision in the following circumstances: Where no representations are received; or, Where no representors who are opposed to the development wish to be heard; or Where only representations supporting the development were received. Where not reported to CAP: 1. New dwellings outside of townships which must have the assessment report concurred with by another Statutory Planner prior to decision being issued. 2. Licensed premises which must have the assessment report concurred with by Assessment Manager, Manager Development Services, Team Leader Statutory

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
						Planning or Senior Statutory Planner prior to the decision being issued. 3. Refusals must have assessment report concurred with by Assessment Manager, Manager Development Services, Team Leader Statutory Planning.
309437	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s102(1)	5. Matters Against Which Development Must Be Assessed 5.1 The power pursuant to Section 102(1) of the PDI Act to assess a development against, and grant or refuse a consent in respect of, each of the following matters (insofar as they are relevant to the particular development): 5.1.2 the relevant provisions of the Building Rules (building consent);	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Team Leader Building Services (286)	File Note for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Building Services prior to decision being issued.
309438	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s102(1)	5. Matters Against Which Development Must Be Assessed 5.1 The power pursuant to Section 102(1) of the PDI Act to assess a development against, and grant or refuse a consent in respect of, each of the following matters (insofar as they are relevant to the particular development): 5.1.3 in relation to a proposed division of land (otherwise than under the Community Titles Act 1996 or the Strata Titles Act 1988) - the requirement that the following conditions be satisfied (or will be satisfied by the imposition of conditions under the PDI Act): 5.1.3.1 requirements set out in the Planning and Design Code made for the purposes of this provision are satisfied; 5.1.3.3 the requirements of a water industry entity under the Water Industry Act 2012 identified under the regulations relating to the provision of water supply and sewerage services are satisfied;	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	Where not reported to CAP, Assessment Report for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Statutory Planning prior to decision being issued.

## Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				5.1.3.4 where land is to be vested in a council or other authority - the council or authority consents to the vesting; 5.1.3.5 requirements set out in regulations made for the purposes of Section 102(1)(c) of the PDI Act are satisfied;		
309439	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s102(1)	5. Matters Against Which Development Must Be Assessed 5.1 The power pursuant to Section 102(1) of the PDI Act to assess a development against, and grant or refuse a consent in respect of, each of the following matters (insofar as they are relevant to the particular development): 5.1.4 in relation to a division of land under the Community Titles Act 1996 or the Strata Titles Act 1988 - the requirement that the following conditions be satisfied (or will be satisfied by the imposition of conditions under the PDI Act): 5.1.4.1 requirements set out in the Planning and Design Code made for the purposes of this provision are satisfied; 5.1.4.2 any relevant requirements set out in a design standard has been satisfied; 5.1.4.3 any encroachment of a lot or unit over other land is acceptable having regard to any provision made by the Planning and Design Code or a design standard; 5.1.4.4 where land is to be vested in a council or other authority - the council or authority consents to the vesting; 5.1.4.5 a building or item intended to establish a boundary (or part of a boundary) of a lot or lots or a unit or units is appropriate for that purpose; 5.1.4.6 the division of land under the Community Titles Act 1996 or the Strata Titles Act 1988 is appropriate having	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	Where not reported to CAP, Assessment Report for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Statutory Planning prior to decision being issued.

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				regard to the nature and extent of the common property that would be established by the relevant scheme; 5.1.4.7 the requirements of a water industry entity under the Water Industry Act 2012 identified under the regulations relating to the provision of water supply and sewerage services are satisfied; 5.1.4.8 any building situated on the land complies with the Building Rules; 5.1.4.9 requirements set out in the regulations made for the purposes of Section 102(d) of the PDI Act are satisfied;		
309440	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s102(1)	5. Matters Against Which Development Must Be Assessed 5.1 The power pursuant to Section 102(1) of the PDI Act to assess a development against, and grant or refuse a consent in respect of, each of the following matters (insofar as they are relevant to the particular development): 5.1.5 any encroachment of a building over, under, across or on a public place (and not otherwise dealt with above) is acceptable having regard to any provision made by the Planning and Design Code or a design standard;	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	Where not reported to CAP, Assessment Report for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Statutory Planning prior to decision being issued.
309441	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s102(1)	5. Matters Against Which Development Must Be Assessed 5.1 The power pursuant to Section 102(1) of the PDI Act to assess a development against, and grant or refuse a consent in respect of, each of the following matters (insofar as they are relevant to the particular development): 5.1.6 if relevant - requirements applying under Part 15 Division 2 of the PDI Act are satisfied;	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	Where not reported to CAP, Assessment Report for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Statutory Planning prior to decision being issued.
309442	A*	Instrument of Delegation under the Planning,	s102(1)	5. Matters Against Which Development Must Be Assessed	Assessment Manager (72), Director Development and Regulatory Services	

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)		5.1 The power pursuant to Section 102(1) of the PDI Act to assess a development against, and grant or refuse a consent in respect of, each of the following matters (insofar as they are relevant to the particular development): 5.1.7 such other matters as may be prescribed.	(70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	Where not reported to CAP, Assessment Report for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Statutory Planning prior to decision being issued.
309443	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s102(3)	5. Matters Against Which Development Must Be Assessed 5.2 The power pursuant to Section 102(3) of the PDI Act to, in relation to granting a planning consent, on the delegate's own initiative or on application, reserve the delegate's decision on a specified matter or reserve the delegate's decision to grant a planning consent: 5.2.1 until further assessment of the relevant development under the PDI Act; or 5.2.2 until further assessment or consideration of the proposed development under another Act; or 5.2.3 until a licence, permission, consent, approval, authorisation, certificate or other authority is granted, or not granted (by the decision of another authority), under another Act.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	Where not reported to CAP, Assessment Report for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Statutory Planning prior to decision being issued.
309444	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s102(4)	5. Matters Against Which Development Must Be Assessed 5.3 The power pursuant to Section 102(4) of the PDI Act to allow any matter specified by the Planning and Design Code for the purposes of Section 102(4) of the PDI Act to be reserved on the application of the applicant.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	Where not reported to CAP, Assessment Report for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Statutory Planning prior to decision being issued.
309445	A*	Instrument of Delegation under the Planning,	s107(2)(c)	6. Performance Assessed Development 6.1 The power pursuant to Section	Assessment Manager (72), Director Development and Regulatory Services	

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)		107(2)(c) of the PDI Act to form the opinion that the development is seriously at variance with the Planning and Design Code (disregarding minor variations).	(70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	Where not reported to CAP, Assessment Report for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Statutory Planning prior to decision being issued.
309446	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s107(3)	6. Performance Assessed Development 6.2 The power pursuant to Section 107(3) of the PDI Act, if a proposed development is to be assessed under Section 107 of the PDI Act to make a decision in accordance with a practice direction.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	Where publicly notified development, the development does not need to be reported to CAP for a decision in the following circumstances: Where no representations are received; or, Where no representors who are opposed to the development wish to be heard; or Where only representations supporting the development were received. Where not reported to CAP: 1. New dwellings outside of townships which must have the assessment report to be concurred with by another Statutory Planner prior to decision being issued. 2. Licensed premises which must have the assessment report concurred with by Assessment Manager, Manager Development Services, Team Leader Statutory Planning or Senior Statutory Planner prior to the decision being issued. 3. Refusals must have assessment report concurred with by Assessment Manager, Manager Development Services, Team Leader Statutory Planning.
309447	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016,	s107(4)	6. Performance Assessed Development 6.3 The power pursuant to Section 107(4) of the PDI Act to limit the matters that the delegate will take into account to what	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80),	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)		should be the decision of the relevant authority as to planning consent in relation to the performance based elements of the development as assessed on its merits.	Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	
309448	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s118(1)	7. Building Consent 7.1 The power pursuant to Section 118(1) of the PDI Act, if the Regulations provide that a form of building work complies with the Building Rules, to grant any such building work a building consent (subject to such conditions or exceptions as may be prescribed by the regulations).	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Team Leader Building Services (286)	NIL
309449	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s118(2)(a)	7. Building Consent 7.2 The power pursuant to Section 118(2)(a) of the PDI Act to seek the concurrence of the Commission to grant a building consent in respect of a development that is at variance with the performance requirements of the Building Code or a Ministerial building standard.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Team Leader Building Services (286)	NIL
309450	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s118(2)	7. Building Consent 7.3 The power pursuant to Section 118(2) of the PDI Act, subject to Section 118(6) of the PDI Act, to grant a building consent to a development that is at variance with the Building Rules if: 7.3.1 the variance is with a part of the Building Rules other than the Building Code or a Ministerial building standard and the delegate determines that it is appropriate to grant the consent despite the variance on the basis that the delegate is satisfied: 7.3.1.1 that: (a) the provisions of the Building Rules are	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Team Leader Building Services (286)	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				inappropriate to the particular building or building work, or the proposed building work fails to conform with the Building Rules only in minor respects; and (b) the variance is justifiable having regard to the objects of the Planning and Design Code or the performance requirements of the Building Code or a Ministerial building standard (as the case may be) and would achieve the objects of this Act as effectively, or more effectively, than if the variance were not to be allowed; or 7.3.1.2 in a case where the consent is being sought after the development has occurred - that the variance is justifiable in the circumstances of the particular case.		
309451	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s118(4)	7. Building Consent 7.4 The power pursuant to Section 118(4) of the PDI Act, to at the request or with the agreement of the applicant, refer proposed building work to the Commission for an opinion on whether or not it complies with the performance requirements of the Building Code or a Ministerial building standard.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Team Leader Building Services (286)	NIL
309452	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s118(6)	7. Building Consent 7.5 The power pursuant to Section 118(6) of the PDI Act if an inconsistency exists between the Building Rules and the Planning Rules in relation to a State heritage place or a local heritage place, to, in determining an application for building consent, ensure, so far as is reasonably practicable, that standards of building soundness, occupant safety and amenity are achieved in respect of the development that are as good as can reasonably be achieved in the circumstances.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Team Leader Building Services (286)	NIL
309453	A*	Instrument of Delegation under the Planning,	s118(7)	7. Building Consent 7.6 The power pursuant to Section 118(7)	Assessment Manager (72), Building Officer (380), Building Officer (453),	NIL



Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)		of the PDI Act to seek and consider the advice of the Commission before imposing or agreeing to a requirement under Section 18(6) of the PDI Act that would be at variance with the performance requirements of the Building Code or a Ministerial building standard.	Building Officer (463), Building Officer (73), Team Leader Building Services (286)	
309454	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s118(8)	7. Building Consent 7.7 The power pursuant to Section 118(8) of the PDI Act, to, subject to the PDI Act, accept that proposed building work complies with the Building Rules to the extent that: 7.7.1 such compliance is certified by the provision of technical details, particulars, plans, drawings or specifications prepared and certified in accordance with the regulations; or 7.7.2 such compliance is certified by a building certifier.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Team Leader Building Services (286)	Administration Building Support Officer in relation to private certification for Class 10 Buildings only.
309455	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s118(10)	7. Building Consent 7.8 The power pursuant to Section 118(10) of the PDI Act to refuse to grant a consent in relation to any development if, as a result of that development, the type or standard of construction of a building of a particular classification would cease to conform with the requirements of the Building Rules for a building of that classification	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Team Leader Building Services (286)	File Note for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Building Services prior to decision being issued.
309456	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s118(11)	7. Building Consent 7.9 The power pursuant to Section 118(11) of the PDI Act, if a relevant authority decides to grant building consent in relation to a development that is at variance with the Building Rules, to, subject to the regulations, in giving notice of the relevant authority's decision on the application for that consent, specify (in the notice or in an accompanying document):	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Team Leader Building Services (286)	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				7.9.1 the variance; and 7.9.2 the grounds on which the decision is being made.		
309457	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s119(1)(b)	8. Application and Provision of Information 8.1 The power pursuant to Section 119(1)(b) of the PDI Act to require an application to the relevant authority for the purposes of Part 7 of the PDI Act, to include any information as the delegate may reasonably require.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
309458	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s119(3)	8. Application and Provision of Information 8.2 The power pursuant to Section 119(3) of the PDI Act to request an applicant: 8.2.1 to provide such additional documents, assessments or information (including calculations and technical details) as the delegate may reasonably require to assess the application; 8.2.2 to remedy any defect or deficiency in any application or accompanying document or information required by or under the PDI Act; 8.2.3 to consult with an authority or body prescribed by the regulations;	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200),	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				8.2.4 to comply with any other requirement prescribed by the regulations.	Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
309459	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s119(6)	8. Application and Provision of Information 8.3 The power pursuant to Section 119(6) of the PDI Act if a request is made under Section 119(3) of the PDI Act, and the request is not complied with within the time specified by the regulations, to 8.3.1 subject to Section 119(6)(b)(ii) of the PDI Act, refuse the application; and 8.3.2 refuse the application in prescribed circumstances (including, if the regulations so provide, in a case involving development that is deemed to satisfy development).	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	Where not reported to CAP, Assessment Report for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Statutory Planning prior to decision being issued.
309460	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s119(7)	8. Application and Provision of Information 8.4 The power pursuant to Section 119(7) of the PDI Act to, in dealing with an application that relates to a regulated tree, consider that special circumstances apply.	Assessment Manager (72), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	In accordance with the Special Circumstances Policy of Council's Development Applications Involving Regulated Tree(s) Policy
309461	A*	Instrument of Delegation under the Planning,	s119(9)	8. Application and Provision of Information 8.5 The power pursuant to Section 119(9)	Assessment Manager (72), Building Officer (380), Building Officer (453),	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)		of the PDI Act to: 8.5.1 permit an applicant: 8.5.1.1 to vary an application;	Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
309462	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s119(10)	8. Application and Provision of Information 8.6 The power pursuant to Section 119(10) of the PDI Act to grant a permission under Section 119(9) of the PDI Act unconditionally or subject to such conditions as the delegate thinks fit.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
309463	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s119(12)	8. Application and Provision of Information 8.7 The power pursuant to Section 119(12) of the PDI Act to, in a consent, provide for, or envisage, the undertaking of development in stages, with separate consents or approvals for the various stages.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
309464	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s119(14)	8. Application and Provision of Information 8.8 The power pursuant to Section 119(14) of the PDI Act to if an applicant withdraws an application to determine to refund the application fee.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	In accordance with Council's Development Application Fee Refund Policy.
309465	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s120(1)	9. Outline Consent 9.1 The power pursuant to Section 120(1) of the PDI Act and subject to Section 120 of the PDI Act, to on application, grant a consent in the nature of an outline consent.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	Where publicly notified development, the development does not need to be reported to CAP for a decision in the following circumstances: Where no representations are received; or, Where no representors who are opposed to the development wish to be heard; or Where only representations supporting the development were received.
309466	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s120(3)	9. Outline Consent 9.2 The power pursuant to Section 120(3) of the PDI Act if an outline consent is granted and a subsequent application is made with respect to the same development (subject to any variations allowed by a practice direction) to: 9.2.1 grant any consent contemplated by the outline consent; and 9.2.2 not impose a requirement that is inconsistent with the outline consent.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	Where publicly notified development, the development does not need to be reported to CAP for a decision, providing there is no substantial change to one or more element of the development unless permitted as a variation allowed by a practice direction.

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
309467	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s121(7)	10. Design Review 10.1 The power pursuant to Section 121(7) of the PDI Act, to in acting under the PDI Act, take into account any advice provided by a design panel (insofar as may be relevant to the assessment of proposed development by the delegate).	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	NIL
309468	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s122(1)	11. Referrals to Other Authorities or Agencies 11.1 The power pursuant to Section 122(1) of the PDI Act, where an application for consent to, or approval of, a proposed development of a prescribed class is to be assessed by a relevant authority, to: 11.1.1 refer the application, together with a copy of any relevant information provided by the applicant, to a body prescribed by the regulations (including, if so prescribed, the Commission); and 11.1.2 not make a decision until the relevant authority has received a response from that prescribed body in relation to the matter or matters for which the referral was made where the regulations so provide, subject to Section 122 of the PDI Act.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	NIL
309469	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s122(5)(b)	11. Referrals to Other Authorities or Agencies 11.2 The power pursuant to Section 122(5)(b) of the PDI Act, acting by direction of a prescribed body: 11.2.1 to refuse the application; or 11.2.2 consent to or approve the development and impose such conditions as the prescribed body thinks fit, (subject to any specific limitation under another Act as	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82),	Where not reported to CAP: 1. New dwellings outside of townships which must have the assessment report to be concurred with by another Statutory Planner prior to decision being issued. 2. Licensed premises which must have the assessment report concurred with by Assessment Manager, Manager Development

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				to the conditions that may be imposed by the prescribed body) where the regulations so provide.	Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	Services, Team Leader Statutory Planning or Senior Statutory Planner prior to the decision being issued. 3. Refusals must have assessment report concurred with by Assessment Manager, Manager Development Services, Team Leader Statutory Planning.
309470	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s122(7)	11. Referrals to Other Authorities or Agencies 11.3 The power pursuant to Section 122(7) of the PDI Act, if the relevant authority is directed by a prescribed body to refuse an application and the refusal is the subject of an appeal under the PDI Act, to apply for the relevant authority to be joined as a party to the proceedings.	Assessment Manager (72), Manager Development Services (72), Team Leader Statutory Planning (326)	Appeals to be reported to CAP in the monthly update.
309471	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s122(10)	11. Referrals to Other Authorities or Agencies 11.4 The power pursuant to Section 122(10) of the PDI Act to, if requested by an applicant, defer a referral under Section 122 of the PDI Act to a particular stage in the process of assessment.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	NIL
309472	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s123(2)	12. Preliminary Advice and Agreement 12.1 The power pursuant to Section 123(2) of the PDI Act, if: 12.1.1 a proposed development is referred to a prescribed body under Section 123(1) of the PDI Act; and 12.1.2 the prescribed body agrees to consider the matter under Section 123 of the PDI Act after taking into account any matter prescribed by the regulations; and 12.1.3 the prescribed body agrees, in the manner prescribed by the regulations, that	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				the development meets the requirements (if any) of the prescribed body (including on the basis of the imposition of conditions), to, subject to Section 123(4) of the PDI Act if an application for planning consent with respect to the development is lodged with the relevant authority within the prescribed period after the prescribed body has indicated its agreement under Section 123(2)(c) of the PDI Act, form the opinion and be satisfied that the application accords with the agreement indicated by the prescribed body (taking into account the terms or elements of that agreement and any relevant plans and other documentation).		
309473	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s123(4)	12. Preliminary Advice and Agreement 12.2 The power pursuant to Section 123(4) of the PDI Act to determine an agreement under Section 123 of the PDI Act is no longer appropriate due to the operation of Section 132 of the PDI Act.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	NIL
309474	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s124(1)	13. Proposed Development Involving Creation of Fortifications 13.1 The power pursuant to Section 124(1) of the PDI Act, if the delegate has reason to believe that a proposed development may involve the creation of fortifications, to refer the application for consent to, or approval of, the proposed development to the Commissioner of Police (the Commissioner).	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	NIL
309475	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016,	s124(5)	13. Proposed Development Involving Creation of Fortifications 13.2 The power pursuant to Section 124(5) of the PDI Act, if the Commissioner	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80),	Where not reported to CAP, Assessment Report for Refusal must be concurred with Assessment



Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)		determines that the proposed development involves the creation of fortification, to: 13.2.1 if the proposed development consists only of the creation fortifications - refuse the application; or 13.2.2 in any other case - impose conditions in respect of any consent to or approval of the proposed development prohibiting the creation of the fortifications	Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	Manager, Manager Development Services or Team Leader Statutory Planning prior to decision being issued.
309476	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s124(6)	13. Proposed Development Involving Creation of Fortifications 13.3 The power pursuant to Section 124(6) of the PDI Act, if the relevant authority acting on the basis of a determination of the Commissioner under Section 124(2) of the PDI Act refuses an application or imposes conditions in respect of a development authorisation, to notify the applicant that the application was refused, or the conditions imposed, on the basis of a determination of the Commissioner under Section 124 of the PDI Act.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	Where not reported to CAP, Assessment Report for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Statutory Planning prior to decision being issued.
309477	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s124(7)	13. Proposed Development Involving Creation of Fortifications 13.4 The power pursuant to Section 124(7) of the PDI Act, if a refusal or condition referred to in Section 124(5) of the PDI Act is the subject of an appeal under the PDI Act to apply to the Court to be joined as a party to the appeal.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	Appeals to be reported to CAP in the monthly update.
309478	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an	s125(6)	14. Time Within Which Decision Must be Made 14.1 The power pursuant to Section 125(6) of the PDI Act to form the opinion and consider that the relevant application for planning consent should have been refused and apply to the Court for an order quashing the consent.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Team Leader Statutory Planning (326)	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Assessment Panel (Instrument C)				
309479	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s125(7)	14. Time Within Which Decision Must be Made 14.2 The power pursuant to Section 125(7) of the Act to apply to the Court for an extension of time to make an application under Section 125(6) of the Act.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Team Leader Statutory Planning (326)	NIL
309480	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s126(1)	15. Determination of Application 15.1 The power pursuant to Section 126(1) of the PDI Act to, on making a decision on an application under Part 7 of the PDI Act, give notice of the decision in accordance with the regulations (and, in the case of a refusal, to include in the notice the reasons for the refusal and any appeal rights that exist under the PDI Act).	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
309481	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s126(3)	15. Determination of Application 15.2 The power pursuant to Section 126(3) of the PDI Act to, on the delegate's own initiative or on the application of a person who has the benefit of any relevant development authorisation, extend a period prescribed under Section 126(2) of the PDI Act.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462),	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
309482	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s127(1)	16. Conditions 16.1 The power pursuant to Section 127(1) of the PDI Act to make a decision subject to such conditions (if any) as the delegate thinks fit to impose in relation to the development.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
309483	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s127(2)(c)	16. Conditions 16.2 The power pursuant to Section 127(2)(c) of the PDI Act to vary or revoke a condition in accordance with an application under Part 7 of the PDI Act.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	Except Variations to development decisions previously made by the CAP where a condition is requested to be completely revoked either by the lodgement of a separate application or simply by written request.
309484	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice	s127(4)	16. Conditions 16.3 The power pursuant to Section 127(4) of the PDI Act, subject to Sections 127(6) and (8) of the PDI Act, if a development authorisation provides for the killing, destruction or removal of a regulated tree	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195),	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Directions of Powers of an Assessment Panel (Instrument C)		or a significant tree, to apply the principle that the development authorisation be subject to a condition that the prescribed number of trees (of a kind determined by the delegate) must be planted and maintained to replace the tree (with the cost of planting to be the responsibility of the applicant or any person who acquires the benefit of the consent and the cost of maintenance to be the responsibility of the owner of the land).	Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	
309485	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s127(6)	16. Conditions 16.4 The power pursuant to Section 127(6) of the PDI Act to, on the application of the applicant, determine that a payment of an amount calculated in accordance with the regulations be made into the relevant fund in lieu of planting 1 or more replacement trees under Section 127(4) of the PDI Act.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	NIL
309486	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s127(8)(b)	16. Conditions 16.5 The power pursuant to Section 127(8)(b) of the PDI Act to: 16.5.1 determine that it is appropriate to grant an exemption under Section 127(8)(b) of the PDI Act in a particular case after taking into account any criteria prescribed by the regulations and provided the Minister concurs in the granting of the exemption; 16.5.2 to seek the Minister's concurrence to grant an exemption under Section 127(8)(b) of the PDI Act.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	File note to have the concurrence of Assessment Manager, Manager Development Services or Team Leader Statutory Planning.
309487	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and	s128(2)(d)	17. Variation of Authorisation 17.1 The power pursuant to Section 128(2)(d) of the PDI Act to approve an application for a variation to a development authorisation previously given under the	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner	Except Variations to development decisions previously made by the CAP where a condition is requested to be completely revoked either by the

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)		PDI Act, which seeks to extend the period for which the relevant authorisation remains operative.	(200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	lodgement of a separate application or simply by written request or where the variation is adding new elements or substantively amending the proposal. In the above circumstances the variation shall be submitted to CAP.
309488	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s134(1)	18. Requirement to Up-grade 18.1 The power pursuant to Section 134(1) of the PDI Act to form the opinion that the building is unsafe, structurally unsound or in an unhealthy condition.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Team Leader Building Services (286)	NIL
309489	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s134(1)	18. Requirement to Up-grade 18.2 The power pursuant to Section 134(1) of the PDI Act, if: 18.2.1 an application for a building consent relates to: 18.2.1.1 building work in the nature of an alteration to a building constructed before the date prescribed by regulation for the purposes of Section 134(1) of the PDI Act; or 18.2.1.2 a change of classification of a building; and 18.2.2 the building is, in the opinion of the delegate, unsafe, structurally unsound or in an unhealthy condition, to require that building work that conforms with the requirements of the Building Rules be carried out to the extent reasonably necessary to ensure that the building is safe and conforms to proper structural and health standards.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Team Leader Building Services (286)	NIL
309490	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016,	s134(2)	18. Requirement to Up-grade 18.3 The power pursuant to Section 134(2) of the PDI Act, when imposing a requirement under Section 134(1) of the	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)		PDI Act, to specify (in reasonable detail) the matters under Section 134(1)(b) of the PDI Act that must, in the opinion of the delegate, be addressed.	(73), Team Leader Building Services (286)	
309491	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s134(3)	18. Requirement to Up-grade 18.4 The power pursuant to Section 134(3) of the PDI Act to impose a requirement under Section 134(1) of the PDI Act: 18.4.1 subject to Section 134(3)(b) of the PDI Act - on the basis that the relevant matters must be addressed as part of the application before the relevant authority will grant building consent; and 18.4.2 in cases prescribed by the regulations - as a condition of the building consent that must be complied with within a prescribed period after the building work to which the application for consent relates is completed	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Team Leader Building Services (286)	NIL
309492	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s134(4)	18. Requirement to Up-grade 18.5 The power pursuant to Section 134(4) of the PDI Act if: 18.5.1 an application is made for building consent for building work in the nature of an alteration of a class prescribed by the regulations; and 18.5.2 the delegate is of the opinion that the affected part of the building does not comply with the performance requirements of the Building Code or a Ministerial building standard in relation to access to buildings, and facilities and services within buildings, for people with disabilities, to require that building work or other measures be carried out to the extent necessary to ensure that the affected part of the building will comply with those performance requirements of the Building	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Team Leader Building Services (286)	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				Code or the Ministerial building standard (as the case may be).		
309493	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s134(5)	18. Requirement to Up-grade 18.6 The power pursuant to Section 134(5) of the PDI Act to impose a requirement under Section 134(4) of the PDI Act: 18.6.1 subject to Section 134(5)(b) of the PDI Act - on the basis that the building work or other measures to achieve compliance with the relevant performance requirements must be addressed before the relevant authority will grant building consent; and 18.6.2 in cases prescribed by the regulations - as a condition of the building consent that must be complied with within a prescribed period after the building work to which the application for consent relates is completed.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Team Leader Building Services (286)	NIL
309494	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s143(1)	19. Cancellation of Development Authorisation 19.1 The power pursuant to Section 143(1) of the PDI Act to, on the application of a person who has the benefit of the authorisation, cancel a development authorisation previously given by the relevant authority.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Building Services (286), Team Leader Statutory Planning (326)	
309495	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s143(2)	19. Cancellation of Development Authorisation 19.2 The power pursuant to Section 143(2) of the PDI Act to make a cancellation under Section 143(1) of the PDI Act subject to such conditions (if any) as the delegate thinks fit to impose.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Community Development Administration Officer (325), Development Administration Support Officer (76), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	Assessment Manager, Manager Development Services, Team Leader Statutory Planning or Team Leader Building must concur with condition(s) in File Note.
309496	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s235(1)	20. Professional Advice to be Obtained in Relation to Certain Matters 20.1 The power pursuant to Section 235(1) of the PDI Act, to, in the exercise of a prescribed function, rely on a certificate of a person with prescribed qualifications.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Chief Executive Officer (95), Development Administration Support Officer (76), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning	NIL



Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
309497	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s235(2)	20. Professional Advice to be Obtained in Relation to Certain Matters 20.2 The power pursuant to Section 235(2) of the PDI Act to seek and consider the advice of a person with prescribed qualifications, or a person approved by the Minister for that purpose, in relation to a matter arising under the PDI Act that is declared by regulation to be a matter on which such advice should be sought.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
309498	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	cl12(7) sch8	21. General Transitional Schemes for Panels 21.1 The power pursuant to Clause 12(7) of Schedule 8 of the PDI Act, to 21.1.1 adopt any findings or determinations of a council development assessment panel under the repealed Act that may be relevant to an application made before the relevant day under the repealed Act; and 21.1.2 adopt or make any decision (including a decision in the nature of a determination), direction or order in relation to an application made before the relevant day under the repealed Act; and 21.1.3 deal with any matter that is subject to a reserved decision under the repealed	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	Except variations to development decisions previously made by the CAP where a condition is requested to be completely revoked either by the lodgement of a separate application or simply by written request or where the variation is adding new elements or substantively amending the proposal. In the above circumstances the variation shall be submitted to CAP.

## Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				Act before the relevant day; and 21.1.4 deal with any requirement or grant any variation imposed or proposed in connection with an application made before the relevant day under the repealed Act; and 21.1.5 deal with any requirement or grant any variation imposed or proposed in connection with an application made before the relevant day under the repealed Act. (Only applicable to assessment panels appointed by a council or a joint planning board)		
309499	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	cl13(5) sch8	22. Regional Assessment Panels 22.1 The power pursuant to Clause 13(5) of Schedule 8 of the PDI Act to: 22.1.1 adopt any findings or determinations of a council development assessment panel or a regional development assessment panel under the repealed Act that may be relevant to an application made before the relevant day under the repealed Act; and 22.1.2 adopt or make any decision (including a decision in the nature of a determination), direction or order in relation to an application made before the relevant day under the repealed Act; and 22.1.3 deal with any matter that is subject to a reserved decision under the repealed Act before the relevant day; and 22.1.4 deal with any requirement or grant any variation imposed or proposed in connection with an application made before the relevant day under the repealed Act; and 22.1.5 deal with any requirement or grant any variation imposed or proposed in connection with an application made before the relevant day under the repealed Act.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72)	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				(Relevant to regional assessment panels only)		
309500	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	cl18(2) sch8	23. Continuation of Processes 23.1 The power pursuant to Clause 18(2) of Schedule 8 of the PDI Act, to: 23.1.1 adopt any findings or determinations of a relevant authority under the repealed Act that may be relevant to an application to which Clause 18(1) of Schedule 8 of the PDI Act applies; and 23.1.2 adopt or make any decision (including a decision in the nature of a determination), direction or order in relation to an application to which Clause 18(1) of Schedule 8 of the PDI Act applies; and 23.1.3 deal with any matter that is subject to a reserved decision under the repealed Act before the designated day; and 23.1.4 deal with any requirement or grant any variation imposed or proposed in connection with an application to which Clause 18(1) of Schedule 8 of the PDI Act applies; and 23.1.5 take any other step or make any other determination authorised by the regulations, or that is reasonably necessary to promote or ensure a smooth transition on account of the transfer of functions, powers or duties under Clause 18 of Schedule 8 of the PDI Act.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Building Services (286), Team Leader Statutory Planning (326)	Except variations to development decisions previously made by the CAP where a condition is requested to be completely revoked either by the lodgement of a separate application or simply by written request or where the variation is adding new elements or substantively amending the proposal. In the above circumstances the variation shall be submitted to CAP.
480477	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s119(9)	8. Application and Provision of Information 8.5 The power pursuant to Section 119(9) of the PDI Act to: 8.5.1 permit an applicant: 8.5.1.2 to vary any plans, drawings, specifications or other documents that accompanied an application, (provided that the essential nature of the proposed development is not changed);	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72),	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
480478	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s119(9)	8. Application and Provision of Information 8.5 The power pursuant to Section 119(9) of the PDI Act to: 8.5.2 permit an applicant to lodge an application without the provision of any information or document required by the regulations;	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
480479	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice Directions of Powers of an Assessment Panel (Instrument C)	s119(9)	8. Application and Provision of Information 8.5 The power pursuant to Section 119(9) of the PDI Act to: 8.5.3 to the extent that the fee is payable to the relevant authority waive payment of whole or part of the application fee, or refund an application fee (in whole or in part);	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Team Leader Building Services (286), Team Leader Statutory Planning (326)	In accordance with Council's Fee Waiver Policy and Development Application Fee Refund Policy.
480480	A*	Instrument of Delegation under the Planning, Development and Infrastructure Act 2016, Regulations, Planning and Design Code and Practice	s119(9)	8. Application and Provision of Information 8.5 The power pursuant to Section 119(9) of the PDI Act to: 8.5.4 if there is an inconsistency between any documents lodged with the relevant authority for the purposes of Part 7 of the	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Directions of Powers of an Assessment Panel (Instrument C)		PDI Act (whether by an applicant or any other person), or between any such document and a development authorisation that has already been given that is relevant in the circumstances, return or forward any document to the applicant or to any other person and determine not to finalise the matter until any specified matter is resolved, rectified or addressed.	Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Community Development (187), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
309501	A*	Planning, Development and Infrastructure (General) Regulations 2017	r25(7)(c)	24. Accredited Professionals 24.1 The power pursuant to Regulation 25(7)(c) of the Planning, Development and Infrastructure (General) Regulations 2017 (the General Regulations) to form the opinion and be satisfied, on the basis of advice received from the accreditation authority under the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019, a relevant professional association, or other relevant registration or accreditation authority, that a person has engineering or other qualifications that qualify the person to act as a technical expert under Regulation 25 of the General Regulations.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
309502	A*	Planning, Development and Infrastructure (General) Regulations 2017	r31(1)	25. Verification of Application 25.1 The power pursuant to Regulation 31(1) of the General Regulations, on the receipt of an application under Section 119 of the PDI Act, and in addition to any other requirement under the General Regulations, to, in order to ensure that an	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				application has been correctly lodged and can be assessed in accordance with the PDI Act: 25.1.1 determine the nature of the development; and	and Regulatory Services (70), Manager Community Development (187), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
309503	A*	Planning, Development and Infrastructure (General) Regulations 2017	r31(1)	25. Verification of Application 25.1 The power pursuant to Regulation 31(1) of the General Regulations, on the receipt of an application under Section 119 of the PDI Act, and in addition to any other requirement under the General Regulations, to, in order to ensure that an application has been correctly lodged and can be assessed in accordance with the PDI Act: 25.1.2 if the application is for planning consent - determine: 25.1.2.1 whether the development involves 2 or more elements and, if so, identify each of those elements for the purposes of assessment against the provisions of the Planning and Design Code; and 25.1.2.2 the category or categories of development that apply for the purposes of development assessment; and	Assessment Manager (72), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	NIL
309504	A*	Planning, Development and Infrastructure (General) Regulations 2017	r31(1)	25. Verification of Application 25.1 The power pursuant to Regulation 31(1) of the General Regulations, on the receipt of an application under Section 119 of the PDI Act, and in addition to any other requirement under the General Regulations, to, in order to ensure that an application has been correctly lodged and can be assessed in accordance with the	Assessment Manager (72), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200),	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				PDI Act: 25.1.3 determine whether the relevant authority is the correct entity to assess the application under the PDI Act; and	Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	
309505	A*	Planning, Development and Infrastructure (General) Regulations 2017	r31(1)	25. Verification of Application 25.1 The power pursuant to Regulation 31(1) of the General Regulations, on the receipt of an application under Section 119 of the PDI Act, and in addition to any other requirement under the General Regulations, to, in order to ensure that an application has been correctly lodged and can be assessed in accordance with the PDI Act: 25.1.4 if the relevant authority is the correct entity to assess the application (or any part of the application): 25.1.4.1 check that the appropriate documents and information have been lodged with the application; and 25.1.4.2 confirm the fees required to be paid at that point under the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019; and 25.1.4.3 provide an appropriate notice via the SA planning portal; and	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
309506	A*	Planning, Development and Infrastructure (General) Regulations 2017	r31(1)	25. Verification of Application 25.1 The power pursuant to Regulation 31(1) of the General Regulations, on the receipt of an application under Section 119 of the PDI Act, and in addition to any other requirement under the General Regulations, to, in order to ensure that an application has been correctly lodged and can be assessed in accordance with the PDI Act: 25.1.5 if the relevant authority is not the	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				correct entity to assess the application (or any part of the application): 25.1.5.1 provide the application (or any relevant part of the application), and any relevant plans, drawings, specifications and other documents and information in its possession, to the entity that the delegate considers to be the correct relevant authority in accordance with any practice direction; and 25.1.5.2 provide an appropriate notice via the SA planning portal.	and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
309507	A*	Planning, Development and Infrastructure (General) Regulations 2017	r33(4)	26. Application and Further Information 26.1 The power pursuant to Regulation 33(4) of the General Regulations to seek clarification about any document or information that has been provided by the applicant.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
309508	A*	Planning, Development and Infrastructure (General) Regulations 2017	r35(3)	27. Amended Applications 27.1 The power pursuant to Regulation 35(3) of the General Regulations if an application is varied following referral under Division 2 or giving of notice under Division	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner	NIL



Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				3, to, if the variations are not substantial, consider the application without the need to repeat an action otherwise required under Division 2 or Division 3.	(200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	
309509	A*	Planning, Development and Infrastructure (General) Regulations 2017	r35(4)	27. Amended Applications 27.2 The power pursuant to Regulation 35(4) of the General Regulations if a variation would change the essential nature of a proposed development (as referred to in Section 119(9)(a) of the PDI Act), to agree with the applicant to proceed with the variation on the basis that the application (as so varied) will be treated as a new application under the General Regulations.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
309510	A*	Planning, Development and Infrastructure (General) Regulations 2017	r38(1)	28. Withdrawing/Lapsing Applications 28.1 The power pursuant to Regulation 38(1) of the General Regulations if an application is withdrawn by the applicant under Section 119(14) of the PDI Act, to notify: 28.1.1 any agency to which the application has been referred under Division 2 of the General Regulations; and 28.1.2 any person who has made a representation in relation to the application under Division 3 of the General Regulations, of the withdrawal.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Development Administration Support Officer (76), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Statutory Planning (326)	NIL
309511	A*	Planning, Development and Infrastructure	r38(3)	28. Withdrawing/Lapsing Applications 28.2 The power pursuant to Regulation 38(3) of the General Regulations before	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		(General) Regulations 2017		taking action to lapse an application under Regulation 38(2) of the General Regulations, to: 28.2.1 take reasonable steps to notify the applicant of the action under consideration; and 28.2.2 allow the applicant a reasonable opportunity to make submissions to the delegate (in a manner and form determined by the delegate) about the proposed course of action.	(72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
309512	A*	Planning, Development and Infrastructure (General) Regulations 2017	r40	29. Court Proceedings 29.1 The power pursuant to Regulation 40 of the General Regulations to, subject to Section 214(14) of the PDI Act, by notice in writing to the applicant, decline to deal with the application until any proceedings under the PDI Act have been concluded.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
309513	A*	Planning, Development and Infrastructure (General) Regulations 2017	r42(1)	30. Additional Information or Amended Plans 30.1 The power pursuant to Regulation 42(1) of the General Regulations if a delegate has referred an application to a prescribed body under Division 1 of the General Regulations and the relevant authority subsequently receives additional information, or an amended plan, drawing or specification, which is materially relevant to the referral, or to any report obtained as part of the referral process, to repeat the referral process.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
309514	A*	Planning, Development and Infrastructure (General) Regulations 2017	r45(1)	31. Building Matters 31.1 The power pursuant to Regulation 45(1) of the General Regulations to, if in assessing an application for building consent, the delegate considers that: 31.1.1 a proposed performance solution within the meaning of the Building Code requires assessment against a performance requirement of the Building Code which provides for the intervention of a fire authority; or 31.1.2 the proposed development is at variance with a performance requirement of the Building Code which provides for the intervention of a fire authority; or 31.1.3 special problems for firefighting could arise due to hazardous conditions of a kind described in Section E of the Building Code, refer the application to the relevant fire authority for comment and report unless the fire authority indicates to the delegate that a referral is not required.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Team Leader Building Services (286)	NIL
309515	A*	Planning, Development and Infrastructure (General) Regulations 2017	r45(2)	31. Building Matters 31.2 The power pursuant to Regulation 45(2) of the General Regulations, if a report is not received from the fire authority on a referral under Regulation 45(1) of the General Regulations within 20 business days, to presume that the fire authority does not desire to make a report.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Team Leader Building Services (286)	NIL
309516	A*	Planning, Development and Infrastructure (General) Regulations 2017	r45(3)	31. Building Matters 31.3 The power pursuant to Regulation 45(3) of the General Regulations to have regard to any report received from a fire authority under Regulation 45 of the General Regulations.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Team Leader Building Services (286)	NIL
309517	A*	Planning, Development and Infrastructure	r45(4)	31. Building Matters 31.4 The power pursuant to Regulation	Assessment Manager (72), Building Officer (380), Building Officer (453),	

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		(General) Regulations 2017		45(4) of the General Regulations, if, in respect of an application referred to a fire authority under Regulation 45 of the General Regulations, the fire authority: 31.4.1 recommends against the granting of building consent; or 31.4.2 concurs in the granting of consent on conditions specified in its report, but the delegate: 31.4.3 proposes to grant building consent despite a recommendation referred to in Regulation 45(4)(a) of the General Regulations; or 31.4.4 does not propose to impose the conditions referred to in Regulation 45(b) of the General Regulations, or proposes to impose the conditions in varied form, on the grant of consent, to: 31.4.5 refer the application to the Commission; and 31.4.6 not grant consent unless the Commission concurs in the granting of the consent.	Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Team Leader Building Services (286)	File Note to be signed off by Assessment Manager, Manager Development Services or Team Leader Building prior to concurrence being sought.
309518	A*	Planning, Development and Infrastructure (General) Regulations 2017	r45(5)	31. Building Matters 31.5 The power pursuant to Regulation 45(5) of the General Regulations to provide to the Commission a copy of any report received from a fire authority under Regulation 45(1) of the General Regulations that relates to an application that is referred to the Commission under the PDI Act.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Strategic and Policy Planner (200), Team Leader Administration	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					(77), Team Leader Building Services (286)	
309519	A*	Planning, Development and Infrastructure (General) Regulations 2017	r46(6)	32. Preliminary Advice and Agreement (Section 123) 32.1 The power pursuant to Regulation 46(6) of the General Regulations, if: 32.1.1 the delegate permits an applicant to vary an application under Section 119(9) of the PDI Act; and 32.1.2 the delegate determines that the application no longer accords with the agreement indicated by the prescribed body, to refer the application (unless withdrawn) to the prescribed body: 32.1.3 to obtain a variation to the agreement under Section 123 of the PDI Act; or 32.1.4 to obtain a response from the prescribed body for the purposes of Section 122 of the PDI Act.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	NIL
309520	A*	Planning, Development and Infrastructure (General) Regulations 2017	r46(7)	32. Preliminary Advice and Agreement (Section 123) 32.2 The power pursuant to Regulation 46(7) of the General Regulations if: 32.2.1 an application is withdrawn by the applicant; and 32.2.2 the applicant sought to rely on an agreement under Section 123 of the PDI Act in connection with the application, to notify relevant prescribed body of the withdrawal.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Administration (77), Team Leader Statutory Planning (326)	
309521	A*	Planning, Development and Infrastructure (General) Regulations 2017	r46(8)	32. Preliminary Advice and Agreement (Section 123) 32.3 The power pursuant to Regulation 46(8) of the General Regulations, if: 32.3.1 an application is lapsed by a relevant authority under Regulation 38 of the General Regulations; and 32.3.2 the applicant sought to rely on an agreement under Section 123 of the PDI Act in connection with the application, to notify the relevant prescribed body of the lapsing.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Statutory Planning (326)	NIL
309522	A*	Planning, Development and Infrastructure (General) Regulations 2017	r46(9)	32. Preliminary Advice and Agreement (Section 123) 32.4 The power pursuant to Regulation 46(9) of the General Regulations, if: 32.4.1 an applicant seeks to rely on an agreement under Section 123 of the PDI Act in connection with the application; and 32.4.2 a notice of a decision on the application is issued by the delegate under Regulation 57 of the General Regulations, to provide a copy of the notice to the prescribed body within 5 business days after the notice is given to the applicant under Regulation 57 of the General Regulations.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Administration (77), Team Leader Statutory Planning (326)	
309523	A*	Planning, Development and Infrastructure (General) Regulations 2017	r48	33. Notification of Application of Tree-damaging Activity to Owner of Land 33.1 The power pursuant to Regulation 48 of the General Regulations, if an owner of land to which an application for a tree-damaging activity in relation to a regulated tree relates is not a party to the application, to: 33.1.1 give the owner notice of the application within 5 business days after the application is made; and 33.1.2 give due consideration in the delegate's assessment of the application to any submission made by the owner within 10 business days after the giving of notice under Regulation 48 of the General Regulations.	Assessment Manager (72), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	NIL
309524	A*	Planning, Development and Infrastructure (General) Regulations 2017	r49(3)	34. Public Inspection of Applications 34.1 The power pursuant to Regulation 49(3) of the General Regulations to request a person verify information in such manner as the delegate thinks fit.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Customer Service Officer (11), Customer Service Officer (18), Customer Service Officer (23), Customer Service Officer (365), Customer Service Officer (382), Customer Service Officer (59), Customer Service Officer (62), Customer Service Officer (66), Customer Service Officer (68a), Customer Service Officer (68b), Customer Service Officer (8), Customer Service Officer Casual (197), Customer Service Officer Casual (20), Customer Service Officer Casual (21), Customer Service Officer Casual (267),	NIL

## Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Customer Service Officer Casual (281), Customer Service Officer Casual (359), Customer Service Officer Casual (60), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Manager Libraries and Customer Service (12), Senior Customer Service Officer (307), Senior Customer Service Officer (34), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Customer Service (389), Team Leader Statutory Planning (326)	
309525	A*	Planning, Development and Infrastructure (General) Regulations 2017	r50(5)	35. Representations 35.1 The power pursuant to Regulation 50(5) of the General Regulations to, if the delegate considers that it would assist the delegate in making a decision on the application, allow a person: 35.1.1 who has made a representation under Regulation 50(1) of the General Regulations in relation to development being assessed under Section 107 of the PDI Act; and 35.1.2 who has indicated an interest in appearing before the delegate, an opportunity (at a time determined by the	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	NIL



Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				delegate) to appear personally or by representative before the delegate to be heard in support of the representation that has been made under Regulation 50(1) of the General Regulations.		
309526	A*	Planning, Development and Infrastructure (General) Regulations 2017	r51(1)	36. Response by Applicant 36.1 The power pursuant to Regulation 51(1) of the General Regulations to allow a response to a representation by the applicant to be made within such longer period as the delegate may allow.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	NIL
309527	A*	Planning, Development and Infrastructure (General) Regulations 2017	r57(4)(a)	37. Notice of Decision (Section 126(1)) 37.1 The power pursuant to Regulation 57(4)(a) of the General Regulations to endorse a set of any approved plans and other relevant documentation with an appropriate form of authentication.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
309528	A*	Planning, Development and Infrastructure (General) Regulations 2017	r60	38. Consideration of Other Development Authorisations 38.1 The power pursuant to Regulation 60 of the General Regulations, to, in deciding whether to grant a development authorisation, take into account any prior development authorisation that relates to the same proposed development under the PDI Act, and any conditions that apply in	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				relation to that prior development authorisation.	Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
309529	A*	Planning, Development and Infrastructure (General) Regulations 2017	r61(4)(c)	39. Certificate of Independent Technical Expert in Certain Cases 39.1 The power pursuant to Regulation 61(4)(c) of the General Regulations to form the opinion and be satisfied on the basis of advice received from the accreditation authority under the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019, a relevant professional association, or another relevant registration or accreditation authority, that a person has engineering or other qualifications, qualify the person to act as a technical expert under this regulation.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
309530	A*	Planning, Development and Infrastructure (General) Regulations 2017	r63(1)	40. Urgent Work 40.1 The power pursuant to Regulation 63(1) of the General Regulations to, 40.1.1 determine a telephone number determined for the purposes of Regulation 63(1)(a) of the General Regulations; and 40.1.2 determine the email address for the purposes of Regulation 63(1)(b) of the General Regulations.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Team Leader Building Services (286)	NIL
309531	A*	Planning, Development and Infrastructure	r63(2)	40. Urgent Work 40.2 The power pursuant to Regulation	Assessment Manager (72), Building Officer (380), Building Officer (453),	

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		(General) Regulations 2017		63(2) of the General Regulations to, for the purposes of Section 135(2)(c) of the PDI Act, allow a longer period.	Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Team Leader Building Services (286)	File Note for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Building Services prior to decision being issued.
309532	A*	Planning, Development and Infrastructure (General) Regulations 2017	r63(3)	40. Urgent Work 40.3 The power pursuant to Regulation 63(3) of the General Regulations to, for the purposes of Section 135(2)(c) of the PDI Act, allow a longer period.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Team Leader Building Services (286)	File Note for Refusal must be concurred with Assessment Manager, Manager Development Services or Team Leader Building Services prior to decision being issued.
309533	A*	Planning, Development and Infrastructure (General) Regulations 2017	r65(1)	41. Variation of Authorisation (Section 128) 41.1 The power pursuant to Regulation 65(1) of the General Regulations to, for the purposes of Section 128(2)(b) of the PDI Act, if a person requests the variation of a development authorisation previously given under the Act (including by seeking the variation of a condition imposed with respect to the development authorisation) to form the opinion and be satisfied that the variation is minor in nature, and approve the variation.	Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Statutory Planning (326)	Except variations to development decisions previously made by the CAP where a condition is requested to be completely revoked either by the lodgement of a separate application or simply by written request or where the variation is adding new elements or substantively amending the proposal. In the above circumstances the variation shall be submitted to CAP.
309534	A*	Planning, Development and Infrastructure (General) Regulations 2017	r76(2)	42. Advice from Commission 42.1 The power pursuant to Regulation 76(2) of the General Regulations, if a report is not received from the Commission within 20 business days from the day on which the application is lodged under Regulation 29 of the General Regulations or within such longer period as the Commission may require by notice to the relevant authority, to presume that the Commission does not desire to make a report.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
309535	A*	Planning, Development and Infrastructure (General) Regulations 2017	r78(3)	43. Underground Mains Area 43.1 The power pursuant to Regulation 78(3) of the General Regulations, if an application relates to a proposed development that involves the division of land within, or partly within, an underground mains area (even if the area is declared as such after the application is lodged with the relevant authority), to require, as a condition on its decision on the application, that any electricity mains be placed underground.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	NIL
309536	A*	Planning, Development and Infrastructure (General) Regulations 2017	cl2(d)(ii)(B)	44. Plans for Residential Alterations, Additions and New Dwellings 44.1 The power pursuant to Clause 2(d)(ii)(B) of Schedule 8 of the General Regulations to form the belief that the allotment is, or may have been, subject to site contamination as a result of a previous use of the land or a previous activity on the land or in the vicinity of the land.	Assessment Manager (72), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	NIL
309537	A*	Planning, Development and Infrastructure (General) Regulations 2017	cl2(d)(ii)(D)	44. Plans for Residential Alterations, Additions and New Dwellings 44.2 The power pursuant to Clause 2(d)(ii)(D) of Schedule 8 of the General Regulations to be satisfied a site contamination audit report (within the meaning of the Environment Protection Act 1993) is not required.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Team Leader Statutory Planning (326)	Assessment Report to be concurred with Assessment Manager, Manager Development Services, or Team Leader Statutory Planning.
309538	A*	Planning, Development and Infrastructure	cl4(3)	45. Plans for Building Work 45.1 The power pursuant to Clause 4(3) of Schedule 8 of the General Regulations, in	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		(General) Regulations 2017		relation to an application for building consent for development consisting of or involving an alteration to a building, if: 45.1.1 the applicant is applying for a change in the classification of the building to a classification other than Class 10 under the Building Code; or 45.1.2 the building was erected before 1 January 1974 and the applicant is applying for a classification other than Class 10 under the Building Code to be assigned to the building, to require the application to be accompanied by such details, particulars, plans, drawings, specifications and other documents (in addition to the other documents required to accompany the application) as the delegate reasonably requires to show that the entire building will, on completion of the building work, comply with the requirements of the PDI Act and the General Regulations for a building of the classification applied for or with so many of those requirements as will ensure that the building is safe and conforms to a proper structural standard.	(72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
309539	A*	Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019	r5(1)	46. Calculation or Assessment of Fees 46.1 The power pursuant to Regulation 5(1) of the PDI (Fees, Charges and Contributions) Regulations 2019 (the Fees Regulations) in relation to an application which is duly lodged with the council under a related set of regulations (including via the SA planning portal): 46.1.1 to require the applicant to provide such information as the delegate may reasonably require to calculate any fee payable under the Fees Regulations or a related set of regulations; and 46.1.2 to make any other determination for	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior	NIL

## Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				the purposes of the Fees Regulations or a related set of regulations (even if the assessment panel is not a relevant authority).	Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
309540	A*	Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019	r5(2)	46. Calculation or Assessment of Fees 46.2 The power pursuant to Regulation 5(2) of the Fees Regulations, if the delegate is acting under Regulation 5(1) of the Fees Regulations, or as the delegate of a relevant authority, believes that any information provided by an applicant is incomplete or inaccurate, to calculate any fee on the basis of estimates made by the delegate.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Development Services Assistant (Duty Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	NIL
309541	A*	Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019	r5(3)	46. Calculation or Assessment of Fees 46.3 The power pursuant to Regulation 5(3) of the Fees Regulations to, at any time, and despite an earlier calculation or acceptance of an amount in respect of the fee, reassess a fee payable under the Fees Regulations or a related set of regulations.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Building Officer (380), Building Officer (453), Building Officer (463), Building Officer (73), Development Administration Support Officer (76), Development Services Assistant (Duty	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner)(265a), Development Services Assistant (Duty Planner)(265b), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Building Services (286), Team Leader Statutory Planning (326)	
309542	A*	Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019	r7	47. Waiver or Refund of Fee 47.1 The power pursuant to Regulation 7 of the Fees Regulations to, as the delegate considers appropriate to do so: 47.1.1 waive the payment of the fee, or the payment of part of the fee; or 47.1.2 refund the whole or a part of the fee.	Assessment Manager (72)	In accordance with Council's Fee Waiver Policy and Development Application Fee Refund Policy.
386155	A*	Planning and Design Code	PD Code	48. Procedural Matter 48.1 The power pursuant to and in accordance with the Planning and Design Code (the PD Code) to form the opinion development is of a minor nature only and will not unreasonably impact on the owners or occupiers of land in the locality of the site of the development and therefore is excluded from the operation of Sections 107(3) and (4) of the PDI Act.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	File Note to be counter signed by other Statutory Planner prior to decision being made.
386156	A*	Planning and Design Code	PD Code	49. Procedural Referrals 49.1 The power pursuant to and in accordance with the PD Code to form the opinion development is minor in nature and would not warrant a referral when considering the purpose of the referral.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory	File Note to be counter signed by other Statutory Planner prior to decision being made.

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
					Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	
386157	A*	Planning and Design Code	PD Code	49. Procedural Referrals 49.2 The power pursuant to and in accordance with the PD Code to form the opinion and deem: 49.2.1 alteration to an existing access or public road junction; 49.2.2 development that changes the nature of vehicular movements or increases the number or frequency of movements through an existing access, to be minor.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	File Note to be counter signed by other Statutory Planner prior to decision being made.
386158	A*	Planning and Design Code	PD Code	49. Procedural Referrals 49.3 The power pursuant to and in accordance with the PD Code to form the opinion an alteration or extension of an existing dwelling is minor.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	File Note to be counter signed by other Statutory Planner prior to decision being made.
386159	A*	Planning and Design Code	PD Code	49. Procedural Referrals 49.4 The power pursuant to and in accordance with the PD Code to form the opinion development is minor in nature or like for like maintenance and would not warrant a referral when considering the purpose of the referral.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	File Note to be counter signed by other Statutory Planner prior to decision being made.
386160	A*	Planning and Design Code	Part 9.4	50. Referral Body: Minister Responsible for the Administration of the Aquaculture Act	Assessment Manager (72), Director Development and Regulatory Services	



Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				2001 50.1 The power pursuant to and in accordance with Part 9.4 of the PD Code to form the opinion that aquaculture development which involves an alteration to an existing or approved development is minor in nature.	(70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	File Note to be counter signed by other Statutory Planner prior to decision being made.
386161	A*	State Planning Commission Practice Direction - 3 (Notification of Performance Assessed Development Applications) 2019	cl6(4)	51. Responsibility to Undertake Notification 51.1 The power pursuant to clause 6(4) of the State Planning Commission Practice Direction 3 (Notification of Performance Assessed Development Applications) 2019 (PD3), should the applicant request the relevant authority to place the notice on the land and pay the relevant fee, to (either personally or by engagement of a contractor) give notice of the application to members of the public by notice placed on the relevant land in accordance with Section 107(3)(a)(ii) of the PDI Act.	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Development Administration Support Officer (76), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Administration (77), Team Leader Statutory Planning (326)	NIL
386162	A*	State Planning Commission Practice Direction - 3 (Notification of Performance Assessed Development Applications) 2019	cl8	52. Preparing for Notification 52.1 The power pursuant to clause 8 of PD3, if the applicant has confirmed they accept responsibility to place a notice on the land as per clause 6(3)(a) of PD3, to, at least 4 business days prior to the commencement of the notification period: 52.1.1 give notice of the anticipated commencement date and of the notification period to the applicant; and 52.1.2 provide the applicant with a copy of the content of the notice to be placed on the relevant land in PDF format; and 52.1.3 advise the applicant of the position and number of notice(s) to be erected on	Administration Building Support Officer (418), Administration Support Officer (369), Assessment Manager (72), Development Administration Support Officer (76), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team	NIL

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				the land in accordance with clause 10 of PD3.	Leader Administration (77), Team Leader Statutory Planning (326)	
386163	A*	State Planning Commission Practice Direction - 3 (Notification of Performance Assessed Development Applications) 2019	cl10(2)	53. Notice on Land 53.1 The power pursuant to clause 10(2) of PD3, in relation to clause 10(2) of PD3, to determine the most appropriate position for the notice on the land in order to provide for maximum visibility from a public road, and in cases where the relevant land has more than 1 frontage to a public road, to determine that more than 1 notice must be erected on each of the public road frontages to ensure that notice of the development is reasonably apparent to members of the public.	Assessment Manager (72), Development Compliance Officer (211), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	NIL
386164	A*	State Planning Commission Practice Direction (Appointment of Additional Members to Assessment Panel) 2019	cl4(6)	54. Qualifications and Experience of Additional members 54.1 The power pursuant to clause 4(6) of the State Planning Commission Practice Direction (Appointment of Additional Members to Assessment Panel) 2019 (PD5) where the delegate forms the view that additional expert advice is required for an application which requires assessment of a matter listed in Column 1 of PD5, to engage an additional assessment panel member provided that person maintains both the minimum experience detailed in Column 2 of PD5, as well as the minimum qualification listed in Column 3 of PD5.	Assessment Manager (72), Director Development and Regulatory Services (70)	With the concurrence of the Presiding Member of CAP.
386165	A*	State Planning Commission Practice Direction (Appointment of Additional Members to Assessment Panel) 2019	cl4(7)	54. Qualifications and Experience of Additional members 54.2 The power pursuant to clause 4(7) of PD5 to be satisfied of the minimum experience and qualifications of an additional assessment panel member.	Assessment Manager (72), Director Development and Regulatory Services (70)	With the concurrence of the Presiding Member of CAP.
386166	A*	State Planning Commission Practice Direction (Scheme to	cl5(1)	55. Scheme Provisions 55.1 The power pursuant to clause 5(1) of the State Planning Commission Practice	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services	Where not reported to CAP: 1. New dwellings outside of townships which

Adelaide Hills Council

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Avoid Conflicting Regimens) 2019		Direction (Scheme to Avoid Conflicting Regimens) 2019 (PD6), to in undertaking a planning assessment or imposing controls, including through the imposition of conditions of planning consent, ensure that such assessment or controls do not conflict or duplicate matters dealt with or addressed under licencing or regulatory regimens under another Act.	(72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	must have the assessment report to be concurred with by another Statutory Planner prior to decision being issued. 2. Licensed premises which must have the assessment report concurred with by Assessment Manager, Manager Development Services, Team Leader Statutory Planning or Senior Statutory Planner prior to the decision being issued. 3. Refusals must have assessment report concurred with by Assessment Manager, Manager Development Services, Team Leader Statutory Planning.
386167	A*	State Planning Commission Practice Direction (Scheme to Avoid Conflicting Regimens) 2019	cl5(3)	55. Scheme Provisions 55.2 The power pursuant to clause 5(3) of PD6 to, where the delegate is uncertain whether a matter conflicts with, or duplicates a matter dealt with under a licencing or regulatory regime under another Act, to seek the advice of that authority or agency.	Assessment Manager (72), Director Development and Regulatory Services (70), Manager Development Services (72), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (462), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Statutory Planning (326)	Where not reported to CAP: 1. New dwellings outside of townships which must have the assessment report to be concurred with by another Statutory Planner prior to decision being issued. 2. Licensed premises which must have the assessment report concurred with by Assessment Manager, Manager Development Services, Team Leader Statutory Planning or Senior Statutory Planner prior to the decision being issued. 3. Refusals must have assessment report concurred with by Assessment Manager, Manager Development Services, Team Leader Statutory Planning.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 15 FEBRUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**In Attendance**

**Members:**

Cr Malcolm Herrmann	Presiding Member
David Moffatt	Independent Member
Natalie Johnston	Independent Member
Cr Leith Mudge	Council Member

**In Attendance:**

Andrew Aitken	Chief Executive Officer
Terry Crackett	Director Corporate Services
Marc Salver	Director Development & Regulatory Services
Lachlan Miller	Executive Manager Governance & Performance
Mike Carey	Manager Financial Services
Kira-Marie Laverty	Corporate Planning and Reporting Coordinator
Steven Watson	Governance and Risk Coordinator Minute Taker

**Guests in Attendance:**

NIL	
-----	--

**1. COMMENCEMENT**

The meeting commenced at 6.30pm.

**1.1. Acknowledgement of Country**

*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.*

**1.2. Welcome**

The Presiding Member welcomed newly appointed Independent Member Natalie Johnston.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 15 FEBRUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**2. APOLOGIES/LEAVE OF ABSENCE**

**2.1. Apology**

Peter Brass (Independent Member)

**Moved Cr Leith Mudge  
S/- David Moffatt**

**1/AC21**

**That the apology be noted and accepted.**

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

**2.2. Leave of Absence**

Nil

**2.3. Absent**

Nil

**3. MINUTES OF PREVIOUS MEETINGS**

**3.1. Audit Committee Meeting – 16 November 2020**

**Moved Cr Leith Mudge  
S/- David Moffatt**

**2/AC21**

**That the minutes of the Ordinary Council meeting held on 16 November 2020 as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

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

**4. Delegation of Authority**

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendations in Item(s) 7.3, 7.6, 7.8 and 7.9 are to be submitted to Council for consideration.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 15 FEBRUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT COMMITTEE**

Nil

**6. PRESENTATION**

**6.1. Development & Regulatory Services Directorate Risk Presentation**

The Committee thanked the Director Development & Regulatory Services for his Directorate Risk presentation.

**7. OFFICER REPORTS – DECISION ITEMS**

**7.1. Audit Work Plan**

Moved Cr Malcolm Herrmann

S/- Natalie Johnston

**3/AC21**

The Audit Committee resolves:

1. That the report be received and noted.
2. That the status of the Action Report and Work Plan be noted with the following outcomes:
  - a. The Auditors were not present at the meeting with the reason detailed in the report.
  - b. The Terms of Reference review is scheduled once the Statutes Amendment (Local Government Reform) Bill 2020 (the Bill) commences, nominally in May 2021 as detailed in the report.

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

**7.2. Quarterly Council Performance Q2**

Moved Cr Leith Mudge

S/- Natalie Johnston

**4/AC21**

The Audit Committee resolves that the report be received and noted.

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

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 15 FEBRUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**7.3. 2020 – 2021 Budget Review 2**

Moved Cr Malcolm Herrmann  
S/- David Moffatt

5/AC21

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend to Council the proposed budget adjustments presented in Budget Review 2 which result in:
  - a. A reduction in the Operating Surplus from \$2.343m to \$1.883m for the 2020-21 financial year.
  - b. Changes to Capital Works, increasing capital income by \$175k and reducing capital expenditure by \$1.404m for the 2020-21 financial year resulting in a revised capital expenditure budget for 2020-21 of \$20.083m.
  - c. A decrease in Council's current Net Borrowing Result from \$4.984m to \$3.865m for the 2020-21 financial year as a result of the proposed operating and capital adjustments.

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

**7.4. Debtors Report**

Moved David Moffatt  
S/- Cr Leith Mudge

6/AC21

The Audit Committee resolves that the report be received and noted.

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

**7.5. Risk Management Plan Update**

Moved Cr Leith Mudge  
S/- Natalie Johnston

7/AC21

The Audit Committee resolves that the report be received and noted.

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

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 15 FEBRUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**7.6. Internal Audit Quarterly Report**

Moved Cr Leith Mudge  
S/- David Moffatt

**8/AC21**

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 v1.7a as contained in Appendix 1.

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

**7.7. Audit Actions Implementation Update**

Moved Cr Leith Mudge  
S/- Natalie Johnston

**9/AC21**

The Audit Committee resolves:

1. To receive and note the report.
2. To note the implementation status of Internal and External Audit actions.

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

**7.8. 2020 – 2021 External Audit Plan**

Moved David Moffatt  
S/- Cr Leith Mudge

**10/AC21**

The Audit Committee resolves:

1. That the report be received and noted
2. To recommend to Council the approval of the *2020-21 External Audit Plan* by Galpins Accountants, Auditors and Business Consultants as contained in Appendix 1.

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



**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 15 FEBRUARY 2021  
63 MT BARKER ROAD STIRLING**

---

**7.9. Long Term Financial Plan Review**

Moved Cr Leith Mudge  
S/- Natalie Johnston

11/AC21

The Audit Committee:

1. Receives and notes the report.
2. Notes the updated Long Term Financial Plan.
3. Recommends Council approve the Long Term Financial Plan 2021-22, as contained in Appendix 1 for community consultation in accordance with *Section 122 of the Local Government Act 1999*.

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

**8. CONFIDENTIAL ITEMS**

Nil

**9. NEXT MEETING**

The next ordinary meeting of the Audit Committee will be held on Monday 19 April 2021 from 6.30pm at 36 Nairne Road, Woodside.

**10. CLOSE MEETING**

The meeting closed at 8.43pm.