



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 22 June 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 22 June 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 Kaurna 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
Cr Kirrilee Boyd, 25 May to 27 July 2021, approved at Council 25/5/21
Mayor Jan-Claire Wisdom, 2 August to 6 August 2021, inclusive
- 3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 25 May 2021

That the minutes of the ordinary meeting held on 25 May 2021 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Special Council Meeting – 8 June 2021

That the minutes of the special meeting held on 8 June 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. MAYOR'S OPENING REMARKS

7. QUESTIONS ADJOURNED/LYING ON THE TABLE

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

8. PETITIONS / DEPUTATIONS / PUBLIC FORUM

- 8.1. Petitions
Nil
- 8.2. Deputations
Nil
- 8.3. Public Forum

9. PRESENTATIONS (by exception)

Nil

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

Nil

12. ADMINISTRATION REPORTS – DECISION ITEMS

12.1. Mobile Library Replacement

- 1. *That the report be received and noted.*
- 2. *That the Administration proceed with the replacement of the mobile library with a customised van and that the amount carried forward into 2021-22 be adjusted from \$480 000 to \$200 000.*

12.2. Lobethal Bushland Park Masterplan

- 1. *That the report be received and noted.*
- 2. *To receive and accept the Lobethal Bushland Park Masterplan Stage 2 Community Engagement Outcomes Report.*
- 3. *To adopt the draft Lobethal Bushland Park Masterplan.*
- 4. *That the CEO be authorised to make any formatting, nomenclature or other minor changes to the Masterplan prior to it being released to the public.*

- 12.3. Community & Recreation Facilities Framework & Play Space Framework – Drafts for Consultation
1. *That the report be received and noted.*
 2. *To receive and endorse the draft Community and Recreation Facilities Framework and the draft Play Space Framework and implement Stage 3 of Engagement (consultation).*
 3. *That the results of Stage 3 Engagement and the final draft Frameworks be presented to Council for their consideration by December 2021.*
 4. *That the CEO be authorised to:*
 - a. *Make any formatting, nomenclature or other minor changes to the Draft Framework documents 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.*
- 12.4. Local Government Infrastructure Partnership Program Grant Deed & Associated Projects
1. *That the report be received and noted*
 2. *To commit \$750,000 to the Local Government Infrastructure Partnerships Program grant funding and associated sustainable water management projects.*
 3. *To authorise the Chief Executive Officer and Mayor to execute all documentation, including under seal as necessary, to give effect to this resolution.*
 4. *To authorise the Chief Executive Officer to undertake any document changes required to execute the draft Grant Deed and associated documentation.*
- 12.5. Private Cemeteries
1. *That the report be received and noted*
 2. *With an effective date of 6 July 2021 that the Cemetery Operating Policy be amended as attached in Appendix 1.*
- 12.6. Annual Business Plan Adoption
Refer to Agenda
- 12.7. Draft 2021 – 22 Fees & Charges
1. *That the report be received and noted.*
 2. *To adopt the 2021-22 Fees and Charges Schedule included at Appendix 1 to apply on and from 1 July 2021.*
 3. *Council notes that the statutory fees will be included on the fees and charges register available for public inspection subsequent to being gazetted.*

12.8. AHRWMA Annual Business Plan & Budget

1. *That the report be received and noted*
2. *To approve the Adelaide Hills Region Waste Management Authority Draft Annual Business Plan and Budget 2021-22.*

12.9. Confidential Items Register, June 2021

Refer to Agenda

12.10. Status Report – Council Resolutions Update

Refer to Agenda

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

- 13.1. Recovery Update
- 13.2. Discretionary Rate Rebate Report
- 13.3. Rate Hardship Update Report

14. QUESTIONS WITHOUT NOTICE

15. MOTIONS WITHOUT NOTICE

16. REPORTS

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

17. REPORTS OF COMMITTEES

- 17.1. Council Assessment Panel – 9 June 2021
That the minutes of the CAP meeting held on 9 June 2021 as supplied, be received and noted.
- 17.2. Audit Committee - 24 May 2021
That the minutes of the Audit Committee meeting held on 24 May 2021 as supplied, be received and noted

17.2.1. Strategic Internal Audit Plan Review & Asset Management Policy Revision

1. *That the report be received and noted*
2. *To adopt the Strategic Internal Audit Plan v1.8a as contained in Appendix 1.*
3. *With an effective date of 6 July 2021, to revoke the 26 September 2017 Asset Management Policy and to adopt the May 2021 Asset Management Policy in Appendix 2.*
4. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the May 2021 Asset Management Policy prior to the effective date of adoption.*

17.3. CEO Performance Review Panel – 3 June 2021

That the minutes of the CEOPRP meeting held on 3 June 2021 as supplied, be received and noted.

17.3.1. Proposed CEO Performance Targets 2021-2022

1. *That the report be received and noted*
2. *To adopt the CEO Performance Targets 2021-2022 as per Appendix 1.*

18. CONFIDENTIAL ITEMS

- 18.1. Cyber Security Plan
- 18.2. Event Opportunity – Santos Tour Down Under 2022

19. NEXT MEETING

Tuesday 27 July 2021, 6.30pm, 63 Mt Barker Road, Stirling

20. CLOSE MEETING

Council Meeting/Workshop Venues 2021

DATE	TYPE	LOCATION	MINUTE TAKER
JULY 2021			
Thurs 8 July	CEO Performance Review	Stirling	TBA
Wed 14 July	CAP	TBA	Karen Savage
Tues 13 July	Workshop	Woodside	N/A
Wed 14 July	Professional Development	Stirling	N/A
Tues 20 July	Council	Stirling	Pam Williams
AUGUST 2021			
Tues 10 August	Workshop	Woodside	N/A
Wed 11 August	CAP	TBA	Karen Savage
Thurs 12 August	CEO Performance Review	Stirling	TBA
Mon 16 August	Audit Committee	Stirling	TBA
Mon 17 August	Professional Development	Stirling	N/A
Tues 24 August	Council	Stirling	Pam Williams
SEPTEMBER 2021			
Wed 8 September	CAP	TBA	Karen Savage
Tues 14 September	Workshop	Woodside	N/A
Tues 21 September	Professional Development	Stirling	N/A
Tues 28 September	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)

DATE	LOCATION
Tues 31 August	Basket Range
Tues 30 November	Birdwood

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

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 purposethe 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 deputees has addressed Council (either in a deputation or public forum) on the subject matter or a similar subject matter.

8.3 PUBLIC FORUM

For full details, see Code of Practice for Meeting Procedures on www.ahc.sa.gov.au

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

Item 4 Minutes of Council

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 25 MAY 2021
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

Members:

Councillor Ian Bailey
Councillor Nathan Daniell
Councillor Pauline Gill
Councillor Chris Grant
Councillor Linda Green
Councillor Malcolm Herrmann
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
Lachlan Miller	Executive Manager Governance & Performance
Jennifer Blake	Manager Communications Engagement& Events
Mike Carey	Manager Financial Services
Chris Janssan	Manager Open Space
Renee O'Connor	Coordinator Sport and Recreation
Kira-marie Laverty	Corporate Planning & Performance Coordinator
Steven Watson	Governance & Risk Coordinator Minute Taker

1. COMMENCEMENT

The meeting commenced at 6.31pm.

2. OPENING STATEMENT

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna 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.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
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3. APOLOGIES/LEAVE OF ABSENCE

3.1 Apology

Cr John Kemp

3.2 Leave of Absence

Moved Cr Mark Osterstock
S/- Cr Kirsty Parkin

87/21

That Leave of Absence be granted for:

- Cr Kirrilee Boyd 25 May to 27 July 2021 inclusive

Carried Unanimously

3.3 Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS

4.1 Council Meeting – 27 April 2021

Moved Cr Ian Bailey
S/- Cr Malcolm Herrmann

88/21

That the minutes of the Ordinary Council meeting held on 27 April 2021 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

5.1 Perceived Conflict of Interest, Cr Green, Item 12.1 - Budget Review 3

Under Section 75A of the *Local Government Act 1999* Cr Linda Green disclosed a Perceived Conflict of Interest in Item 12.1 Budget Review 3, the nature of which is as follows:

- She is Chair of the Torrens Valley Celebration Committee and Budget Review 3 details the Coolamon item on the project list.

Cr Linda Green intends to:

- Participate in discussions and vote on Budget Review 3.
- Declare a Material Conflict of Interest and leave the Chamber if the Coolamon matter is discussed.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
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6. PRESIDING MEMBER'S OPENING REMARKS

- Mayor Wisdom sent her congratulations to LGA finalists in the recent Local Government Professional Leadership Excellence Awards. Mayor Wisdom also advised that information on a community meeting for White Rock Quarry has been notified via email.

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

8.2.1 Tim Possingham re Adelaide Rally Road Closures

8.3 Public Forum

Mr John Hill – Rail Bypass

6.48pm Cr Mark Osterstock left the meeting.

6.50pm Cr Mark Osterstock returned to the meeting.

8.3.1 Annual Business Plan consultation

Mayor Jan-Claire Wisdom invited Ms Kira-Marie Laverty, Corporate Planning & Performance Coordinator, to provide an update on the consultation.

Mayor Wisdom informed the gallery that up to an hour would be available during this meeting for comments on the draft Annual Business Plan 2021/2022 from members of the public.

No members of the public addressed Council regarding the draft Annual Business Plan.

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9. PRESENTATIONS

9.1 Southern & Hills Local Government Association – Graeme Martin, Executive Officer

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

11.1 Gumeracha Medieval Fair

Moved Cr Malcolm Herrmann

S/- Cr Pauline Gill

89/21

That Council expresses its support for the Gumeracha and Torrens Valley communities' efforts to retain the Gumeracha Medieval Fair at Gumeracha.

Carried Unanimously

11.2 Passenger Rail for Adelaide Hills

Moved Cr Leith Mudge

S/- Cr Nathan Daniell

90/21

The Mayor write to the State Minister for Infrastructure and Transport to ask him to:

- 1. Undertake a comprehensive study into a passenger rail service (or other suitable rapid transit service) from the Adelaide CBD to the Adelaide Hills. It should, as a minimum, service Stirling and Mt Barker with potential connections to Murray Bridge and Strathalbyn. The study should address and balance economic, environmental and community wellbeing considerations.**
- 2. Ensure that if such a service were implemented, the public transport network in the Adelaide Hills is modified such that it is viable and offers an attractive alternative to private vehicle travel along the increasingly congested South Eastern Freeway.**

Copies of the letter should be forwarded to the State members for Heyden and Kavel, Federal Member for Mayo, State Leader of the Opposition, Southern & Hills Local Government Association and Regional Development Australia Adelaide Hills, Fleurieu & Kangaroo Island.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
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12. OFFICER REPORTS – DECISION ITEMS

7.47pm Cr Parkin left the meeting.

Cr Green re-declared a Perceived Conflict of Interest in relation to Item 12.1 Budget Review 3.

7.48pm Cr Parkin returned to the meeting.

12.1 Budget Review 3

Moved Cr Malcolm Herrmann

S/- Cr Leith Mudge

91/21

Council resolves:

- 1. That the report be received and noted.**
- 2. To adopt the proposed budget adjustments presented in Budget Review 3 for the 2020-21 financial year which result in:**
 - 2.1 A reduction in the Operating Surplus from \$1.883m to \$1.498m.**
 - 2.2 Changes to Capital Works, increasing capital income by \$138k and reducing capital expenditure by \$4.767m resulting in a revised capital expenditure budget for 2020-21 of \$15.316m.**
 - 2.3 A change in Council's net result from a Net Borrowing Result of \$3.865m to a Net Lending Result of \$654k as a result of the proposed operating and capital adjustments.**

Carried Unanimously

Cr Linda Green voted in favour of the motion and the majority of Council Members voted in favour of the motion.

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12.2 Draft Trails & Cycling Routes Management Policy

7.59pm Cr Mark Osterstock left the meeting.

8.01pm Cr Mark Osterstock returned to the meeting.

Moved Cr Leith Mudge

S/- Cr Kirsty Parkin

92/21

Council resolves:

1. That the report be received and noted.
2. That the draft Trails and Cycling Routes Management Policy contained in *Appendix 1* be endorsed for consultation
3. That the CEO be authorised to:
 - a. Make any formatting, nomenclature or other minor changes to the Policy prior to being released for public consultation and
 - b. Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's *Public Consultation Policy*.
4. That the outcomes of the consultation and a final draft document be presented to Council for its consideration August 2021.

Carried Unanimously

12.3 Burning Permit Policy Review

Moved Cr Chris Grant

S/- Cr Ian Bailey

93/21

Council resolves:

1. That the report be received and noted
2. With an effective date of 8 June 2021, to revoke the 26 February 2019 *Burning Permit Policy* and to adopt the revised *Burning Permit Policy* as contained in Appendix 1 of this report.
3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 25 May 2021 *Burning Permit Policy* prior to the effective date of adoption.

Carried Unanimously

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12.4 Order Making Policy Review

Moved Cr Linda Green
S/- Cr Mark Osterstock

94/21

Council resolves:

1. That the report be received and noted.
2. With an effective date of 8 June 2021, to revoke the 28 November 2017 *Order Making Policy* and to adopt the revised *Order Making Policy* in Appendix 1.
3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 25 May 2021 *Order Making Policy* prior to the effective date of adoption.

Carried Unanimously

12.5 Properties with outstanding rates – S210 conversion to public road

Moved Cr Leith Mudge
S/- Cr Ian Bailey

95/21

Council resolves:

1. That the report be received and noted.
2. To undertake a process pursuant to Section 210 of the *Local Government Act 1999* 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 & Burton Stirling Dearman.
 - 1 Robert Street Woodside being the land comprised in CT 5695/342 of 58m² currently owned by James Johnston and William Johnston.
 - Pieces 29 and Lot 30 in FP 156206 on Western Branch Road, Lobethal being the land comprised in CT 5696/31 of 446m² and 337m² currently owned by South Australian Company.
 - Norman Road, Bridgewater being Allotment 16 and 17 in DP 2167 as the land comprised in CT 5890/905 of 738m² and 1265m² currently owned by Donald Frederick Canham & Eileen Agnes Canham.

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3. To authorise the publication of the resolution in the Government Gazette as required by Section 210 of the Local Government Act 1999 to declare the road to be public road.
4. To delegate to the Chief Executive Officer to execute the necessary documentation to give effect to this resolution.
5. To formally approve the write-off of \$98,025.08 for the outstanding rates on the Land identified for conversion of private road to public road.

Carried Unanimously

12.6 East Waste 2021-22 Annual Business Plan

Moved Cr Pauline Gill

S/- Cr Leith Mudge

96/21

Council resolves:

1. That the report be received and noted
2. To provide consent to the Eastern Waste Management Authority *Draft Annual Plan 2021-22*.

Carried Unanimously

12.7 S&HLGA Governance Arrangements – Exemption for Audit Committee

8.23pm Cr Ian Bailey left the meeting

8.27pm Cr Ian Bailey returned to the meeting

Moved Cr Malcom Herrmann

S/- Cr Leith Mudge

97/21

Council resolves:

1. That the report be received and noted
2. To approve the Southern & Hills Local Government Association Board seeking an exemption from the Minister for Local Government from the requirement to have an audit committee under Regulation 18 of the *Local Government (Financial Management) Regulations 2011*.

Carried Unanimously

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12.7.1 S&HLGA Governance Arrangements – Draft Charter and 2021-22 Key Action Plan/Budget

Moved Cr Kirsty Parkin

S/- Cr Pauline Gill

98/21

Council resolves:

- 3. To endorse the draft Southern & Hills Local Government Association Charter as contained in Appendix 2 with the following options and clarifications:**
 - a. AHC supports the proposed clause 5.1.1 regarding Board Membership in the draft Charter**
 - b. AHC supports the proposed clause 5.1.4 regarding Board Observers in the draft Charter**
 - c. AHC supports either amending proposed clause 5.1.5 in the draft Charter to be for expenses only or to remove proposed clause 5.1.5 in its entirety**
 - d. AHC supports the proposed clauses regarding officer bearers being Elected Members in the draft Charter**
 - e. AHC supports amending clause 10.1 in the draft Charter to require the unanimous resolution of Constituent Councils**
- 4. That the Southern & Hills Local Government Association's draft 2021-22 Key Action Plan and proposed budget be received and noted.**

Carried

12.8 Delegations Review May 2021

Moved Cr Linda Green

S/- Cr Ian Bailey

99/21

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:**

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Instrument of Delegation
<i>Instrument of Delegation under the Burial and Cremation Regulations 2014</i>
<i>Instrument of Delegation under the Expiation of Offences Act 1996</i>
<i>Instrument of Delegation under the Food Act 2001</i>
<i>Instrument of Delegation under the Freedom of Information Act 1991</i>
<i>Instrument of Delegation under the Freedom of Information (Fees and Charges) Regulations 2018</i>
<i>Instrument of Delegation under the Landscape South Australia Act 2019</i>
<i>Instrument of Delegation under the Liquor Licensing Act 1997</i>
<i>Instrument of Delegation under the Local Nuisance and Litter Control Act 2016</i>
<i>Instrument of Delegation under the Local Nuisance and Litter Control Regulations 2017</i>
<i>Instrument of Delegation under the Roads (Opening and Closing) Act 1991</i>
<i>Instrument of Delegation under the Safe Drinking Water Act 2011</i>
<i>Instrument of Delegation under the State Records Act 1997</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 25th day of May 2021 and entitled as detailed in the table below are hereby delegated this 25th day of May 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.

Combined Instrument of Delegation May 2021 – Appendix 2	Page Number
<i>Instrument of Delegation under the Burial and Cremation Regulations 2014</i>	17
<i>Instrument of Delegation under the Expiation of Offences Act 1996</i>	22

ADELAIDE HILLS COUNCIL
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Combined Instrument of Delegation May 2021 – Appendix 2	Page Number
<i>Instrument of Delegation under the Food Act 2001</i>	33
<i>Instrument of Delegation under the Freedom of Information Act 1991</i>	44
<i>Instrument of Delegation under the Freedom of Information (Fees and Charges) Regulations 2018</i>	45
<i>Instrument of Delegation under the Landscape South Australia Act 2019</i>	61
<i>Instrument of Delegation under the Liquor Licensing Act 1997</i>	73
<i>Instrument of Delegation under the Local Nuisance and Litter Control Act 2016</i>	81
<i>Instrument of Delegation under the Local Nuisance and Litter Control Regulations 2017</i>	106
<i>Instrument of Delegation under the Roads (Opening and Closing) Act 1991</i>	111
<i>Instrument of Delegation under the Safe Drinking Water Act 2011</i>	125
<i>Instrument of Delegation under the State Records Act 1997</i>	143

- 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.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 25 MAY 2021
63 MT BARKER ROAD STIRLING**

12.9 Status Report – Council Resolutions Update

Moved Cr Nathan Daniell
S/- Cr Pauline Gill

100/21

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
24/09/2019	Ordinary Council	252/19	Kenton Valley War Memorial Park	None declared
27/10/2020	Ordinary Council	233/20	Resilient Hills and Coasts Sector Agreement	None declared
24/11/2020	Ordinary Council	278/20	Shannons Adelaide Rally 2020 proposed date changes	None declared
27/01/2021	Ordinary Council	5/21	Advisory Group Independent Members – Selection Panels	None declared
27/01/2021	Ordinary Council	9/21	Delegations Review January 21	None declared
23/02/2021	Ordinary Council	24/21	Petition - Reduction of Speed Limit Torrens Valley Road Birdwood	None declared
23/02/2021	Ordinary Council	29/21	Traffic Management Bridgewater	None declared
23/02/2021	Ordinary Council	39/21	Delegations Review Feb 2021	None declared
23/03/2021	Ordinary Council	55/21	Delegations Review	None declared
27/04/2021	Ordinary Council	71/21	2021-22 Long Term Financial Plan Adoption	None declared
27/04/2021	Ordinary Council	76/21	2021-22 GRFMA Annual Budget & Business Plan	None declared

Carried Unanimously

Mayor _____ 22 June 2021

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 25 MAY 2021
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13. OFFICER REPORTS - INFORMATION ITEMS

13.1 Quarterly Performance Report Q3

Moved Cr Pauline Gill
S/- Cr Malcolm Herrmann

101/21

Council resolves that the report be received and noted.

Carried Unanimously

14. QUESTIONS WITHOUT NOTICE

Nil

15. MOTIONS WITHOUT NOTICE

15.1 Condolence Motion – Dennis Michalk, former Councillor District Council of Gumeracha

Moved Cr Malcolm Herrmann
S/- Cr Chris Grant

102/21

Council conveys its condolences to the family of the late Dennis Michalk and recognises his contribution to the Gumeracha community and the Gumeracha Council for his service as a Councillor 1970-1995 and Deputy Mayor 1994-1995.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
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16. REPORTS

16.1 Council Member Function or Activity on the Business of Council

Mayor Jan-Claire Wisdom

- 29 April, LGA SA OGM networking event, Adelaide
- 30 April, LGA SA OGM 2021, Adelaide
- 3 May, GAROC Meeting, Adelaide
- 3 May, 2 x Citizenship ceremonies, Stirling
- 5 May, Official opening of the Murray Bridge Roundhouse, Murray Bridge
- 12 May, Royal Australian Artillery birthday celebrations meeting, Woodside

Cr Pauline Gill

- 2 May, Old Stirling East Community Garden Open Day
- 5 May, New Planning and Development Code Webinar, Councils and the Community Engagement Charter
- 13 May, ALGWA-SA workshop "Prevention and Management of Bullying and Harassment in and out of the Chamber"

Cr Malcolm Herrmann

- 30 April, Community Association History Festival, Mount Torrens
- 1 May, unveiling photograph late Sir Thomas Playford former Premier of SA and last member for Gumeracha, Gumeracha
- 3 May, Neighbourhood Watch, Gumeracha
- 4 May, Exhibition Launch at Fabrik, Lobethal
- 8 May, Medieval Fair, Gumeracha
- 12 May, Park Association, Birdwood
- 17 May, Love Woodside AGM, Woodside

Cr Linda Green

- 29 April, Lobethal Hall Committee Meeting
- 4 May, meeting with representatives Military Brotherhood
- 12 May, Lights of Lobethal AGM
- 15 May, Friends of Dunnfield Playground
- 17 May, Road Rally Meeting

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
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16.2 Reports of Members as Council/Committee Representatives on External Organisations
Cr Linda Green

21 April, East Waste Audit committee meeting
29 April, East Waste Board meeting

16.3 CEO Report

Andrew Aitken, CEO, provided Council with a verbal Corporate Update, including:

- AG Vet – Chem Clear Unwanted Chemicals event
- Smith Road Mylor – Permanent Bin Pad
- International compost awareness week
- Stormwater Upgrade – Lower Hermitage
- Infrastructure - Road works, Kerbs, Fences, Bus Shelter
- New Structure – Mt Torrens Cemetery
- Pocket Forrest – Mill Road
- Hampstead Hill Road Aldgate – Drain clearing
- Gumeracha PLEC – Removal of cables ready for street scaping
- Advertisement for Chair and Board Member AHT

17. REPORTS OF COMMITTEES

17.1 Council Assessment Panel – 12 May 2021

Moved Cr Nathan Daniell
S/- Cr Ian Bailey

103/21

That the minutes of the Council Assessment Panel meeting of 12 May 2021 as distributed, be received and noted.

Carried Unanimously

17.2 Audit Committee

Nil

17.3 CEO Performance Review Panel

Nil

ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
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18. CONFIDENTIAL ITEMS

18.1 Multi-Year Road Rally Proposal – Exclusion of the Public

Moved Cr Nathan Daniell

S/- Cr Marc Osterstock

104/21

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
- Executive Manager Governance & Performance, Lachlan Miller
- Manager Communication, Engagement & Events, Jennifer Blake
- Governance & Risk Coordinator and Minute Taker, Steven Watson

be excluded from attendance at the meeting for Agenda Item 18.1 (Multi-Year Road Rally Proposal) in confidence.

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

Section 90(3)(d) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the business who supplied the information by disclosing specific financial and sponsorship information.

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.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 25 MAY 2021
63 MT BARKER ROAD STIRLING**

18.1.2 Extension of meeting time

Moved Cr Malcolm Herrmann
S/- Cr Linda Green

106/21

That the Council meeting be extended by 15 minutes.

Carried Unanimously

18.1.3 Multi-Year Road Rally Proposal – Period of Confidentiality

Moved Cr Malcolm Hermann
S/- Cr Nathan Daniell

107/21

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 19. 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 and related attachments of Council and the discussion and considerations of the subject matter be retained in confidence until 31 December 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.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 25 MAY 2021
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18.1.4 Foreshadowed Motion arising from Item 18.1.1, Multi-Year Road Rally Proposal

Moved Cr Malcolm Herrmann
S/- Cr Linda Green

108/21

That Massive Events Corporation be required to provide a report that addresses the agreement criteria on the Road Rally to Council within three months of staging each event.

Carried Unanimously

19. NEXT ORDINARY MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 22 June 2021 from 6.30pm at 63 Mt Barker Road, Stirling.

20. CLOSE MEETING

The meeting closed at 10.13pm.

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 8 JUNE 2021
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

Members:

Councillor Ian Bailey
Councillor Nathan Daniell
Councillor Pauline Gill
Councillor Chris Grant
Councillor Linda Green
Councillor Malcolm Herrmann
Councillor Leith Mudge
Councillor Mark Osterstock (via electronic participation)
Councillor Kirsty Parkin
Councillor Andrew Stratford (6.49pm)

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
Mike Carey	Manager Financial Services
Renee O'Connor	Coordinator Sport & Recreation
Kira-marie Laverty	Corporate Planning & Performance Coordinator
Steven Watson	Governance and Risk Coordinator Minute Taker

1. COMMENCEMENT

The special meeting commenced at 6.31pm.

2. OPENING STATEMENT

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna 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.

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 8 JUNE 2021
63 MT BARKER ROAD STIRLING**

3. APOLOGIES/LEAVE OF ABSENCE

3.1 Apology

Nil

3.2 Leave of Absence

Cr Kirrilee Boyd (25 May to 27 July 2021 inclusive) approved 25 May 2021.

3.3 Absent

Cr John Kemp

4. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

4.1 Perceived Conflict of Interest, Cr Kirsty Parkin Item 8.1, Heathfield Oval Change Rooms Tender

Under Section 75A of the *Local Government Act 1999* Cr Kirsty Parkin disclosed a Perceived Conflict of Interest in Item 8.1.1, Heathfield Oval Change Rooms Tender, the nature of which is as follows:

- My son and daughter both play football for Mt Lofty. My husband is junior coaching coordinator (volunteer position).

Cr Kirsty Parkin intends to participate in discussions and vote when this item is discussed.

5. PRESIDING MEMBER'S OPENING REMARKS

Nil

6. PUBLIC FORUM

Nil

6.49pm Cr Andrew Stratford joined the meeting.

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 8 JUNE 2021
63 MT BARKER ROAD STIRLING**

7. BUSINESS OF THE MEETING

7.1 Annual Business Plan Consultation Results

**Moved Cr Leith Mudge
S/- Cr Chris Grant**

Council resolves:

1. That the report be received and noted.
2. To receive and note the outcomes of the *draft Annual Business Plan 2021-22* public consultation undertaken from 5 -26 May 2021 as contained in the *Annual Business Plan 2021-22 Community Engagement Outcomes Report* in Appendix 1.
3. To endorse the following changes to the *draft Annual Business Plan 2021-22*:
 - a. Include a \$50 contribution regime for European Wasp nest removal
 - b. Remove strategic initiatives B4008 and E1001 in acknowledgement that they relate to ongoing wages associated with core service delivery already incorporated into the budget.
 - c. Include a new strategic initiative under the Economy Goal to “Undertake an expression of interest process for ascertaining the level of interest and viability of ‘free’-camping sites in the district”.
 - d. Include the “Rate in the dollar” table in the budget pages to assist in demonstrating how rates are calculated.
 - e. Minor edits to various sections or titles of initiatives to improve reader understanding.

AMENDMENT

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

109/21

That the motion be amended as follows:

4. In the next LTFP consider increased expenditure on the footpath program.

Carried

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 8 JUNE 2021
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MOTION AS AMENDED

7.2 Annual Business Plan Consultation Results

Moved Cr Leith Mudge
S/- Cr Chris Grant

110/21

Council resolves:

- 1. That the report be received and noted.**
- 2. To receive and note the outcomes of the draft Annual Business Plan 2021-22 public consultation undertaken from 5 -26 May 2021 as contained in the Annual Business Plan 2021-22 Community Engagement Outcomes Report in Appendix 1.**
- 3. To endorse the following changes to the draft Annual Business Plan 2021-22:**
 - a. Include a \$50 contribution regime for European Wasp nest removal**
 - b. Remove strategic initiatives B4008 and E1001 in acknowledgement that they relate to ongoing wages associated with core service delivery already incorporated into the budget.**
 - c. Include a new strategic initiative under the Economy Goal to “Undertake an expression of interest process for ascertaining the level of interest and viability of ‘free’-camping sites in the district”.**
 - d. Include the “Rate in the dollar” table in the budget pages to assist in demonstrating how rates are calculated.**
 - e. Minor edits to various sections or titles of initiatives to improve reader understanding.**
- 4. In the next LTFP consider increased expenditure on footpath and footpath program.**

Carried

8. CONFIDENTIAL ITEM

Cr Kirsty Parkin declared a Perceived Conflict of Interest at Agenda Item 4.1 ‘Declaration of Interest by Members of the Council’ in relation to Item 8.1.

Cr Parkin remained in the Chamber and voted.

ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 8 JUNE 2021
63 MT BARKER ROAD STIRLING

8.1 Heathfield Oval Change Rooms Tender - Exclusion of the Public

Moved Cr Linda Green

S/- Cr Chris Grant

111/21

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 Corporate Services, Terry Crackett
- Director Development & Regulatory Services, Marc Salver
- Director Community Capacity, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Coordinator Sport & Recreation, Renee O'Connor
- Manager Open Space, Chris Janssan
- Manager Civil Services, Ashley Curtis
- Manager Financial Services, Mike Carey
- Manager Property Services, Natalie Westover
- Sport & Recreation Officer, Stacy Dutton
- Civil Projects Coordinator, Oliver Pfueller
- Procurement Coordinator, James Greenfield

be excluded from attendance at the meeting for Agenda Item 8.1: (Heathfield Oval Change Rooms Tender) 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)(h) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is legal advice that has been obtained by the Administration and is relevant to the conduct of the Heathfield Oval Change Room tender process.

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 preserve legal privilege.

Carried

Cr Kirsty Parkin voted in favour of the Motion. The majority of persons who were entitled to vote at the meeting voted in favour of the Motion.

7.35pm Cr Mark Osterstock left the Meeting

7.37pm Cr Mark Osterstock rejoined the Meeting

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 8 JUNE 2021
63 MT BARKER ROAD STIRLING**

8.1.1 Heathfield Oval Change Rooms Tender – Confidential Item

**Moved Cr Malcolm Herrmann
S/- Cr Pauline Gill**

112/21

Council resolves:

- 1. That the report be received and noted**
- 2. To approve an increase of an additional \$350,000 in expenditure for the Heathfield Oval Change Rooms bringing Council's commitment to estimated \$676,000.**

Carried Unanimously

Cr Kirsty Parkin voted in favour of the Motion.

The majority of persons who were entitled to vote at the meeting voted in favour of the Motion.

ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 8 JUNE 2021
63 MT BARKER ROAD STIRLING

8.1.2 Heathfield Oval Change Rooms Tender – Period of Confidentiality

Moved Cr Pauline Gill
S/- Cr Nathan Daniell

113/21

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 8.1 in confidence under sections 90(2) and 90(3)(h) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the execution of the contract for the Heathfield Oval Change Rooms but not longer than 31 August 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.

Carried Unanimously

Cr Kirsty Parkin voted in favour of the Motion. The majority of persons who were entitled to vote at the meeting voted in favour of the Motion.

9. CLOSE MEETING

The meeting closed at 8.19pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item: 12.1

Responsible Officer: Jess Charlton
Manager Libraries and Customer Service
Community Capacity

Subject: Mobile Library Replacement

For: Decision

SUMMARY

The purpose of this report is to seek direction on the replacement of the mobile library.

The mobile library is a key component of Council's library outreach services, aimed at facilitating access to materials and encouraging awareness of and connection to the library service. A business case has been prepared outlining options for service delivery and vehicle replacement. This document outlines the role of the mobile library, the options that have been considered in reviewing the service delivery model and a comparison of costing estimates.

It is recommended that Council replaces the current large truck with a smaller customised van and refresh the mobile library timetable to provide a broader outreach service aligned to community demand and need.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That the Administration proceed with the replacement of the mobile library with a customised van and that the amount carried forward into 2021-22 be adjusted from \$480 000 to \$200 000.
-

1. GOVERNANCE

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

Strategic Plan 2020-24 – A brighter future

Goal Community Wellbeing

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

Priority C1.3 Provide welcoming spaces and places for the community through our libraries, community centres, and Council and community facilities

Goal	Community Wellbeing
Objective C3	A community that grows together
Priority C1.3	Provide and support programs and services that encourage and enhance personal growth, lifelong learning and professional development

Broadly, the provision of library services contributes to a number of goals in the Council's Strategic Plan through the provision of learning and information services at all stages of life.

The mobile library is part of the Council's library 'outreach' services which facilitates access to materials to more remote parts of the Council area and provides opportunities to access and engage with literacy.

➤ **Legal Implications**

Section 7 of the *Local Government Act 1999* outlines the functions of councils. Among other things, these include:

(b) to provide services and facilities that benefit its area, its ratepayers and residents, and visitors to its area (including general public services or facilities (including electricity, gas and water services, and waste collection, control or disposal services or facilities), health, welfare or community services or facilities, and cultural or recreational services or facilities).

Councils are not obligated to provide library services, however, it is customary to do so. In some regional and remote areas, combined school/public community libraries exist, which are co-funded by the State Government and the local council.

The *Libraries Act 1982* has objectives which clearly contemplate and promote the delivery of library services by councils. Section 7 of the Act states:

7—Objectives of Act

(1) The objectives to be sought in the administration of this Act are as follows:

(a) to achieve and maintain a co-ordinated system of libraries and library services that adequately meets the needs of the whole community;

(b) to promote and facilitate the establishment and maintenance of libraries and library services by councils and other appropriate bodies;

(c) to promote a co-operative approach to the provision of library services;

(d) to ensure that the community has available to it adequate research and information services providing access to library materials and information stored in libraries and other institutions both within and outside the State.

(2) The library services referred to in subsection (1) include the lending of library materials without direct lending charge or the payment of a membership fee.

➤ **Risk Management Implications**

Periodically reviewing Council services and responding to changing community needs will assist in mitigating the risk of:

Failure to provide for the welfare, well-being and interests of the community leading to decreased wellbeing and an over-reliance on social support.

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

The provision of library services is one of many ways the Council mitigates this risk.

Other impacts are also recognised in the Council's risk register relating to a failure to provide for the welfare, well-being and interests of the community, however the risk to overall community wellbeing is most relevant to library services as they contribute to the important well-being contributors: literacy, connectedness and lifelong learning.

➤ **Financial and Resource Implications**

Replacement of the mobile library vehicle was initially proposed in Council's 2018-19 Annual Business Plan with \$480,000 allocated in the capital budget, subject to the preparation of a business case.

Should Council resolve as recommended, \$200,000 of this funding will need to be carried forward to the 2021-22 financial year to facilitate the purchase and customisation of a van. The remaining funds envisaged in previous years will not be spent.

It will also result in reduced operating costs (approximately \$30,000), primarily through lower annual depreciation and running costs for the vehicle.

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

The recommended option in the attached business case would enable a broader outreach service to be provided aligned to community needs and demand. Visits to aged care facilities and schools, preschools, childcare and early learning centres are envisaged to facilitate opportunities to access and engage with literacy.

A range of options for the provision of mobile library service have been considered and are canvassed in the attached business case.

➤ **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: At a workshop on a new Library Services Strategy on 10 November 2020. Some of the input provided by Council Members included a desire to revisit previous decisions made around replacing the mobile library.
A workshop was held on 18 May 2021. Council Members were presented with the outcome of a review into the mobile library outreach model and provided with an opportunity to provide feedback on various service delivery options.

<i>Advisory Groups:</i>	Not applicable.
<i>Administration:</i>	Members of the Executive Leadership Team Staff from the Libraries and Customer Service Department Management Accountant
<i>External Agencies:</i>	Not applicable.
<i>Community:</i>	Direct engagement with aged care, childcare, preschool and early learning facilities.

2. BACKGROUND

At its meeting on 25 June 2019, Council was presented with a business case regarding options for replacing the mobile library and resolved to proceed with the planned replacement of the existing mobile unit with another specialised truck.

12.4 Library Services Review

Moved Cr Ian Bailey
S/- Cr Pauline Gill

173/19

Council resolves:

1. That the report be received and noted.
2. 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.
3. That a Library Services Strategy be developed during 2019-20.
4. That Council consults with the community on any changes to operating hours and services.

Carried Unanimously

The Administration commenced a scoping and specification process, followed by a tender process in March 2020 for the procurement of a replacement truck. The responses received through the process revealed that the likely cost would exceed the amount provided in the capital budget (\$480,000) by 10-15%.

Restrictions to activities and gatherings as a result of the COVID-19 pandemic meant that the mobile library service was offline or operated on a reduced schedule for most of the 2020 calendar year. Given this experience and the information gleaned through the tender process, it is timely to reassess the service delivery model of the mobile library and the planned procurement of a replacement truck.

3. ANALYSIS

The business case in **Appendix 1** details the outcome of a review of the mobile library service delivery model and vehicle replacement options. For the sake of brevity, the contents are not repeated here, however the key points covered include:

- The role of the mobile library in facilitating access to library materials and encouraging connection to and awareness of Council's library services and programs
- The options that have been reconsidered in reviewing the service delivery model and vehicle replacement
- The recommended service delivery model
- Costing estimates and comparison for services delivered by truck, van and car.

Ultimately the review has concluded that the current mobile truck unit should be replaced with a customised van. This would facilitate a broader outreach model aligned to community demand and need with the ability to visit public stops as well as educational, early learning and aged care facilities. While a van would not be able to carry as much stock as a larger truck, this could be mitigated through a more targeted collection that is regularly refreshed to cater for the customers of upcoming stops and their needs.

A smaller unit would provide more flexibility, both in the route and timetable due to the smaller size, as well as from a staffing perspective, given that it would only require a standard car licence. The timetable and route would be informed by continued engagement with the community to ensure it aligns with usage patterns and community expectations. The proposed model also results in lower overall operating costs for the mobile service.

4. OPTIONS

Council has the following options:

- I. Receive and note the business case and determine to replace the mobile library with a customised van. (Recommended)
- II. Receive and note the business case but determine not to replace the mobile library with a customised van. In this case, the Council will need to determine the alternative delivery model for outreach library services. (Not Recommended)
- III. Make any other determinations as the Council sees fit. Should the Council consider other significant determinations are necessary, it is recommended that the matter be referred back to the administration for further analysis.

5. APPENDIX

- (1) Business Case – Mobile Library Replacement

Appendix 1

Business Case – Mobile Library Replacement

Business Case

Project Title: Mobile Library Replacement

Executive Sponsor: David Waters

Project Manager: Jess Charlton

1. Project Description and Objectives

The objective of this project is to replace the mobile library unit to enable safe, efficient continuance of this service. The mobile library is a part of the Council's outreach service, facilitating access to library materials to more remote parts of the Council area and encouraging awareness of and connection to the library. The existing unit is 17 years old and has reached the end of its economic life.

2. Strategic Alignment

<i>Strategic Alignment</i>	<i>Comment</i>
Strategic Plan goal and strategy	<p>Goal 2: Community Wellbeing</p> <p>C1: A community for everyone – that is inclusive, welcoming and accessible</p> <p>Priority C1.1 Provide welcoming spaces and places for the community through our libraries, community centres, and Council and community facilities</p> <p>Priority C1.3 Make the district more accessible and welcoming for all with a focus on youth participation, positive ageing, disability inclusion and multiculturalism</p> <p>C3: A community that grows together</p> <p>Priority C3.1 Provide and support programs and services that encourage and enhance personal growth, lifelong learning and professional development</p> <p>The provision of library services contributes to a number of goals in the Council's Strategic Plan, but primarily, library services are about the provision of learning and information services at all stages of life.</p>
Functional strategy	Library Services Strategy – Draft
Strategic risk	Failure to provide for the welfare, well-being and interests of the community leading to decreased wellbeing and an over-reliance on

	social support. (This strategic risk also has other impacts. See Strategic Risk Register for full details.)
Legislative requirement	Nil.
Council policy/resolution	Council resolved on 25 June 2019 to replace the mobile library and the 2020-21 Annual Business Plan contains provision for replacing the mobile library.

3. Purpose of the Mobile Library

The mobile library is part of the Council's library outreach services, which also includes the home service program. The aim of "outreach" in libraries generally is to provide equitable delivery of services to the community, particularly infrequent users or those who are traditionally underserved¹.

In addition, outreach services play an important role in promoting library membership, services and programs to existing and new users. The delivery of outreach activities to the wider community is one of the strategies identified in the *Reading and Literacy Framework for SA Public Libraries* as a way of providing opportunities to access and engage with literacy.

In the Adelaide Hills Council context, these principles underpin the provision of mobile library services which facilitate access to library materials to more remote parts of the Council area and should encourage awareness of and connection to the library. Visits to schools, kindergartens and childcare centres are a way that children can establish a connection to the library from a young age. Indeed, research supports that these types of social experiences in families and communities are needed for the best long-term literacy outcomes.²

While traditionally the mobile library has focused on borrowing services, there is an opportunity to further delivery of and participation in programs and events in more geographically dispersed parts of the Council area. This could include children's literacy, youth outreach or STEAM (science, technology, engineering, arts and maths) programs and events.

4. Recommended Service Delivery Model and Vehicle Replacement

It is recommended that Council replace the current large truck with a smaller customised van and refresh the mobile library timetable to provide a broader outreach service aligned to community demand and need. This could include public stops and schools, preschools, childcare and early learning centres. There has been some discussion as to what extent Council should service schools and historically, this service has not been widely provided to preschools and childcare centres. However, there is interest in mobile library visits from these sectors and a broader service model would support the purpose and role of outreach as defined above.

Visits to aged care facilities and retirement villages could also be included to complement the Council's Home Delivery Service. The Home Delivery Service plays an important role in providing materials to those that cannot access the library for a range of reasons (predominantly people who

¹ State Library of New South Wales (2015) *Mobile & Outreach Services: Practice, standards and guidelines* pg. 8, http://www.sl.nsw.gov.au/sites/default/files/mobile_outreach_services.pdf

² SA Public Libraries (2021) *Reading and Literacy Framework for SA Public Libraries (draft)*, pg. 3

find it difficult to leave their home). While this can include delivering items to residents in aged care facilities, it does not provide the same opportunity for social connection and interaction that could be achieved through visits from the mobile library.

A smaller van would facilitate a broader service model, being easier to accommodate and manoeuvre within the grounds of the facilities and centres described above. A van would also provide more flexibility for public stops, as it can be parked in locations that a truck cannot due to its size. The City of Charles Sturt has implemented a similar service delivery model and replaced their large truck with a smaller van in 2020. Their experience has demonstrated that reduced on-board capacity would not be a barrier for school visits and can be managed by increasing the length of stay at school stops. The City of Charles Sturt has experienced increased visitation since the smaller van has been brought online, increasing from an average of 260 to 900 users per month.

The proposed service model is consistent with other metropolitan libraries including the City of Charles Sturt, the City of Playford and the City of West Torrens where visits to schools, preschools, childcare and early learning centres are included as part of the mobile library service to foster early literacy while establishing a positive connection to the library.

5. Proposed Guidelines

Proposed guidelines for visits to schools, preschools, childcare and early learning facilities:

- The mobile library visits these facilities to facilitate access to library materials and to encourage awareness of and connection to the library from a young age
- The mobile library will typically visit these stops once a month
- Stops will not be open to the public, given the need for secure and safe access to the vehicle by children
- Council will promote this service and consider requests from all applicable facilities in the Council area. Where availability is limited, preference for visits will be given to facilities based on their distance from a physical branch.

6. Options Considered

Options	Advantages	Disadvantages
<p><i>Option 1 – No Change</i></p> <p>Do nothing and continue with the existing unit</p>	<ul style="list-style-type: none"> • Familiarity with existing vehicle, deferring need for large capital expense 	<ul style="list-style-type: none"> • Increased maintenance expense • Risk to service continuity (breakdowns taking the unit offline)
<p><i>Option 2 – Replace Truck</i></p> <p>Replace the existing unit with another specialised truck type unit</p>	<ul style="list-style-type: none"> • Continuity of existing service range and level • Reduced risk to service continuity • Reduced maintenance and operating costs • Better disability access • Space for computing 	<ul style="list-style-type: none"> • Large upfront capital cost • Service limitations due to parking requirements • Less flexibility in staffing as MR licence required • Increased safety and maintenance considerations for travelling on windy and/or narrow roads
<p><i>Option 3 – Built Branches</i></p> <p>Provide more built branches and discontinue mobile library service</p>	<ul style="list-style-type: none"> • Potentially enhanced service for those who access the branch (compared with mobile library) 	<ul style="list-style-type: none"> • Significant upfront capital cost and ongoing operating costs • Limitations on ability to provide targeted outreach services to promote library services and programs
<p><i>Option 4 – Expand Home Delivery</i></p> <p>Discontinue mobile library service and replace with home delivery (car)</p>	<ul style="list-style-type: none"> • Ability to deliver when suits the consumer • Not limited to people having to be at the stop at a certain time • Easier to maintain and manage vehicle. 	<ul style="list-style-type: none"> • Limited service offering to students in schools, kindergartens and childcare centres • Additional staff resourcing required (to manage reservations, packing, etc) • Potential for high levels of access leading to increased pressure on resources.
<p><i>Option 5 – New Van (Recommended Option)</i></p> <p>Replace the existing unit with a smaller unit (e.g. van instead of truck)</p>	<ul style="list-style-type: none"> • More flexibility in stopping locations due to size and manoeuvrability • Lower upfront and ongoing running costs • More flexibility in staffing as standard car licence required • Staffing flexibility would allow van to be used at community or council events 	<ul style="list-style-type: none"> • Cannot carry as much stock as a large mobile vehicle • Medium upfront capital cost
<p><i>Option 6 – Discontinue Service</i></p> <p>Discontinue the mobile library service and not replace</p>	<ul style="list-style-type: none"> • Reduced cost 	<ul style="list-style-type: none"> • Reduced opportunity for young children to form connections to the library • Reduced social connections for isolated people • Reduced access to materials for people living away from built branches

7. Costing Estimates

	Truck	Van	Car (additional home service)
Visits & Loans			
Estimate Visits	16,000	11,000	6,000
Estimate Loans	28,000	19,250	12,000
Annual Costs			
Depreciation (future)	\$ 42,375	\$ 13,125	(included in running costs)
Running costs	\$ 5,000	\$ 4,000	\$ 15,000
Staff costs	\$ 90,000	\$ 90,000	\$ 117,000
Material costs	\$ 1,000	\$ 1,000	\$ 1,000
Total Annual Costs	\$ 138,375	\$ 108,125	\$ 133,000
Cost per visit	\$ 8.65	\$ 9.83	\$ 22.17
Cost per loan	\$ 4.94	\$ 5.62	\$ 11.08
Depreciation Calculation			
Capital Cost	\$ 565,000.00	\$ 175,000.00	N/A
Depreciable Life	10	10	
Residual Value	25%	25%	
Annual Depreciation	\$ 42,375	\$ 13,125	

Costing Notes

- Truck visits and loans are based on averages from 17-18 through to 19-20. The Truck did not operate at 100% capacity in 18-19 and 19-20 due to staff/truck availability and COVID restrictions. Averages use forecasts based on 100% capacity.
- There has been a reduction in visitation in 20-21 due to restrictions of numbers on the vehicle and ongoing uncertainty due to COVID-19. School visits have also not returned to full capacity. Visits for 20-21 are predicted to be approximately 1200 for the year based on public stops only
- Van visits and loans are based on average visits at public and school stops across the proposed monthly timetable. City of Charles Sturt saw an increase in visitation as smaller van allows more flexibility for route stops and timetable
- Residual value of 25% for depreciation calculation is standard across Council heavy fleet
- Car running costs are nominal allocations typical of sedan type vehicles, including depreciation, fuel etc
- Car staff costs assume additional 0.25 FTE in managing reservations, picking books, packing etc. Could be significantly higher
- Car visits and loans based on 1 delivery every 15min over 200 days a year

[illegible]

Note: the operating expenditure is already accommodated in the Operating Budget and LTFP, with the exception of \$13, 125 in annual depreciation, which is currently not incurred because the existing mobile library unit is fully depreciated.

12. Proposed Timeline

Purchase and fit-out of the new mobile library would occur towards the end of 2021 with a view to commissioning it in the first half of 2022. The existing unit will be sold after the new one comes on board.

13. Example Images – Replacement Van



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item: 12.2

Responsible Officer: Renee O'Connor
Sport & Recreation Coordinator
Infrastructure & Operations

Subject: Lobethal Bushland Park Masterplan

For: Decision

SUMMARY

At its meeting on 27 April 2021, Council resolved to further engage with the community on the Draft Masterplan for Lobethal Bushland Park. The engagement period occurred from 10 May to 31 May 2021.

The purpose of this report is to present the findings from Stage 2 of consultation of the *Lobethal Bushland Park Draft Masterplan Community Engagement Outcomes Report (Appendix 1)* and the *Lobethal Bushland Park Masterplan (Appendix 2)*. A decision is being sought to accept the outcomes report and endorse the Masterplan.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To receive and accept the Lobethal Bushland Park Masterplan Stage 2 Community Engagement Outcomes Report.
 3. To adopt the draft Lobethal Bushland Park Masterplan.
 4. That the CEO be authorised to make any formatting, nomenclature or other minor changes to the Masterplan prior to it being released to the public.
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 3 A prosperous Economy

Objective E3.3 Work with our local communities and businesses to create active, attractive and vibrant places.

Goal 4 A valued Natural Environment.

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

Priority N1.2 Manage reserves and open space to support the community, whilst balancing biodiversity conservation, resource use and environmental impacts.

Objective N3 Nurture valuable partnerships and collaborations and engage the local community in the management of our natural environment.

Priority N3.2 Collaborate and engage with public and private organisations, schools and community members (including the Aboriginal community as the first nation peoples), to improve biodiversity outcomes and land management practices.

In addition, the Masterplan aligns with principles of Council's *Sport and Recreation Strategy* and the *Bushfire Recovery Action Plan*.

Council's *Future Resilience and Recovery Survey*, conducted in March – May 2020, identified Lobethal Bushland Park as a strong environmental location that would contribute to the community's recovery process.

➤ Legal Implications

Not applicable.

➤ Risk Management Implications

By developing a Masterplan for Lobethal Bushland Park and applying principles from Council's *Sport and Recreation Strategy*, Council will ensure that Lobethal Bushland Park is adequately planned for, meeting the needs of the current and future users of the Park and assisting to manage the environmental asset.

The development of a Masterplan for Lobethal Bushland Park will assist in mitigating the risk of:

Inadequately planned and managed open space reserve that does not meet user needs, or requires significant, unplanned asset management, leading to a low public confidence, negative environmental outcomes and financial impacts.

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

The delivery of this report and subsequent endorsement of the Masterplan will considerably mitigate the risk of impact to community confidence in Council, lower the risk of negative environmental outcomes and assist in managing financial impacts of environmental asset management.

➤ **Financial and Resource Implications**

As previously reported, Council has allocated \$30,000 for the development of this Masterplan.

Additionally, grant funding and Council's contribution of \$150,000 results in a total of \$450,000 for the development of the replacement play space in the recreation area (located in the southern Community Use Land of the Park).

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

The Masterplan has been developed through a two-stage engagement program. This has involved direct engagement with primary stakeholders (park users, Community Reference Group, Friends of Lobethal Bushland Park, the local Aboriginal community) and more general public engagement in line with Council's *Public Consultation Policy*.

The final Masterplan has been developed with consideration to all submissions made to Council through the two stage engagement processes.

➤ **Sustainability Implications**

The development of a Masterplan document for Lobethal Bushland Park will achieve many sustainable outcomes for the Council and community alike.

Economic

By developing a single Masterplan document for Lobethal Bushland Park, Council will be able to better plan and budget for the future management of Lobethal Bushland Park. Additional funding opportunities will become more easily accessible and greater transparency of costs will be understood in the longer term. The Masterplan will help to identify short and long-term projects as well as rule out projects that do not fit within the guiding principles of the Park. The Masterplan will ensure greater budget and long-term financial planning leading to economic efficiencies.

Social

The social benefits of the Masterplan document for Lobethal Bushland Park are more long term than short, but will include a greater improvement to the public profile of the park, resulting in greater stewardship and community ownership over the park. With greater community buy-in comes greater relations with the Council and other stakeholders of the Park and an improvement in social capacity. The benefits of this are vast and can include easier negotiations, discussions and development of ideas with stakeholder groups.

Environmental

The development of a Masterplan for Lobethal Bushland Park will significantly improve the open space and natural environment of the Park. By understanding the existing vegetation management plans, works programs and other projects that occur on site, the Masterplan will be able to support these efforts and find gaps to improve the environmental management of the site.

➤ **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: Bushfire Advisory Group
Biodiversity Advisory Group

Administration: Executive Leadership Team
Manager Open Space
Manager Communications, Engagement & Events
Manager Financial Services
Manager Property Services
Manager Economic Development
Community Engagement Coordinator
Sport and Recreation Coordinator
Sport and Recreation Officer
Coordinator Open Space Operations
Coordinator Civil Operations
Project Officer, Civil Services
Biodiversity Officer
Community & Cultural Development Officer
Procurement Officer
Senior Strategic & Policy Planner
Arts & Heritage Hub Director
Community & Social Planning Officer
Community Recovery Officer

External Agencies: Landscapes SA

Community: Friends of Lobethal Bushland Park
Lobethal Bushland Park Community Reference Group
General Community Members

2. BACKGROUND

In mid-2020, Council began the development of a draft Masterplan for Lobethal Bushland Park. Community engagement for this project was split into two stages, with Stage 1 occurring in December and January 2020-21. Stage 1 included general engagement through online tools and a community drop-in session at the site on Sunday 13 December 2020. Additionally, in early 2021, a Community Reference Group was established to assist in the development of the Draft Masterplan.

Data from stage 1 of the engagement was collated and a draft Masterplan developed in direct response to this feedback.

At Council's meeting on 27 April 2021, it was resolved to undertake Stage 2 of the engagement process and present the Draft Masterplan to the community.

12.1 Lobethal Bushland Park Draft Masterplan

Moved Cr Malcolm Herrmann
S/- Cr Kirsty Parkin

69/21

Council resolves:

1. That the report be received and noted.
2. To receive and accept the Lobethal Bushland Park Draft Masterplan and Play Space Design Brief Consultation Outcomes Report.
3. To adopt the Draft Masterplan and implement Stage 2 of Engagement.
4. That the results of Stage 2 Engagement and the final draft Masterplan be presented to Council for its consideration in June 2021.
5. That the CEO be authorised to:
 - a. Make any formatting, nomenclature or other minor changes to the Draft Masterplan 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*.

Carried Unanimously

Stage 2 of the engagement process occurred from 10 – 31 May and included online engagement and targeted engagement with stakeholders. The data gathered has been collated and detailed in the *Community Engagement Outcomes Report* contained within **Appendix 1**.

The *Community Engagement Outcomes Report* has been used to inform and develop the Lobethal Bushland Park Masterplan contained within **Appendix 2**.

The project has included the following consultation and project milestones thus far:

Stage 1

- Listening Phase: December 2020 – March 2021
- Draft Play Space Concept Design Phase: March - April 2021
- Community Reference Group Engagement - 24 March 2021
- Draft Masterplan Phase: March - April 2021

Stage 2

- Community Consultation: 10 – 31 May 2021

The opportunity to participate in the Listening Phase of consultation was promoted through a number of channels including:

- The Courier
- Hills Voice eNewsletter
- AHC social media
- Direct emails to key stakeholder and community
- On-site signage to promote the drop-in session

3. ANALYSIS

Stage 2 of the consultation process predominantly involved survey submissions, however all respondents were provided with the option to provide feedback via phone, email or hard copy.

All feedback tools and accompanying background information was made available on our engagement portal.

This report will not reiterate the feedback provided in Stage 1 of the consultation process as it has already been presented to Council on 27 April 2021. This report comments on the Stage 2 feedback and edits made to the updated Masterplan (**Appendix 2**).

Feedback from Stage 2

Council conducted consultation during the period 10 - 31 May 2021, received 31 responses to the survey, three emails, six social media comments and 281 direct engagements. This is considered a positive result.

Most respondents were locals to the Adelaide Hills Council area (23 responses - 74%), with Lobethal receiving the highest respondent rate of 13 responses (41.94%). Almost half of the respondents indicated they visited the park fortnightly or monthly, with walking being the main activity most respondents undertook in the park. A resounding majority (28 – 90.3%) indicated that the main draw card for attracting them to Lobethal Bushland Park was the Natural Environment.

Respondents were asked about the Draft Masterplan Guiding Principles and to what extent they support the guiding principles and believe they appropriately reflect Lobethal Bushland Park's identity and purpose.



Overwhelmingly 20 (64.52%) respondents definitely agreed with these principles whilst a further eight (25.81%) somewhat agreed with these principles. Additionally, commentary to this question backs these figures with all but three supporting these statements. It is noted, that those who did not support these guidelines reiterated their concern about increased activity in the park at the expense to conservation activities and biodiversity. In response to this majority support, the guiding principles remain unchanged in the final Masterplan (**Appendix 2**).

Trails and Circulation

The community was asked about the Trails and circulation theme listed on page four and five of the Draft Masterplan. Objectives of the Plan were presented as statements in the survey and the community were asked if they agree with these statements.

Of the 31 respondents, 84% of responses were positive (definitely agreed or somewhat agreed) in relation to the objectives listed under the trails theme.

Question 12 and 13 of the survey asked the community what they would change about the trails at Lobethal Bushland Park, if they could and for any additional comments regarding trails. 19 Respondent's provided comments as to how they would like to see the trails changed, with 11 respondents providing further commentary.

Thirty separate comments were made to this topic with greater access and better maintenance being the two strongest themes to come from this. There is strong support for trails and the suggested improvements that the Draft Masterplan proposes.

The trails theme was touched upon in many of the additional comments sections of the survey, whether the question sought this or not. This demonstrates the importance of this topic to the community, and suggests that this become a priority of Council during implementation planning for the Park.

In response to the survey results and additional commentary, a small change to the southern lake loop trail has been made in the Masterplan, to ensure it continues to be considered a loop trail.

Biodiversity

Biodiversity objectives of the draft Masterplan were presented as statements in the survey and the community were asked if they agree with these statements. Thirty-one respondents provided responses to this question with 14 of those respondents providing additional commentary.

87% of all responses were positive, which indicates the accuracy of the objectives and importance of this topic to the community.

Commentary around the topic of Biodiversity is not only presented under this heading but also throughout other commentary within the survey and email responses. Of note is the repeated commentary that biodiversity and conservation of flora and fauna needs to be considered before any other action or activity is undertaken. This demonstrates the importance of this topic to the community, and suggests that this become a priority of Council during implementation planning for the Park.

Additionally, one email response has provided an in-depth flora survey along with associated commentary. Whilst this is great information for the future development of the site, the role of the Masterplan engagement is not to complete the tasks listed in the objectives, but rather identify the tasks that could be considered.

This additional information supports the objectives regarding conservation and biodiversity protection. It also reminds Council and other stakeholders of the importance of completing legislative land management tasks, like following all policies, regulations and guidelines as set out by these documents including but not limited to Native Vegetation applications.

Given the support from the community surrounding the Biodiversity objectives, only minor changes have been considered (see below).

Dogs (and other animals)

On more than one occasion and during both stages of consultation, there has been both support and opposition to dogs in the park. In addition, during stage two the prohibition of horses from the park has been mentioned.

The purpose of the Masterplan is not to decide whether to support or oppose dogs or horses; rather it is the role of the Masterplan to set objectives and tasks for further management of the site, which may pertain to these animals. Objective 3.3 referring to the development of a Dog Management Plan should remain in the Masterplan and consideration of horses be applied. Edits to this effect have been made.

It must be highlighted that Heritage Agreements and Council's *Community Land Management Plans and Register (September 2019)*, provide more guidance to Council and the community regarding dogs and horses in Heritage Areas, Conservation and Community use land, and this must be considered during the development of any Animal Management type plan for the park.

Stakeholders

The community was asked to consider Objective 3.7, 3.8 and 5.2 and their support of Council's continued collaboration and partnerships with stakeholders (eg. Landscapes SA, Bush for Life, Friends of LBP, Department for Environment and Water). The intention of this question was to see whether the community supported the Council collaborating with these groups.

Of the 31 respondents, 13 provided comments, with five suggesting additional stakeholders be added to the list (Walking SA, Office for Recreation, Sport and Racing, Recreational Fishing SA, Tourism bodies) and their importance of having particular backgrounds and expertise to support the park's main objectives.

It is concluded that the objectives referring to stakeholder input and collaboration will remain unchanged in response to the feedback provided.

Heritage Agreement

Question 16 asked the community whether they believed the Heritage Agreement at Lobethal Bushland Park should be altered. Of the 31 respondents 17 provided comments to this question. Eight respondents want the Heritage Area boundary increased, five do not want it altered and four respondents did not respond directly to the question. An additional email response also called for the heritage agreement area to be extended.

Although not the role of the Masterplan (to determine if it should be altered), the Masterplan does have the ability to consider this topic as an objective to rule in, or rule out. Given the low response rate (54% of 31 provided comments) and the result being eight in favour, five against, it would seem there has not been enough evidence for or against this topic to rule it in or out of the Masterplan at this time. Objective 3.12 has therefore remained unchanged.

Reservoirs

The community were asked to identify their level of support for objectives relating to the northern and southern reservoirs (4.2, 4.3, 4.4, 7.4, 7.5 and 7.6) and their use and development. Objectives of the draft Masterplan were presented as statements in the survey and the community were asked if they agree with these statements.

31 respondents provided responses to these statements with 15 of those providing additional commentary to the topic and additional email responses referring to the reservoirs.

Generally respondents were supportive of the statements, however when asked about their support in allowing recreational activities on the lake, although 54% (17) were supportive, when compared with the other statements a larger non-supportive group was observed (11 - 35%). In addition to this, two further comments as part of email submissions opposed certain recreation suggestions (fishing, yabbying).

The commentary surrounding these statements points to the need to manage and prohibit recreational activities because of the risk to the natural environment. Comments also suggest that further flora and fauna studies need to occur prior to any consideration of these activities (eg. fishing, water play). Although still considered a "supportive" response,

it is noted that non-support was slightly more significant than normal and as such it should be noted that upon undertaking the investigation into use of the southern reservoir for recreation, consultation with stakeholders, specialists in water ecology and other flora and fauna surveys should be undertaken to better understand the environment and its requirements.

One email comment mentioned the Low Flow device which was installed on the northern reservoir in 2020. This aspect of the Park's management has been overlooked in the Masterplan development process and should be added as an objective under the theme reservoirs.

All objectives relating to the reservoirs remain unchanged (with the exception of the aforementioned), with language such as "consider" and "investigate" to remain so as to confirm that the activities are not certain.

Fire Management

A group of objectives relating to bushfire management and the use of the fire breaks were presented as statements as part of questions 20 -22, of the survey. The community was asked about their level of support for objectives 5.1, 5.2 and 5.3.

Of the 31 respondents 26 support the continuation of management of the fire break, all respondents agreed that a Fire Management Plan should be developed and 29 respondents agreed that DEW should be involved in the development of a future Fire Management Plan.

When considering the commentary around these topics it's important to carefully consider what types of fire management techniques will be suitable for the park, such as cool burns, prescribed burns and cultural burning, and learning from the 2019 Cudlee Creek Bushfire and previous active burns that have been undertaken in the park. It is expected that a fire management plan would consider these and many other aspects upon its implementation.

With regards to statements pertaining to the use of the fire break, 67% of respondents agreed that dogs should be able to access the fire break. However, when considering the Biodiversity objectives and importance the community has applied to them in their responses it is important to commence carefully here. Much of the community responses demonstrate support for dogs in the fire break, but others highlight risks to the conservation and biodiversity value of the park that dogs present. This supports the notion that further consideration of a dog management plan be undertaken in consultation with the community.

11 respondents provided additional comments to the fire management section of the survey, including suggested additional uses of the fire break. The strongest theme to come from these comments was to consider indigenous fire management techniques in any future fire management plan. Some additional suggested uses of the fire break were also made including four responses seeking mountain biking.

Upon the consideration of any future Fire Management Plan and fire break management, it is important to weigh up the balance between biodiversity objectives, priorities and the risk of additional activities in the fire break, with how this may impact the fire break and the Conservation Land and Heritage Agreement area.

When considering the survey responses, including the commentary and the additional email responses it is considered that the Fire Management objectives shall remain unchanged, but it be noted that any future uses of the fire break must firstly consider the biodiversity implications, the dog management plan and the fire management plan before proceeding.

Recreation and Play

The community was asked to identify their level of support for objectives relating to the recreation and play in the southern area of the park (Community Use Land). Objectives 6.1 – 6.6 and 7.2 of the draft Masterplan were presented as statements in the survey and the community were asked if they agree with these statements.

31 respondents provided responses and 27 agreed that the playground should be replaced. Most (80%) agree that the play space should include natural materials and nature play opportunities. Interestingly, the community was asked if other materials would be suitable for use in the design (other than natural materials) with 15 agreeing and 10 disagreeing. The play space will be designed with consideration to these comments.

With regards to the location and inclusive play design elements, there was generally a supportive position presented in the responses. One email response has objected to the junior play space location, reasoning that re-growth from the fires has allowed naturally regenerating eucalypts and other plants to grow. This point has been noted, Council will follow all native vegetation legislative requirements, and all legislated requirements in the design and development of the play space.

14 respondents provided further comments regarding the recreation and play theme. The main theme (four responses) to come from the additional comments was the need to balance recreation activities and biodiversity. As mentioned above, this theme is being repeated throughout the survey in additional commentary received, and demonstrates the need for objectives and actions to consider the impacts to biodiversity and conservation prior to being implemented.

Given the supportive responses received and the use of words such as ‘investigate’ and ‘consider’, it is considered that no further changes be made to the recreation and play objectives of the Masterplan.

Activation

The Activation objectives look at the broad access and educational objectives of the site and identify tasks that could be undertaken. These objectives (7.1 – 7.8) have been summarised into statements and the community asked to provide their level of support or opposition regarding these statements.

All of the statements have received a majority of supportive responses ranging from 74% for an art program/project to 87% support for increased accessibility. However the statement suggesting education groups assist with planting projects (7.3) has not been as highly supported (48%). There are a number of factors that could be attributed to this lower support rate, with commentary by 12 respondents including a statement saying that planting projects are not needed in the park. This objective has been reviewed and it is considered that educational groups and other land management stakeholders do not

require an objective in the Masterplan to undertake this kind of collaboration and therefore it has been removed from the Masterplan.

An email response was received which noted their opposition to water play in the reservoirs (objective 7.4). The role of the Masterplan is not to decide on whether it should occur, but consider whether such an objective could be appropriate for the park. Objective 7.4 uses the term “investigate” and “potential”, which implies that further information will be required to determine if this is appropriate. It is recommended that upon the consideration of 7.4 no certainty be implied to ensure a thorough investigation can occur. No further changes have been made to Activation objectives.

Entry and Arrival

A group of objectives relating to the entrances and car parking area of the park were presented as statements as part of questions 27 & 28 of the survey. The community was asked about their level of support for a car park upgrade project, the inclusion of an RV (motorhome) overnight park and the upgrade and enhancement project for the park entrances.

Of the 31 respondents 23 (74%) agree that a project should be developed that enhances and improves the parks entrances. Twenty one (67%) agree that a project to improve the carpark should be considered. Interestingly, more respondents (15) did not support an RV site, than supported it (12). Four neither agreed nor disagreed.

It is considered that the opposition to this objective is not statistically significant enough to rule this objective out. Additionally, when considering the commentary relating to this (question 28 – Further Comments), it appears that the opposition is about the management cost and resource implications of the RV overnight park, rather than the topic itself. Further investigation and consideration is recommended. This objective has remained unchanged in the Masterplan. All other Entry and Arrival objectives are supported, and remain unchanged.

Overall Support/Opposition of Draft Masterplan

Question 29 of the survey had two parts; the first asked to what extent the community supports the Draft Masterplan. The second part asked if the community believed the draft Masterplan provided adequate guidance for future projects and development of Lobethal Bushland Park.

The majority of respondents (87% (27)) support the draft Masterplan and agree (83% (26)) that it will assist in providing direction for the future management of Lobethal Bushland Park. Of note, two respondents do not support the draft Masterplan and four do not agree that it will adequately guide future projects and development of Lobethal Bushland Park.

When considering this support and the overall supportive position of responses from the overall survey and email responses, minimal changes are suggested to be made to the Masterplan.

Suggested Edits

Question 30 of the survey asked respondents to provide comment around any changes they wished to see occur with the Draft Masterplan. Of the 31 respondents, 12 provided comments.

Two responses stated that the objectives of the Masterplan must emphasise the conservation objectives of the Park, two responses mentioned the prohibition of activities (dogs, horses and bikes) and two responses said they had no changes to suggest. When considering the low response rate and varied responses, no further edits were extrapolated from these responses.

Summary

Upon considering the survey results, comments provided and additional email commentary, the draft Masterplan appropriately captures future programs and projects for Lobethal Bushland Park and the community is generally supportive of the plan.

Stage 2 consultation has received predominantly supportive responses regarding the objectives of the Masterplan. There were comments made which have assisted Council in improving the final version of the Plan which have led to the following edits:

- Adding horses to the 'dog management plan' – amending objective 3.3
- Removing 7.3 – education groups assisting with planting projects (and making appropriate numbering edits)
- Adding an additional objective under *Reservoirs* to include management of Low Flow device
- Editing the boundaries for the site, conservation land and community use land for great clarity and accuracy.

Throughout the engagement process, Council has been reminded that the balance between conservation and other activities at Lobethal Bushland Park must be carefully considered. The community wants improvements at the Park but not at the expense of the natural environment, flora and fauna. Council is also reminded that as part of any investigation or consideration task highlighted by the Masterplan, due diligence in land management processes and approvals must be undertaken.

The following should be considered during future implementation planning and project development:

- Trails and connectivity should be considered a high priority, including but not limited to upgrades and signage.
- An animal management plan (that refers to dogs and horses) should be considered a high priority.
- A fire management plan should be considered a high priority.
- Conservation management and biodiversity protection should be the primary driver and consideration of any tasks or activity at the park.
- The balance between recreation and conservation is fragile and must be treated with considerable care.
- Lobethal Bushland Park's biodiversity value is a tribute to the historical and ongoing support of volunteers such as the Friends of Bushland Park.

- Further stakeholder engagement, environmental surveys and other tasks may be required to gain the full breadth of information prior to an objective being considered a certainty.
- Upon the investigation or consideration of some objectives, project officers may resolve to remove or refrain from pursuing the objective further due to the information gathered.

4. OPTIONS

Council has the following options:

- I. Receive the Lobethal Bushland Park Stage 2 Consultation Outcomes Summary Report and Masterplan, and adopt the Masterplan (Recommended)
- II. Do not receive the Lobethal Bushland Park Masterplan Stage 2 Consultation Outcomes Report, nor the Masterplan, and seek further engagement with stakeholders (Not Recommended)

5. APPENDICES

- (1) *Lobethal Bushland Park Stage 2 Consultation Outcomes Summary Report*
- (2) *Lobethal Bushland Park Masterplan*

Appendix 1

Lobethal Bushland Park Stage 2 Consultation Outcomes Summary Report

2021

Adelaide Hills Council

www.ahc.sa.gov.au

Lobethal Bushland Park Draft Masterplan Stage 2



Community Engagement Outcomes Report JUNE 2021

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1 Executive Summary

This report contains a summary of all the feedback received as part of the Lobethal Bushland Park Draft Masterplan Stage 2 consultation undertaken by Council between 10 May 2021 – 31 May 2021.

The Draft Masterplan was developed as a result of feedback received from the Stage 1 consultation. The Masterplan represents Lobethal Bushland Park in its entirety and is, a conceptual layout that will guide the future growth and development of the site including identifying the main tasks that require planning and funding as well as protection and management.

The Masterplan has been guided by three key principles:

- Protect, conserve, restore and enhance biodiversity,
- Promote community health, wellbeing and education,
- Maintain the 'local' feel of Lobethal Bushland Park whilst improving the function and amenities for all users.

The final Masterplan will be presented to Council on 22 June 2021 for approval.

There were a total of 38 Participants providing feedback on Council's Draft Lobethal Bushland Park Masterplan. 31 Respondents provided their feedback by online survey. A further 3 Participants provided a response by email and 4 via social media comment.

A copy of information provided on Councils Have Your Say Engagement Platform and feedback form is available in Appendix A.

Verbatim comments received through online surveys are provided in Appendix B.

Email submissions are provided in Appendix C.

Social media posts are provided in Appendix D.

2 Summary of Engagement

2.1 Community Engagement Strategy

A community engagement strategy was developed and consultation was undertaken with the Community over 21 days from Monday 10 May to 5pm, Monday 31 May 2021.

Consultation was undertaken in accordance with Council's Public Consultation Policy.

2.2 Engagement Approach

Council's engagement approach aimed to collect and collate community feedback about how people feel about various aspects of the Draft Lobethal Bushland Park Masterplan, (or the Masterplan) including considerations and concerns. Feedback could be provided via an online survey, email, mail or phone.

A survey was developed which contained 31 questions (some with multiple parts), including both closed and open style questions. Questions were designed to lead participants through key elements of the Masterplan to assist them to more easily review and understand the many elements of the Plan.

A copy of the survey questions is included in Appendix A.

Anyone with an interest in the Lobethal Bushland Park and/or the draft Masterplan was encouraged to provide feedback. Feedback could be provided by:

- Online through the engagement portal Hills Voice: your say (engage.ahc.sa.gov.au)
- Emailing the project team (engage@ahc.sa.gov.au)
- Posting a letter (PO Box 44 Woodside 5244)
- Calling the project team 8408 0400
- AHC social media (Facebook, Twitter, LinkedIn etc.)

2.3 Distribution and Promotion

The opportunity to provide feedback was promoted through a number of channels including:

- Hills Voice: your Adelaide Hills e-Newsletter
- AHC social media (Facebook, Twitter)
- Direct emails to key stakeholder and community lists

3 Participants

This section provides details about participation during the engagement period and demographic information about Respondents who completed a survey.

Feedback was provided in a number of ways with the targeted primary method being through the survey. Engaged participants are shown in the following table.

Feedback type	Number of responses/ attendees
Online survey	31
Email	3
Social Media	4 comments
Total	38 responses

3.1 CHARACTERISTICS OF RESPONDENTS

Demographic data was collected from Respondents on their age and the Suburb/township in which they lived.

Survey Respondents had the option to provide their age category. Of the 31 respondents 29 provided their age category. Age categories varied from 11 years old up to 74 years old. The highest represented age category was 35-44 with 27.59% (8), followed by the 45-54 age category with 24.14% (7).

As to be expected, persons living in Lobethal provided the most responses with 13 responses (41.94%), followed by two responses (6.45%) from Birdwood. Of the remaining 16, all but one respondent lives in the Adelaide Hills Council region or neighbouring Councils.

4 Survey Feedback

The online survey had a mix of 31 open and closed questions to gain an understanding of who the current users of Lobethal Bushland Park are, what they value about the site and what they think about the future plan for the site as outlined in the Draft Masterplan.

Respondents were provided with additional opportunities throughout the survey questions to provide further comments for the project team to consider when finalising the draft Masterplan.

Although 31 survey responses were received not all Respondents provided feedback to all questions.

Analysis of each question in the survey is provided below.

4.1 Current Visitation Rates

Respondents were asked how often they visited Lobethal Bushland Park. All 31 Respondents provided a response. The following visitation rates were indicated:

- 26% (8) visited monthly,
- 23% (7) visited fortnightly
- 16% (5) visited weekly
- 16% (5) visited a few times per year
- 10% (3) Rarely visited
- 6.5% (2) once per year
- 3% (1) never visited

4.2 Current Activities Enjoyed at Lobethal Bushland Park

Respondents were asked what activities they enjoyed when they visited Lobethal Bushland Park. All 31 Respondents provided a response. Activities enjoyed are presented below with the top three activities enjoyed at the Park being walking (26), Relaxation & Reflection (19) and Birdwatching (14).

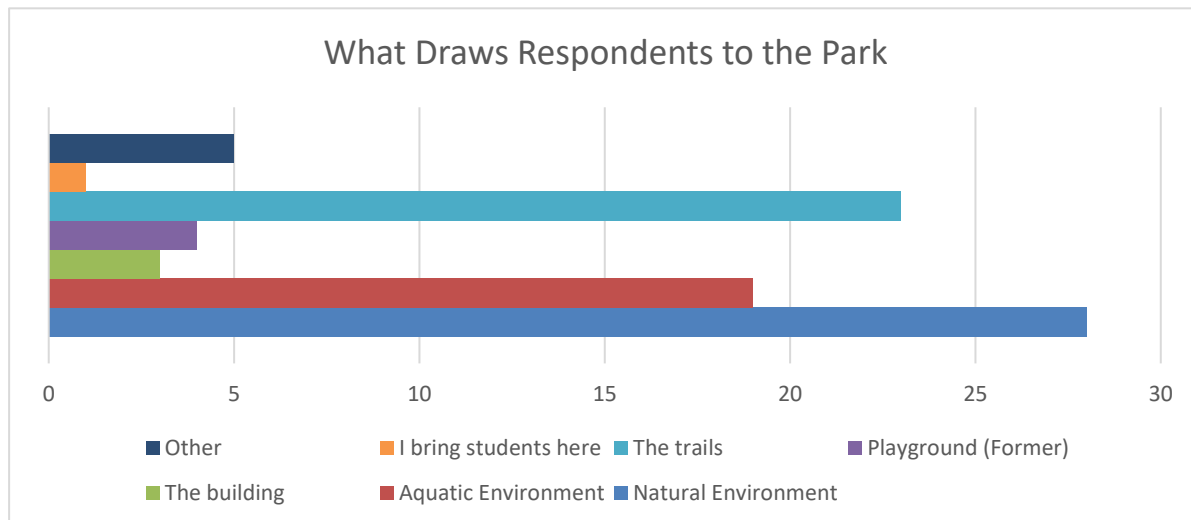
4.3 What draws Respondents to Lobethal Bushland Park

Respondents were asked what draws them to Lobethal Bushland Park. All 31 Respondents provided a response and could select more than one thing that draws them to the Park. The top three responses from respondents were:

- 90% (28) selected the natural environment
- 74% (23) selected trails

- 61% (19) selected aquatic environment (reservoirs/lakes)

Additional responses are presented below.

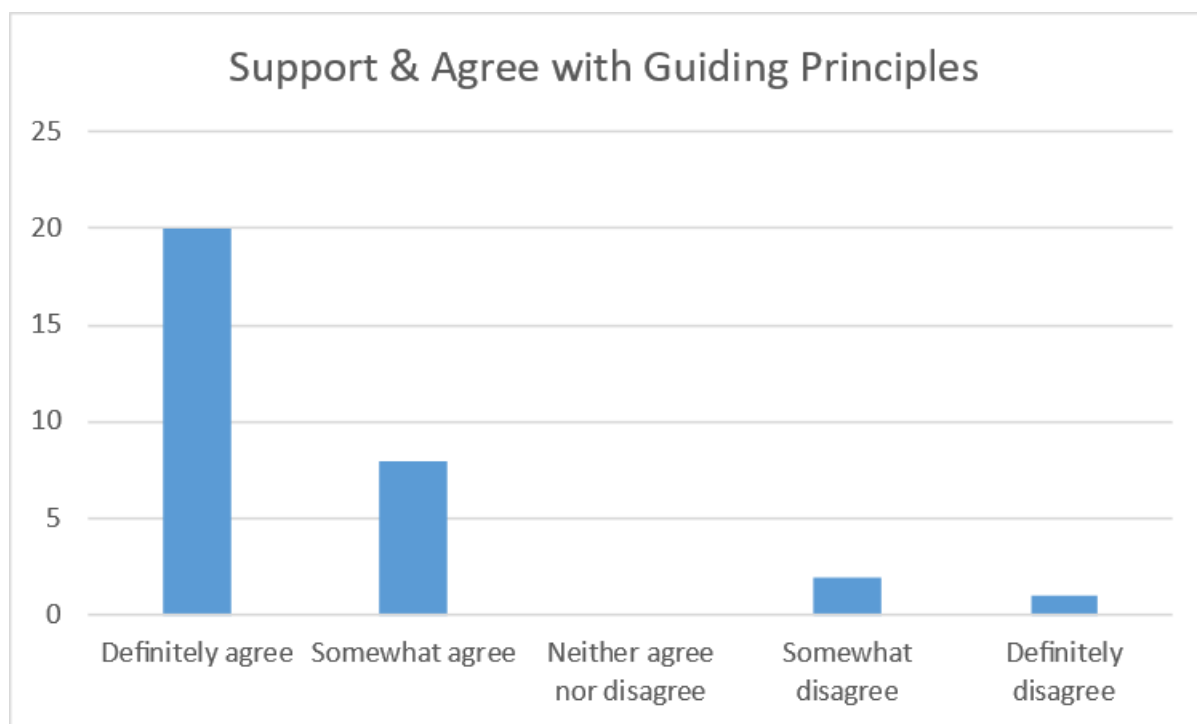


4.4 GUIDING PRINCIPLES

The feedback from Stage 1 of the project was summarised into three guiding principles:

- Biodiversity protection, conservation, restoration, and enhancement,
- Promotion of community health, wellbeing, and education,
- Maintenance of the 'local' feel of Lobethal Bushland Park, whilst the function and amenity is improved for all.

Respondents were asked whether they supported the guiding principles. Twenty (64.52%) respondents definitely agreed with these principles whilst a further eight (25.81%) somewhat agreed with these principles.



Respondents were asked if they had any further comments regarding the three guiding principles. Eleven respondents provided comment.

The most supported themes included:

- Biodiversity is very important (n=7),
- Development needs to compliment Lobethal, development is not large scale and recognises the park as a regional asset (n=3),
- Trails connect people to nature (n=1)

Refer to Appendix B for the detailed commentary provided.

4.5 Continuation of Community Reference Group

During phase 1 of the project a Community Reference Group (CRG) was established to assist in the planning and development of the Draft Masterplan. Respondents were asked if they would support the CRG continuing to assist with the implementation of the Masterplan and ongoing management of Lobethal Bushland Park.

Of the 31 Respondents 19 (61.29%) definitely agreed with the continuation of the CRG whilst a further four (12.90%) somewhat agreed with the continuation of the CRG. Respondents were asked if they had any further comments regarding the CRG. Eleven respondents provided comment.

The most supported themes from the comments included:

- Representation (n=6) – the CRG needs to consider people appointed with relevant skills & interest, who can represent the surrounding community, including a youth and volunteer groups voice.
- Underutilized (n=2) – concern the CRG has only met once before the Draft Masterplan went to community consultation.
- Biodiversity (n=2) – must be prioritised and steps taken to protect the biodiversity loss taking place.
- Consultation (n=1) – CRG must ensure all key stakeholders have been consulted

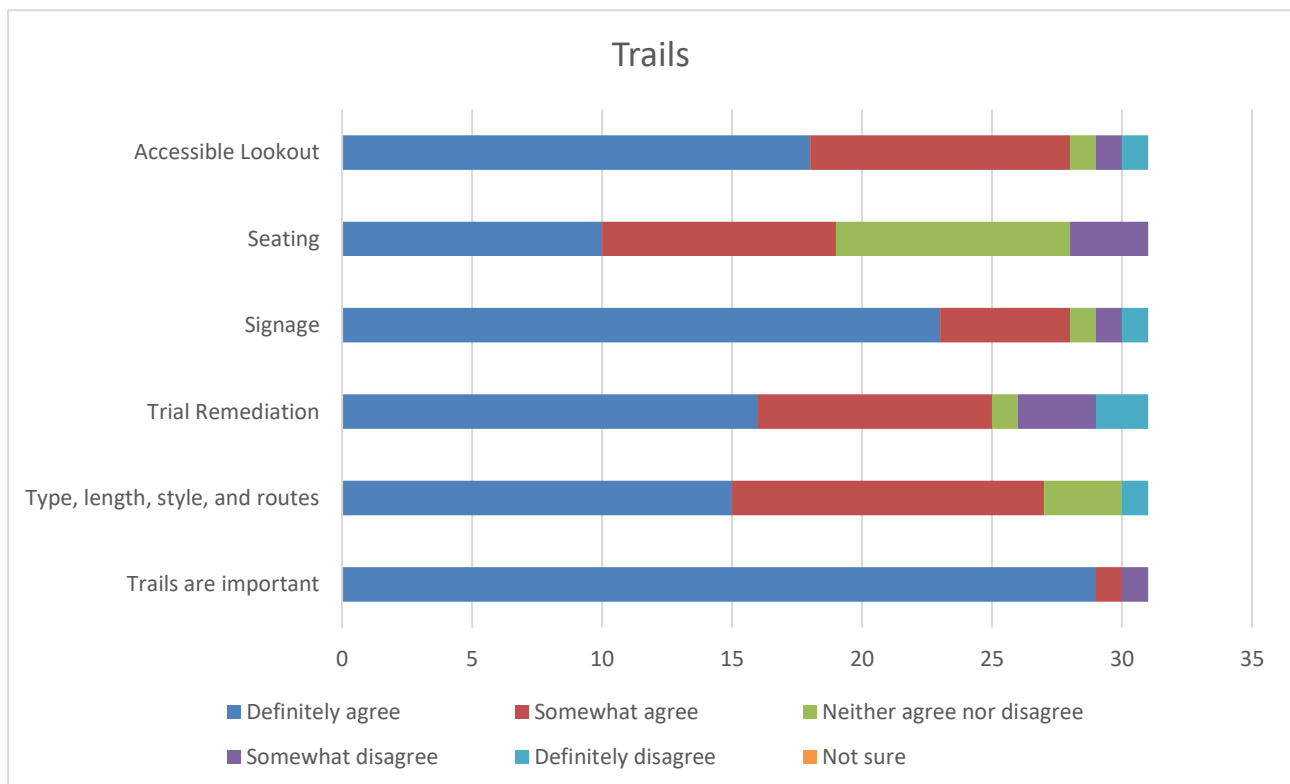
Refer to Appendix B for the detailed commentary provided.

4.6 Trails and Circulation

The top activity that takes place in Lobethal Bushland Park was identified as walking and the trails and is one of the major attractions for the park. This was further supported by the strong responses received to the questions asked in the survey around trails.

Respondents were asked, “To what extent do you agree with the following comments?”

- I support the development of an accessible lookout at the location identified on the map.
- I believe seating should be installed along the side of all trails.
- I support the development of new signage on the trails at Lobethal Bushland Park.
- I support the trail remediation ideas such as resurfacing, route re-alignment and removal, and rehabilitation.
- I support the current type, length, style, and routes of the trails that exist in Lobethal Bushland Park.
- Trails should continue to be an important part of access and recreation within Lobethal Bushland Park.



The table above shows that there is strong support for trails and the suggested improvements being made to trails within the Park site. The raw data showed that over 84% of responses were positive responses (definitely agreed or somewhat agreed) so it should be a key consideration when finalising the Draft Masterplan.

Respondents were asked two additional questions regarding Trails and Circulation. The first question was “if you could change anything about trails at Lobethal Bushland Park, what would you change?” and the final questions seeking any further comments and whether, 30 additional comments were received (n=19 & n=11 respectively).

The most supported themes from the comments included:

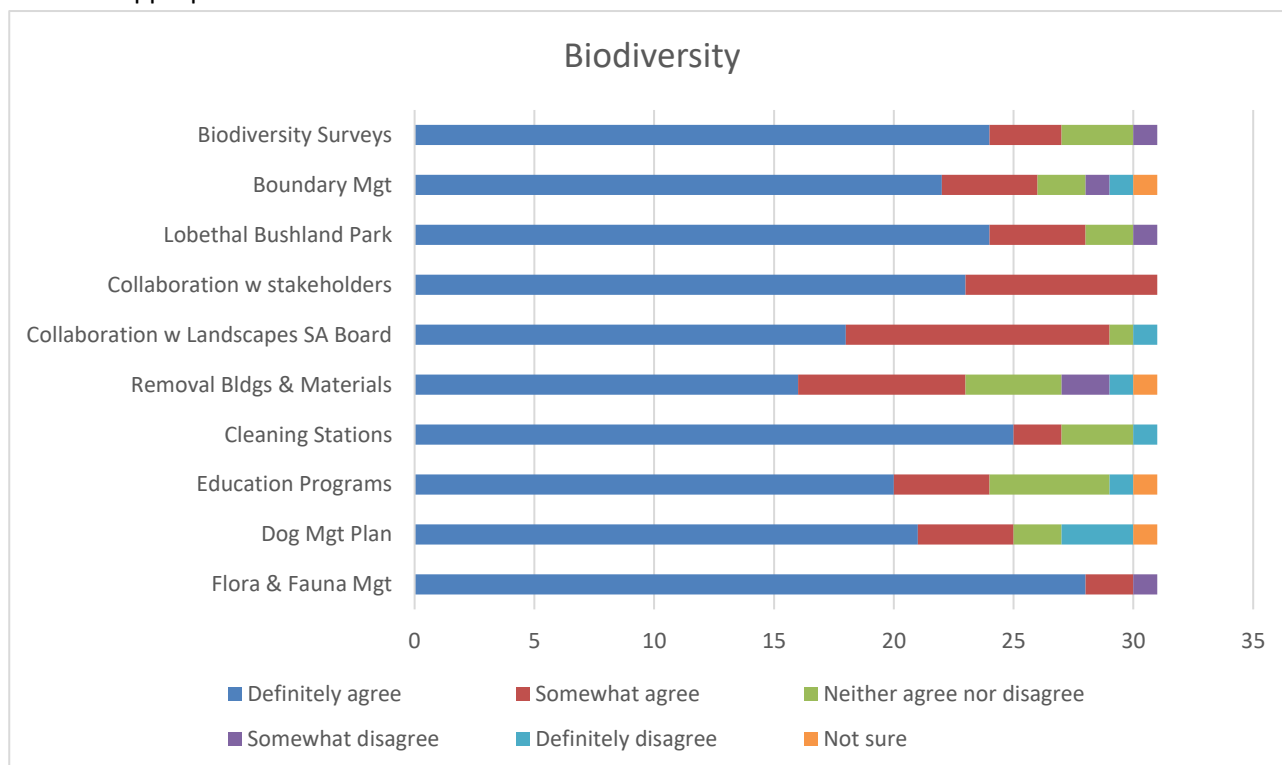
- Accessibility (n=9) – relating to length of trails, mix of easy and challenging trails, more disability access, retention of circuit trail.
- Maintenance (n=9) – waterlogging issues, use of materials such as dolomite/rubble, erosion control and vermin proof fencing.
- Biodiversity (n=4) – habitat restoration, limit tracks to prevent impact on site’s biodiversity, no vegetation clearance, correct species selection for replanting.
- Signage (n=3) – better directional markers; improve colour coding, clearer signage.
- Seating (comment=1) – restrict to open areas near dams, lookout and other cleared areas.
- Other (n=4) – varied responses

Refer to Appendix B for the detailed commentary provided.

4.7 Biodiversity

Respondents were asked, “To what extent do you agree with the following statements. I support”

- The continuation of flora and fauna management projects at the Park.
- Development of a dog management plan in the Park.
- Development of an education program like the examples given in point 3.4 of the Draft Masterplan.
- The installation of phytosphthora cleaning stations, and relevant signage, at all entrances to the conservation section of the Park.
- The removal of buildings and materials that are no longer in use.
- Collaboration of Council and the Landscapes SA Board to assist in the management of the Park.
- Council's collaboration with, and support of the Friends of Bushland Park, Bush For Life Programs, and other primary stakeholders.
- The involvement and continuation of Lobethal Bushland Park as part of the Bush for Life Program.
- Investigation into the installation of boundary management techniques (fencing or other) to further protect the flora and fauna within the park.
- Biodiversity surveys to be carried out in the conservation and community-use land, where appropriate.



The table above shows that there is strong support for biodiversity particularly continuing flora and fauna management projects, installing phytosphthora cleaning stations, undertaking biodiversity surveys and retaining the involvement of Lobethal Bushland Park in the Bush for Life program and collaborations with stakeholders.

The raw data showed that over 87% of responses were positive responses (definitely agreed or somewhat agreed) so biodiversity should be a key consideration when finalising the Draft Masterplan.

Respondents were asked if they had any further comments regarding biodiversity. 14 Respondents provided the following comments:

The most supported themes from the commentary was:

- Biodiversity (four responses) – protection of the park biodiversity should be a key decision and take precedence over humans so as not to disrupt the biodiversity that exists already,
- Native fauna (four responses) – sufficient habitat to be provided to encourage native fauna back to the park, as well as the reintroduction of native fauna would be welcomed,
- Fencing (two responses) – feral proof to allow native animals to be reintroduced to the park,
- Engagement (two responses) – young people need to be engaged with the biodiversity of the park and any vegetation management plan needs thorough stakeholder engagement. Consideration of cultural/ecological burning regimes should be included.

Refer to Appendix B for the detailed commentary provided.

4.8 STAKEHOLDERS

Lobethal Bushland Park is managed by Council, with a considerable and much appreciated level of work undertaken by the Friends of Bushland Park and other volunteer groups. These groups focus particularly on biodiversity tasks of weed management and flora protection.

Respondents were asked if Council's support of these groups should change in any way and to further explain their comments. Of the 13 responses received 11 suggested changes should be made.

The main themes to come from the commentary include:

- Include additional groups and stakeholders within the existing groups of varied backgrounds and expertise (n=5)
- Increased funding from Council (n=2)
- Ensure groups are treated equally and they are all driven by same park objectives (n=2)

Refer to Appendix B for the detailed commentary provided.

4.9 HERITAGE AGREEMENT

Lobethal Bushland Park has had a Heritage Agreement (HA) in place since the mid 1980's that provides for the protection of vegetation and habitat whilst permitting low impact activities such as bushwalking, bird watching and photography to take place.

From the 16 respondents who provided comment the following was indicated:

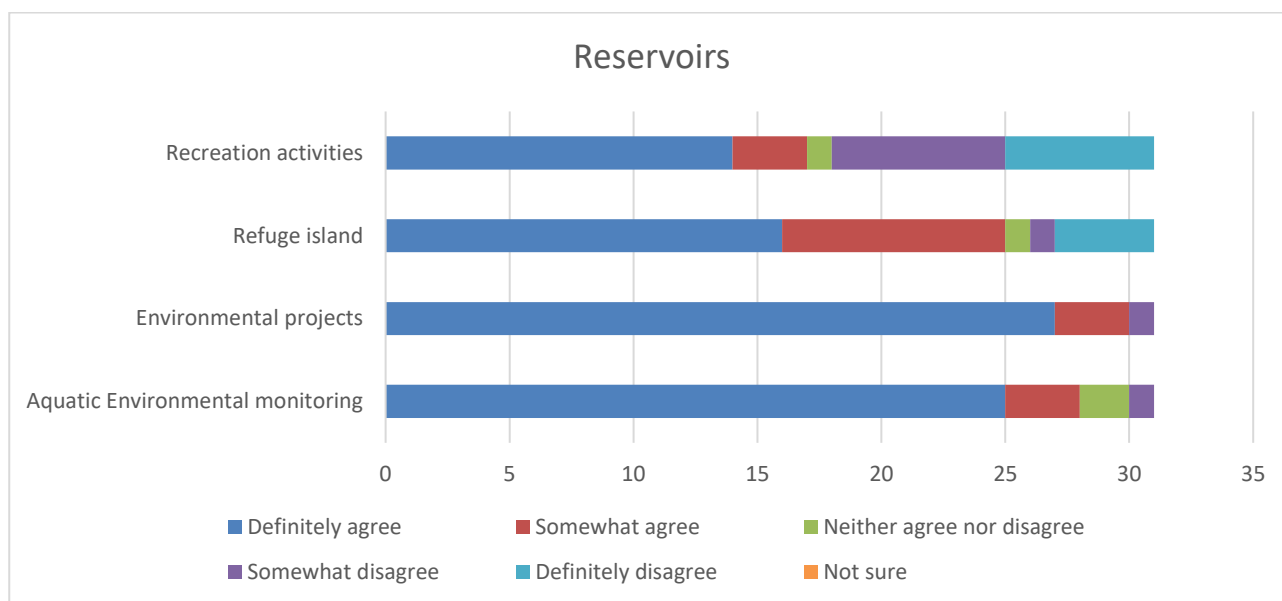
- six respondents want the HA to be increased to either include the community use land (southern reservoir) and/or the conservation land including the fire breaks
- Two responses also agreed that it should be increased but did not specify the location. Five respondents indicated the HA should not be altered, but rather left as is because the agreement already restricts many activities from taking place that people would like to participate in. Three remaining responses did not respond to the question directly, (indigenous comment, factory comment and camping comment made).
- One respondent did not commit either way

Refer to Appendix B for the detailed commentary provided.

4.10 RESERVOIRS (LAKES)

Respondents were asked, "To what extent do you agree with the following statements. I support"

- Aquatic environmental monitoring and surveys for both reservoirs in the Park,
- Environmental program/projects that improve the aquatic environments in both reservoirs,
- A refuge island on either or both of the reservoirs,
- Recreation opportunities such as fishing, yabbing, kayaking, water play, and the addition of a jetty/pier and seating around the southern reservoir (i.e. around the community-use land).



From the table above the highest support from respondents was for environmental projects that will support the aquatic environments (27) and environmental monitoring (25) in both reservoirs.

Interestingly, while 17 respondents agreed with allowing recreational opportunities to take place on the reservoirs, 13 respondents disagreed. Additional consultation would be prudent before any decision is made on allowing activities such as fishing and kayaking to take place.

Additional commentary was provided by 15 respondents and is detailed in Appendix B.

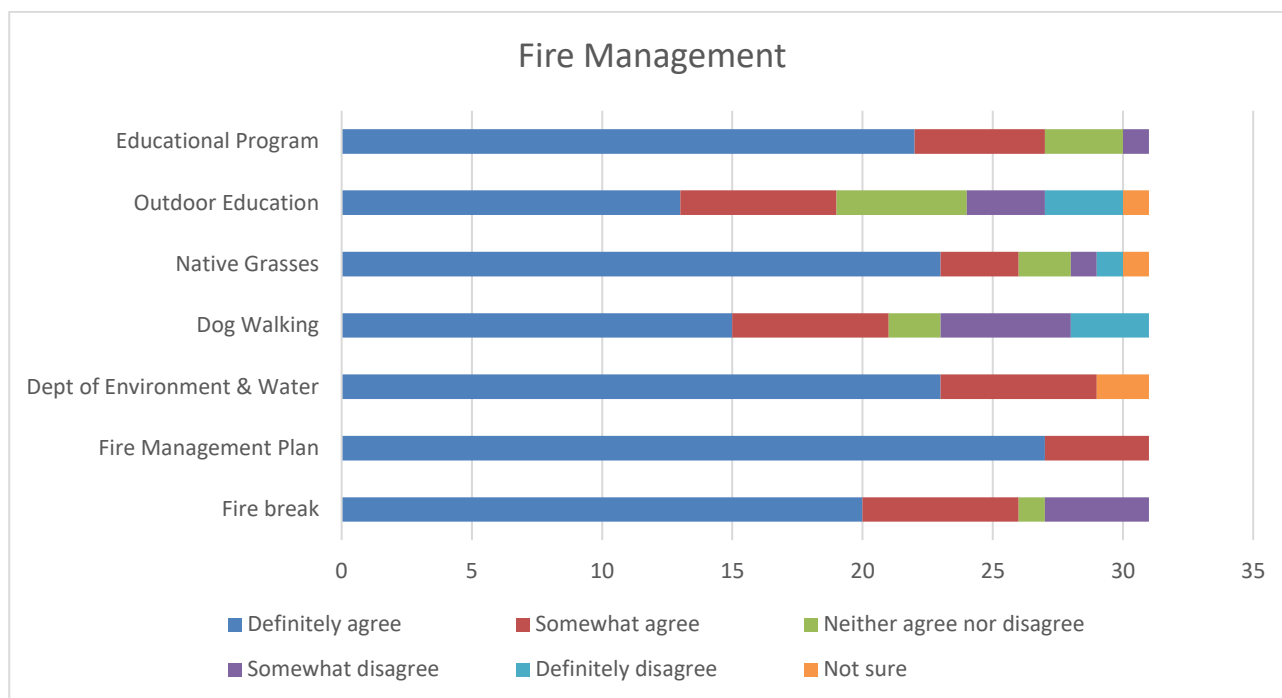
The most supported themes from the commentary was:

- Recreational activities (nine respondents) – including allowing fishing and kayaking in the southern reservoir, installation of a jetty and seating but not yabbing which are food sources for native aquatic animals, protection of the northern reservoir from any activities and/or development but noting that the natural aquatic habitat of the southern reservoir would be impacted by any recreational activity and restocking both reservoirs with native fish to enable fishing to take place.
- The remaining six respondents wanted an emphasis placed on education of the biological significance of the site, protection of the rare and small aquatic plants, concerns that the size of the reservoirs were not sufficient to support people activation while trying to consider the conservational requirements of the site. A floating island anchored so that foxes and large rodents could not access would be preferred to an island that was accessed via the reservoir embankments.

4.11 FIRE MANAGEMENT

Respondents were asked, “To what extent do you agree with the following statements. I support”

- Development of an educational program which would include fire management,
- Using the fire break for outdoor education opportunities including, but not limited to, shelters,
- Using the fire break for the establishment of native grasses,
- Using the fire break for dog walking,
- Involvement of the Department of Environment and Water in the development of a Fire Management Plan,
- Development of a Fire Management Plan,
- The continuation of management of the fire break in its current form.



The majority (26) of respondents support the continuation of management of the fire break (4 disagreed). All respondents agreed that a Fire Management Plan should be developed. 93% of respondents agreed that DEW should be involved in the development of a future Fire Management Plan.

67% of Respondents (21) agreed that dogs should be able to access fire breaks for walking, whilst 25% disagreed. Commentary to this topic identifies the need for further investigation into this.

There is strong support for the use of firebreaks for the cultivation of native grasses (83% positive responses).

61% (19) respondents support the use of fire breaks for outdoor education opportunities, with 19% (6) disagreeing.

The majority of respondents agree that a future educational program should include fire management.

Respondents were asked if they had any other suggestions for the use of the fire break, which were not already listed. 11 Respondent's provided comments which are summarised below.

- Mountain Biking (n= 4)
- Indigenous burning methods (n=3)

- It is ineffective as a fire break (n=2)
- Four wheel driving (n=1)
- Dog walking (n=1)

11 respondents provided further comments. Key themes from these further comments included:

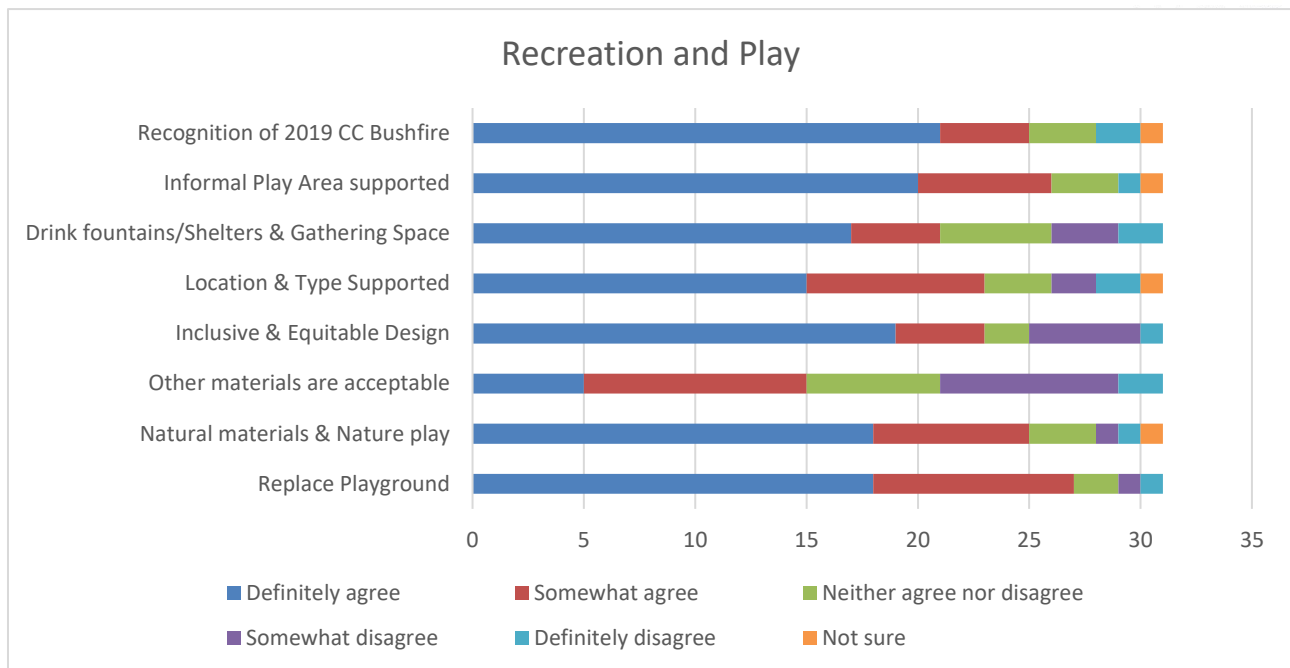
- Concern raised regarding existing fuel load in fire break
- Fire break did very little in 2019 Cudlee Creek Bushfire
- Investigate prescribed burns
- Fire Management and Vegetation Management plans need to be developed in conjunction with each other
- Fire management technique – cool burns should be conducted
- No further burns for at least 10 years.
- Fire breaks didn't help, consider cultural burns.
- Fire management technique – current methods too severe, indigenous burning recommended
- Small digging marsupials can reduce fire intensity as they help to manage fuel load and should be considered in future Fire Management Plan.
- Fire break ineffective, large scale burns don't seem appropriate. People need to be held accountable for the damage they cause. More education needed.
- Camping in the recreation area is suggested

Refer to Appendix B for the detailed commentary provided.

4.12 RECREATION and PLAY

Respondents were asked, "To what extent do you agree with the following statements. I support"

- A program/project that recognises the 2019 Cudlee Creek Bushfire (this could be in any form, permanent or non-permanent, tangible or intangible),
- The area of flat grass, south of the Park building, to be used for informal play,
- Installation of drink fountains, shelters, and gathering spaces in the area near the proposed play spaces (between the access road and the southern reservoir),
- The location and type of play spaces shown on page 5 (junior play space 6.2, and a neighbourhood level play space 6.3) in the Draft Masterplan,
- The play space design including inclusive play and equitable design,
- Natural materials are not the only types of materials that should be used in the play space design,
- Play space design including natural materials and offering nature play opportunities,
- The replacement of a play ground (play space) in Lobethal Bushland Park.



Of the 31 respondents 87% agree that the playground should be replaced. When it comes to the materials of that play space, 80% agree that the play space should include natural materials and nature play opportunities. Interestingly, 48% (15 respondents) believe that other materials should be considered for the playground equipment, with the 32% (10) believing it should only consider natural materials.

75% of responses agree that the play space should be designed for inclusive play and have equitable design.

74% of respondents (23) believe the location of the junior and adventure play spaces (see draft Masterplan) are suitable. 4 respondents disagree with some commentary to support this position that the vegetation regrowth in the junior play space should be protected.

67% of respondents (21) agree with the location of the drink fountains, shelters and gathering spaces in the area located between the road access and the southern boundary.

83% of respondents (26) agree with the location of the informal play area at the flat open grassy place south of the building.

80% of respondents (25) agree with the development of a program or project that recognises the 2019 Cudlee Creek Bushfire, further investigation into this should occur.

Respondents were asked if they had any further comments regarding recreation and play. 14 Respondents provided the following comments:

- A balance of conservation and play with conservation being the most important aspect even in the community use land (n=4)
- Supports recreation and activation of the park (n=2)
- No play space (n=1)
- Loop trail should remain (n=1)
- Junior play space should not be located where native species are regrowing (n=1)
- Money for play space should be used for signage to encourage other play opportunities (n=1)

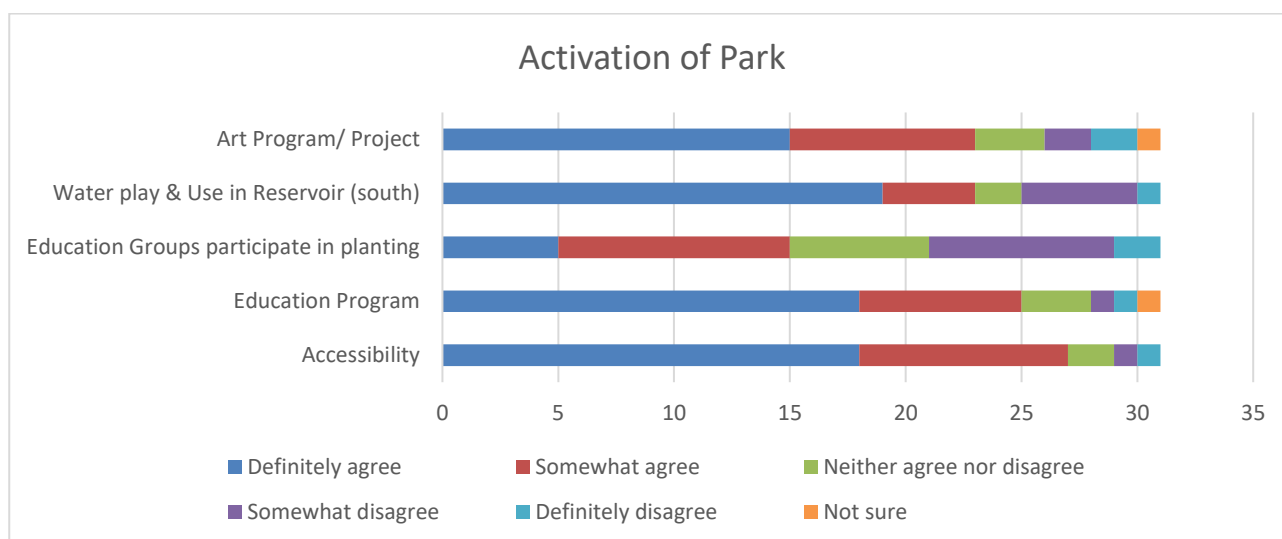
- Money for play space should be used for signage to encourage other play opportunities (one response)

Refer to Appendix B for the detailed commentary provided.

4.13 **ACTIVATION of the PARK**

Respondents were asked, “To what extent do you agree with the following statements. I support”

- A project that investigates the Park’s accessibility for all visitors,
- The use of education groups in planting projects,
- Water play and people’s use of the southern reservoir.
- An art program/project designed to enhance the visitor experience.



74% of Respondents (23) support an art program or project and water play and people’s use of the southern reservoir.

Interestingly a lower rate of support is provided for the statement regarding education groups participating in planting projects. 48% of Respondents support this statement as compared with 74% for the next lowest (art program).

80% of Respondents (25) support an education program being developed. Additionally, 87% of Respondents (27) agree that a project to increase accessibility for all users should be followed up. This may need to be considered a high priority of the plan.

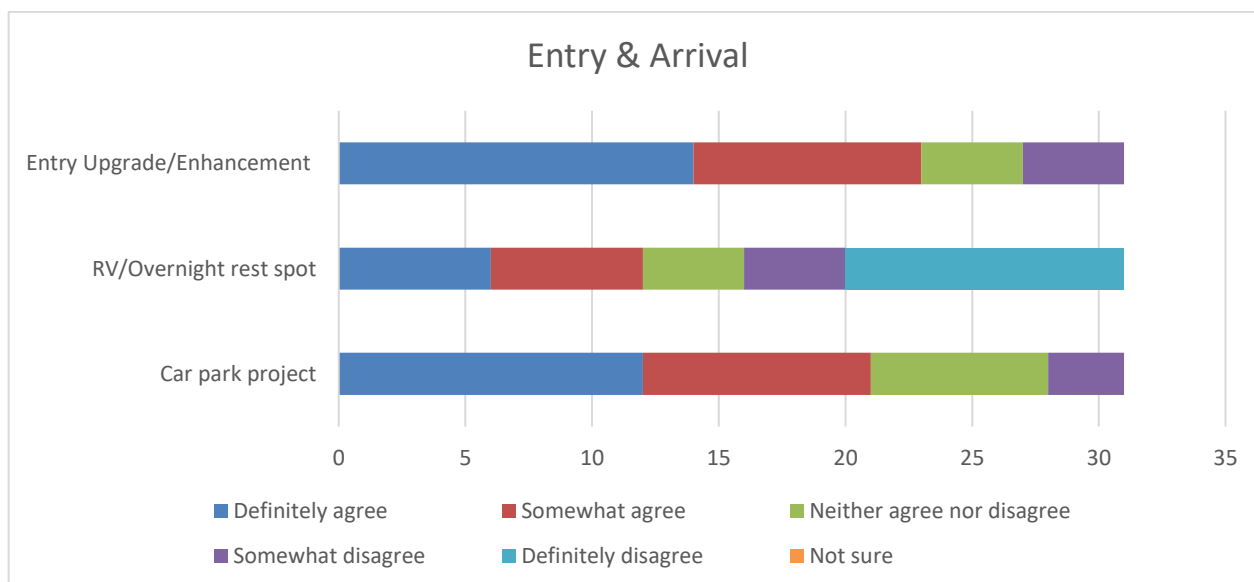
Respondents were asked if they had any further comments regarding activation of the Park. The following is a summary of the 11 Respondents comments (detailed commentary provided in Appendix B):

- need for balance between biodiversity management and introduction of activities that increase recreation and visitation (n=8)
- Three individual responses suggested the following:
 - Careful consideration will be needed when determining who manages and provides education program
 - The tourism value of developing a well-designed trail
 - Planting projects not needed in the park

4.14 ENTRY and ARRIVAL

Respondents were asked, “To what extent do you agree with the following statements. I support”

- A project that would upgrade the car park area
- The inclusion of an RV (motorhome) overnight rest spot in the car park
- A project that would upgrade and enhance the entrances to the park



74% of Respondents (23) agree that a project should be developed that enhances and improves the parks entrances. 67% of Respondents (21) agree that a project to improve the carpark should be considered. Interestingly, more respondents disagreed with the suggestion of an RV/Overnight rest spot be considered (15 disagreed, 12 agreed).

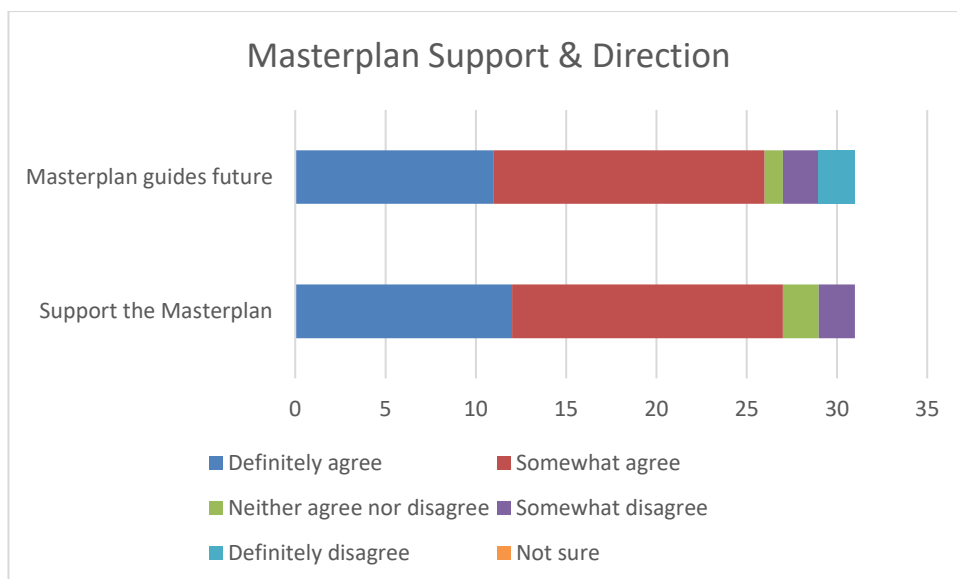
Additional commentary was provided by 10 respondents and is detailed in Appendix B. Most responses from the comments were individual one off comments however a couple of themes have come out more strongly. They include:

- The consideration of who will manage the RV/Overnight site and its subsequent waste removal tasks (two responses)
- The support and non-support of camping at the park (one response each way)

4.15 DRAFT MASTERPLAN

Respondents were asked, “To what extent do you agree with the following statements.”

- I support the Draft Masterplan.
- I believe the Draft Masterplan provides adequate guidance for future projects and development of Lobethal Bushland Park.



The majority of respondents (87% (27)) support the draft Masterplan and agree (83% (26)) that it will assist in providing direction for the future management of Lobethal Bushland Park. Interestingly, 2 respondents do not support the draft Masterplan and four do not agree that it will adequately guide future projects and development of Lobethal Bushland Park.

4.16 SUGGESTED EDITS to the DRAFT MASTERPLAN

Respondents were asked if there were any aspects of the Draft Masterplan they would like to see changed, removed or added.

11 Respondents provided the following considerations:

- Conservation emphasis of the park needs to be the focus and remain so (n=2)
- No changes, edits or suggested removals (n=2)
- Prohibited activities (dogs/horses) need to be conveyed more strongly to users (n=2)
- Terminology of words appears to be non-committal i.e. 'consider', 'investigate'.
- Add 4x4, mountain biking and camping to be permitted activities
- Request for more information regarding how strategies will be implemented
- Connection to Lobethal township should be a priority
- Fencing to create "nature" reserve should be considered a priority
- Keep the southern reservoir trail as a loop

The 11 Respondents' comments are detailed in Appendix B.

4.17 FURTHER COMMENTS

Respondents were asked if they had any further comments about the Masterplan Project. The following is a summary of the comments made. Of the 31 respondents, 12 provided additional comments.

- Conservation value and focus should be the park's main objective (4 responses)
 - The park has high conservation value
 - The Masterplan may result in detrimental impacts to the conservation work and biodiversity of the park
 - Biodiversity should be the primary driver of all activities/actions of the Masterplan

- The Masterplan is too ‘people orientated’
- Support dog walking in the park
- Promote park through social media
- Queries regarding how the Masterplan will be managed and budgeted for and highlighting the decline in volunteers
- Suggestion that the building could be a good income generator

The 11 Respondents’ comments are detailed in Appendix B.

4.18 Email Responses

Three comments were provided by email. The following is a summary of the comments made.

- Conservation value and protection – biodiversity surveys (attached in Appendix C) identify protected and threatened species near southern reservoir, increased activity and promotion of this will increase risk of detrimental impacts on this vegetation.
- Heritage Agreement Area should be extended into the southern reservoir area for greater protection of flora and fauna.
- Horses should not be allowed into the park, and signage and the dog management plan should include this.
- Low Flow Device located just south of the Northern Reservoir is not mentioned in the plan, this should be captured in the Masterplan
- Fishing/Yabbying should be prohibited for conservation and biodiversity reasons
- The Heritage Agreement does not allow for fishing or yabbying
- Additional fauna surveys should be undertaken
- Risk of allowing dogs in fire breaks – people won’t do the right thing, Council unable to police currently
- Opposition to water play in the southern reservoir due to biodiversity risk
- Engagement query raised as to who from the Peramangk community were engaged and who provided comments during Stage 1 of the Consultation.
- Plan fails to achieve biodiversity purpose
- Combination of the fire break and trails results in limited protection of vulnerable habitat
- Public access into a conservation reserve should not occur.

All email responses are detailed in Appendix C.

4.19 Social Media Report & Comments

The draft Masterplan consultation was promoted through social media applications such as Facebook, Twitter, Instagram , Linkedin and Campaign monitor (email).

Although not the targeted primary space for feedback, comments were made in response to the posts made by Council. These comments are detailed in Appendix D.

The predominant theme to come from these comments was the introduction of fish and fishing at the parks two lakes. There were four comments made to this theme, with Council responding and redirecting people to engage.ahc.sa.gov.au. Two additional comments were made which appear to be persons sharing the post.

The following is a Social Media Report, illustrating total engagements, people reached, comments, shares and other social media actions that occurred during the consultation.

Social Media Report Table

11 May 2021 Facebook Have Your Say on Stage 2 of the Lobethal Bushland Park Masterplan 1,480 People Reached 75 Engagements 13 Likes 1 Comment 7 Shares	11 May 2021 Twitter Have Your Say on Stage 2 of the Lobethal Bushland Park Masterplan 164 People Reached 4 total engagements
11 May 2021 LinkedIn Have Your Say on Stage 2 of the Lobethal Bushland Park Masterplan 669 Impressions 2.09% click-through rate 14 clicks 4.33% engagement rate 15 reactions	13 May 2021 Campaign Monitor Post – Hills Voice Have Your Say Lobethal Bushland Park – 6 unique clicks
18 May 2021 Campaign Monitor Have Your Say – Lobethal Bushland Park Phase 2 10 Unique Opens 0 Bounced 2 Not Opened 83.33% all recipients opened so far 40% clicked a link (4 people) 0% unsubscribed 0 people marked it as spam (0%) 0 shares across Facebook & email	19 May 2021 Facebook Do you play in, visit or just love Lobethal Bushland Park? Have Your Say today! 6,725 People Reached 731 Engagements 8 Likes 8 comments 11 Shares

<p>Most popular links:</p> <p>https://engage.ahc.sa.gov.au/lobethal-bushland-park - 8 clicks</p> <p>https://engage.ahc.sa.gov.au – 7 clicks</p> <p>Link to web based version of the email – 3 clicks</p> <p>(18 total clicks)</p>	
<p>19 May 2021</p> <p>Twitter</p> <p>Do you play in, visit or just love Lobethal Bushland Park? Have Your Say today!</p> <p>156 People Reached</p> <p>3 total engagements</p>	

5 Conclusion & Next Step

After analysing the survey responses, additional comments, emails and social media commentary it can be concluded that the community generally supports the draft Masterplan.

When considering the responses provided the following minor changes are recommended to be made to the Masterplan.

1. Add a Low Flow device management objective.
2. Remove objective 7.3 (p.4) - education groups participating in planting projects (make appropriate re-number edits that may therefore evolve)
3. Amend objective 3.3 to include horses.

The next step is for this report to be presented at June 2021 Council meeting, along with the final version of the Masterplan.

The intention is for this report to be shared with the wider community and anyone who participated in the consultation.

Appendix A – Information Provided and Feedback Form (Survey)

Lobethal Bushland Park

Have your say

Draft Masterplan Survey & Feedback

We would love to know what you think about the Lobethal Bushland Park Draft Masterplan!

We invite you to have a copy of the [Draft Masterplan](#) open and complete the following survey.



Lobethal Bushland Park

Have your say

ABOUT YOU

To help us understand who is providing feedback can you please provide the following details:

Please provide your age group (optional):

(Choose any one option)

- ☐ 5 - 10
- ☐ 11 - 24
- ☐ 25 - 34
- ☐ 35 - 44
- ☐ 45 - 54
- ☐ 55 - 64
- ☐ 65 - 74
- ☐ 75 - 84
- ☐ 85+

Please tell us where you live?

(Required)

(Choose any one option) (Required)

- ☐ Daily
- ☐ Weekly
- ☐ Fortnightly
- ☐ Monthly
- ☐ A few times per year
- ☐ Once a year
- ☐ Rarely
- ☐ Never
- ☐ Other (please specify)

What activities do you enjoy when you visit Lobethal Bushland Park?

(Tick all that apply)

Lobethal Bushland Park

Have your say

(Tick all that apply)

(Choose all that apply) (Required)

- ☐ Birdwatching
- ☐ Sketching / Art
- ☐ Photography
- ☐ Walking
- ☐ Dog Walking
- ☐ Fitness
- ☐ Picnics
- ☐ Family Celebrations
- ☐ Community Gatherings
- ☐ Events
- ☐ Playing
- ☐ Playground
- ☐ Conservation Work
- ☐ Relaxation and Reflection
- ☐ Fishing
- ☐ Education
- ☐ Other (please specify)

What draws you to Lobethal Bushland Park?

(Choose all that apply) (Required)

- ☐ The natural environment (vegetation and bushland)
- ☐ The aquatic environment (reservoirs / lakes)
- ☐ Use of the on-site building
- ☐ The former playground (destroyed by 2019 Bushfire)
- ☐ The trails
- ☐ My role as an educator; I bring students for educational purposes
- ☐ Other (please specify)

Is this the first time you have heard about the Lobethal Bushland Park Masterplan Project?

(Choose any 2 options) (Required)

- ☐ Yes
- ☐ No
- ☐ Not sure
- ☐ Comment

Guiding Principles

The Masterplan Community feedback from Phase 1 has been summarised into three guiding principles for the future of the Park. These principles also align with Council's strategic objectives.

- 1) Biodiversity protection, conservation, restoration, and enhancement.
- 2) Promotion of community health, wellbeing, and education.
- 3) Maintenance of the 'local' feel of Lobethal Bushland Park, whilst the function and amenity is improved for all.

Lobethal Bushland Park

Have your say

To what extent do you agree with the following statement?

(Required)

Questions	Definitely agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Definitely disagree	Not sure
I support the guiding principles and believe they appropriately reflect Lobethal Bushland Park's identity and purpose.						

Do you have any further comments regarding the three guiding principles?

Community Reference Group

During Phase 1 of consultation, a Community Reference Group was set up to assist in the planning and development of the Masterplan.

This Group was formed from community members who registered their interest in assisting with the process and we'd like to know if you think they should continue to represent the Community and be involved in future developments at Lobethal Bushland Park.

(Required)

Questions	Definitely agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Definitely disagree	Not sure
I support the Community Reference Group continuing, and assisting in the implementation of the Masterplan and ongoing management of the Lobethal Bushland Park.						

Do you have any further comments regarding the Community Reference Group?

TRAILS AND CIRCULATION

To what extent do you agree with the following comments?

(Required)

Questions	Definitely agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Definitely disagree	Not sure
Trails should continue to be an important part of access and recreation within Lobethal Bushland Park.						
I support the current type, length, style, and routes of the trails that exist in Lobethal Bushland Park.						
I support the trail remediation ideas such as resurfacing, route re-alignment and removal, and rehabilitation.						
I support the development of new signage on the trails at Lobethal Bushland Park.						
I believe seating should be installed along the side of all trails.						
I support the development of an accessible lookout at the location identified on the map (on pp. 4 of the Masterplan).						

Lobethal Bushland Park

Have your say

If you could change anything about the trails at Lobethal Bushland Park, what would you change?

Do you have any further comments regarding trails and circulation?

BIODIVERSITY

To what extent do you agree with the following statements?

(Required)

Questions	Definitely agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Definitely disagree	Not sure
I support the continuation of flora and fauna management projects at the Park.						
I support the development of a dog management plan in the Park.						
I support the development of an education program like the examples given in point 3.4 of the Draft Masterplan.						
I support the installation of phytophthora cleaning stations, and relevant signage, at all entrances to the conservation section of the Park.						
I support the removal of buildings and materials that are no longer in use.						
I support the collaboration of Council and the Landscapes SA Board to assist in the management of the Park.						
I support Council's collaboration with, and support of the Friends of Bushland Park, Bush For Life Programs, and other primary stakeholders.						
I support the involvement and continuation of Lobethal Bushland Park as part of the Bush for Life Program.						
I support investigation into installation of boundary management techniques (fencing or other) to further protect the flora and fauna within the park.						
I support additional biodiversity surveys to be carried out in the conservation and community-use land, where appropriate.						

Should Council's support of, and collaboration with, its stakeholders change in any way? Please describe.

Stakeholders include, but are not limited to: Bush for Life, Friends of Lobethal Bushland Park, Department for Environment and Water, and Landscapes SA.

Should the Heritage Agreement area/boundary at Lobethal Bushland Park be altered in any way? Can view on pp 3 of Masterplan. Provide details.

The Heritage Agreement applies to most of the conservation area of the Park.

Lobethal Bushland Park

Have your say

Do you have any further comments regarding biodiversity?

(Required)

Questions	Definitely agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Definitely disagree	Not sure
I support the adoption of aquatic environmental monitoring and surveys for both reservoirs in the Park.						
I support the adoption of an environmental program/projects that improve the aquatic environments in both reservoirs.						
I support the consideration of a refuge island on either or both of the reservoirs.						
I support the consideration of recreation opportunities such as fishing, yabbing, kayaking, water play, and the addition of a jetty/pier and seating around the southern reservoir (i.e. around the community-use land).						

Do you have any further comments regarding reservoirs (lakes)?

FIRE MANAGEMENT

To what extent do you agree with the following statements?

(Required)

Questions	Definitely agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Definitely disagree	Not sure
I support the continuation of management of the fire break in its current form (i.e. a large cleared boundary area surrounding the Park which is actively maintained by Council).						
I support the development of a Fire Management Plan.						
I support the involvement of the Department of Environment and Water in the development of a Fire Management Plan.						
I support potential future uses of the fire break for dog walking.						
I support potential future uses of the fire break for the establishment of native grasses.						
I support potential future uses of the fire break for outdoor education opportunities including, but not limited to, shelters.						
I support the development of an educational program which would include fire management.						

Are there additional uses for the fire break not listed in the Draft Masterplan that you believe may be suitable?

Uses should support the intentions of the fire break, the Conservation Land, and the Heritage Agreement.

Lobethal Bushland Park

Have your say

Do you have any further comments regarding fire management?

RECREATION AND PLAY

To what extent do you agree with the following statements?

(Required)

Questions	Definitely agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Definitely disagree	Not sure
I support the replacement of a play ground (play space) in Lobethal Bushland Park.						
I support the play space design including natural materials and offering nature play opportunities.						
I believe that natural materials are not the only types of materials that should be used in the play space design.						
I support the play space design including inclusive play and equitable design.						
I support the location and type of play spaces shown on page 5 (junior play space 6.2, and a neighbourhood level play space 6.3) in the Draft Masterplan.						
I support the installation of drink fountains, shelters, and gathering spaces in the area near the proposed play spaces (between the access road and the southern reservoir).						
I support the area of flat grass, south of the Park building, to be used for informal play.						
I support a program/project that recognises the 2019 Cudlee Creek Bushfire (this could be in any form, permanent or non-permanent, tangible or intangible.)						

Do you have any further comments regarding recreation and play?

ACTIVATION OF THE PARK

To what extent do you agree with the following statements?

(Required)

Questions	Definitely agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Definitely disagree	Not sure
I support a project that investigates the Park's accessibility for all visitors.						
I support a project or task which develops an educational program for visitors.						
I support the use of educational groups in planting projects.						
I support water play and people's use of the southern reservoir.						

Lobethal Bushland Park

Have your say

I support an art program/project designed to enhance the visitor experience.						
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Do you have any further comments regarding activation of the Park?

ENTRY AND ARRIVAL

To what extent do you agree with the following statements?

(Required)

Questions	Definitely agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Definitely disagree	Not sure
I support a project that would upgrade the car park area.						
I support the inclusion of an RV (motorhome) overnight rest spot in the car park.						
I support a project that would upgrade and enhance the entrances to the park.						

DRAFT MASTERPLAN

To what extent do you agree with the following statements?

(Required)

Questions	Definitely agree	Somewhat agree	Neither agree nor disagree	Somewhat disagree	Definitely disagree	Not sure
I support the Draft Masterplan.						
I believe the Draft Masterplan provides adequate guidance for future projects and development of Lobethal Bushland Park.						

Are there any aspects of the Draft Masterplan that you would like to see changed, removed, or added to? Please describe.

Do you have any further comments about this project?

Thank you for taking the time to contribute to this consultation.

This phase of consultation closes on 31 May 2021, after which time your responses will be reviewed and considered for the final

Lobethal Bushland Park

Have your say

Masterplan presented to Council for adoption.

18 May 2021 – Campaign Monitor Email



Have Your Say Lobethal Bushland Park Phase 2

Dear Adelaide Hills Council Community Member/Organisation,

Do you or your community live close to or visit Lobethal Bushland Park?

Adelaide Hills Council are developing a Masterplan for the Park and would like to hear from anyone who has interest in and enjoys using the space.

During Phase 1 of the Draft Masterplan Project, Council worked with the community and other stakeholders to develop a Draft Masterplan. Now is your opportunity to let Council know what you like, what you don't like and what you think is missing as part of this Masterplan.

Providing feedback will take approximately 10 minutes via our engagement platform: <https://engage.ahc.sa.gov.au>.

The opportunity to provide your feedback will close by 5pm, Monday 31 May 2021.

Lastly, if you could please share this email with your community and networks, it will help ensure we reach those most likely to benefit from or be impacted by a Masterplan at Lobethal Bushland Park. **You can do any of the following:**

- Simply forward this email to your contacts and networks
- Include the attached image in your latest newsletter, app or other relevant medium you use to communicate
- Display at A4 or A3 poster ([accessed here](#)) at your community location (kitchen, notice board, front counter, etc)

For information please do not hesitate to get in touch with us.

Thank you for being a valued part of the Adelaide Hills Community. We look forward to receiving your feedback on Phase 2 of the Lobethal Bushland Park Masterplan.

Kind regards,
Meridee Jensen
Open Space - Sport and Recreation

Have Your Say at engage.ahc.sa.gov.au

Appendix B – Verbatim Comments from Online Survey Feedback

Q.7 - Guiding Principles – Further Comments

Note: all comments have been quoted verbatim however to retain anonymity of respondents, any identifying characteristics have been removed.

Number	Commentary
1	An objective should also be that park's development compliments the village of Lobethal as a visitor destination.
2	Principle 2) I hope will include 'active' physical wellbeing activities. Principle 3) is very limiting. The park is so large with so many opportunities that it shouldn't just be seen as a 'local park' but a regional asset.
3	It is a very important area of biodiversity in South Australia. This should be the number one priority with any management changes for the park.
4	Not opposed to the merits of the 3 principles providing principle 1 with respect to the protection, conservation, restoration and enhancement of the park's biodiversity is not compromised by the other 2 principles and appropriately funded.
5	I believe the park should not offer everything to everybody ie the maintenance of the importance ecological diversity within the park means some community activities are not appropriate to ensure the park retains its unique natural heritage value.
6	Is there anything there to aim for the park to be fenced to protect the fauna & flora (keep out non-native animals)? And it should have the aim to repopulate the park with native, burrowing animals.
7	The Hills are under consideration for a UNESCO World Heritage listing to recognise the uniquely rich biodiversity. I would love to see the balance tilted to recognise the irreplaceable and invaluable. They will become an UN SDG drawcard.
8	I agree that conservation of BLP is paramount and the current land use caters for this and it does not require additional place making activities. The proposed master plan is not appropriate for BLP.
9	Don't want to see Bushland Park too developed in terms of large shelters and table and chair areas, nor too much playground. It is a lovely quiet space and it would be idea for this to continue.
10	Making Lobethal Bushland Park even more people/children/dog friendly is diametrically opposed to increasing biodiversity, improving conservation measures and effective restoration. Local biodiversity loss demands that conservation be the priority.
11	Trails connect people to nature.

Q.10 - Community Reference Group – Further Comments

Number	Commentary
1	Adelaide Hills born and bred, as a Friend of Lobethal Bushland Park, I welcome any steps to care for and protect the amazing biodiversity of our amazing Adelaide Hills.
2	There is no such thing as a 'balance' between social/human amenity and conservation/habitat needs. Due to the huge biodiversity loss and accelerating rate of extinction in our native flora and fauna it is vital that conservation/habitat be prioritised.
3	I am supportive of the forming of a Community Reference Group in addition to ensuring that all key stakeholders that have a direct interest in the Park are/have been appropriately consulted with throughout the development of the Masterplan.
4	So long as an overall representation of the surrounding community is captured
5	Without knowing who is on it, it's hard to say. The idea of a ref group sounds good but don't let it get bogged down in single interest issues. You should consider a ref group with ppl appointed based on skills and interests inc tourism and recreation.
6	I don't know the composition of this group but assume it has a strong representation of those who understand the natural heritage value of the park and will continue to keep these values in the forefront of plans and decisions made.
7	A passionate group who only want the best for our bushland park.
8	The volunteer conservation group that regularly visit the reserve to maintain it ie weed reduction, trail repairs etc are not represented on this group this is not due to lack of interest but because they were not aware of the proposal.
9	The group may need some youth representation or a sub committee of young people
10	The CRG has met only once, it was not consulted B4 the 1st M/plan draft was supposed to go to Council. It has not met since the 2nd draft was completed. The C'Reference'G hasn't actually been 'referred' to much. It seems like tokenism, in my opinion.
11	As a member of this group I think we have not yet been fully utilized, only having effectively been consulted with the one time, and then feedback was not provided before the Council voted to put it out for Community Consultation.



Q.12 – Trails – If you could change anything about the trails at Lobethal Bushland Park what would you change?

Number	Commentary
1	Increase the length of walking trail that allows dogs.
2	Current layout is good, making some of them easy access and others more "challenging" would be great!
3	Make them more easily accessible for all ages.
4	Would love to ride my bike through there.
5	Have a designated mountain biking route(s) through the park. Your plan says the heritage agreement won't allow other uses except with minister's agreement - so ask the minister for agreement! It happens in state and national parks so why not here?
6	Currently there are two trails which run north from the Reservoir North. These are connected is via the Firebreak. This has a very steep camber and has of necessity no shade from trees. A small trail within the park is needed to link these trails.
7	Include more disabled access. Not many areas are accessible by wheelchair.
8	Renovate/resurface the trail leading to the lookout tower. Also it would be great to be able to get a wheelchair along the track from Reservoir Rd to and around at least part of the top lake.
9	Limited number of trails to permit more habitat and restoration to occur which is capable of supporting a more biodiverse range of flora and fauna. Local community groups should be retained on side and educated in bush care without use of herbicides.
10	Some management of waterlogging areas.
11	Upgrade the maintenance and ensure that they do shed water so that they are not a vector for transporting phytophthora around the park.
12	All tracks throughout the heritage area are to only be improved with compacted dolomite aggregate/rubble and hardwood sleepers like the recent track improvements in late 2020 (no concrete, paving or bitumen).
13	Better emphasis on PC management and control.
14	Erosion control is needed, as well as waterflow diversion off of the trails (Eg Fern Gully). Funding to complete the boardwalk shld be prioritised, as that path becomes a water body in winter resulting in widening.
15	That money be provided for the maintenance and upkeep of the existing trails. No additional trails are needed more trails comes at the expense of existing bushland.
16	It would be good to re-route some trails on better gradients to improve long term sustainability and reduce maintenance requirements.
17	Better directional markers would be good. Interpretive signage for native flora/fauna, etc would be good. If there are aboriginal sites of significance they should be identified with

	interpretive signage (e.g.: lookout) The colour coded trail system is unclear. I can never remember which colour I'm supposed to be on! The map could be improved on too, with more of the features of a topographical map. I've often been concerned that people might get lost.
18	The colour coded trail system is unclear. I can never remember which colour I'm supposed to be on! The map could be improved on too, with more of the features of a topographical map. I've often been concerned that people might get lost.
19	Make it clearer and easier for visitors to understand and respect that a heritage listing means no dogs, horses etc.

Q13. Trails Further Comments

Number	Commentary
1	It appears that there will be removal of part of the trail currently around Reservoir South so it will no longer be a circuit. I am strongly in favour of retaining some form of circuit around this reservoir.
2	The existing trail network and perimeter firebreak are sufficient. Do not want to see the proliferation of tracks through the park which will directly impact upon and put at risk the Park's biodiversity and increase asset maintenance for AHC.
3	I would oppose opening up any new trails at the expense of vegetation clearance. The risk of additional weed seed dispersal should be minimised by not cutting new paths through intact vegetation areas of the park.
4	A more conservation orientated bushland reserve could attract more carers prepared to assist in its restoration and future monitoring of species which use, live or more through the area seasonally. Species selection for replanting needs to be considered.
5	Has consideration been given to the future upkeep of BLP as it does not receive enough funding additional trails or playgrounds, toilets, barbecues etc under the proposed plan adds additional strain on future budget requirements 50yrs in future.
6	When a vermin proofed fence is built then a walking trail near the creek of the bottom lake, would need to be positioned such that the fence may also be aligned in the most suitable location, and also to protect the rare species of plants in the vicinity.
7	Love the 'natural' feel of the current trails.
8	Re the lookout, this could be a real drawback and a nice reward for getting to the top, but pls make sure it is high enough to get above the tree line, otherwise it will be a waste of time. I see towers in other parks that are really just platforms.
9	LBP has some of the best trails in the area. They are designed for walks of various lengths and grades with a good range of endemic species. The Friends of Bushland Park are to be commended for the work they carry out in the park.

10	A rationalisation of the trail network may close some sections and improve others. Please consider using the firebreaks for bikes, horses and runners. A purpose built recreation loop around the park is possible.
11	Seating should be very limited on trails - maybe restricted to open areas near the dams and lookout or other cleared areas.

Q.15 – Stakeholders – Should Council’s support of, collaboration with, its stakeholders change in any way? Please describe. (Stakeholders include, but not limited to: Bush for Life, Friends of Lobethal Bushland Park, Department for Environment and Water, Landscapes SA.)

Number	Commentary
1	I don't believe dogs should be allowed into the park, not all dog owners are responsible. Don't remove legacy buildings or concrete slabs.
2	Ensure that all groups are given equal access to being heard.
3	Rec fish SA stocking.
4	Just needs to remain accessible to the public to be able to make that connection with the natural environment.
5	Why not include some groups which are recreation focused like Walking SA, or tourism focused rather than just conservation?
6	The main aim regarding collaboration should be that is enables input from groups with expertise and knowledge of protecting the biodiversity of the Park.
7	All stakeholders need to be on the same wavelength. It's hard to get consensus on everything, but the aim must be for what's best for the park.
8	The current relationship between the Biodiversity Unit staff and stakeholders is excellent. The council should respect, value and heed the knowledge and advice that their very capable Biodiversity staff provide.
9	Only where to add new members would bring expertise to protect and restore and encourage biodiversity.
10	The Friends of Bushland Park give of their time freely to maintain and enhance the endemic flora of the Park. With the recent fire it has increased their workloads. It would be sensible to increase funding to the group to ensure they can continue.
11	As a person who volunteers for the BLP I was shocked to hear of the proposal. There has been no communication with the volunteer group and we were not represented on the advisory committee and I myself have only just heard of the project.
12	Additional funding for weed control is required.
13	Consult with local bush care workers and consultants such as (deleted) and (deleted), who have done wonderful work in retaining and enhancing bushland in the Adelaide Hills

14	Maybe the Office for Rec and Sport and Walking SA should be involved too.
----	---

Q.16 - Heritage Agreement – Should the Heritage Agreement area/boundary at LBP be altered in any way? Provide details.

Number	Commentary
1	A small parcel of land by made available to accommodate a camp ground, in the cleared area due East of the top dam, especially for school groups or scouts/guides etc.
2	The Australian Pure Fruits factory on the parks border is a real shame and needs to be screened.
3	No.
4	Leave it as-is, but seek permission from the minister to do other things like biking and maybe dog walking on certain routes.
5	Yes expanded to include the rare plant associations/habitats on the western side of the bottom lake and the eastern, northern and western.
6	No. If anything the Heritage Agreement area within the Park needs to be given greater support by AHC. This includes clearly delineating the HA with a fence to the non HA areas to the Community Use Area & Kenton Valley Rd and enforcing no dogs, etc.
7	Should cover the whole of the conservation area.
8	The area should not be reduced in any way. There should be consideration given for extending the area where significant endangered plants need to be protected.
9	Whatever is best for the protection of the park is ok by me.
10	Yes - extend the HA to include the southern reservoir and the surrounds that contain threatened plant species and plant communities. The Council's Biodiversity Unit has all of the relevant information to inform this critical need.
11	Recognise indigenous connection to local landscape wherever and however possible.
12	Maintain the current agreement.
13	Yes the agreement should be alter to extend the area to include the community use area, as there has been recent discovery of rare plants. However I am not opposed to reinstating the current facilities ie existing bbq etc but not implementing new develop.
14	Why not to include all of the park to the boundary, including the south-western corner adjacent to the bottom lake? There are stretches of quality bushland along the edges of the park too, ie. on the other side of the firebreaks, which could be included.
15	The Heritage Agreement should be expanded in area once conservation has been prioritised and increased restoration/habitat planting has been achieved.

16	I suggest extending the native vegetaion further into the fire-break; maintain low habitat rather than totally bared land should reduce weed infestations & provide slightly more habitat, without compromising the firebreak.
17	No it does the job where it is. The current boundary is fairly strict and is already preculsive of many activities.

Q.17 – Biodiversity – Further Comments

Number	Commentary
1	I would like to see family volunteering programs run on this site at times that are family friendly. My son and I wanted to join Friends of Lobethal Bushland Park but was told that they meet weekdays which is not possible for us due to work and school.
2	I think it is very important to engage young people with the biodiversity of bushland park and reconnect them with nature. Lobethal Bushland Park is one of the only places in the immediate surrounds where access to a high biodiversity hotspot is still available.
3	The biodiversity of the park is amazing but the park needs other drawcards to get people there and therefore gain a better appreciation of the biodiversity.
4	Generally supportive of Biodiversity points 3.1 -3.13. The development of a Vegetation Management Plan (2021) requires thorough stakeholder engagement and must include/introduce cultural/ecological burn regime for the Park (engagement & education).
5	I definitely support the planning of fencing to be able to reintroduce species into the park.
6	Protection of the significant biodiversity within the park should be a prime underlying principal of any decisions made in the whole park.
7	Feral proof fence/gates and reintroduce native fauna.
8	Biodiversity should take precedence over our desire for human pleasure grounds & recreation. Humans may take pleasure & recreation from almost anywhere. Wildlife has very few places to live now - and we can't live well without nature!
9	Our Hills are worthy of the UNESCO World Heritage listing (deleted) and others are working towards. Our actions, decisions, funding etc. must reflect the extraordinary value of the biodiversity we are so lucky to have custodianship of.
10	Bushland Park has one of the most biodiverse areas within AHC. The diversity is due to a mix of factors such as not being affected by serious bushfires but above all, a Friends Group that are dedicated to retaining it in it's current condition.
11	The proposed master plan has the potential to severely disrupt the biodiversity of bushland park. Since the fires there has been new discovery of plants that were previously thought to have been lost in the reserve area.

12	Pg 3 under Conservation Land, there should be no consideration given to dogs off leash nor on leash. The building of a feral (ie. fox and cat proof) proof fence would allow the reintroduction of animals such as woylies and bandicoots.
13	Biodiversity can only be increased, enhanced and protected by providing the necessary habitat in sufficient abundance to sustain a number of breeding pairs, not merely small families which soon become genetically compromised if unable to connect beyond.
14	Interpretative signage is needed to educate the community about the importance of the aquatic flora and conservation strategies. Most people just don't understand how important are our local endemic plants and ecosystems.

Q.18 - Reservoirs (Lakes) -Further Comments

Number	Commentary
1	Some fishing, jetty and seating but not yabbying which can be degrading to the area and not kayaking or water play.
2	Another place to kayak in the hills would be amazing.
3	It would be nice if the lakes were stocked with native fish for fishing.
4	As the redfin are stunted in the lakes it would be a great opportunity to stock natives on a catch and release basis I believe they could thrive
5	Love the idea of one reservoir (southern) being available for recreational use while the top one can remain still and tranquil for the birds. Not sure what value aquatic environmental monitoring will provide. Remember these are man-made reservoirs.
6	Recently a botanical survey was undertaken around the margins of both lakes and many rare small aquatic plants were found. these need the appropriate levels of protection.
7	The northern reservoir is to be protected from any development & activity. Development & activities in & around the southern reservoir requires extensive planning & design to find an appropriate balance between recreation & aquatic biodiversity.
8	The southern reservoir aquatic environment is largely unsurveyed and a wide range of community uses as given above would greatly impact on its value as a natural aquatic habitat.
9	Activities that encourage more people to visit the park would be great (but in an environmentally sensitive way). I don't want to see the park overrun and/or damaged.
10	The SA Govt has recently opened up many reservoirs for kayaking, fishing etc. There is no need to do these things at LBLP as well. Please heed professional ecological advice that has been made available to you and leave both lakes as nature reserves.
11	Even the reed species are of biological significance. As such, I would prefer to see the emphasis on education as recreation, versus intrusive activities, such as introduced species to fish instead of habitat for endangered native species.

12	Any water infrastructure will need ongoing maintenance (future budgets). The lakes are not big enough to support people activation while considering conservation requirements. Increase activity may drive birdlife away from the area, reducing enjoyment
13	Fishing for redfin could continue to be allowed, but not yabbying. Yabbies are important food for rakali and other native animals. Turtles also should not be allowed to be caught. Not a jetty. Kayaking could be allowed.
14	An island could be a floating island, provided that it can be anchored so that predators such as foxes and large rodents cannot access the island. Prefer not to be made for human use (picnics, kayaking, fishing etc) as will only become degraded.
15	A viewing platform at the top lake would be great, to show off the quality of the plants etc.... must include interpretative signage.

Q.20. – Fire Management – Additional uses of the fire break & further comments

Number	Commentary
1	A 4x4 and mountain bike track around the fire break would be an excellent feature - especially if access and use is club/community controlled.
2	I was quite concerned about the large amount of dead and fallen timber that had accumulated in the park before the fire. While I understand dead timber's importance in the ecosystem I'd like to see it better managed in future.
3	You ask if I support DEW involvement in the fire management plan, but I have no idea what their involvement means. The 2019 fire proved a big fire break makes no difference to a big fire, but perhaps it is still effective to stop small fires???
4	Investigate future prescribed burns in the park
5	Fire management should be done in consultation with Aboriginal people and traditional cultural burning methods which were significant in keeping areas safe in the 2019 Bushfires interstate. Given that the area is still undergoing regrowth now is the time.
6	Mountain biking trail.
7	Mountain biking. If routes can't be found within the heritage agreement area, build a trail loop all around the outside in the fire break. For dog walking too.
8	In many places, the fire break needs to be reduced and the bushland restored. As we found in the Cudlee Creek bushfire, a 30m firebreak did nothing to stop the fire due to spotting in high winds.
9	Establishment of a gravel walking trail/access track at best, nothing more. Dog walking should not be permitted beyond firebreak along Kenton Valley Road, otherwise dog walkers will start taking short-cuts through HA.

10	It is pertinent that fire management & vegetation management are in the same plan as they are intrinsically linked. Hence an overall Management Plan that includes vegetation and fire management needs to be developed for the park (i.e. Wadmore Park MP).
11	There needs to be a consideration of the benefits of a plan of future cool burns in light of the success of the previous cool burn where the canopy of the trees in that area are noticeably unaffected by the recent fire.
12	The park should not need any fire management for at least 10 years. Take the advice of ECOLOGISTS about this, not politicians. Any burning within the next decade will have a severe negative impact on biodiversity.
13	We failed once. We can't do so again. Are cultural burns appropriate? What changes must we make to protect the biodiversity and help it recover and flourish?
14	My only concern is that the fire break didn't do much good in the recent bushfire.
15	Current methods of fire management are too severe, not under any circumstances should trees be set alight during back burning aboriginal methods are low impact and animals allowed time to retreat and because low impact return within days of the back burn.
16	The reintroduction of digging marsupials will reduce the intensity of future fires, so this should be a part of any fire management plan.
17	Razing everything to the ground and having enormous wide fire breaks will not necessarily avoid damage from bushfire in the future, especially since many of these fires are lit by people. Punishment needs to fit the crime and education is vital.
18	No it's intended use is for fire break. If there is an opportunity for fire management plans to include traditional aboriginal slow burn methods (not the methods currently used) for hazard reduction then I think this should be utilised.
19	The fire break is ideal for the placement of a feral proof fence, that would then allow the reintroduction of digging marsupials.
20	Yes, the use of indigenous knowledge about regular very small, slow burns rather than the European concept of an enormous blaze just before summer which is not conducive to increasing biodiversity or assisting wildlife regenerate.
21	Camping in the recreation zone should be considered for events and Mawson Trail Riders.
22	Bike access in this zone may be appropriate.

Q.24 - Recreation and Play – Further Comments

Number	Commentary
1	The master plan uses words like investigate and consider in relation to playspaces. I think that this wording needs to be more action orientated. The masterplan for this site should include playspaces and the locations identified are suitable.
2	Anything that encourages local families and visitor groups to spend time in the play area will then encourage them to explore the heritage agreement area.
3	As natural as possible. We want people to understand the uniqueness of the park and natural area not man made play areas.
4	The activation of the area will make the park and even better spot to come with family and friend and provide something for everyone.
5	It's a shame the masterplan shows part of the trail around the south reservoir being removed and revegetated. I think there should be a continual loop trail around it for walking and even kids riding.
6	Much of the lower lake margin needs to a conservation zone to protect the rare aquatic plants. I do not support recreation in or around the top lake.
7	Again, the design and location of recreation and playspace infrastructure and improvements must be sympathetic to flora and fauna which includes existing trees and aquatic flora/fauna in and around the southern reservoir.
8	I would like to see some of the money for nature play be used to encourage children to interact and discover the natural environment directly through exploration of the heritage area of the park eg with suitable educational signage, trails etc
9	6.2 constructed playground is NOT necessary. Nature is growing fabulous tall Eucalypts and Acacia seedlings there already to replace the shade and nature play that the former pine trees provided. Kindy & school children LOVED those pines trees.
10	Just that it shouldn't come at the expense of protecting biodiversity. However, children must have the opportunity to learn about the wonders, being the next generations of custodians.
11	There is currently no playground and I do not support the installation of one. Currently there are bbq's and toilets attached to main building which I have no objection to staying I just do not want to see expansion of this.
12	A historical events timeline signage would be good, to remember the significant years for this Park, as would a Peramangk recognition initiative.
13	Less people/dog friendly and more conservation needs to be prioritised. Taking over conservation/habitat areas for yet more and more human activities is a retrograde step.
14	With more families moving to Lobethal this open space will become more important in the next few years. Recreation could be catered for at Bungarra Reserve (next to the footy oval) to help take pressure off Bushland Park.

Q.26 - Activation of the Park – Further Comments

Number	Commentary
1	I think it will be hard to develop this site as a 'local' destination while also developing visitor experiences with broad appeal. I believe the site should be developed to encourage people from outside of the town to visit.
2	An art project may take away from the simplicity of the natural environment.
3	I'm not sure on the educational aspects of what is proposed. It sounds like a good idea, but who runs it and how? Is it really of value?
4	Recreating in the southern lake needs to be controlled and monitored to ensure native flora is not degraded
5	Activation to encourage public participation in the Park needs to be tempered with the need to conserve the biodiversity and significance of the natural heritage of the Park.
6	Don't waste money on art, spend it on biodiversity outcomes & weed management in the main attraction... the park itself!
7	Recognition of the immense value of our amazing Adelaide Hills Biodiversity must come first.
8	No
9	I do not agree with self guided activation. I do not want signs plastered across the reserve in an attempt to educate people. If the education programs were structured with the use of conservational educators then ok but you need ongoing budgets for this
10	Planting projects are very unlikely to be needed in the park, as weed removal thus allowing natural regeneration is effective here.
11	More conservation/habitat - less 'things to do' for people/dogs - it is the wildlife, orchids and other flora which is vanishing, not humans!
12	a nice well designed walking trail would add to tourism potential for the region.

Q.28 - Entry and Arrival – Further Comments

Number	Commentary
1	In addition to the RV area, a camp area for people to apply to use would be an incredible asset.
2	There needs to be improved access from the car park including better steps and/or a sloped walkway for people with prams and wheelchairs and other mobility aids
3	Overnight rest spots will bring extra rubbish to the area and I don't think should be encouraged.
4	RV staying overnight could create more waste and rubbish in the area. The current access steps are terrible.
5	There seem to be limited spaces for motorhomes across the adelaide hills and there seems to be space here to fulfil that purpose and encourage additional tourist visitation. Links back into the town might need to also be considered.
6	I think the car park area is fine as it is, although some disability parking on the upper level would be a good move. Focus your spend in the park facilities, not on the entrance.
7	Strongly oppose RV stays. Do not want to see the carpark sealed with bitumen and kerbing that will result in heat island. Support planting of shade trees (i.e. eastern side of carpark) and WSUD (i.e. vegetated swales & rain gardens)

8	Any improvement to car parking needs to ensure surfaces are not sealed ie the surfaces are pervious to rain. Also there should not be an extension of the total car park area that takes land from the rest of the park.
9	No
10	Any upgrading beyond current parking area will require installation and ongoing maintenance, where is the future money coming from. Strong no for camping or caravanning who is going to monitor the behaviour of campers once again ongoing budgets for upkeep
11	So long as not too much money is spent on such as this RV facility, to the detriment of conservation work and weed management within the conservation area.

Q.30 – Suggested Edits

Number	Commentary
1	I believe there needs to be more action orientated wording. Words like 'consider' and 'investigate' should be minimised.
2	A provision for a camping area and the use of the firebreak for controlled 4x4 and mountain bike activities would be a welcome addition
3	I would like there to be further information on the strategies behind the education programs and the flora species used in the environmental management plan
4	Challenge the assumption that heritage agreement means you can't do anything other than conservation and quiet activities. Some trails should be designated for biking and dog walking, while leaving other trails for just walking.
5	Walking connection with Main Street (point 2.7) needs to be explored as a priority (i.e. formalisation of a footpath along western side of Kenton Valley Road and Mount Torrens Road to Cuddle Creek Road).
6	See my earlier suggestions. Also there needs to be some provision for information that horses and cyclists are not permitted in the park. I would like to see more resources directed to the heritage area of the park and trail improvement.
7	Commitment for fencing to make it a true 'nature' park, only native animals inside the fence.
8	Remove all encouragement to attract dog walkers. Include measures to deter horse riding in the park (there is horse manure on the trails now containing a plethora of weed seeds). Remove the expectation of water sports.
9	No
10	BLP is currently utilised for the purposes it was intended by nature as a reserve area full of flora and fauna biodiversity the proposed plan has the potential to disrupt this. Provide money for the groups that currently maintain the area not the proposal
11	Emphasis on conservation and habitat, not people and dog orientated - it is our native flora and fauna which is going extinct, not the human race.
12	Please do not close the trail around the lake. Good trail design can reduce impacts!

Q.31 – Masterplan Further Comments

Number	Commentary
1	Ensure adequate dog walking path
2	This is a great location and potential to connect people with nature and wellbeing outcomes. I hope that this masterplan is written in such a way that directs the ongoing development and preservation of this site.
3	Overall I am very excited about the funding allocated to Lobethal Bushland Park. I hope that social media is also utilised in a positive way to promote the new improvements to the park, as this will highly capture the attention from the younger generation
4	Great to see such an effort going in to improving this park. It's a regional asset, not just a local asset. Look at how state parks are now managed - inclusive of active rec (biking, kayaking, rogaining, etc). Why only 255 characters per comment?
5	I am worried that the community has been asked to respond to a lot of possibilities that would, if the community positively responded to and were implemented, would have a significantly detrimental impact on important natural heritage value of the park.
6	Bushland park is almost a hidden gem. With further enhancements it will only become more known, and enjoyed by more of the local, and larger, community.
7	Put biodiversity first - that was the park's original purpose. It was never intended as a human pleasure ground, as evidence by the Masterplan's proud opening statements about being one of the first Heritage Agreements.
8	No
9	Have future budgets been considered, current volunteers walking away because it does not meet their values. The proposal requires social conformity however opening reserve to extent proposed where is the oversight to ensure compliance.
10	Pg 3 Conservation Land and pg 4 3.3 seem to contradict each other, please make it very clear that even dogs on leash (let alone off leash) is not a possibility for the Conservation Land.
11	As above. Appreciate the work - but the Plan is far too 'people orientated'.
12	The building is a great venue and could generate income for council is managed effectively!

Appendix C – Email Submissions

Where data has been deleted for anonymity reasons this is marked with a (...)

Number	Key Theme	Comment
1.	Conservation value & Protection Heritage Agreement area extension Risk of play space and play and activation near southern reservoir.	<p>Dear Masterplanners,</p> <p>Please see below & attached for important biological survey results for the riparian areas surrounding both lakes in Lobethal Bushland Park. The Friends of Lobethal Bushland Park commissioned Clive & Claire Chesson (Ecologists & Field Botanists) to undertake the flora surveys in order to begin the process of filling in the biological knowledge gaps that had become apparent in the drafting of the masterplan. We see this as only a first step in the biological surveys (and consultations with specialist stakeholders) that are required to ascertain the presence and abundance of legally protected and threatened native flora & fauna that inhabit the lakes and their margins.</p> <p>The survey findings add greater weight to the need for the existing Heritage Agreement to be extended further south to encompass and protect these valuable plant communities. If the expansion and redevelopment of the playspace and lower lake trail attracts significantly more people to the margins of the lower (in addition to activities such as fishing, kayaking, yabbing, splash areas – as suggested in the Draft Masterplan), the destruction of threatened flora species and communities will be certain.</p> <p>(...)</p> <p>Yours sincerely,</p> <p>(...)</p> <p>[See end of table for attached additional information]</p>
2	Suggested Edits – addition of prohibition of horses - Addition of horses to 2.1 (Dog management Plan)	<p>Dear AHC,</p> <p><u>Re – Lobethal Bushland Park Draft Masterplan – public consultation feedback.</u></p> <p>I refer to pages 4 and 5 of 5 of the Draft Masterplan in my feedback below:</p> <p>Page 4 of 5 “CONSERVATION LAND MAP”</p> <p>2. TRAILS/CIRCULATION</p> <p>2.1 “existing walking trails...” Dot point # 2... “(No dogs within Conservation land)”</p> <p>Reference should also be made to no horses, as well as dogs. There is often horse manure on the trails, complete with their load of weed seeds, which poses a greater threat to biodiversity than dogs do.</p> <p>3. BIODIVERSITY</p> <p>3.3 “Develop dog management plan for park...”</p> <p>Develop a management plan for horses too – per 2.1 above.</p> <p>4. RESERVOIRS</p> <p><u>Low Flow Device:</u></p> <p>Some mention should be made of the Low Flow Device infrastructure that was installed in 2020. The Low Flow Device siphons water from the north reservoir to provide environmental flows through the Butterfly Valley creek, into the south reservoir. A well understood management procedure</p>

	<p>- Include Low Flow device in plan and on map</p> <p>Fishing/Yabbying</p> <p>Risk to biodiversity</p> <p>Fauna surveys should be undertaken</p> <p>Risk of allowing dogs in community land and in Fire Breaks</p> <p>Opposed to water play – risk biodiversity</p>	<p>should be written and adopted for communication to current & future Adelaide Hills Council staff operating the device. The implications for positive and negative biodiversity consequences are not well understood at this point in time. Mismanagement could be catastrophic to riparian plant species and communities in both the north & south reservoirs, with possible overflow potential to the neighboring property. There is much potential for damage without adequate monitoring, training & understanding.</p> <p><u>Fishing in the north reservoir:</u></p> <p>I implore the Council to show leadership and direction by explicitly stating whether or not they permit fishing & yabbying in the north reservoir. Currently, the public undertakes both activities with no signage or policing to advise them otherwise. Under the legally binding conditions of the Heritage Agreement the fauna in the reservoir should be protected, just as the terrestrial fauna are protected. Surveys should be undertaken in order to gain an appreciation of, and monitor, the health and abundance of native fauna species residing the reservoir.</p> <p>5. FIRE MANAGEMENT</p> <p>5.3 “Investigate potential future uses – trails for dog walking... along Kenton Valley Road...”</p> <p>If the Council makes an additional invitation for the public to walk their dogs along Kenton Valley road, as well as around the existing south reservoir trail, then the Council MUST accept, and take responsibility for, even more dog walkers going into the Heritage Area than there already is. Currently, the Council does not have the resources or will to police the daily dog walking in the HA area. Signs are not effective. Erect as many signs as you wish, but dog walkers will continue to ignore them.</p> <p>7. ACTIVATION</p> <p>7.4 “...permit water play”</p> <p>The State Government has recently opened a number of reservoirs for water play. The public now has many choices for water play locations. The biodiversity value of the south reservoir is only just beginning to be understood, surveyed and communicated (see my email sent 26/5/21). I strongly propose that the Heritage Area be extended to include the south reservoir in order to protect threatened flora species on the lake margins and the threatened tree community to the west of the reservoir (the Council’s Biodiversity Unit is well informed of the information). The public can kayak elsewhere, but these threatened plant species & communities have nowhere else to go.</p> <p>Page 5 of 5 “COMMUNITY LAND MAP”</p> <p>4. RESERVOIRS</p> <p>4.5 “Investigate recreation... fishing/yabbying... kayaking...”</p> <p>Refer to ecologist survey reports commissioned by the Friends of Lobethal Bushland Park, emailed 26/5/21.</p> <p>I ask the Council to undertake fauna surveys to identify fish and Rakali (<i>Hydromys chrysogaster</i>) inhabiting the south reservoir now or potentially</p>
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	Current waste management restraints impacted by proposal	<p>This begs the question, are the costs of sewage and rubbish disposal from campers/RVs a cost that the Council is prepared to fund into the future, given that green bins were said to be logistically and financially impossible, despite the potential biodiversity benefits and saving in costs of future weed control by contractors into the future? I oppose any new recreational activities which will result in additional ongoing maintenance costs that will potentially detract from the priority of the biodiversity budget.</p> <p>Regards,</p> <p>(...)</p>
3	<p>Engagement query</p> <p>Biodiversity</p> <p>Trails</p> <p>Conservation V Recreation</p>	<p>It is not clear, from your plan :</p> <ul style="list-style-type: none"> • how many Peramangk Elders were invited for consultation • the names of those who took part in the process • the names of those who endorsed the plan • the names of those who have not endorsed the plan • precisely what concerns were raised by them <p>i am not a Peramangk Elder, but it seems to me, as one who has thirty years of experience working in african conservation parks that, if the purpose of the park is truly bio-diversity, then your plan fails to achieve any worthwhile purpose.</p> <p>Even a bush-track , to say nothing of a firebreak, splits the area into two. Thusly your map, which shews no fewer than twenty such trails and breaks, suggests that there are twenty 'conservation' areas, each of which is too small to provide any real protection of vulnerable habitat.</p> <p>Any plan that allows public access into an area that is reserved for conservation is a most moronic oymoron.</p>

Attachments to email Submission #1

5.1 APPENDIX 15: Attachments to Email Submission #1.

The flora of the Lobethal Bushland Park - Lake margins and mudflats .

IMPORTANT: Please read the notes below to ensure that you gain full access to the entire data set.

Aim and Scope: To determine the degree of lake margin floral diversity and to establish the presence or absence of wetland/mudflat plant species of significance.

Area of study

1. Definition of area: The margins of the two LBP lakes between recent low water levels (LWL) and the high water marks (HWM).
2. Map: The lakes surveyed are indicated by the **red arrows**.
3. Period of study. 5-7 May 2021. [Prior survey by these authors in March 2015].

Period of survey: 2021 May 5-7.

Previous surveys, records and data sources: Chesson, CM & CC 2015; Biological Database of South Australia (BDBSA)

Survey Method: Search for and sample each of the different plant associations represented within the survey area. Focus on key and rare species. Establish search circles of appropriate radius, eg 3m to 5m, to capture localised diversity. The centroid of the search circle, the geotag, having its coordinates determined by GPS receiver. Identify, count and measure plants of all species within each of the search circles.

Organisation of this spreadsheet report:

The file contains 5 separate spreadsheets:

- (1) **README** (tab),
- (2) **Species List** (tab),
- (3) **Data Sheet** (tab),
- (4) **Site Maps** (tab),
- (5) **BDBSA Records** (tab).

Content of the Spreadsheets .

(1) **README:** Aims, scope, methods, conclusions, spreadsheet field definitions, important notes on access to all data within the spreadsheets.

(2) **Species List:** all plant species found in the current and previous surveys

(3) **Data sheet:** records of each species by site locality (mapped).

(4) **Site Maps;** Scaled topographical and satellite image maps marked with the coordinates of each numbered survey site (search circle).

(5) **BDBSA:** List of species found previously as downloaded from the BDBSA via Nature Maps.

IMPORTANT: Please read the notes below to ensure that you gain full access to the entire data set.

Field Definitions (Species list, Data Sheet)

Note: the Data Sheet is very wide, many columns, and to make all parts of the data easier to access the **first column (A) SPECIES has been frozen** via the View menu. This means the species name is always visible regardless of the number of columns crossed even at the last column. Although as you move across the page some columns may temporarily disappear from view, the species column always remains in view.

SPECIES

Species names: all used here are in current use by the State Herbarium and the BDBSA. Species names with an asterisk represent introduced and non-native species that are naturalised i.e. adapted to the local environment and reproducing without assistance.

Species identity : determined from the experience of the field botanist (Clive Chesson) with reference to the on-line and print resources of the State Herbarium of South Australia. Additional resources from a range of sources used from time to time as required.

COMMON NAMES : Common names used here are in current use by the State Herbarium and the BDBSA

NSXCODE (NSX Code) : A letter and number combination code uniquely identifying an individual flora species (taxonomic entity). These codes allow all taxonomic entries in the Biological Data base of South Australia (BDBSA) to be readily updated whenever botanical name changes occur .

FAMILY NAME: The family name used here is that used by the State Herbarium in the current Flora of South Australia (5th edition). The systematic number associated with the family name is used by the State Herbarium (**Census of South Australian Plants, Algae and Fungi**) to reflect current knowledge of the taxonomic relationship of the families and allows the list to be sorted 'like-with like' as opposed to an alphabetical arrangement by species name as used in some publications. In the case of very large families the Subfamily (+/- the Tribe) has been appended to the family name e.g. 91.182 FABACEAE: Caesalpinioideae (Cassias/Sennas); 91.182 FABACEAE: Faboideae (Peas); 91.182 FABACEAE: Mimosoideae (Wattles) to facilitate such a sort.

NATIVE: Yes/No : Allows the list to be sorted into Native species and Non-native species. (This latter category is restricted to Naturalised Species: overseas/interstate species adapted to local conditions)

DATE of LAST RECORD: Relates to pre-existing records (**BDBSA Records**) .

Date Located: Relates to the current survey.

GPS): Yes/No : Position coordinates collected at the site / not available.

WHERE FOUND : Autumn 2021 Site Numbers

Location description and relative abundance: a field on the **Species List** relating to the occurrence of the species overall, in the project area, across all sampling sites (centroid search circles).

Site: code number for each site surveyed (each site has a unique set of coordinates as determined by a GPS receiver) on the **Data Sheet**.

Site location and description: Distance in metres, and bearing from a well defined landmark plus physical characteristics of the site (**Data Sheet**).

Number: Number of individual plants of the species. This can be expressed as an actual count eg 5x, a minimum estimate eg 50+ (for clumping species, or small and hard to detect plants), a range for plants in a colony where individuals are hard to separate and numbers estimated eg 30-50, Where the presence of a species was noted but no counts or estimates were made for some reason it is expressed as PNC (Present Not Counted). If a species had been previously recorded for the area but not found during the survey it is recorded as Not Detected (ND). (**Data Sheet**).

Comments/Notes: a field on the **Data Sheet** relating to the occurrence of the species at a defined site, notes about the growth of the species, height, maturity, age distribution and any other notable characteristics of the plants of species at that site.

Centroid (+radius): a central point where the GPS coordinates are determined for a species of interest with a given radius in metres measured from this point to define the search area/circle. All species within that circular area are noted and where possible individual plants of each species counted or numbers estimated. The centroid and radius define the site area/search circle. (**Data Sheet**).

Geotag (GPS Coordinates). Geographical coordinates expressed in metres using The Universal Transverse Mercator system (UTM), and the map datum: World Geodetic System, 1984 (WGS84) determined via a handheld Global Positioning System (GPS) receiver. (**Data Sheet**). [\[On the topographical map some of these points will appear to be under water since the level of the upper lake was less than 100% capacity during the study period and topographical maps have the lakes coloured blue to the high water mark.\]](#)

Precision (metres): an indication of the repeatability of the GPS measurement expressed as +/- metres. A value of +/- 5 metres is considered reliable. The measurement is determined by setting the GPS receiver to average position estimations when marking/determining the site position. (**Data Sheet**).

GPS Receiver: The brand and model of the GPS receiver/unit used. Eg *Garmin GPS 12XL*, or *Garmin GPS Map 64s* (**Data Sheet**).

Discussion and conclusions: The plant diversity of the survey area was last assessed by these authors in March 2015. We conducted this current survey over the 5th and 7th of this month. We are pleased to report that the plant diversity around the margins of the two lakes has notably increased especially that of the upper



lake. Across both lakes together, 35 species were found in the fringing band 10-15 metres wide below the high water mark. The two lakes have a different water regime and a different ecology. The diversity of plant species as a consequence is also different. The lower lake with largely consistent water levels supports a very large aquatic sedge, The tall Spike Rush (*Eleocharis sphacelata*) growing to around two metres tall and also a very tiny species, the Small Mud-mat (*Glossostigma elantinoides*), growing to about 15mm tall. The Large Spike Rush is almost only found at localities where there is permanent good quality water. Clearly, it's water requirements are being met. The Small Mud-mat is quite an adaptable little plant that is usually present and active following the retreat of water levels leaving exposed mud flats or gravel beds. However, water levels can change markedly relative to the size of the plant and it continues to flower even underwater. The population of the Small Mud-mat (*Glossostigma elantinoides*) at Lobethal Bushland Park is the largest we know of in the AMLR. In regards to the upper lake, the lake margins community there depends on seasonally changing water levels. If the water remains at or near the high water mark for too long the mud flat species will drop out of the community. If the water level remains low the bushland plants, particularly any weed species, will invade and takeover the former marginal mudflats and gravelly areas where the Pygmy Sundews (*Drosera pygmaea*) are growing. The Pygmy Sundews do not have tubers and therefore do not proliferate by the production of multiple tubers as do most SA Sundews. This species produces gemmules (asexual propagules) which float off and disperse when the water level rises above them. The species also produces small numbers of seed (1-4 per capsule) by sexual reproduction helping to maintain genetic diversity. However the species relies largely on the gemmules for its spread. They get carried on the water surface by the wind and many would be left at the outer limit of the water at the end of the annual inflow. Presumably, this is the reason so many grow within metres of the high water mark of the lake. The water must retreat as the species does not grow in the water. The Veiled Fringe-rush, a tiny sedge, uncommon in the ALMR, usually no more than 5cm tall, grows along the eastern side of the upper lake and again is dependent on the changing water levels to allow it compete with larger and more species.

At Lobethal Bushland Park, the two lakes, former reservoir impoundments, provide two very different lake-margin plant communities, and are an important conservation resource. Whilst many of the plant species are rare in the AMLR, none of the species involved are 'critically endangered'. Nonetheless, plant communities such as these are important to the State's overall biodiversity and can lose their diversity over time without appropriate recognition and management. If we develop an understanding of the needs of the component species of communities, we can save the whole community in most cases. In wetlands of any kind an intact community structure is important to continued diversity and species conservation. Continued good management at Bushland Park may see more species found with time. The lake communities at Lobethal Bushland Park are unique and very significant!

(...)

Sunday, May 17, 2021.

SPECIES NAME	COMMON NAME	NSXCODE	FAMILY (as per State Herbarium)	NATIVE Yes/No	Date Located		Location description and relative abundance	GPS	WHERE FOUND : Site Numbers [May 2021]	Additional Notes
<i>Persicaria prostrata</i>	Creeping Knotweed	S01301	91.032 POLYGONACEAE: Polygonoideae: Persicarieae	Yes		7/05/2021	Found only at one site. Would expect much more when the season is appropriate. There would be many propagules	Yes	LBP003	
<i>Dysphania glomulifera</i> ssp. <i>glomulifera</i>	Red Crumbweed	U03986	91.047 CHENOPODIACEAE: Chenopodioideae: Dysphanieae	Yes	5/05/2021		Found at the eastern end of the lower lake (LBP007). Has the potential to spread widely on drying mudflats	Yes	LBP007	Known from Reservoir sites only in the MLR
<i>Alternanthera denticulata</i>	Lesser Joyweed	G32483	91.049 AMARANTHACEAE: Gomphrenoideae	Yes	5/05/2021		Prolific at places around the margin of the lower lake.	Yes	LBP007; LBP008	
<i>Hypericum gramineum</i>	Small St John's Wort	Q01352	91.125 CLUSIACEAE	Yes	5/05/2021	7/05/2021	Scattered plants only at this time. The species has the potential to be prolific at the damp grassy margins	Yes	LBP001; LBP003.	
<i>Drosera pygmaea</i>	Tiny Sundew	S01361	91.129 DROSERACEAE	Yes	5/05/2021	7/05/2021	Abundant in many places around upper lake margin, nearer the high water mark (HWM). Substrate at these localities is clay scattered with gravelly stone.	Yes	LBP001; LBP003; LBP005.	These conditions are not typical elsewhere. Often found on

peaty substrates.

<i>Crassula helmsii</i>	Swamp Crassula	U01486	91.149 CRASSULACEAE	Yes	5/05/2021		At this time only found in one locality on the eastern end of the lower lake but has the potential to grow around much of the lower lake.	Yes	LBP008.
<i>Lythrum hyssopifolia</i>	Lesser Loosestrife	202195	91.303 LYTHRACEAE	Yes	5/05/2021		Only found at one site at this time, but can be expected to appear at many points around the lower lake under favourable conditions.	Yes	LBP001.
<i>Leptospermum continentale</i>	Prickly Tea-tree	K05109	91.306 MYRTACEAE: Leptospermeae	Yes	5/05/2021		Mostly found above the HWM but sometimes establishes in the upper marginal area.	Yes	LBP001
<i>Centaureum tenuiflorum*</i>	Branched Centaury	Q05912	91.367 GENTIANACEAE: Chironieae	No	5/05/2021	7/05/2021	A grassland/open-woodland herb (introduced) that will populate the drying lake margins to varying degrees if the water level is low for extended periods.	Yes	LBP001; LBP003
<i>Callitriche stagnalis*</i>	Common Water Starwort	W02587	91.391 CALLITRICHACEAE	No	5/05/2021		An introduced water-weed that will extensively populate still waters particularly in creeks.	No	N/A
<i>Limosella australis</i>	Australian Mudwort	A02720	91.400 SCROPHULARIACEAE: Limoselleae	Yes	5/05/2021	7/05/2021	A very transient species that populates the mud on receding lakes, appearing like a grassy	Yes	LBP003; LBP004

							patch but examination reveals 5-petalled pale pink flowers.		
		C02713							
<i>Glossostigma elatinoides</i>	Small Mud-mat		91.401 PHRYMACEAE	Yes	5/05/2021		A remarkable little plant that populates lake and stream margins. It tolerates limited changes of water level and can be seen flowering underwater. A common wetland species on both lakes. On the northern side of the lower lake it can be found out of it's depth and is very etiolated reaching-up to a new level.	Yes	LBP007; LBP009
<i>Gratiola peruviana</i>	Austral Brooklime	E02714	91.417 PLANTAGINACEAE: Gratioleae	Yes	5/05/2021	7/05/2021	This attractively flowered trailing/creeping little Lobelia is quite widespread at this time, around the upper lake in particular. Found around both the upper and lower lakes. This species can proliferate rapidly. This stream bank, damp woodland species sometimes occurs on the upper margins of lakes when the level is	Yes	LBP001; LBP003; LBP005; LBP009.
<i>Lobelia anceps</i>	Angled Lobelia	C02837	91.427 CAMPANULACEAE: Lobelioideae	Yes	5/05/2021	7/05/2021		Yes	LBP001; LBP003.
<i>Centipeda cunninghamii</i>	Common Sneezeweed	Z05891	91.435 ASTERACEAE: Asteroideae: Athroismeae	Yes	5/05/2021			Yes	LBP001; LBP007.
<i>Euchiton collinus</i>	Creeping Cudweed	U05402	91.435 ASTERACEAE: Asteroideae: Gnaphalieae	Yes	5/05/2021			Yes	LBP001

The stable pool of the lower lake suits and it is one of the best populations in the AMLR

<i>Pseudognaphalium luteoalbum</i> ²ⁿ	Jersey Cudweed	W04003	91.435 ASTERACEAE: Asteroideae: Gnaphalieae	Yes/No	5/05/2021	7/05/2021	low long enough. Can spread rapidly with stolons. Quite widespread. A more terrestrial species that can extend its range onto the lake margins. Now mostly dry, this introduced species produced large numbers, on the upper margins of the upper lake. A herbaceous daisy (one of the cudweed group). Young plants appearing around the upper lake with many more, from juvenile to flowering stage, around the lower lake.	Yes	LBP003; LBP007
<i>Vellereophyton dealbatum</i> *	White Cudweed	A04004	91.435 ASTERACEAE: Asteroideae: Gnaphalieae	No	5/05/2021	7/05/2021		Yes	LBP001; LBP003.
<i>Senecio glomeratus</i> ssp. <i>glomeratus</i>	Swamp Groundsel	A05772	91.435 ASTERACEAE: Asteroideae: Senecioneae	Yes	5/05/2021	7/05/2021	This groundsel is a woodland species that has encroached on the lake margins in a few places. Juveniles can be hard to pick from Swamp Groundsel.	Yes	LBP003; LBP007
<i>Senecio picridioides</i>	Purple-leaf Groundsel	C04429	91.435 ASTERACEAE: Asteroideae: Senecioneae	Yes	5/05/2021			Yes	LBP001
<i>Senecio pterophorus</i> *	African Daisy	Y03320	91.435 ASTERACEAE: Asteroideae: Senecioneae	No	5/05/2021		Not much of this weed found.	Yes	LBP007
<i>Cirsium vulgare</i> *	Common Spear Thistle	S03041	91.435 ASTERACEAE: Carduoideae: Cardueae	No	5/05/2021		Weed species. Only one specimen noticed.	Yes	LBP001
<i>Hypochaeris radicata</i> *	Rough Cat's Ear	K03197	91.435 ASTERACEAE: Cichorioideae: Cichorieae	No	5/05/2021		Not abundant below the HWM.	Yes	LBP001

<i>Leontodon saxatilis</i> *	Lesser hawkbit, hairy hawkbit.	A04760	91.435 ASTERACEAE: Cichorioideae: Cichorieae	No	5/05/2021		Nine plants counted at site LBP0001 but lesser numbers of this introduced species found elsewhere below the HWM. Only one plant seen just below the HWM on the northern shore of the upper lake. Undoubtedly there would be more of this introduced rush around the lakes.	Yes	LBP001
<i>Juncus articulatus</i> *	Jointed Rush	W00619	91.478 JUNCACEAE	No	5/05/2021		A relatively abundant rush around the upper lake.	No	N/A
<i>Juncus holoschoenus</i>	Joint-leaf Rush	A00628	91.478 JUNCACEAE	Yes	5/05/2021		This large rush is well represented around the lakes.	Yes	LBP001; LBP002.
<i>Juncus pallidus</i>	Pale Rush	Z00631	91.478 JUNCACEAE	Yes	5/05/2021	7/05/2021	Surprisingly common around the upper lake for this species of rush. A much more common species in the peaty soils of the Fleurieu creeks and swamps.	Yes	LBP001; LBP003.
<i>Juncus planifolius</i>	Broad-leaf Rush	S00633	91.478 JUNCACEAE	Yes	5/05/2021	7/05/2021	This small native grass is abundant on the east shore of the upper lake below the HWM.	Yes	LBP001; LBP002; LBP003.
<i>Eragrostis brownii</i>	Brown's Love-grass	M04190	91.495 POACEAE: Chloridoideae: Eragrostideae	Yes	5/05/2021		This is the common Blown Grass of the lake margins and is well represented in the	Yes	LBP001
<i>Lachnagrostis filiformis</i>	Common Blown-grass	U32234	91.495 POACEAE: Pooideae: Poeae	Yes	5/05/2021	7/05/2021		Yes	LBP001; LBP003.

<i>Isolepis inundata</i>	Swamp Club-rush	Q05380	91.504 CYPERACEAE	Yes	5/05/2021		counts at LBP001; LBP003.	No	N/A
<i>Fimbristylis velata</i>	Veiled Fringe-rush	Q03624	91.504 CYPERACEAE: Cyperoideae: Abildgaardieae	Yes	5/05/2021	7/05/2021	Scattered at intervals along eastern margin of lower lake. Common at freshwater wetlands of most types in the ALMR. The Fringe-rushes are among the smallest of our native sedges and the Veiled Fringe-rush is present in large numbers on the east shore of the upper lake below the HWM. This little sedge is abundant here, uncommon elsewhere in the ALMR. Looks very grass-like on the wet muddy soil on which it is found but close inspection reveals it's true affinities.	Yes	LBP001; LBP003.
<i>Isolepis congrua</i>	Slender Club-rush	E00566	91.504 CYPERACEAE: Cyperoideae: Cyperae	Yes		7/05/2021	Often called pencil sedges this common (in the ALMR) spike sedge was only noted once at LBP and was undoubtedly largely missed by our sampling.	Yes	LBP006
<i>Eleocharis acuta</i>	Common Spike-rush	W00503	91.504 CYPERACEAE: Cyperoideae: Eleocharideae	Yes	5/05/2021		This, the largest of spike sedges, does very well in the bottom lake and appears to have expanded the area	Yes	LBP007
<i>Eleocharis sphacelata</i>	Tall Spike-rush	K00509	91.504 CYPERACEAE: Cyperoideae: Eleocharideae	Yes	5/05/2021			Yes	LBP007; LBP008; LBP009.

This species is almost only found at



covered in recent years.
Responds well to
consistent high water
levels.

localities
where
there is
permanent
good
quality
water.

Bright yellow
background =
not present on
BDBSA list.

SPECIES NAME	COMMON NAME	NSXC CODE	FAMILY (as per State Herbarium)	NATIVE Yes/No	Date Located	Site	Location & description	Number	Comments/Notes	Centroid radius (m)	Geotag	±m	GPS W P No.	Remarks
The name of <i>Species</i> of primary interest has a yellow background									In this brief survey, to illustrate the level of species diversity, it was only considered necessary to record three representative sites, in full detail. At the other sites, only details of the species of particular interest were recorded.					
Wednesday, 05/05/2021	COMMON	NSXC	FAMILY NAME (±)	NATIVE	Date	Site	Location and	Number	Comments/Notes	Radius	Geotag (GPS)	Pre	GPS Receive	

30595 1E 61375 56N	NA ME	OD E	Sub-family, ± Tribe)			Co de	descri ption	be r			Coo rdin ates)	sio n	ve r	
<i>Hypericum gramineum</i>	Small St John's Wort	Q0 13 52	91.125 CLUSIACEA E	Yes	5/0 5/2 021	LB PO 01	50m WSW of vehicle entrance# to shoreline (HWM). Thin sand over clay with scattered stones on uphill side.	1x	12cm tall; dry with fruit +/- seed.	3 m	WG S84 UT M 54H 03 059 51 E; 61 375 56 N	±3. 0	Ga rm in M ap 64 s	

<i>Drosera pygmaea</i>	Tiny Sundew	S01361	91.129 DROSERACEAE	Yes	5/05/2021	LBPO01	50m WSW of vehicle entrance# to shoreline (HWM). Thin sand over clay with scattered stones on uphill side.	27 x	6-12 mm across rosettes +/- asexual propagules (gemmae/gemmules) which are water dispersed.	3 m	WG S84 UTM 54H03 05951E; 6137556 N	±3.0	Garm in Maps	
<i>Lythrum hyssopifolia</i>	Lesser Loosestrife	Z02195	91.303 LYTHRACEAE	Yes	5/05/2021	LBPO01	50m WSW of vehicle	18 x	2-11cm tall, some with spreading habit, ascending rosettes. Most with mature fruit +/- seed.	3 m	WG S84 UTM 54H	±3.0	Garm in Maps	

						entra nce# to shorel ine (HW M). Thin sand over clay with scatte red stone s on uphill side.								
<i>Leptos permu m contin entale</i>	Prickly Tea- tree	K0 51 09	91.306 MYRTACEA E: Leptosper meae	Yes	5/0 5/2 021	LB P0 01	50m WSW of vehicl e entra nce# to shorel ine	16 x	4-16cm tall: seedlings to juveniles with new growth	3 m	WG S84 UT M 54H 03 059 51 E; 61	±3. 0	Ga rm in M ap 64 s	

						(HW M). Thin sand over clay with scattered stones on uphill side.								
<i>Centa urium tenuifl orum*</i>	Branch ed Cen taury	Q0 59 12	91.367 GENTIANA CEAE: Chironieae	No	5/0 5/2 021	LB PO 01	50m WSW of vehicle entrance# to shoreline (HW M). Thin sand over	1x	12cm tall with pink buds and flowers.	3 m	WG S84 UT M 54H 03 059 51 E; 61 375 56 N	±3. 0	Ga rm in M ap 64 s	

							clay with scattered stones on uphill side.							
<i>Gratiola peruviana</i>	Australian Bromeliad	E02714	91.417 PLANTAGINACEAE: Gratioleae	Yes	5/05/2021	LBPO01	50m WSW of vehicle entrance# to shoreline (HWM). Thin sand over clay with scattered stone	100-130x	2-16cm tall +/- seed on old growth.	3m	WG S84 UTM 54H03 05951E; 6137556 N	±3.0	Garm in Maps	

							s on uphill side.								
<i>Lobelia anceps</i>	Angled Lobelia	C02837	91.427 CAMPANULACEAE: Lobelioidea	Yes	5/05/2021	LBPO01	50m WSW of vehicle entrance# to shoreline (HWM). Thin sand overlay with scattered stones on uphill side.	7x	6-12cm long (runners) +/- flower.	3 m	WG S84 UTM 54H 03 059 51 E; 61 375 56 N	±3.0	Garm in Maps		

<i>Centipeda cunninghamii</i>	Common Sneezeweed	Z05891	91.435 ASTERACEA E: Asteroidea e: Athroismaea	Yes	5/0 5/2 021	LB PO 01	50m WSW of vehicle entrance# to shoreline (HWM). Thin sand overlay with scattered stones on uphill side.	6x	4-18cm tall; many with seed shed, dispersed, some newer plants in flower.	3 m	WG S84 UT M 54H 03 059 51 E; 61 375 56 N	±3. 0	Garm in Map 64s	
<i>Euchiton collinus</i>	Crepig Cud	U05402	91.435 ASTERACEA E: Asteroidea e:	Yes	5/0 5/2 021	LB PO 01	50m WSW of vehicle	5x	1-5cm across, 1-3cm tall. Patch 18cm across; several plants with offshoots on stolons/runners. 1x plant with seed-head & seed (achenes).	3 m	WG S84 UT M 54H	±3. 0	Garm in Map	


	weed		Gnaphaliea				entrance# to shoreline (HWM). Thin sand over clay with scattered stones on uphill side.				03 059 51 E; 61 375 56 N		64 s	
<i>Vellereophyton dealbatum*</i>	White Cudweed	A0 40 04	91.435 ASTERACEAE: Asteroidea e: Gnaphaliea	No	5/0 5/2 021	LB P0 01	50m WSW of vehicle entrance# to shoreline	55 x	3-28cm tall. Mostly dry without seed. A few later plants green with flower.	3 m	WG S84 UT M 54H 03 059 51 E; 61	±3. 0	Garm in Map 64s	

						(HW M). Thin sand over clay with scattered stones on uphill side.								
<i>Senecio picridioides</i>	Purple-leaf Groundsel	C04429	91.435 ASTERACEAE: Asteroidea e: Senecioneae	Yes	5/05/2021	LB P001 50m WSW of vehicle entrance# to shoreline (HW M). Thin sand over	5x	5-6cm tall, juveniles on the upper dryer side of the circle. Outliers from the heathy area on the edge of the bushland.	3 m	WG S84UTM 54H0305951E; 6137556 N	±3.0	Garm in Maps		

						clay with scattered stones on uphill side.								
<i>Cirsium vulgare</i> *	Common Spear Thisle	S03041	91.435 ASTERACEAE: Carduoidea e: Cardueae	No	5/0 5/2 021	LB PO 01	50m WSW of vehicle entrance# to shoreline (HWM). Thin sand over clay with scattered stone	1x	12cm across rosette, 4cm tall: juvenile.	3 m	WG S84 UT M 54H 03 059 51 E; 61 375 56 N	±3. 0	Garm in Maps	

							s on uphill side.								
<i>Hypochaeris radicata</i> *	Rough Cat's Ear	K03197	91.435 ASTERACEA E: Cichorioideae: Cichorieae	No	5/05/2021	LB PO 01	50m WSW of vehicle entrance# to shoreline (HWM). Thin sand overlay with scattered stones on uphill side.	1x	8cm across rosette, 3cm tall; juvenile. No floral buds/flowers.	3 m	WG S84 UT M 54H 03 059 51 E; 61 375 56 N	±3.0	Garm in Maps		

<i>Leontodon saxatilis</i> *	Lesser hairy hawkbit.	A04760	91.435 ASTERACEAE: Cichorioideae: Cichorieae	No	5/0 5/2 021	LB PO 01	50m WSW of vehicle entrance# to shoreline (HWM). Thin sand overlay with scattered stones on uphill side.	9x	5-10cm across rosettes, 1cm tall; 10-14cm tall with flowering scapes.	3 m	WG S84 UT M 54H 03 059 51 E; 61 375 56 N	±3. 0	Garm in Map 64s	
<i>Juncus holoschoenus</i>	Joint-leaved Rush	A00628	91.478 JUNCACEAE	Yes	5/0 5/2 021	LB PO 01	50m WSW of vehicle	28 x	21-87cm tall with branching heads of capsules +/- seed.	3 m	WG S84 UT M 54H	±3. 0	Garm in Map	



						(HW M). Thin sand over clay with scattered stones on uphill side.								
<i>Juncus planifolius</i>	Broad-leaf Rush	S00633	91.478 JUNCACEAE	Yes	5/0 5/2 021	LB PO 01	50m WSW of vehicle entrance# to shoreline (HW M). Thin sand over	10 x	4-21cm tall with branching heads of capsules +/- seed.	3 m	375 56 N WG S84 UT M 54H 03 059 51 E; 61 375 56 N	±3. 0	Ga rm in M ap 64 s	

							clay with scattered stones on uphill side.								
<i>Eragrostis brownii</i>	Brown's Lovegrasses	M04190	91.495 POACEAE: Chloridoideae: Eragrostidae ae	Yes	5/0 5/2 021	LB PO 01	50m WSW of vehicle entrance# to shoreline (HWM). Thin sand over clay with scattered stone	35 - 40 x	4-41cm tall/long, most with spreading habit with spikelets +/- seed.		3 m	WG S84 UT M 54H 03 059 51 E; 61 375 56 N	±3.0	Garm in Maps	


							s on uphill side.								
<i>Lachnagrostis filiformis</i>	Common Blow-grass	U32234	91.495 POACEAE: Pooideae: Poeae	Yes	5/0 5/2 021	LB PO 01	50m WSW of vehicle entrance# to shoreline (HWM). Thin sand overlay with scattered stones on uphill side.	9x	15-46cm tall; green tufts with dry culms with seeding heads, most without seed (dispersed).	3 m	WG S84 UT M 54H 03 059 51 E; 61 375 56 N	±3. 0	Garm in Maps		

<i>Fimbri stylis velata</i>	Veiled Fringe-rush	Q03624	91.504 CYPERACEAE: Cyperoideae: Abildgaardieae	Yes	5/05/2021	LBPO01	50m WSW of vehicle entrance# to shoreline (HWM). Thin sand overlay with scattered stones on uphill side.	350-400x	2-7cm tall; dry with spikelets +/-seed.	3m	WG S84UTM 54H0305951E; 6137556 N	±3.0	Garmin Maps	
Wednesday, 05/05/2021	COMM ON	NS XC	FAMILY NAME (±)	NATIVE	Date	Site	Site location and	Num	Comments/Notes	Radius	Geotag (GPS)	Preci	GPS Receive	

03059 73E 61376 23N	NA ME	OD E	Sub-family, ± Tribe)			Co de	descri ption	be r			Coo rdin ates)	sio n	ve r	
<i>Juncus holosc hoenu s</i>	Join t- leaf Rus h	A0 06 28	91.478 JUNCACEA E	Yes	5/0 5/2 021	LB P0 02	52mN NW of vehicl e entra nce# to shorel ine (HW M). Damp heavy dark brown -black clay substr ate.	c.5 x	Up to 60cm tall. Mature plants with branching heads with capsules +/- seed. Jointed tubular leaves.	3 m	WG S84 UT M 54H 03 059 73 E; 61 376 23 N	±3. 0	Ga rm in M ap 64 s	
<i>Juncus planif olius</i>	Bro ad- leaf	S0 06 33	91.478 JUNCACEA E	Yes	5/0 5/2 021	LB P0 02	52mN NW of vehicl e entra	2x	Up to 25cm tall. Mature plants with branching heads with capsules +/- seed. Leaves flatter, broad, bright green to dry.	3 m	WG S84 UT M 54H	±3. 0	Ga rm in M ap	

	Rush						nce# to shoreline (HWM). Damp heavy dark brown-black clay substrate.				03 059 73 E; 61 376 23 N		64 s	
Friday, 07/05/2021 0305898E 6137610N	COMMON NAME	NSXCDOE	FAMILY NAME (± Sub-family, ± Tribe)	NATIVE	Date	Site Code	Site location and description	Number	Comments/Notes	Radius	Geotag (GPS Coordinates)	Precision	GPS Receiver	
<i>Persicaria prostrata</i>	Crepin g Kno	S01301	91.032 POLYGONA CEAE: Polygonoid	Yes	7/05/2021	LBPO03	100m WNW of vehicle	3x	7-19cm long (runners), 2-3cm tall +/- floral buds, flowers, seed.	3 m	WG S84 UTM	±3.0	Garm in M	

	two ed		eae: Persicaria e			e entra nce# to shorel ine (HW M). Damp clay soil with scatte res gravel ly stone s.				54H 03 058 98 E 61 376 10 N		ap 64 s	
<i>Hypericum gramineum</i>	Small St John's Wort	Q0 13 52	91.125 CLUSIACEA E	Yes	7/0 5/2 021	LB P0 03 e entra nce# to shorel ine	5x	8-17cm tall. Mostly dry +/- fruit +/-seed.	3 m	WG S84 UT M 54H 03 058 98 E 61	±3. 0	Ga rm in M ap 64 s	



adelaidehillscouncil

							scattered gravelly stone s.							
<i>Centa urium tenuifl orum*</i>	Branch ed Cen taury	Q0 59 12	91.367 GENTIANA CEAE: Chironieae	No	7/0 5/2 021	LB PO 03	100m WNW of vehic le entra nce# to shore line (HW M). Damp clay soil with scattered gravel ly stone s.	50 - 60 x	7-47cm tall; plants green to dry +/- floral buds, flowers, fruit +/- seed.	3 m	WG S84 UT M 54H 03 058 98 E 61 376 10 N	±3. 0	Ga rm in M ap 64 s	

<i>Limosella australis</i>	Australian Muddwort	A02720	91.400 SCROPHULARIACEAE: Limoselleae	Yes	7/05/2021	LBPO03	100m WNW of vehicle entrance# to shoreline (HWM). Damp clay soil with scattered gravelly stones.	200-300x	15-25mm across. 5-10mm tall +/- floral buds, flowers, &/or fruit.	3m	WG S84 UTM 54H0305898 E 6137610 N	±3.0	Garmin Maps
<i>Gratiola peruviana</i>	Austral Brodiaea	E02714	91.417 PLANTAGINACEAE: Gratiolleae	Yes	7/05/2021	LBPO03	100m WNW of vehicle entrance	110-150x	4-19cm across; 1-18cm tall +/- floral buds, flowers, &/or fruit.	3m	WG S84 UTM 54H03	±3.0	Garmin Maps


						nce# to shorel ine (HW M). Damp clay soil with scatte res gravel ly stone s.								
<i>Lobelia anceps</i>	Angled Lobelia	C02837	91.427 CAMPANU LACEAE: Lobelioidea	Yes	7/0 5/2 021	LB P0 03	100m WNW of vehicl e entra nce# to shorel ine (HW M). 12 x	7-36cm long (runners), 3-6cm tall +/- floral buds, flowers, &/or fruit (ripe/unripe)	3 m	WG S84 UT M 54H 03 058 98 E 61 376 10 N	±3. 0	Ga rm in M ap 64 s		

							Damp clay soil with scattered gravelly stones.								
<i>Pseudognaphalium luteolum</i> ²ⁿ	Jersey Cudweed	W04003	91.435 ASTERACEAE: Asteroideae: Gnaphalieae	Yes/No	7/05/2021	LBPO03	100m WNW of vehicle entrance# to shoreline (HWM). Damp clay soil with scattered	6x	5-14cm tall +/-flower/seed-heads.	3m	WG S84 UTM 54H03 058 98 E 61 376 10 N	±3.0	Garm in Map 61		

In this brief survey, it was only possible to record two representative sites. At all other sites, only details of flora were recorded.

							gravelly stone s.								
<i>Vellerophyton dealbatum*</i>	White Cudweed	A04004	91.435 ASTERACEAE: Asteroideae: Gnaphalieae	No	7/05/2021	LBPO03	100m WNW of vehicle entrance# to shoreline (HW M). Damp clay soil with scattered gravelly stone s.	300-350x	2-24cm tall. Mostly dry +/- dried flowers +/-seed.	3m	WG S84 UT M 54H 03 058 98 E 61 376 10 N	±3.0	Garm in Maps		

<i>Senecio glomeratus ssp. glomeratus</i>	Swamp Groundsel	A05772	91.435 ASTERACEA E: Asteroidea e: Senecioneae	Yes	7/05/2021	LB PO 03	100m WNW of vehicle entrance# to shoreline (HW M). Damp clay soil with scattered gravelly stones.	2x	3-12cm tall: seedlings.	3m	WG S84 UT M 54H 03 058 98 E 61 376 10 N	±3.0	Garm in Maps	
<i>Juncus pallidus</i>	Pale Rush	Z00631	91.478 JUNCACEA E	Yes	7/05/2021	LB PO 03	100m WNW of vehicle entrance	32x	47-93cm tall +/-seeding-heads (capsules +/- seed).	3m	WG S84 UT M 54H 03	±3.0	Garm in Maps	



							Damp clay soil with scattered gravelly stones.								
<i>Lachnagrostis filiformis</i>	Common Blow-grasses	U3 22 34	91.495 POACEAE: Pooideae: Poeae	Yes	7/0 5/2 021	LB PO 03	100m WNW of vehicle entrance# to shoreline (HWM). Damp clay soil with scattered	11 x	19-34cm tall with dry heads +/- seed dispersed.	3 m	WG S84 UT M 54H 03 058 98 E 61 376 10 N	±3. 0	Garm in Map 64 s		

							gravelly stone s.								
<i>Fimbri stylis velata</i>	Veiled Fringe-rush	Q03624	91.504 CYPERACEAE: Cyperoidae: Abildgaardieae	Yes	7/05/2021	LBPO03	100m WNW of vehicle entrance# to shoreline (HWM). Damp clay soil with scattered gravelly stone s.	16 x	4-15cm across, 1-2cm tall +/- spikelets.	3 m	WG S84 UTM 54H03 058 98 E 61 376 10 N	±3.0	Garm in Maps		


Wednesday, 05/05 /2021 03058 51E 61376 15N	COMMON NAME	NSXC OD E	FAMILY NAME (± Sub-family, ± Tribe)	NATIVE	Date	Site Code	Site location and description	Number	Comments/Notes	Radius	Geotag (GPS Coordinates)	Precision	GPS Receiver
<i>Limosella australis</i>	Australian Mudwort	A02720	91.400 SCROPHULARIACEAE: Limosellea	Yes	5/05/2021	LBPO04	150m WNW of vehicle entrance# to shoreline (HWM). On exposed wet hard mud within 2m of	c.100x	Tiny new plants with leaves around 10-15 mm long. No floral buds or flowers.	3 m	WG S84 UTM 54H 03 058 51 E; 61 376 15 N	±3.0	Garm in Maps

							water's edge.								
							150m WNW of vehicle entrance# to shoreline (HWM). On exposed wet hard mud within 2m of water's edge.								

Wedn esday, 05/05 /2021 03058 41E 61376 06N	CO MM ON NA ME	NS XC OD E	FAMILY NAME (± Sub-family, ± Tribe)	NATI VE	Dat e	Sit e Co de	Site locati on and descri ption	Nu m be r	Comments/Notes	Ra diu s	Geo tag (GP S Coo rdin ates)	Pr eci sion	GP S Re cei ve r	
<i>Drosera pygmaea</i>	Tiny Sun dew	S0 13 61	91.129 DROSERAC EAE	Yes	5/0 5/2 021	LB P0 05	155m W/W NW of vehicl e entra nce# to shorel ine (HW M). Lake margi n, in damp clay soil with scatte	80 - 10 0x	Rosettes +/- seeding heads with 1-4 seed or with asexul propagules (gemmae/gemmules) which are water dispersed.	3 m	WG S84 UT M 54H 03 058 41 E; 61 376 06 N	±3. 0	Ga rm in M ap 64 s	


							red gravelly stone s.							
Friday, 07/05 /2021 03058 08E 61375 87N	COMMUNA ME	NSXC ODE	FAMILY NAME (± Sub-family, ± Tribe)	NATIVE	Date	Site Code	Location and description	Number	Comments/Notes	Radius	Geotag (GPS Coordinates)	Precision	GPS Receiver	
<i>Isolepis congrua</i>	Slender Club-rush	E00566	91.504 CYPERACEA E: Cyperoidea e: Cypereae	Yes	7/05/2021	LBPO06	185m W of vehicle entrance# to shoreline (HWM). On exposed	100-150x	2-7cm across, 1-6cm tall +/- fruits &/or seed (used to confirm species ID).	3m	WGS84 UTM 54H0305808E 6137587N	±3.0	Garm in Maps	

							hard damp mud in a small embayment.								
Wednesday, 05/05/2021 0306060E 6137055N	COMMON NAME	NSXC OD E	FAMILY NAME (± Sub-family, ± Tribe)	NATIVE	Date	Site Code	Site location and description	Number	Comments/Notes	Radius	Geotag (GPS Coordinates)	Precision	GPS Receiver		
<i>Dysphania glomulifera</i> ssp. <i>glomulifera</i>	Red Crumb weed	U03986	91.047 CHENOPODIACEAE: Chenopodioideae: Dysphanieae	Yes	5/05/2021	LBPO07	50m WNW/NW of conference building (SW corner). Land	50 - 100x	5-16cm across, 2-17cm tall (crowded) with fruit ('crumbs')	5m	WG S84 UTM 54H 03060E; 61	±3.0	Garmin Maps		



							Spike-rush (<i>E.sph acelata</i>).								
<i>Glossostigma elatinoides</i>	Small Mudmat	C0 27 13	91.401 PHRYMACE AE	Yes	5/0 5/2 021	LB P0 07	50m WNW /NW of conference building (SW corner). Land ward side of a fringing belt of Tall Spike-rush (<i>E.sph acelata</i>).	50 - 10 0x	10-15mm tqll +/- floral buds, flowers, &/or fruit.	3 m	WG S84 UT M 54H 03 060 60 E; 61 370 55 N	±3. 0	Ga rm in M ap 64 s		

<i>Centipeda cunninghamii</i>	Common Sneezeweed	205891	91.435 ASTERACEA E: Asteroidea e: Athroisma e	Yes	5/0 5/2 021	LB PO 07	50m WNW /NW of confer ence bulldi ng (SW cnr). Land ward side of a fringin g belt of Tall Spike- rush (<i>E.spha celata</i>). 10 - 15 x	6-20cm tall; +/- flowers,/fruit with seed.	3 m	WG S84 UT M 54H 03 060 60 E; 61 370 55 N	±3. 0	Ga rm in M ap 64 s
<i>Pseudognaphalium luteoalbum</i> ²ⁿ	Jersey Cudweed	W04003	91.435 ASTERACEA E: Asteroidea e:	Yes/ No	5/0 5/2 021	LB PO 07	50m WNW /NW of confer ence 8- 10 x	10-20cm tall +/-flower/seed-heads.	3 m	WG S84 UT M 54H 03	±3. 0	Ga rm in M ap




						side of a fringing belt of Tall Spike-rush (<i>E.sphacelata</i>).								
<i>Seneciopteropus*</i>	African Daisy	Y03320	91.435 ASTERACEAE: Asteroidea: Senecioneae	No	5/05/2021	LB PO 07 50m WNW /NW of conference building (SW cnr). Landward side of a fringing belt of Tall Spike-	3x	40-60cm tall +/-flower/seed-heads.		3 m	WG S84 UT M 54H 03 060 60 E; 61 370 55 N	±3. 0	Garm in Maps	

							rush (<i>E.sph acelat a</i>).							
<i>Eleocharis acuta</i>	Common Spikerush	W0 05 03	91.504 CYPERACEAE: Cyperoideae: Eleocharideae	Yes	5/0 5/2 021	LB PO 07	50m WNW /NW of conference building (SW cnr). Landward side of a fringing belt of Tall Spikerush (<i>E.sph acelat a</i>).	1x	c.30cm tall; culm with single spike with spikelet +/- seed..	3 m	WG S84 UT M 54H 03 060 60 E; 61 370 55 N	±3. 0	Garm in Maps 64s	

<i>Eleocharis spheagelata</i>	Tall Spike-rush	K00509	91.504 CYPERACEAE: Cyperoideae: Eleocharideae	Yes	5/05/2021	LBPO07	50m WNW /NW of conference building (SW corner). Landward side of a fringing belt of Tall Spike-rush (<i>E.sphaeolata</i>).	100-200x	Count/estimate = culms (rhizomatous species). Culms 30-200cm tall; some grazed; Dry spikes, 1 or 2 with seed.	3m	WG S84 UTM 54H 03 060 E; 61 370 55 N	±3.0	Garm in Maps	
Wednesday, 05/05/2021 03060	COMMON	NSXCODE	FAMILY NAME (± Sub-family, ± Tribe)	NATIVE	Date	Site Code	Site location and	Number	Comments/Notes	Radius	Geotag (GPS Coordinates)	Precision	GPS Received	

91E 61370 15N	NAME						description				rdin ates)		ve r	
<i>Alternanthera dentata</i>	Lesser Joyweed	G3 24 83	91.049 AMARANTHACEAE: Gomphrenoidae	Yes	5/0 5/2 021	LB PO 08	15mSW of conference building (SW corner). Landward side of a fringing belt of Tall Spike-rush (<i>Eleocharis sphacelata</i>).	10 0- 15 0x	15-40cm tall +/- floral buds, flowers, fruit +/- seed.	3 m	WG S84 UT M 54H 03 060 91 E; 61 370 15 N	±3. 0	Garm in Maps	
<i>Crassula</i>	Swamp	U0 14 86	91.149 CRASSULACEAE	Yes	5/0 5/2 021	LB PO 08	15mSW of conference	c.1 00 x	3-10cm tall with a few flowers.	3 m	WG S84 UT M	±3. 0	Garm in M	

<i>helmsii</i>	Cras sula						bulldi ng (SW cnr). Land ward side of a fringin g belt of Tall Spike- rush (<i>Eleoc haris sphac elata</i>).				54H 03 060 91 E; 61 370 15 N		ap 64 s	
<i>Eleoch aris sphac elata</i>	Tall Spik e- rush	K0 05 09	91.504 CYPERACEA E: Cyperoidea e: Eleocharid eae	Yes	5/0 5/2 021	LB PO 08	15mS W of confer ence bulldi ng (SW cnr). Land ward side of	10 0- 20 0x	Count/estimate = culms (rhizomatous species). Culms 44-200cm tall; with mostly dry spikes, 1 or 2 with seed.	3 m	WG S84 UT M 54H 03 060 91 E; 61	±3. 0	Ga rm in M ap 64 s	



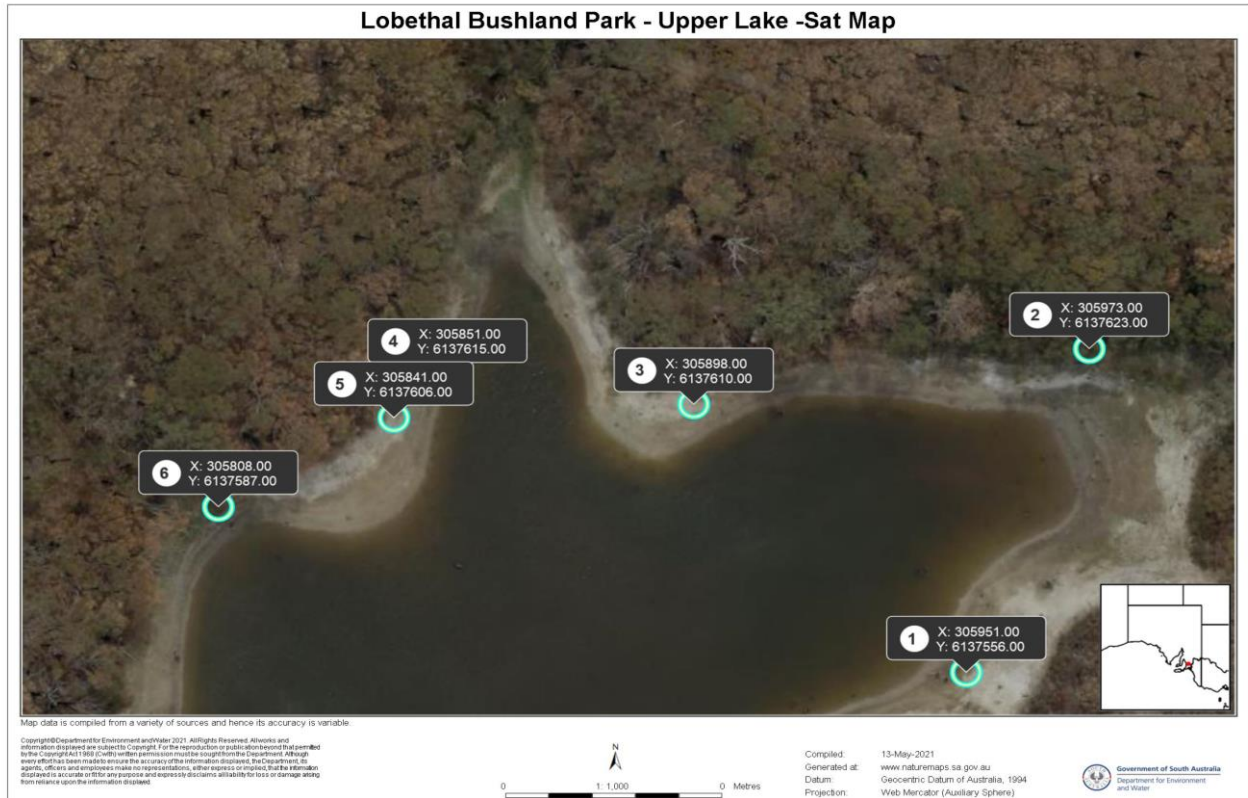
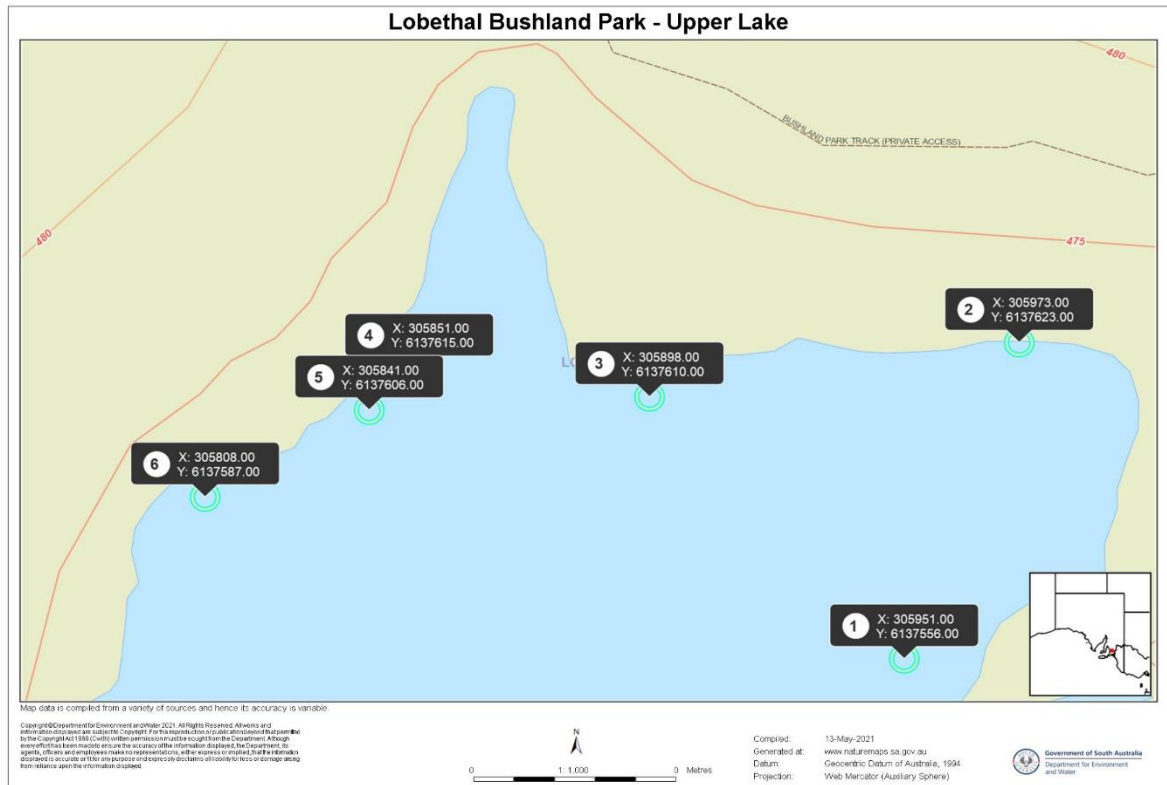
							At a 10m gap in a fringing belt of Tall Spike-rush (<i>Eleocharis sphacelata</i>).				E; 61 369 76 N			
<i>Gratiola peruviana</i>	Austral Brooklime	E0 27 14	91.417 PLANTAGINACEAE: Gratioleae	Yes	5/0 5/2 021	LB P0 09	75mSW of conference building (SW cnr). At a 10m gap in a fringing belt of Tall	50 - 60 x	5-10cm tall well-grazed by waterfowl. Few floral buds, flowers, or fruit.	3 m	WG S84 UTM 54H 03 060 45 E; 61 369 76 N	±3.0	Garm in Maps	

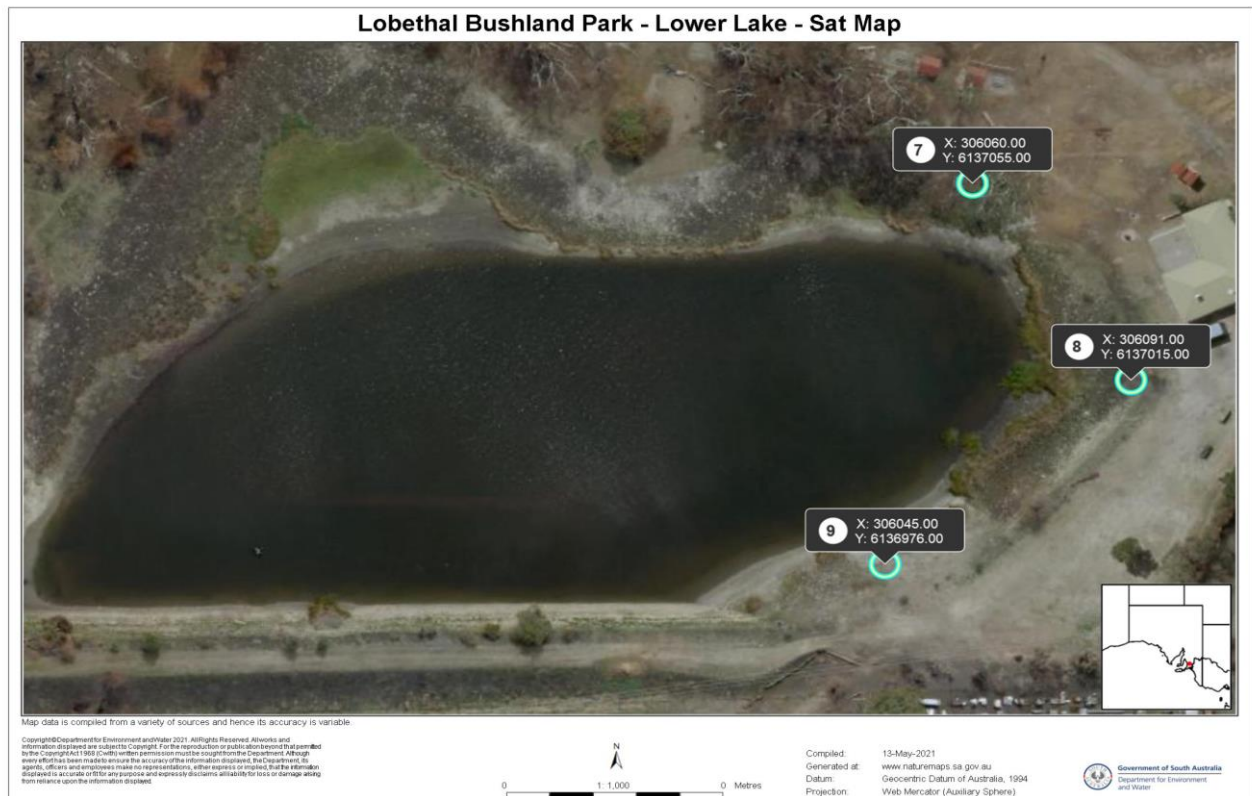
							Spike-rush (<i>Eleocharis sphacelata</i>).								
<i>Eleocharis sphacelata</i>	Tall Spike-rush	K00509	91.504 CYPERACEAE: Cyperoideae: Eleocharideae	Yes	5/0 5/2 021	LB PO 09	75mSW of conference building (SW corner). At a 10m gap in a fringing belt of Tall Spike-rush (<i>Eleocharis sphacelata</i>).	40 - 50 x	Count/estimate = culms (rhizomatous species). Culms 25-180cm tall; with mostly dry spikes, 1 or 2 with seed. (culms to side of search circle).	3 m	WG S84 UT M 54H 03 060 45 E; 61 369 76 N	±3. 0	Ga rm in M ap 64 s		



#+ = end of vehicl e track, at upper lake HWM, from Reserv oir Rd gate.															
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	Site	Species of primary interest	Coordinates
1	LBP001	<i>Fimbristylis velata</i>	0305951E 6137556N
2	LBP002	<i>Juncus planifolius</i>	0305973E 6137623N
3	LBP003	<i>Drosera pygmaea</i> <i>Limosella australis</i>	0305898E 6137610N
4	LBP004	<i>Limosella australis</i>	0305851E 6137615N
5	LBP005	<i>Drosera pygmaea</i>	0305841E 6137606N
6	LBP006	<i>Isolepis congrua</i>	0305808E 6137587N
7	LBP007	<i>Glossostigma elatinoides</i> <i>Dysphania glomulifera</i>	0306060E 6137055N
8	LBP008	<i>Crassula helmsii</i> <i>Alternanthera denticulata</i>	0306091E 6137015N
9	LBP009	<i>Glossostigma elatinoides</i> <i>Eleocharis sphacelata</i>	0306045E 6136976N





Lobethal Bushland Park: Recorded flora list.

This species download derives from the Biological Data Base of South Australia (BDBSA) via Nature Maps.

[Nature Maps](#)

Entries with **bold green text** pertain to species commonly found as wetland/swamp/mudflat/damp-land/river-edge species.

The other entries (black text) relate to bushland inhabitants and are of less direct interest in this survey.

NSXCODE	FAMILY NAME	SPECIES	COMMON NAME	NATIVE	NATIONAL RATING	STATE RATING	NUMBER OF RECORDS	DATE OF LAST RECORD
W00035	ADIANTACEAE	<i>Adiantum aethiopicum</i>	Common Maiden-hair	Y			2	07-Nov-2017
K04033	ADIANTACEAE	<i>Cheilanthes austrotenuifolia</i>	Annual Rock-fern	Y			2	07-Nov-2017
G32483	AMARANTHACEAE	<i>Alternanthera denticulata</i>	Lesser Joyweed	Y			1	07-Nov-2017
U01274	AMARANTHACEAE	<i>Alternanthera denticulata (NC)</i>	Lesser Joyweed	Y			1	01-Sep-1993
E00718	AMARYLLIDACEAE	<i>Calostemma purpureum</i>	Pink Garland-lily	Y			1	01-Sep-1987
U00722	AMARYLLIDACEAE	<i>Narcissus tazetta</i>	Polyanthus Narcissus	N			1	01-Sep-1993
G02483	APOCYNACEAE	<i>Vinca major</i>	Blue Periwinkle	N			1	01-Sep-1993
Y02484	ASCLEPIADACEAE	<i>Gomphocarpus fruticosus</i>	Narrow-leaf Cotton-bush	N			1	01-Sep-1993
K00049	ASPLENIACEAE	<i>Asplenium flabellifolium</i>	Necklace Fern	Y			1	01-Sep-1987
A02544	BORAGINACEAE	<i>Cynoglossum suaveolens</i>	Sweet Hound's-tongue	Y			3	07-Nov-2017
W02587	CALLITRICHACEAE	<i>Callitriche stagnalis</i>	Common Water Starwort	N			1	01-Sep-1993
C02837	CAMPANULACEAE	<i>Lobelia anceps</i>	Angled Lobelia	Y			1	07-Nov-2017
E02838	CAMPANULACEAE	<i>Lobelia gibbosa (NC)</i>	Tall Lobelia	Y			1	01-Sep-1993
K02849	CAMPANULACEAE	<i>Wahlenbergia gracilentia</i>	Annual Bluebell	Y			1	01-Sep-1993

U04522	CAMPANULACEAE	<i>Wahlenbergia stricta ssp. stricta</i>	Tall Bluebell	Y	3	07-Nov-2017
G01067	CARYOPHYLLACEAE	<i>Cerastium glomeratum</i>	Common Mouse-ear	N	1	01-Sep-1993
A05016	CARYOPHYLLACEAE	<i>Gypsophila paniculata</i>	Chickweed	N	1	26-Feb-1967
Z01107	CARYOPHYLLACEAE	<i>Stellaria media</i>	Chickweed	N	1	01-Sep-1993
W03627	CASUARINACEAE	<i>Allocasuarina muelleriana ssp. muelleriana</i>	Common Oak-bush	Y	1	01-Sep-1993
A03636	CASUARINACEAE	<i>Allocasuarina verticillata</i>	Drooping Sheoak	Y	1	01-Sep-1987
Y00604	CENTROLEPIDACEAE	<i>Centrolepis aristata</i>	Pointed Centrolepis	Y	1	07-Nov-2017
E00610	CENTROLEPIDACEAE	<i>Centrolepis strigosa ssp. strigosa</i>	Hairy Centrolepis	Y	1	07-Nov-2017
K02953	COMPOSITAE	<i>Arctotheca calendula</i>	Cape Weed	N	1	01-Sep-1993
E03010	COMPOSITAE	<i>Carduus tenuiflorus</i>	Slender Thistle	N	1	01-Sep-1993
Z05891	COMPOSITAE	<i>Centipeda cunninghamii</i>	Common Sneezeweed	Y	1	07-Nov-2017
K03101	COMPOSITAE	<i>Chrysocephalum apiculatum</i> (NC)	Common Everlasting	Y	1	01-Sep-1987
Q04328	COMPOSITAE	<i>Chrysocephalum baxteri</i>	White Everlasting	Y	1	01-Sep-1987
S03041	COMPOSITAE	<i>Cirsium vulgare</i>	Spear Thistle	N	2	07-Nov-2017
W03043	COMPOSITAE	<i>Conyza bonariensis</i>	Flax-leaf Fleabane	N	1	01-Sep-1993
A32472	COMPOSITAE	<i>Coronidium scorpioides</i>	Button Everlasting	Y	1	07-Nov-2017
A04736	COMPOSITAE	<i>Craspedia glauca</i> (NC)	Billy-buttons	Y	1	01-Sep-1987
Y03056	COMPOSITAE	<i>Crepis capillaris</i>	Smooth Hawksbeard	N	1	01-Sep-1993
C03061	COMPOSITAE	<i>Cymbonotus preissianus</i>	Austral Bear's-ear	Y	2	25-Sep-1998
U05402	COMPOSITAE	<i>Euchiton collinus</i>	Creeping Cudweed	Y	1	07-Nov-2017
W03087	COMPOSITAE	<i>Euchiton involucratus</i> (NC)	Star Cudweed	Y	1	01-Sep-1993
Z03163	COMPOSITAE	<i>Helichrysum scorpioides</i> (NC)	Button Everlasting	Y	1	01-Sep-1987

U03270	COMPOSITAE	<i>Helminthotheca echiioides</i>	Ox-tongue	N	1	01-Sep-1993
Y03196	COMPOSITAE	<i>Hypochaeris glabra</i>	Smooth Cat's Ear	N	2	07-Nov-2017
K03197	COMPOSITAE	<i>Hypochaeris radicata</i>	Rough Cat's Ear	N	3	07-Nov-2017
C03205	COMPOSITAE	<i>Ixodia achillaeoides ssp. alata</i>	Hills Daisy	Y	1	01-Sep-1993
G03207	COMPOSITAE	<i>Lactuca serriola (NC)</i>	Prickly Lettuce	N	1	01-Sep-1993
K03209	COMPOSITAE	<i>Lagenophora gunniana</i>	Coarse Bottle-daisy	Y	2	07-Nov-2017
K04933	COMPOSITAE	<i>Lagenophora stipitata (NC)</i>	Spreading Bottle-daisy	Y	1	07-Nov-2017
A04760	COMPOSITAE	<i>Leontodon saxatilis</i>	Lesser Hawkbit	N	2	07-Nov-2017
E03214	COMPOSITAE	<i>Leptorhynchos squamatus ssp. squamatus</i>	Scaly Buttons	Y	1	01-Sep-1993
Q03244	COMPOSITAE	<i>Olearia grandiflora</i>	Mount Lofty Daisy-bush	Y	6	07-Nov-2017
A03256	COMPOSITAE	<i>Olearia ramulosa</i>	Twiggy Daisy-bush	Y	3	07-Nov-2017
U03262	COMPOSITAE	<i>Olearia tubuliflora</i>	Rayless Daisy-bush	Y	2	07-Nov-2017
A05772	COMPOSITAE	<i>Senecio glomeratus ssp. glomeratus</i>	Swamp Groundsel	Y	1	07-Nov-2017
Z03307	COMPOSITAE	<i>Senecio hypoleucus</i>	Pale Groundsel	Y	1	01-Sep-1987
M06014	COMPOSITAE	<i>Senecio phelleus</i>	Woodland Groundsel	Y	1	07-Nov-2017
C04429	COMPOSITAE	<i>Senecio picridioides</i>	Purple-leaf Groundsel	Y	1	07-Nov-2017
Y03320	COMPOSITAE	<i>Senecio pterophorus</i>	African Daisy	N	2	07-Nov-2017
K03321	COMPOSITAE	<i>Senecio quadridentatus</i>	Cotton Groundsel	Y	1	01-Sep-1987
M03294	COMPOSITAE	<i>Siloxerus multiflorus</i>	Small Wrinklewort	Y	2	07-Nov-2017

G03427	COMPOSITAE	<i>Solenogyne dominii</i>	Smooth Solenogyne	Y	1	07-Nov-2017
M03330	COMPOSITAE	<i>Soliva sessilis</i>	Jo-jo	N	1	01-Sep-1993
K30081	COMPOSITAE	<i>Sonchus oleraceus</i>	Common Sow-thistle	N	2	07-Nov-2017
Z02955	COMPOSITAE	<i>Symphotrichum subulatum</i>	Aster-weed	N	1	01-Sep-1993
S03341	COMPOSITAE	<i>Taraxacum officinale (NC)</i>	Dandelion	N	1	01-Sep-1993
A04004	COMPOSITAE	<i>Vellereophyton dealbatum</i>	White Cudweed	N	2	07-Nov-2017
M05970	CONVOLVULACEAE	<i>Convolvulus angustissimus ssp.</i>	Narrow-leaf Bindweed	Y	1	07-Nov-2017
Q02524	CONVOLVULACEAE	<i>Dichondra repens</i>	Kidney Weed	Y	2	07-Nov-2017
C01489	CRASSULACEAE	<i>Crassula closiana</i>	Stalked Crassula	Y	1	01-Sep-1993
W01487	CRASSULACEAE	<i>Crassula decumbens var. decumbens</i>	Spreading Crassula	Y	1	01-Sep-1993
E00882	CRASSULACEAE	<i>Sedum sediforme</i>	Stonecrop	N	1	01-Sep-1993
S03801	CYPERACEAE	<i>Baumea juncea</i>	Bare Twig-rush	Y	1	01-Sep-1993
C00581	CYPERACEAE	<i>Bolboschoenus medianus</i>	Marsh Club-rush	Y	1	01-Sep-1993
Q00464	CYPERACEAE	<i>Carex breviculmis</i>	Short-stem Sedge	Y	1	07-Nov-2017
K00577	CYPERACEAE	<i>Ficinia nodosa</i>	Knobby Club-rush	Y	1	01-Sep-1993
C00565	CYPERACEAE	<i>Isolepis cernua</i>	Nodding Club-rush	Y	1	01-Sep-1993
U05578	CYPERACEAE	<i>Isolepis hookeriana</i>	Grassy Club-rush	Y	1	01-Sep-1993
Q05380	CYPERACEAE	<i>Isolepis inundata</i>	Swamp Club-rush	Y	1	07-Nov-2017
Q00500	CYPERACEAE	<i>Isolepis levynsiana</i>	Tiny Flat-sedge	N	1	07-Nov-2017
C00573	CYPERACEAE	<i>Isolepis marginata</i>	Little Club-rush	N	1	07-Nov-2017
M00526	CYPERACEAE	<i>Lepidosperma carphoides</i>	Black Rapier-sedge	Y	1	01-Sep-1987
Z05435	CYPERACEAE	<i>Lepidosperma laterale</i>	Tall Sword-sedge	Y	1	01-Sep-1993

K00533	CYPERACEAE	<i>Lepidosperma semiteres</i>	Wire Rapier-sedge	Y	5	07-Nov-2017
U00546	CYPERACEAE	<i>Schoenus apogon</i>	Common Bog-rush	Y	1	07-Nov-2017
U00562	CYPERACEAE	<i>Schoenus lepidosperma</i> ssp. <i>lepidosperma</i>	Slender Bog-rush	Y	R 1	07-Nov-2017
C00061	DENNSTAEDTIACEAE	<i>Pteridium esculentum</i> ssp. <i>esculentum</i>	Bracken Fern	Y	4	07-Nov-2017
E05510	DILLENACEAE	<i>Hibbertia crinita</i>	Velvet-leaf Guinea-flower	Y	2	07-Nov-2017
S01345	DILLENACEAE	<i>Hibbertia exutiacies</i>	Prickly Guinea-flower	Y	5	07-Nov-2017
A01080	DILLENACEAE	<i>Hibbertia riparia</i> (NC)	Guinea-flower	Y	1	01-Sep-1987
Z01351	DILLENACEAE	<i>Hibbertia virgata</i>	Twiggy Guinea-flower	Y	1	01-Sep-1987
W00051	DROSERACEAE	<i>Drosera auriculata</i>	Tall Sundew	Y	3	07-Nov-2017
C01357	DROSERACEAE	<i>Drosera glanduligera</i>	Scarlet Sundew	Y	1	01-Sep-1987
S03457	DROSERACEAE	<i>Drosera macrantha</i> ssp. <i>planchonii</i>	Climbing Sundew	Y	1	01-Sep-1987
G01359	DROSERACEAE	<i>Drosera peltata</i> (NC)	Pale Sundew	Y	1	01-Sep-1987
M32230	DROSERACEAE	<i>Drosera peltata</i> s.str.	Swamp Sundew	Y	1	07-Nov-2017
E05570	DROSERACEAE	<i>Drosera whittakeri</i>	Scented Sundew	Y	1	01-Sep-1987
K02409	EPACRIDACEAE	<i>Acrotriche fasciculiflora</i>	Mount Lofty Ground-berry	Y	1	01-Sep-1987
G00583	EPACRIDACEAE	<i>Acrotriche serrulata</i>	Cushion Ground-berry	Y	5	07-Nov-2017
C02413	EPACRIDACEAE	<i>Astroloma humifusum</i>	Cranberry Heath	Y	4	07-Nov-2017
M02418	EPACRIDACEAE	<i>Epacris impressa</i>	Common Heath	Y	1	01-Sep-1987
M02434	EPACRIDACEAE	<i>Leucopogon virgatus</i> var. <i>virgatus</i>	Common Beard-heath	Y	2	02-Nov-2000
K03981	ERICACEAE	<i>Erica arborea</i>	Tree Heath	N	1	07-Nov-2017

A02404	ERICACEAE	<i>Erica lusitanica</i>	Spanish Heath	N	2	07-Nov-2017
U30086	EUPHORBIACEAE	<i>Poranthera microphylla</i>	Small Poranthera	Y	3	07-Nov-2017
E02466	GENTIANACEAE	<i>Centaurium erythraea</i>	Common Centaury	N	1	01-Sep-1993
C10201	GENTIANACEAE	<i>Centaurium sp.</i>	Centaury	N	1	07-Nov-2017
A02472	GENTIANACEAE	<i>Cicendia quadrangularis</i>	Square Cicendia	N	1	01-Sep-1993
U01866	GERANIACEAE	<i>Erodium botrys</i>	Long Heron's-bill	N	1	01-Sep-1993
C01877	GERANIACEAE	<i>Geranium solanderi</i>	Austral Geranium	Y	2	07-Nov-2017
E02926	GOODENIACEAE	<i>Brunonia australis</i>	Blue Pincushion	Y	4	07-Nov-2017
S04337	GOODENIACEAE	<i>Dampiera dysantha</i>	Shrubby Dampiera	Y	1	01-Sep-1987
Y04340	GOODENIACEAE	<i>Goodenia blackiana</i>	Native Primrose	Y	2	07-Nov-2017
W02879	GOODENIACEAE	<i>Goodenia geniculata</i>	Bent Goodenia	Y	3	07-Nov-2017
M02890	GOODENIACEAE	<i>Goodenia ovata</i>	Hop Goodenia	Y	1	01-Sep-1987
M05274	GOODENIACEAE	<i>Scaevola albida</i>	Pale Fanflower	Y	5	07-Nov-2017
G00291	GRAMINEAE	<i>Agrostis avenacea</i> var. <i>avenacea</i> (NC)	Common Blown-grass	Y	1	30-Apr-1986
M00294	GRAMINEAE	<i>Agrostis gigantea</i>	Red-top Bent	N	1	01-Sep-1993
U00270	GRAMINEAE	<i>Aira cupaniana</i>	Small Hair-grass	N	2	07-Nov-2017
W00271	GRAMINEAE	<i>Aira elegantissima</i>	Delicate Hair-grass	N	1	07-Nov-2017
G00275	GRAMINEAE	<i>Anthoxanthum odoratum</i>	Sweet Vernal Grass	N	1	07-Nov-2017
Q03844	GRAMINEAE	<i>Austrostipa flavescens</i>	Coast Spear-grass	Y	1	01-Sep-1993
U00130	GRAMINEAE	<i>Austrostipa mollis</i>	Soft Spear-grass	Y	1	07-Nov-2017

A00140	GRAMINEAE	<i>Austrostipa muelleri</i>	Tangled Spear-grass	Y	1	01-Sep-1987 07-Nov-
Y04324	GRAMINEAE	<i>Austrostipa pubinodis</i>	Long-shaft Spear-grass	Y	1	2017 07-Nov-
Y00152	GRAMINEAE	<i>Austrostipa semibarbata</i>	Fibrous Spear-grass	Y	3	2017 07-Nov-
E10950	GRAMINEAE	<i>Austrostipa sp.</i>	Spear-grass	Y	1	2017
K00277	GRAMINEAE	<i>Avellinia festucoides</i>	Avellinia	N	1	01-Sep-1993
K03913	GRAMINEAE	<i>Avena barbata</i>	Bearded Oat	N	1	01-Sep-1993 07-Nov-
Y00224	GRAMINEAE	<i>Briza maxima</i>	Large Quaking-grass	N	3	2017 07-Nov-
K00225	GRAMINEAE	<i>Briza minor</i>	Lesser Quaking-grass	N	2	2017
G00207	GRAMINEAE	<i>Bromus diandrus (NC)</i>	Great Brome	N	1	01-Sep-1993 07-Nov-
Y00208	GRAMINEAE	<i>Bromus madritensis</i>	Compact Brome	N	1	2017
W00423	GRAMINEAE	<i>Cenchrus longisetus</i>	Feather-top	N	1	01-Sep-1993
S00369	GRAMINEAE	<i>Cynodon dactylon (NC)</i>	Couch	N	1	01-Sep-1993 07-Nov-
Z00227	GRAMINEAE	<i>Cynosurus echinatus</i>	Rough Dog's-tail Grass	N	1	2017 07-Nov-
K00305	GRAMINEAE	<i>Deyeuxia quadriseta</i>	Reed Bent-grass	Y	5	2017
M03074	GRAMINEAE	<i>Dichelachne crinita</i>	Long-hair Plume-grass	Y	1	01-Sep-1993 07-Nov-
Z06279	GRAMINEAE	<i>Dichelachne rara</i>	Loose Plume-grass	Y	1	2017
G00119	GRAMINEAE	<i>Ehrharta longiflora</i>	Annual Veldt Grass	N	1	01-Sep-1993 07-Nov-
M04190	GRAMINEAE	<i>Eragrostis brownii</i>	Bentham's Love-grass	Y	1	2017 07-Nov-
C15065	GRAMINEAE	<i>Gramineae sp.</i>	Grass Family	Y	1	2017 07-Nov-
C00281	GRAMINEAE	<i>Holcus lanatus</i>	Yorkshire Fog	N	2	2017

S00289	GRAMINEAE	<i>Lachnagrostis aemula (NC)</i>	Blown-grass	Y	1	01-Sep-1993
U32234	GRAMINEAE	<i>Lachnagrostis filiformis</i>	Common Blown-grass	Y	1	07-Nov-2017
W00239	GRAMINEAE	<i>Lolium perenne</i>	Perennial Ryegrass	N	1	01-Sep-1993
U03706	GRAMINEAE	<i>Lolium rigidum</i>	Wimmera Ryegrass	N	2	07-Nov-2017
U04890	GRAMINEAE	<i>Microlaena stipoides var. stipoides</i>	Weeping Rice-grass	Y	3	07-Nov-2017
C00417	GRAMINEAE	<i>Paspalum dilatatum</i>	Paspalum	N	1	01-Sep-1993
E00186	GRAMINEAE	<i>Pentameris pallida</i>	Pussy Tail	N	2	07-Nov-2017
K00285	GRAMINEAE	<i>Phalaris aquatica</i>	Phalaris	N	1	01-Sep-1993
E04990	GRAMINEAE	<i>Phalaris arundinacea (NC)</i>	Reed Canary-grass	N	1	01-Sep-1993
W10763	GRAMINEAE	<i>Phalaris sp.</i>	Canary Grass	N	1	02-Dec-1997
W00123	GRAMINEAE	<i>Piptatherum miliaceum</i>	Rice Millet	N	1	07-Nov-2017
Z05971	GRAMINEAE	<i>Poa annua</i>	Winter Grass	N	1	07-Nov-2017
Z00243	GRAMINEAE	<i>Poa annua (NC)</i>	Winter Grass	N	1	01-Sep-1993
S00245	GRAMINEAE	<i>Poa clelandii</i>	Matted Tussock-grass	Y	3	07-Nov-2017
W00255	GRAMINEAE	<i>Poa pratensis</i>	Kentucky Blue-grass	N	1	01-Sep-1993
E00258	GRAMINEAE	<i>Poa umbricola</i>	Shade Tussock-grass	Y	2	30-Apr-1986
Q00316	GRAMINEAE	<i>Polypogon viridis</i>	Water Bent	N	1	01-Sep-1993
S00165	GRAMINEAE	<i>Rytidosperma caespitosum (NC)</i>	Common Wallaby-grass	Y	1	01-Sep-1987
W00167	GRAMINEAE	<i>Rytidosperma clelandii</i>	Cleland's Wallaby-grass	Y	1	01-Sep-1993
M00170	GRAMINEAE	<i>Rytidosperma geniculatum</i>	Kneed Wallaby-grass	Y	1	07-Nov-2017
C05837	GRAMINEAE	<i>Rytidosperma pilosum</i>	Velvet Wallaby-grass	Y	2	07-Nov-2017

C00177	GRAMINEAE	<i>Rytidosperma setaceum</i>	Small-flower Wallaby-grass	Y	2	07-Nov-2017
U32410	GRAMINEAE	<i>Rytidosperma sp.</i>	Wallaby-grass	Y	2	07-Nov-2017
C02405	GRAMINEAE	<i>Themeda triandra</i>	Kangaroo Grass	Y	3	07-Nov-2017
A00264	GRAMINEAE	<i>Vulpia bromoides</i>	Squirrel-tail Fescue	N	1	07-Nov-2017
C20269	GRAMINEAE	<i>Vulpia myuros f.</i>	Fescue	N	1	01-Sep-1993
Q01352	GUTTIFERAE	<i>Hypericum gramineum</i>	Small St John's Wort	Y	2	07-Nov-2017
U01354	GUTTIFERAE	<i>Hypericum perforatum ssp. veronense</i>	St John's Wort	N	1	01-Sep-1993
U02330	HALORAGACEAE	<i>Gonocarpus tetragynus</i>	Small-leaf Raspwort	Y	4	07-Nov-2017
M05054	HYPOXIDACEAE	<i>Pauridia vaginata var. vaginata</i>	Yellow Star	Y	1	01-Sep-1993
S10437	IRIDACEAE	<i>Gladiolus sp.</i>	Gladiolus	N	1	07-Nov-2017
C00741	IRIDACEAE	<i>Iris germanica (NC)</i>	Flag Iris	N	1	01-Sep-1993
M00754	IRIDACEAE	<i>Romulea minutiflora</i>	Small-flower Onion-grass	N	1	01-Sep-1993
Z00755	IRIDACEAE	<i>Romulea rosea var. australis</i>	Common Onion-grass	N	1	01-Sep-1993
E05406	IRIDACEAE	<i>Watsonia meriana cv.</i>				
		<i>Bulbillifera (NC)</i>	Bulbil Watsonia	N	1	01-Sep-1993
W00619	JUNCACEAE	<i>Juncus articulatus</i>	Jointed Rush	N	1	01-Sep-1993
K00621	JUNCACEAE	<i>Juncus bufonius</i>	Toad Rush	Y	1	07-Nov-2017
Z00623	JUNCACEAE	<i>Juncus caespiticius</i>	Grassy Rush	Y	1	01-Sep-1993
Q00624	JUNCACEAE	<i>Juncus capitatus</i>	Dwarf Rush	N	1	01-Sep-1993
A00628	JUNCACEAE	<i>Juncus holoschoenus</i>	Joint-leaf Rush	Y	2	07-Nov-2017
Z00631	JUNCACEAE	<i>Juncus pallidus</i>	Pale Rush	Y	1	07-Nov-2017

Q00632	JUNCACEAE	<i>Juncus pauciflorus</i>	Loose-flower Rush	Y	1	01-Sep-1993 07-Nov-2017
S00633	JUNCACEAE	<i>Juncus planifolius</i>	Broad-leaf Rush	Y	1	07-Nov-2017
G00639	JUNCACEAE	<i>Juncus subsecundus</i>	Finger Rush	Y	1	07-Nov-2017
Q04732	LABIATAE	<i>Ajuga australis</i> f. B (R.L.Taplin 972)	Lesser Bugle	Y	1	01-Sep-1993 07-Nov-2017
M01318	LAURACEAE	<i>Cassytha glabella</i> f. <i>dispar</i>	Slender Dodder-laurel	Y	1	01-Sep-1993
C01541	LEGUMINOSAE	<i>Acacia baileyana</i>	Cootamundra Wattle	N	1	07-Nov-2017
S01581	LEGUMINOSAE	<i>Acacia longifolia</i> ssp. <i>longifolia</i>	Sallow Wattle	N	1	07-Nov-2017
A01584	LEGUMINOSAE	<i>Acacia melanoxylon</i>	Blackwood	Y	2	07-Nov-2017
K06209	LEGUMINOSAE	<i>Acacia myrtifolia</i>	Myrtle Wattle	Y	4	07-Nov-2017
M01598	LEGUMINOSAE	<i>Acacia paradoxa</i>	Kangaroo Thorn	Y	1	01-Sep-1987 07-Nov-2017
C01605	LEGUMINOSAE	<i>Acacia pycnantha</i>	Golden Wattle	Y	4	01-Sep-1987
K05425	LEGUMINOSAE	<i>Acacia retinodes</i>	Wirilda	Y	1	01-Sep-1987
Y01608	LEGUMINOSAE	<i>Acacia retinodes</i> var. <i>retinodes</i> (NC)	Wirilda	Y	1	30-Apr-1986 07-Nov-2017
W01639	LEGUMINOSAE	<i>Bossiaea prostrata</i>	Creeping Bossiaea	Y	1	01-Sep-1993
E01658	LEGUMINOSAE	<i>Chamaecytisus palmensis</i>	Tree Lucerne	N	1	01-Sep-1993
G01659	LEGUMINOSAE	<i>Cytisus scoparius</i>	English Broom	N	1	01-Sep-1993 02-Dec-1997
E10298	LEGUMINOSAE	<i>Cytisus</i> sp.	Broom	N	1	01-Sep-1987
Y04456	LEGUMINOSAE	<i>Daviesia leptophylla</i>	Narrow-leaf Bitter-pea	Y	1	30-Apr-1986
G01667	LEGUMINOSAE	<i>Daviesia ulicifolia</i> (NC)	Gorse Bitter-pea	Y	1	07-Nov-2017
W05623	LEGUMINOSAE	<i>Daviesia ulicifolia</i> ssp. <i>incarnata</i>	Gorse Bitter-pea	Y	6	2017

U01670	LEGUMINOSAE	<i>Dillwynia hispida</i>	Red Parrot-pea	Y			2	07-Nov-2017
G03435	LEGUMINOSAE	<i>Genista monspessulana</i>	Montpellier Broom	N			1	01-Sep-1993
C01681	LEGUMINOSAE	<i>Glycine latrobeana</i>	Clover Glycine	Y	VU	V	2	01-Sep-1987
M01686	LEGUMINOSAE	<i>Gompholobium ecostatum</i>	Dwarf Wedge-pea	Y			3	02-Nov-2000
Q01688	LEGUMINOSAE	<i>Hardenbergia violacea</i>	Native Lilac	Y			1	01-Sep-1987
E01702	LEGUMINOSAE	<i>Kennedia prostrata</i>	Scarlet Runner	Y			2	07-Nov-2017
G01739	LEGUMINOSAE	<i>Platylobium obtusangulum</i>	Holly Flat-pea	Y			5	07-Nov-2017
K01749	LEGUMINOSAE	<i>Pultenaea daphnoides</i>	Large-leaf Bush Pea	Y			4	07-Nov-2017
E01754	LEGUMINOSAE	<i>Pultenaea involucrata</i>	Mount Lofty Bush-pea	Y			1	01-Sep-1993
Y01756	LEGUMINOSAE	<i>Pultenaea largiflorens</i>	Twiggy Bush-pea	Y			1	01-Sep-1993
A01752	LEGUMINOSAE	<i>Pultenaea pedunculata</i>	Matted Bush-pea	Y			5	07-Nov-2017
Q01820	LEGUMINOSAE	<i>Trifolium angustifolium</i>	Narrow-leaf Clover	N			1	01-Sep-1993
S01821	LEGUMINOSAE	<i>Trifolium arvense var. arvense</i>	Hare's-foot Clover	N			1	01-Sep-1993
U01822	LEGUMINOSAE	<i>Trifolium campestre</i>	Hop Clover	N			1	01-Sep-1993
C01825	LEGUMINOSAE	<i>Trifolium dubium</i>	Suckling Clover	N			1	01-Sep-1993
C01833	LEGUMINOSAE	<i>Trifolium repens</i>	White Clover	N			1	01-Sep-1993
Z01839	LEGUMINOSAE	<i>Trifolium subterraneum</i>	Subterranean Clover	N			1	01-Sep-1993
Y01844	LEGUMINOSAE	<i>Ulex europaeus</i>	Gorse	N			3	07-Nov-2017
E20198	LEGUMINOSAE	<i>Vicia sativa ssp.</i>	Common Vetch	N			1	07-Nov-2017
Z03819	LEGUMINOSAE	<i>Vicia sativa ssp. nigra</i>	Narrow-leaf Vetch	N			1	01-Sep-1993
Z01847	LEGUMINOSAE	<i>Vicia sativa ssp. sativa</i>	Common Vetch	N			1	01-Sep-1993
W00651	LILIACEAE	<i>Allium triquetrum</i>	Three-cornered Garlic	N			1	01-Sep-1993
Y04528	LILIACEAE	<i>Arthropodium fimbriatum</i>	Nodding Vanilla-lily	Y			2	07-Nov-2017

A04576	LILIACEAE	<i>Arthropodium strictum</i>	Common Vanilla-lily	Y	4	07-Nov-2017
Q00668	LILIACEAE	<i>Bulbine bulbosa</i>	Bulbine-lily	Y	2	07-Nov-2017
E00670	LILIACEAE	<i>Burchardia umbellata</i>	Milkmaids	Y	3	07-Nov-2017
U04582	LILIACEAE	<i>Caesia calliantha</i> <i>Chamaescilla corymbosa</i> var.	Blue Grass-lily	Y	3	07-Nov-2017
Y04992	LILIACEAE	<i>corymbosa</i>	Blue Squill	Y	1	01-Sep-1987
G15171	LILIACEAE	<i>Dianella revoluta</i> (NC)		Y	2	30-Apr-1986
C04893	LILIACEAE	<i>Dianella revoluta</i> var. <i>revoluta</i>	Black-anther Flax-lily	Y	3	07-Nov-2017
M04774	LILIACEAE	<i>Laxmannia orientalis</i>	Dwarf Wire-lily	Y	1	01-Sep-1987
Y00680	LILIACEAE	<i>Lomandra densiflora</i>	Soft Tussock Mat-rush	Y	3	02-Nov-2000
Z00683	LILIACEAE	<i>Lomandra fibrata</i>	Mount Lofty Mat-rush	Y	2	07-Nov-2017
M20114	LILIACEAE	<i>Lomandra micrantha</i> ssp.	Small-flower Mat-rush	Y	2	07-Nov-2017
M04810	LILIACEAE	<i>Lomandra micrantha</i> ssp. <i>tuberculata</i>	Small-flower Mat-rush	Y	2	02-Nov-2000
M04730	LILIACEAE	<i>Lomandra multiflora</i> ssp. <i>dura</i>	Hard Mat-rush	Y	4	02-Nov-2000
M00690	LILIACEAE	<i>Lomandra sororia</i>	Sword Mat-rush	Y	2	07-Nov-2017
A10596	LILIACEAE	<i>Lomandra</i> sp.	Mat-rush	Y	2	30-Apr-1986
Q04936	LILIACEAE	<i>Thysanotus patersonii</i>	Twining Fringe-lily	Y	4	07-Nov-2017
W05367	LILIACEAE	<i>Tricoryne elatior</i> <i>Wurmbea dioica</i> ssp. <i>dioica</i>	Yellow Rush-lily	Y	2	07-Nov-2017
U05518	LILIACEAE	(NC)	Early Nancy	Y	1	01-Sep-1987

S04937	LILIACEAE	<i>Xanthorrhoea semiplana ssp. semiplana</i>	Yacca	Y	4	07-Nov-2017
Q05584	LOGANIACEAE	<i>Phyllangium divergens</i>	Wiry Mitrewort	Y	2	07-Nov-2017
A00960	LORANTHACEAE	<i>Amyema miquelii</i>	Box Mistletoe	Y	1	01-Sep-1987
E00962	LORANTHACEAE	<i>Amyema pendula ssp. pendula</i>	Drooping Mistletoe	Y	2	07-Nov-2017
M00966	LORANTHACEAE	<i>Lysiana exocarpi ssp. exocarpi</i>	Harlequin Mistletoe	Y	1	01-Sep-1987
Z02195	LYTHRACEAE	<i>Lythrum hyssopifolia</i>	Lesser Loosestrife	Y	1	07-Nov-2017
Z02207	MYRTACEAE	<i>Calytrix tetragona</i>	Common Fringe-myrtle	Y	1	01-Sep-1987
M02214	MYRTACEAE	<i>Eucalyptus baxteri</i>	Brown Stringybark	Y	2	07-Nov-2017
M20078	MYRTACEAE	<i>Eucalyptus camaldulensis ssp. camaldulensis var. camaldulensis (NC)</i>	River Red Gum	Y	1	02-Dec-1997
U02218	MYRTACEAE	<i>Eucalyptus dalrympleana ssp. dalrympleana</i>	River Red Gum	Y	1	01-Sep-1987
Y02264	MYRTACEAE	<i>Eucalyptus fasciculosa</i>	Candlebark Gum	Y	3	07-Nov-2017
M02230	MYRTACEAE	<i>Eucalyptus leucoxylon ssp. leucoxylon</i>	Pink Gum	Y	1	01-Sep-1987
A20080	MYRTACEAE	<i>Eucalyptus leucoxylon ssp. leucoxylon</i>	South Australian Blue Gum	Y	1	30-Apr-1986
E05342	MYRTACEAE	<i>Eucalyptus obliqua</i>	South Australian Blue Gum	Y	1	01-Sep-1987
Y05344	MYRTACEAE	<i>Eucalyptus viminalis ssp. viminalis</i>	Messmate Stringybark	Y	6	07-Nov-2017
G02271	MYRTACEAE	<i>Leptospermum myrsinoides</i>	Manna Gum	Y	1	01-Sep-1987
K05109	MYRTACEAE	<i>Leptospermum continentale</i>	Prickly Tea-tree	Y	2	07-Nov-2017
K02281	MYRTACEAE	<i>Fraxinus angustifolia ssp. angustifolia</i>	Heath Tea-tree	Y	4	07-Nov-2017
Q04108	OLEACEAE	<i>Narrow-leaved Ash</i>	Narrow-leaved Ash	N	1	01-Sep-1993

U04902	OLEACEAE	<i>Olea europaea ssp. europaea</i>	Olive	N	1	01-Sep-1993
Q02312	ONAGRACEAE	<i>Epilobium billardierianum ssp. cinereum</i>	Variable Willow-herb	Y	1	01-Sep-1993
		<i>Acianthus caudatus</i> var.				
Z00763	ORCHIDACEAE	<i>caudatus</i> (NC)	Mayfly Orchid	Y	1	01-Sep-1987
Q00764	ORCHIDACEAE	<i>Acianthus pusillus</i>	Mosquito Orchid	Y	1	01-Sep-1987
Y04384	ORCHIDACEAE	<i>Caladenia carnea</i>	Pink Fingers	Y	1	01-Sep-1987
C00777	ORCHIDACEAE	<i>Caladenia leptochila</i> (NC)	Narrow-lip Spider-orchid	Y	1	01-Sep-1987
Y04860	ORCHIDACEAE	<i>Caladenia tentaculata</i>	King Spider-orchid	Y	1	01-Sep-1987
Y00788	ORCHIDACEAE	<i>Calochilus robertsonii</i> (NC)	Purplish Beard-orchid	Y	1	01-Sep-1987
E05386	ORCHIDACEAE	<i>Corybas dilatatus</i> (NC)	Common Helmet-orchid	Y	1	01-Sep-1987
E05174	ORCHIDACEAE	<i>Corybas incurvus</i>	Slaty Helmet-orchid	Y	1	01-Sep-1987
						07-Nov-
Y10264	ORCHIDACEAE	<i>Corybas</i> sp.	Helmet-orchid	Y	1	2017
E04390	ORCHIDACEAE	<i>Cyrtostylis reniformis</i>	Small Gnat-orchid	Y	1	01-Sep-1987
K05573	ORCHIDACEAE	<i>Dipodium roseum</i>	Pink Hyacinth Orchid	Y	1	01-Sep-1987
W04371	ORCHIDACEAE	<i>Diuris orientis</i>	Wallflower Donkey-orchid	Y	1	01-Sep-1987
W04779	ORCHIDACEAE	<i>Diuris pardina</i> (NC)	Spotted Donkey-orchid	Y	1	01-Sep-1987
						02-Nov-
Z10339	ORCHIDACEAE	<i>Diuris</i> sp.	Donkey Orchid	Y	1	2000
C00805	ORCHIDACEAE	<i>Eriochilus cucullatus</i> (NC)	Parson's Bands	Y	1	01-Sep-1987
S00829	ORCHIDACEAE	<i>Genoplesium rufum</i>	Red Midge-orchid	Y	1	01-Sep-1987
						07-Nov-
G00807	ORCHIDACEAE	<i>Glossodia major</i>	Purple Cockatoo	Y	4	2017
						07-Nov-
E00778	ORCHIDACEAE	<i>Leptoceras menziesii</i>	Hare Orchid	Y	2	2017
Y05028	ORCHIDACEAE	<i>Microtis frutetorum</i>		Y	1	01-Sep-1987
						07-Nov-
E15110	ORCHIDACEAE	<i>Orchidaceae</i> sp.	Orchid Family	Y	1	2017
Z00771	ORCHIDACEAE	<i>Pheladenia deformis</i>	Bluebeard Orchid	Y	1	01-Sep-1987
A00820	ORCHIDACEAE	<i>Prasophyllum elatum</i>	Tall Leek-orchid	Y	1	01-Sep-1987
G00831	ORCHIDACEAE	<i>Pterostylis biseta</i> (NC)	Two-bristle Greenhood	Y	1	01-Sep-1987

Z00835	ORCHIDACEAE	<i>Pterostylis curta</i>	Blunt Greenhood	Y	R	1	01-Sep-1987
Y00840	ORCHIDACEAE	<i>Pterostylis longifolia (NC)</i>	Tall Greenhood	Y		1	01-Sep-1987
M05750	ORCHIDACEAE	<i>Pterostylis longifolia complex</i>		Y		1	07-Nov-2017
Z00843	ORCHIDACEAE	<i>Pterostylis nana</i>	Dwarf Greenhood	Y		1	01-Sep-1987
Z04863	ORCHIDACEAE	<i>Pterostylis nutans</i>	Nodding Greenhood	Y		6	07-Nov-2017
W00847	ORCHIDACEAE	<i>Pterostylis pedunculata</i>	Maroon-hood	Y		4	07-Nov-2017
G05087	ORCHIDACEAE	<i>Pterostylis sanguinea</i>	Blood Greenhood	Y		1	01-Sep-1987
U00854	ORCHIDACEAE	<i>Thelymitra antennifera</i>	Lemon Sun-orchid	Y		1	01-Sep-1987
W00855	ORCHIDACEAE	<i>Thelymitra aristata</i>	Great Sun-orchid	Y	E*	1	01-Sep-1987
S00861	ORCHIDACEAE	<i>Thelymitra flexuosa</i>	Twisted Sun-orchid	Y	R	1	01-Sep-1987
S04485	ORCHIDACEAE	<i>Thelymitra ixioides</i>	Spotted Sun-orchid	Y	E*	1	01-Sep-1987
K05469	ORCHIDACEAE	<i>Thelymitra juncifolia</i>	Spotted Sun-orchid	Y		2	07-Nov-2017
E00866	ORCHIDACEAE	<i>Thelymitra luteocilium</i>	Yellow-tuft Sun Orchid	Y		1	01-Sep-1987
U06034	ORCHIDACEAE	<i>Thelymitra pauciflora</i>	Slender Sun-orchid	Y		2	07-Nov-2017
K03965	ORCHIDACEAE	<i>Thelymitra pauciflora (NC)</i>	Slender Sun-orchid	Y		2	02-Nov-2000
Y06072	ORCHIDACEAE	<i>Thelymitra pauciflora complex</i>		Y		1	07-Nov-2017
E03962	ORCHIDACEAE	<i>Thelymitra rubra</i>	Salmon Sun-orchid	Y		2	07-Nov-2017
E10978	ORCHIDACEAE	<i>Thelymitra sp.</i>	Sun-orchid	Y		2	07-Nov-2017
Y01860	OXALIDACEAE	<i>Oxalis latifolia</i>	Fish-tail Oxalis	N		1	01-Sep-1993
A06336	OXALIDACEAE	<i>Oxalis perennans</i>	Native Sorrel	Y		1	07-Nov-2017
K01861	OXALIDACEAE	<i>Oxalis perennans (NC)</i>	Native Sorrel	Y		1	02-Nov-2000

M01862	OXALIDACEAE	<i>Oxalis pes-caprae</i>	Soursob	N	1	01-Sep-1993 07-Nov-
Z01863	OXALIDACEAE	<i>Oxalis purpurea</i>	One-o'clock	N	2	2017
G01367	PAPAVERACEAE	<i>Fumaria capreolata</i>	White-flower Fumitory	N	1	01-Sep-1993
Z03375	PINACEAE	<i>Pinus halepensis</i>	Aleppo Pine	N	1	01-Sep-1993 07-Nov-
A04208	PITTOSPORACEAE	<i>Bursaria spinosa ssp. spinosa</i>	Sweet Bursaria	Y	5	2017
K01501	PITTOSPORACEAE	<i>Cheiranthra alternifolia</i>	Hand-flower	Y	1	01-Sep-1987
Q02816	PLANTAGINACEAE	<i>Plantago gaudichaudii</i> <i>Plantago lanceolata</i> var. <i>lanceolata</i>	Narrow-leaf Plantain	Y	1	01-Sep-1993 07-Nov-
W02819	PLANTAGINACEAE	<i>lanceolata</i>	Ribwort	N	2	2017
M00990	POLYGONACEAE	<i>Persicaria decipiens (NC)</i>	Slender Knotweed	Y	1	01-Sep-1993
K04993	POLYGONACEAE	<i>Rumex acetosella</i>	Sorrel	N	1	01-Sep-1993
W00995	POLYGONACEAE	<i>Rumex crispus</i>	Curled Dock	N	1	01-Sep-1993 07-Nov-
M02442	PRIMULACEAE	<i>Lysimachia arvensis</i>	Pimpernel	N	2	2017 07-Nov-
S00897	PROTEACEAE	<i>Banksia marginata</i> <i>Grevillea lavandulacea</i> ssp. <i>lavandulacea</i>	Silver Banksia	Y	5	2017 07-Nov-
S05965	PROTEACEAE	<i>Grevillea lavandulacea</i> var. <i>lavandulacea (NC)</i>	Spider-flower	Y	2	2017
Z04131	PROTEACEAE	<i>Grevillea rosmarinifolia</i> ssp. <i>rosmarinifolia</i>	Spider-flower	Y	1	01-Sep-1987 07-Nov-
Q00916	PROTEACEAE	<i>Hakea rostrata</i>	Rosemary Grevillea	N	2	2017
Z00931	PROTEACEAE	<i>Isopogon ceratophyllus</i>	Beaked Hakea	Y	1	01-Sep-1987
A00936	PROTEACEAE	<i>Persoonia juniperina</i>	Horny Cone-bush	Y	1	01-Sep-1987
C00937	PROTEACEAE	<i>Clematis microphylla</i> var. <i>microphylla (NC)</i>	Prickly Geebung	Y	1	01-Sep-1987
M01326	RANUNCULACEAE	<i>Ranunculus lappaceus</i>	Old Man's Beard	Y	1	01-Sep-1987 07-Nov-
G01331	RANUNCULACEAE		Native Buttercup	Y	2	2017

Y05088	RHAMNACEAE	<i>Pomaderris paniculosa ssp. paniculosa</i>	Mallee Pomaderris	Y	1	01-Sep-1993
U05842	ROSACEAE	<i>Acaena echinata</i>	Sheep's Burr	Y	4	07-Nov-2017
W04867	ROSACEAE	<i>Acaena novae-zelandiae</i>	Biddy-biddy	Y	2	07-Nov-2017
G01519	ROSACEAE	<i>Cotoneaster simonsii</i>	Cotoneaster	N	1	01-Sep-1993
S01521	ROSACEAE	<i>Crataegus monogyna</i>	Hawthorn	N	1	01-Sep-1993
G03135	ROSACEAE	<i>Malus pumila</i>	Apple	N	1	01-Sep-1993
Q10824	ROSACEAE	<i>Prunus sp.</i>	Plum	N	1	07-Nov-2017
E01526	ROSACEAE	<i>Rosa canina</i>	Dog Rose	N	2	07-Nov-2017
Y01528	ROSACEAE	<i>Rosa rubiginosa</i>	Sweet Briar	N	2	07-Nov-2017
G06419	ROSACEAE	<i>Rubus anglocandicans</i>		N	1	07-Nov-2017
C32393	ROSACEAE	<i>Rubus fruticosus aggregate</i>	Blackberry	N	1	01-Jan-2007
Y06188	ROSACEAE	<i>Rubus rubritinctus</i>		N	6	23-Dec-2010
G10863	ROSACEAE	<i>Rubus sp.</i>	Blackberry	N	2	07-Nov-2017
W02499	RUBIACEAE	<i>Galium aparine</i>	Cleavers	N	2	07-Nov-2017
W32103	RUBIACEAE	<i>Galium gaudichaudii ssp. gaudichaudii</i>	Rough Bedstraw	Y	1	07-Nov-2017
Y02512	RUBIACEAE	<i>Opercularia scabrida</i>	Stalked Stinkweed	Y	1	01-Sep-1993
A10712	RUBIACEAE	<i>Opercularia sp.</i>	Stinkweed	Y	1	30-Apr-1986
K02513	RUBIACEAE	<i>Opercularia turpis</i>	Twiggy Stinkweed	Y	1	01-Sep-1993
M02514	RUBIACEAE	<i>Opercularia varia</i>	Variable Stinkweed	Y	3	07-Nov-2017
Q02516	RUBIACEAE	<i>Sherardia arvensis</i>	Field Madder	N	1	01-Sep-1993

A00944	SANTALACEAE	<i>Exocarpos cupressiformis</i>	Native Cherry	Y	3	07-Nov-2017
E02730	SCROPHULARIACEAE	<i>Bellardia latifolia</i>	Red Bartsia	N	2	07-Nov-2017
C02713	SCROPHULARIACEAE	<i>Glossostigma elatinoides</i>	Small Mud-mat	Y	1	01-Sep-1993
E02714	SCROPHULARIACEAE	<i>Gratiola peruviana</i>	Austral Brooklime	Y	1	07-Nov-2017
S02737	SCROPHULARIACEAE	<i>Verbascum virgatum</i>	Twiggy Mullein	N	1	01-Sep-1993
W02691	SOLANACEAE	<i>Solanum nigrum</i>	Black Nightshade	N	1	01-Sep-1993
S20185	STACKHOUSIACEAE	<i>Stackhousia aspericocca</i> ssp. <i>Stackhousia aspericocca</i> ssp. <i>Cylindrical inflorescence</i>	Bushy Candles	Y	2	07-Nov-2017
K04025	STACKHOUSIACEAE	<i>(W.R.Barker 1418)</i> <i>Stackhousia aspericocca</i> ssp. <i>One-sided inflorescence</i>	Bushy Candles	Y	3	02-Nov-2000
Z04783	STACKHOUSIACEAE	<i>(W.R.Barker 697)</i>	One-sided Candles	Y	1	01-Sep-1993
G10943	STACKHOUSIACEAE	<i>Stackhousia</i> sp.	Candles	Y	1	30-Apr-1986
W02931	STYLIDIACEAE	<i>Stylidium graminifolium</i> (NC)	Grass Trigger-plant	Y	1	01-Sep-1987
S02129	THYMELAEACEAE	<i>Pimelea humilis</i>	Low Riceflower	Y	2	07-Nov-2017
G02131	THYMELAEACEAE	<i>Pimelea linifolia</i> ssp. <i>linifolia</i>	Slender Riceflower	Y	1	01-Sep-1987
Z02135	THYMELAEACEAE	<i>Pimelea octophylla</i>	Woolly Riceflower	Y	2	07-Nov-2017
M01994	TREMANDRACEAE	<i>Tetralthea pilosa</i>	Hairy Pink-bells	Y	3	07-Nov-2017
Z00075	TYPHACEAE	<i>Typha domingensis</i>	Narrow-leaf Bulrush	Y	1	01-Sep-1993
W02359	UMBELLIFERAE	<i>Daucus glochidiatus</i>	Native Carrot	Y	1	07-Nov-2017
A02368	UMBELLIFERAE	<i>Hydrocotyle callicarpa</i>	Tiny Pennywort	Y	1	07-Nov-2017
S02373	UMBELLIFERAE	<i>Hydrocotyle foveolata</i>	Yellow Pennywort	Y	1	07-Nov-2017



U02374	UMBELLIFERAE	<i>Hydrocotyle hirta</i>	Hairy Pennywort	Y	2	07-Nov-2017
S02401	UMBELLIFERAE	<i>Xanthosia huegelii</i>	Hairy Xanthosia	Y	1	01-Sep-1987
A02148	VIOLACEAE	<i>Hybanthus floribundus ssp. floribundus</i>	Shrub Violet	Y	1	01-Sep-1987
K02133	VIOLACEAE	<i>Melicytus angustifolius ssp. divaricatus</i>	Tree Violet	Y	1	07-Nov-2017
A04788	VIOLACEAE	<i>Viola cleistogamoides</i>	Shy Violet	Y	1	07-Nov-2017
A04808	VIOLACEAE	<i>Viola sieberiana</i>	Tiny Violet	Y	4	07-Nov-2017

Lobethal Bushland Park:

Small & Tiny Plants of the Lake Margins.



A Photographic Index

Sample Only

[Incomplete- species to be added as photographs become available]

**Clive & Claire Chesson
2021**

POLYGONACEAE 91.032
Persicaria prostrata
Creeping Knotweed



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AMARANTHACEAE 91.049
Alternanthera denticulata
Lesser Joyweed



Copyright: CM & CC Chesson 2021

AMARANTHACEAE 91.049
Alternanthera denticulata
Lesser Joyweed



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DROSERACEAE 91.129
Drosera pygmaea
Pygmy Sundew



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DROSERACEAE 91.129
Drosera pygmaea
Pygmy Sundew



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SCROPHULARIACEAE 91.400
Glossostigma elatinoides
Small Mud-mat



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SCROPHULARIACEAE 91.400
Glossostigma elatinoides
Small Mud-mat



Copyright: CM & CC Chesson 2021

SCROPHULARIACEAE 91.400
Glossostigma elatinoides
Small Mud-mat



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Limosella australis
Australian Mudwort
SCROPHULARIACEAE 91.400

SCROPHULARIACEAE 91.400
Australian Mudwort
Limosella australis



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SCROPHULARIACEAE 91.400
Gratiola peruviana
Austral Brooklime



Copyright: CM & CC Chesson 2021

SCROPHULARIACEAE 91.400

Gratiola peruviana

Austral Brooklime



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Centipeda crateriformis
Common sneezeweed
ASTERACEAE 91.435



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ASTERACEAE 91.435
Common sneezeweed
Centipeda cunninghamii



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Jersey Cudweed
ASTERACEAE 91.435
Pseudognaphalium luteoalbum



CYPERACEAE 91.504
Veiled Fringe-sedge
Fimbristylis velata



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CYPERACEAE 91.504
Veiled Fringe-sedge
Fimbristylis velata



Plants of the Adelaide Region

Source Materials for Plant Species Identification:

- **Electronic Flora of SA**
1998 onwards
- **Flora of SA 4th Edn 1986**
- **Flora of SA 5th Edn 2011-**
incomplete but at this point 22 of 165 plant family treatments have been published on the State Herbarium website
- **Plants of Adelaide Plains & Hills**
3rd Edn Gilbert Dashorst & John Jessop 2006
- **Its Blue with Five Petals**
Ann Prescott 1994, 2012.



Alternanthera denticulata


Lesser Joyweed

- **Start with the Leaves, Robert Lawrence 2011**
- **Orchids of South Australia**
Robert J Bates, 2013.

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Appendix D – Social Media Posts

11 May 2021 Facebook Post







Adelaide Hills Council
Published by Hootsuite · 11 May at 10:00 · 🌐

Trails destination, family outing venue, vision of recovery, place of high biodiversity and educational space, Lobethal Bushland Park is many things to many people. But what do you see? 🌿🍌

Stage 2 of the consultation process is now underway - we want to know what you like, what you don't like and what you think is missing as part of this Masterplan 🖋️💬

Have Your Say today: <https://engage.ahc.sa.gov.au/lobethal-bushland-park>

engage.ahc.sa.gov.au

1,480
People reached

75
Engagements

[Boost post](#)

👍 13


1 comment 7 shares

👍 Like

💬 Comment


➦ Share

Most relevant ▼



Comment as Adelaide Hills Council

😊 📷 📧 📧



Katie Ryan
James Trezona let's go [REDACTED]

[Like](#) · [Reply](#) · [Message](#) · 3 w

11 May 2021 Twitter Post:



Adelaide Hills Council
@AHCouncil

...

Stage 2 of the consultation process of the Lobethal Bushland Park Masterplan is now underway - we want to know what you like, what you don't like and what you think is missing 🖋️💬

Have Your Say today: engage.ahc.sa.gov.au/lobethal-bushl...



10:00 AM · May 11, 2021 · Hootsuite Inc.

||| View Tweet activity



11 May 2021 LinkedIn Post:



Adelaide Hills Council

2,420 followers

3w •

Trails destination, family outing venue, vision of recovery, place of high biodiversity and educational space, Lobethal Bushland Park is many things to many people. But what do you see? ...see more



15



Like



Comment



19 May 2021: Facebook post

Adelaide Hills Council
Published by Hootsuite · 19 May at 18:00 ·

Do you play in, visit or just love Lobethal Bushland Park? Have Your Say on our plans for it today. 🌿🍷

We want to know what you like, what you don't like and what you think is missing as part of our Stage 2 Masterplan 🍷🗣️

Have Your Say today: <http://ow.ly/pHOC50ENY0E>

6,725 People reached 731 Engagements

[Boost post](#)

8 8 comments 11 shares

Like Comment Share

Like · Reply · Message · 2 w

Comments:

Be great to see Recfish SA engaged to develop a stocking program for these water bodies. As we all know native species improve water quality and are a great tourism draw card.

Love · Reply · Message · 2 w

Author
Adelaide Hills Council

Thanks for your feedback! We would love to hear your thoughts in our current Consultation Survey for Stage 2 of AHC's Lobethal Bushland Park Masterplan. It'll only take a short amount of time and ensures that your voice and feedback are heard by us. Have Your Say here: <https://engage.ahc.sa.gov.au/.../draft-masterplan-survey>

Like · Reply · Commented on by Adelaide Hills · 2 w

Stock it with native fish that would be great

Like · Reply · Message · 2 w

For these only very small redfin in there

Like · Reply · Message · 2 w

Author
Adelaide Hills Council

Thanks for your feedback! We would love to hear your thoughts in our current Consultation Survey for Stage 2 of AHC's Lobethal Bushland Park Masterplan. It'll only take a short amount of time and ensures that your voice and feedback are heard by us. Have Your Say here: <https://engage.ahc.sa.gov.au/.../draft-masterplan-survey>

ENGAGE.AHC.SA.GOV.AU
engage.ahc.sa.gov.au

Like · Reply · Commented on by Adelaide Hills · Remove Preview

Brad J Ozy
Fish in the lakes for sure.

Like · Reply · Message · 2 w

Adelaide Hills Council

Brad J Ozy Thanks for your feedback! We would love to hear your thoughts in our current Consultation Survey for Stage 2 of AHC's Lobethal Bushland Park Masterplan. It'll only take a short amount of time and ensures that your voice and feedback are heard by us. Have Your Say here: <https://engage.ahc.sa.gov.au/.../draft-masterplan-survey>

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Like · Reply · Commented on by Adelaide Hills · Remove Preview

19 May 2021: Twitter post



Adelaide Hills Council
@AHCouncil

...

Do you play in, visit or just love Lobethal Bushland Park? Have Your Say on our plans for it today. 🌿🏀

We want to know what you like, what you don't like and what you think is missing as part of our Stage 2 Masterplan 🖋️💬

Have Your Say today: ow.ly/pHOC50ENY0E



6:00 PM · May 19, 2021 · Hootsuite Inc.

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Appendix 2

Lobethal Bushland Park Masterplan



Adelaide Hills
COUNCIL



DRAFT

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

LOBETHAL BUSHLAND PARK MASTER PLAN

11.06.2021

rev D

LOBETHAL BUSHLAND PARK – MASTERPLAN GUIDING PRINCIPLES

The following guiding principles have been developed to summarise the feedback from the community engagement process and align with Councils Strategic Objectives:

- *Biodiversity protection, conservation, restoration and enhancement*
- *Promote community health, wellbeing and education*
- *Maintain the 'local' feel of Lobethal Bushland Park whilst improving the function and amenity for all*

LOBETHAL BUSHLAND PARK

INTRODUCTION

Lobethal Bushland Park is located 1.3km north of the township of Lobethal. The park comprises 118 hectares of varied terrain of gentle slopes dissected by several north-south running drainage lines.

Lobethal Bushland Park is located amongst heavily cleared and primarily agricultural land, and plays an important role in providing refuge to a range of native flora and fauna. The park is renowned for its diverse native vegetation and biodiversity value containing many environmentally significant and sensitive sites, whilst providing regional views, recreation, picnic areas and natural features.

The Park is geographically split into two parts consisting of a Conservation area, and along with a prominent fire break as its boundary, this area contains over 80 hectares of Heritage protected vegetation with associated marked walking trails that are enjoyed by many visitors each year.

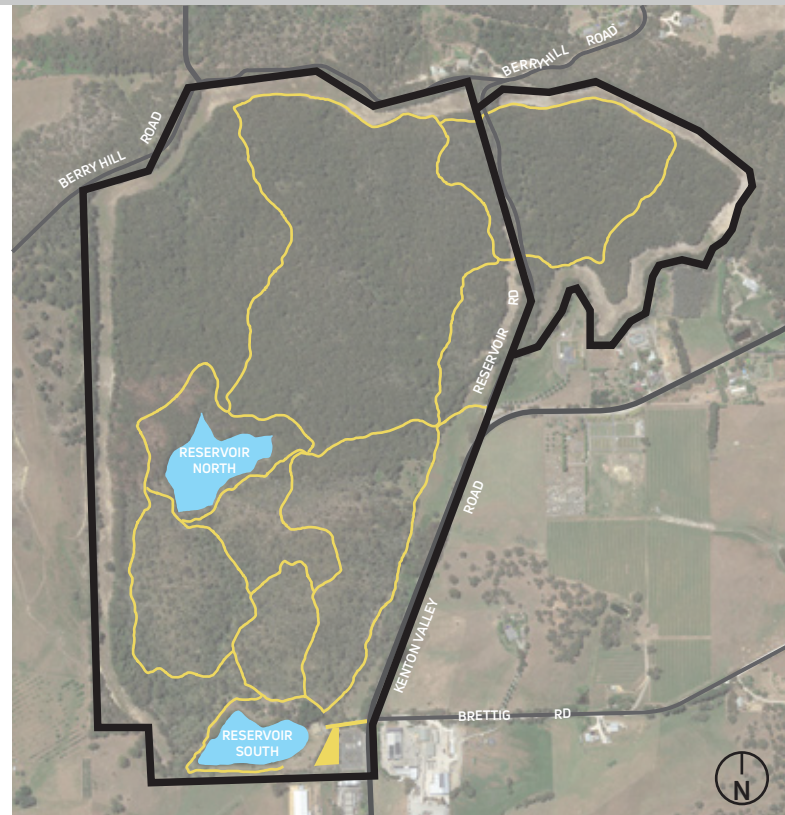
The smaller southern section, identified as Community Use land, contains much of the park's infrastructure including trails and shelters, however, prior to the 2019 Cudlee Creek Bushfire, this area also provided a popular picnic and playground.

The park has two entrances located on its eastern side with the southernmost access providing vehicle access and car parking via Kenton Valley Road.

MASTERPLAN

As part of the bushfire recovery process, Adelaide Hills Council has been preparing a masterplan for Lobethal Bushland Park to review and analyse the impacts of the fire and establish a series of strategies and objectives for the future management of the park.

This process has included consultation with the local community and stakeholders and the formation of a working group to guide and inform the creation of the masterplan.

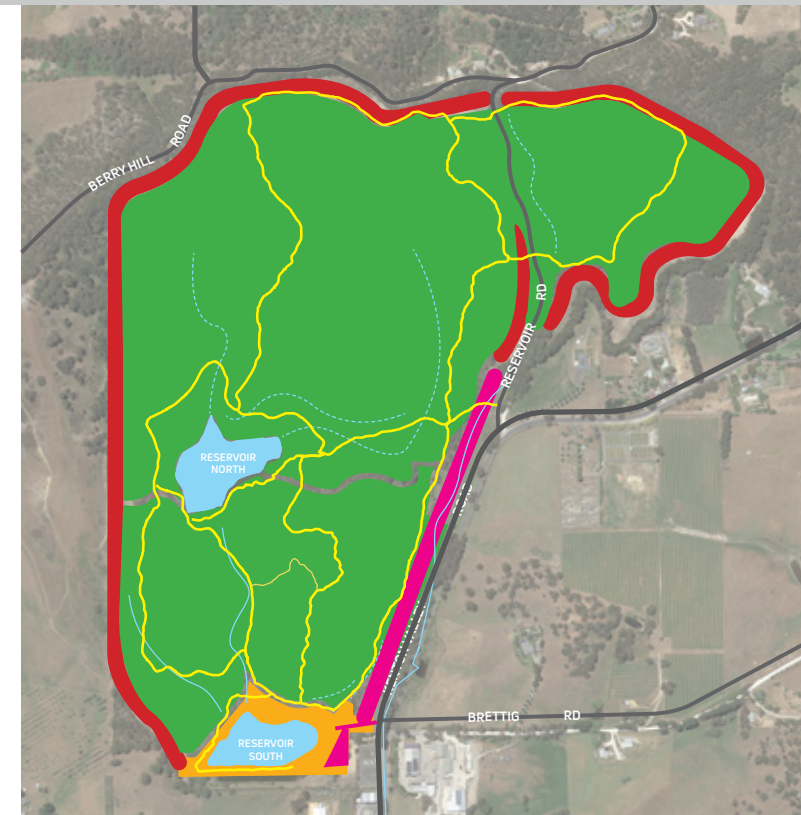


SITE PLAN

WHAT IS THE PURPOSE OF THIS MASTERPLAN?

For the purposes of Lobethal Bushland Park, the term masterplan is defined in the following way;

A dynamic, long term planning document that provides a conceptual layout to guide future growth and development of the site.



ZONES OF USE

KEY THEMES

The masterplan has been structured under the following key themes:

- GOVERNANCE
- TRAILS / CIRCULATION
- BIODIVERSITY
- RESERVOIRS
- FIRE BREAKS
- RECREATION AND PLAY
- ACTIVATION
- ENTRY / ARRIVAL

LOBETHAL BUSHLAND PARK

LAND USE

11.06.2021

rev D

CONSERVATION LAND USE AREA

Lobethal Bushland Park is distinguished by two parts, consisting of a zone located in the northern majority of the site and a smaller southern portion. This area is identified as Community Use land.

CONSERVATION LAND

The Conservation Area has a primary objective of maintaining conservation values with an allowance of low impact informal recreation. The land does not have, nor is it appropriate to be held under a lease or licence and special consideration must be given to walking tracks, vehicle access, and the acceptability of dogs on or off-leash.

COMMUNITY USE LAND

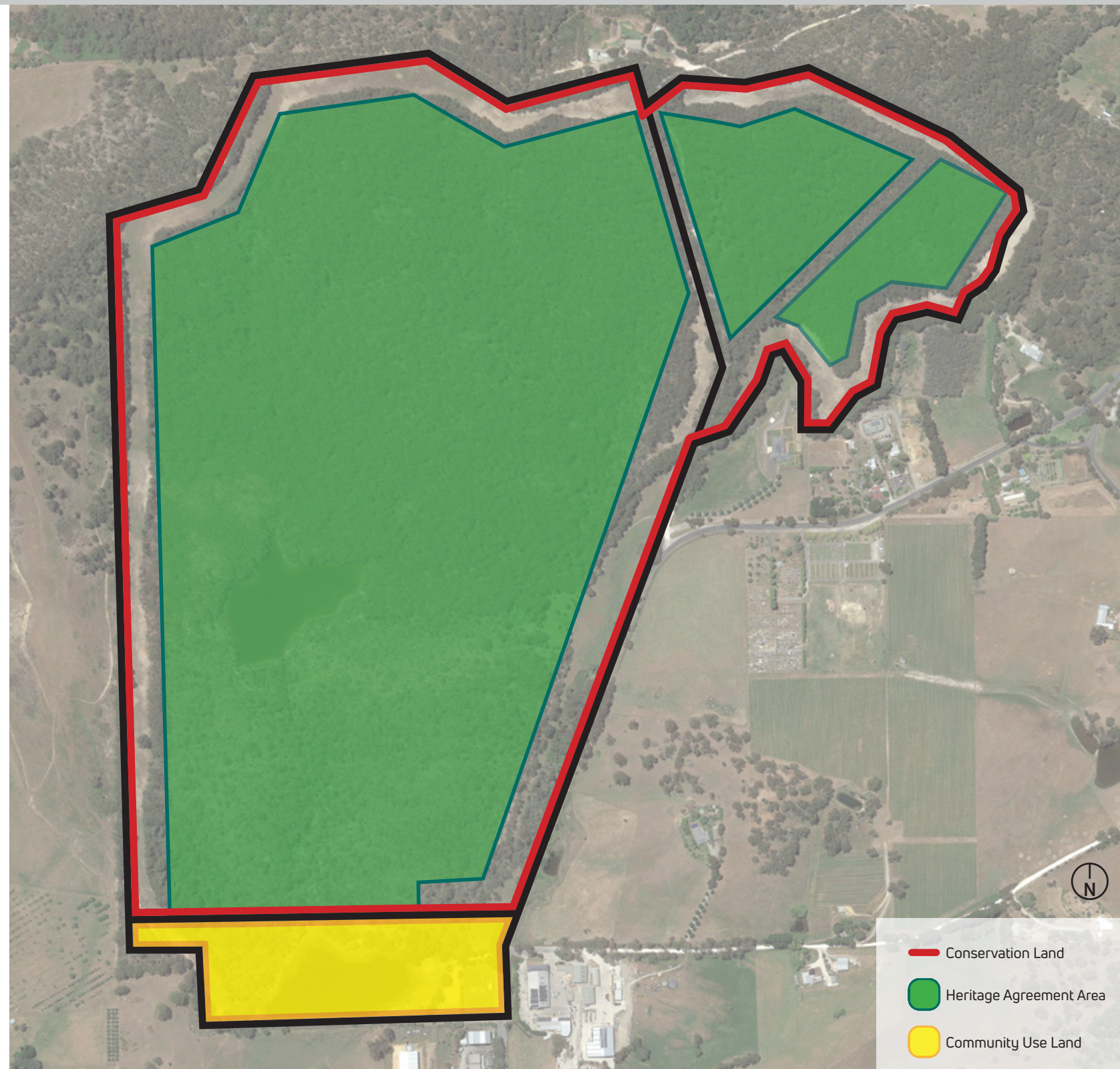
The Community Use area accepts spatial use by non-sporting organisations like kindergartens, child care, scouts or guides, or other community groups. The Community Use land and Bushland Park building are not currently subject to a lease or licence.

HERITAGE AGREEMENT

Of unique importance to Lobethal Bushland Park is the existence of a Heritage Agreement. This Agreement was first initiated in the mid 1980's over a large portion of the Conservation Area. The Heritage Agreement was one of the first agreements in South Australia of its kind and has been amended to include more of the surrounding land since it was first approved.

This Agreement provides an extra level of formal protection for the valuable vegetation communities and habitat that exists within the park. The benefits of a Heritage Agreement include highlighting the importance of conserving and improving the sensitive and significant environmental values within Lobethal Bushland Park. It provides stakeholders and land managers with greater leverage when seeking support and financial assistance for biodiversity projects and programs, and most importantly, the formal and perpetual protection of the remnant vegetation block.

The Heritage Agreement permits bushwalking and nature study activities including bird watching, photography and, sketching. No other recreational activity is permitted without the written consent of the Minister.



*All boundaries are indicative

LOBETHAL BUSHLAND PARK

CONSERVATION LAND MAP

1. GOVERNANCE

1.1 Establish Community Reference Group

- Include Community members, Stakeholders, Working Group representatives, State bodies and Council representatives

1.2 Along with State and Local Government land management legislation, policies and procedures, the Lobethal Bushland Park Masterplan objectives will consider the provisions of the Heritage Agreement placed upon the Park.

2. TRAILS/ CIRCULATION

2.1 Existing Walking Trails to be maintained and upgraded to a minimum standard using sustainable trail development techniques, principles and conservation practises that support the conservation value and principles of the land.

- Consider recommendations from Trails & Cycling Audit Report 2020
- Establish clear trail hierarchy to inform types and access (No dogs within Conservation land)

2.2 Trail remediation works to be undertaken in accordance with a minimum standard using sustainable trail development techniques, principles and conservation practises that support the conservation value and principles of the land.

- Resurfacing/ regrading at key locations
- Route re-alignment investigations and detailed design to improve grades and surface treatments
- Remove unsustainable trail sections & rehabilitate

2.3 Complete Signage Strategy for trails and broader park

- Recognise Aboriginal and Torres Strait Islander People
- Increase signage locations; including additional cultural heritage, site history and environmental interpretive information

2.4 In accordance with the Conservation Land management policies and procedures consider equitable access to and around the reservoirs ensuring known threatened and other sensitive vegetation is protected at all times.

2.5 'Value add' to trails with nodal seating

2.6 Investigate new platform at Lookout 'Lew's Memorial'

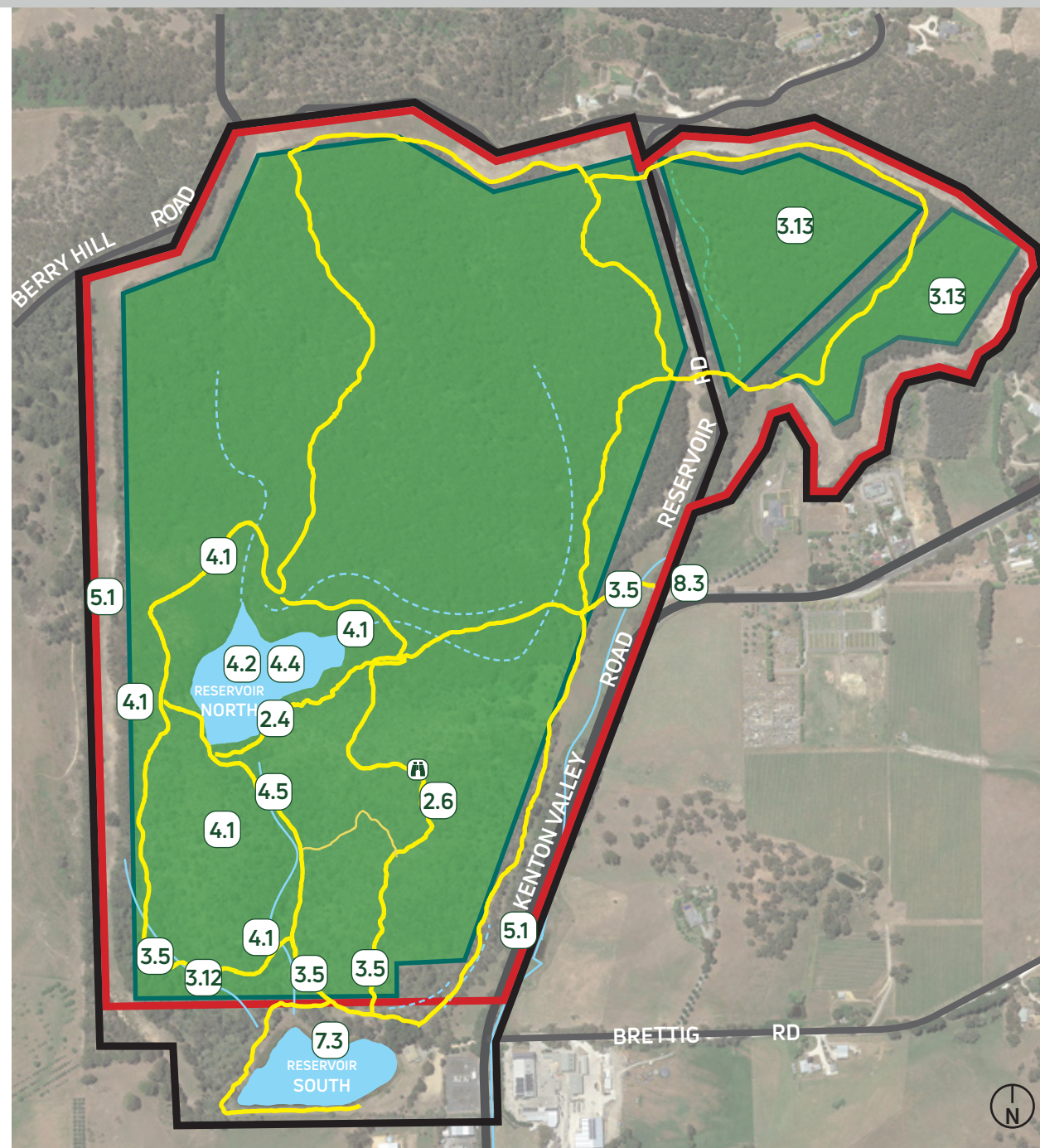
3. BIODIVERSITY

3.1 Continue erosion control measures

3.2 Continue to undertake flora and fauna management projects throughout the park.

3.3 Develop Animal Management Plan for park (dogs and horses); and include in signage strategy (No Dogs in Conservation Land)

3.4 Develop environmental education program which may include signage, school packages, induction, that inform user groups of the significance, importance and value of the Heritage Agreement and multiple land uses within the park.



- | | | |
|--------------------------|----------------|----------------------------|
| 1 Item reference | P Carpark | 2. Trails/ Circulation |
| Prescribed Watercourse | Picnic Shelter | 3. Heritage Agreement Area |
| Indicative drainage line | Public Toilets | 4. Reservoirs |
| | Lookout | Conservation Land |

3.5 Establish Control Points at entry to Conservation Areas including cleaning stations & signage to assist management of phytophthora spread.

3.6 Consider the removal of legacy building materials such as concrete slabs

3.7 Continue collaboration with Landscapes SA Board

3.8 Support & collaborate with Friends Group, Bush For Life and other primary stakeholders

3.9 Consider boundary management options to improve flora & fauna protection

3.10 Review Vegetation Management Plan (2020).

3.11 Conduct biodiversity surveys within Conservation & Community Use land

3.12 Consider advantages and disadvantages of extending Heritage Agreement Area

3.13 Continue to support the Bush For Life Program

4. RESERVOIRS

4.1 Consider silt traps where appropriate

4.2 Consider water quality and ecology monitoring

4.3 Consider aquatic and semiaquatic vegetation surveys and potential supportive measures to improve this environment.

4.4 Consider refuge island within reservoirs

4.5 Develop management plan for low flow device

5. FIRE MANAGEMENT

5.1 Continue fire break management

5.2 Develop Fire Management Plan in collaboration with DEW and other stakeholders

5.3 Investigate potential future uses

- Trails for dog walking, orienteering and cycling (outside of Heritage Area - potential along Kenton Valley Rd portion)
- Native grass establishment (erosion control on steeper grades)
- Other locations for outdoor education group gatherings

5.4 Include fire management education through various media and tools.

7. ACTIVATION

7.1 Review accessibility across entire park

7.2 Enhance education potential for park

7.3 Investigate access potential to southern reservoir to permit water play

7.7 Consider art installations, programs and/or projects, and collaborations with Fabrik which encourage connection with the natural environment and contribute to the visitor experience

8. ENTRY / ARRIVAL

8.3 Enhance entrance statements

LOBETHAL BUSHLAND PARK

COMMUNITY USE LAND 11.06.2021 rev D

1. GOVERNANCE

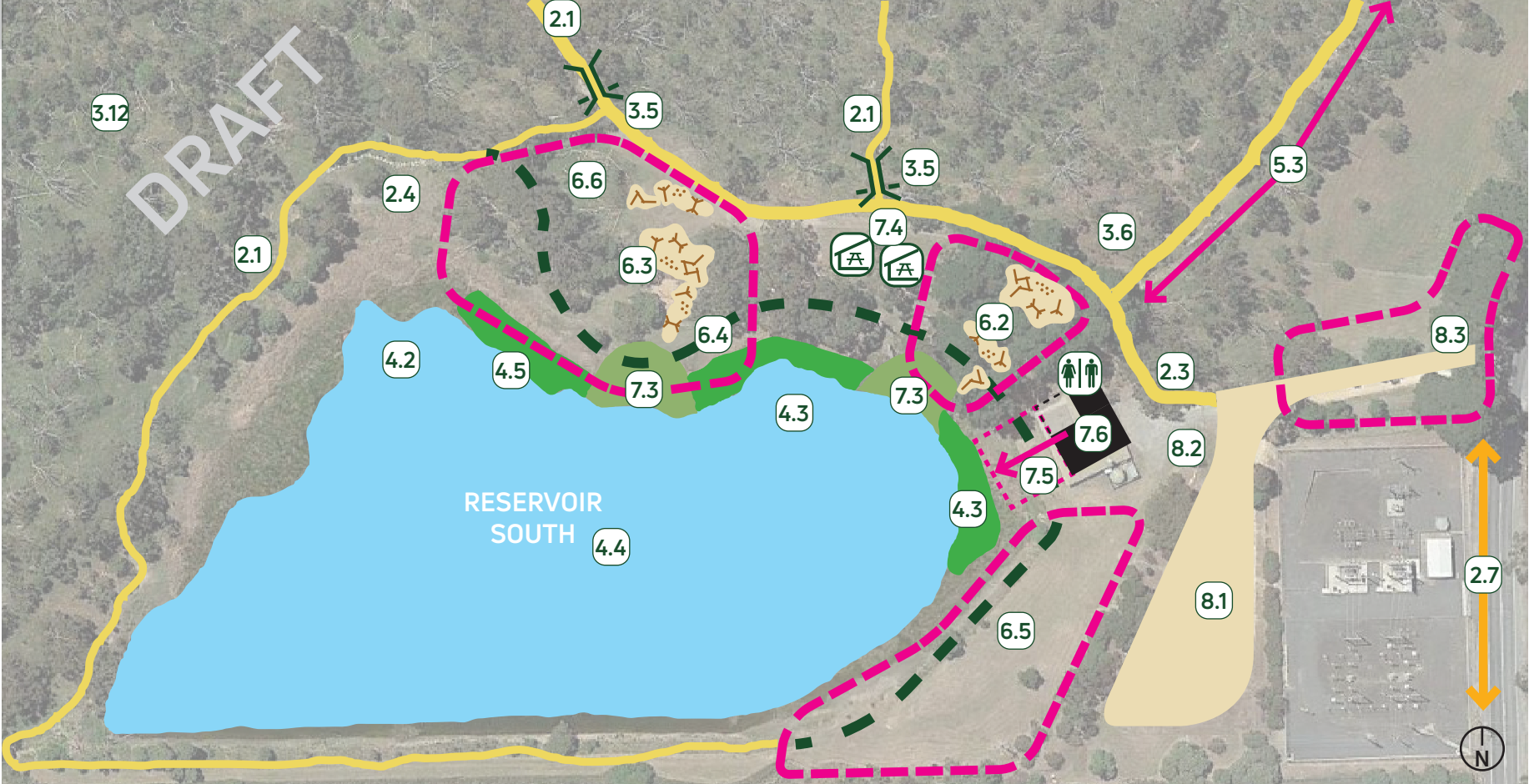
- 1.1** Establish Community Reference Group
- Include Community members, Stakeholders, Working Group representatives, State bodies and Council representatives
- 1.2** Along with State and Local Government land management legislation, policies and procedures, the Lobethal Bushland Park Masterplan objectives will consider the provisions of the Heritage Agreement placed upon the Park.

2. TRAILS/ CIRCULATION

- 2.1** Existing Walking Trails to be maintained and upgraded to a minimum standard using sustainable trail development techniques, principles and conservation practises that support the conservation value and principles of the land.
- Consider recommendations from Trails and Cycling Routes Audit Report 2020
 - Establish clear Trail hierarchy to inform types and access (No dogs within Conservation land)
- 2.2** Trail remediation works to be undertaken in accordance with a minimum standard using sustainable trail development techniques, principles and conservation practises that support the conservation value and principles of the land.
- Resurfacing/ regrading at key locations
 - Route re-alignment investigations and detailed design to improve grades and surface treatments
 - Remove unsustainable trail sections & rehabilitate
- 2.3** Signage
- Recognise Aboriginal and Torres Strait Islander People
 - Increase signage locations; including additional cultural, historical and environmental interpretive information.
- 2.4** In accordance with the Conservation Land management policies and procedures consider equitable access to and around the reservoirs ensuring known threatened species and other sensitive vegetation is protected at all times.
- 2.7** Consider walkable connections with township of Lobethal

3. BIODIVERSITY

- 3.1** Continue erosion control measures
- 3.2** Maintain and increase flora and fauna management and monitoring projects throughout the park.
- 3.3** Develop Dog Management Plan for park; include in signage strategy (No Dogs in Conservation Land)
- 3.4** Develop Environmental education program which may include signage, school packages, induction, that inform user groups of the significance, importance and value of the Heritage Agreement and multiple land uses within the park.
- 3.5** Establish Control Points at entry to Conservation Land including cleaning stations & signage to assist management of phytophthora spread.
- 3.6** Consider the removal of legacy buildings and materials such as concrete slabs
- 3.7** Continue collaboration with Landscapes SA Board
- 3.8** Support & collaborate with Friends Group, Bush For Life and other primary stakeholders
- 3.11** Conduct biodiversity surveys within Conservation & Community Use land
- 3.12** Consider advantages and disadvantages of extending Heritage Agreement Area



4. RESERVOIRS

- 4.2** Consider water quality and ecology monitoring
- 4.3** Consider aquatic and semiaquatic vegetation surveys and potential supportive measures to improve this environment.
- 4.4** Consider refuge island within reservoir
- 4.5** Investigate recreation opportunities where appropriate
- fishing / yabbying (to be regulated)
 - kayaking
 - boardwalk / jetty / pier
 - separate splash area.
 - seating

5. FIRE MANAGEMENT

- 5.3** Investigate potential future uses
- Trails for dog walking, orienteering and cycling (outside of Heritage Area - potential along Kenton Valley Rd portion)
 - Native grass establishment (erosion control on steeper grades)
 - Other locations for outdoor education group gatherings
- 5.4** Include fire management education through various media and tools.

6. RECREATION AND PLAY

- 6.1** Ensure Inclusive Play and Equitable access in play space areas
- 6.2** Investigate Junior Nature Playspace
- 6.3** Consider Neighbourhood level playspace
- 6.4** Additional furniture to support larger group sizes (I.E. large shelters, gathering spaces etc), including drink fountain
- 6.5** Flat grass area great for games
- 6.6** Consider Recognition Project for bushfire

7. ACTIVATION

- 7.3** Investigate access potential to southern reservoir to permit water play
- 7.4** Enhance Picnic facilities including large shelters
- 7.5** Investigate access potential to southern reservoir to permit water play, functions or Community events. Potential to expand undercover area to connect with reservoir
- 7.6** Review accessibility of existing public toilets, the building and all proposed infrastructure improvements and additions must comply with the relevant Australian and Disability VStandards (AS 1428.1-2009, Disability (Access to Premises – buildings) Standards 2010 and other disability rights recommendations.)
- 7.7** Consider art installations, programs and/or projects and collaborations with Fabrik which encourage connection with the natural environment and contribute to the visitor experience

8. ENTRY / ARRIVAL

- 8.1** Investigate carpark upgrades including overnight RV stays
- 8.2** Investigate Accessible connectivity from carpark to the rest of the park.
- 8.3** Enhance Entrance statements (align with 2.3 Signage Strategy and consider 7.7 art installations)

Legend

- Existing Trail Network
- New Trail Connection from Building to existing trail
- Control Point to Heritage Area
- Proposed Zones



7.7 Enhance education potential



7.3 Investigate access to reservoir for water play



2.1 Establish clear Trail hierarchy to inform types and access



6.2 Investigate Nature Playspace



7.4 Enhance Picnic facilities, including large shelters

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item:	12.3
Responsible Officer:	Renee O'Connor Coordinator Sport & Recreation Infrastructure & Operations
Subject:	Community & Recreation Facilities Framework & Play Space Framework – Drafts for Consultation
For:	Decision

SUMMARY

Council developed a new *Sport & Recreation Strategy* in 2016. The document acknowledged that there is a significant amount of review and subsequent improvements to be made in regards to community, sport and recreation asset provision and management in the region. An equitable and sustainable position that encourages a new way of working with clubs should be developed.

At its meeting of 23 July 2019, Council adopted a CEO Performance Target for 2019-2020 to address actions from the *Sport and Recreation Strategy*. To deliver the best possible project outcomes for both the community and Council, an internal working group was formed.

In addition to reviewing Council's operations and obligations in regards to community, sport and recreation provision and assets, the Community and Recreation Facilities Framework Internal Working Group (CRFFIWG) has reviewed and contributed to a draft *Play Space Framework* (PSF) document. Considering that the majority of play spaces in the region reside on community, sport or recreation sites, the two documents and their financial implications must be considered concurrently.

The CRFFIWG has spent considerable time discussing the consultation findings, developing policy positions and service levels and considering the impacts that these may have on clubs. Equity in Council's support of both Council and community owned facilities, our relative oversupply of community, sport, recreation and play space assets, and how Council manages this and the associated impacts has formed the basis of discussions. These draft documents are seen as a considered and equitable way to address the management of assets and address the unique community, sport and recreation environment in our region.

The draft CRFF is made up of:

- *Community and Recreation Facilities Policy (Appendix 2)*
- *Community and Recreation Facilities Service Levels (Appendix 3)*
- *Community and Recreation Facility Guidelines (Appendix 4)*
- *Facility Maintenance Fund Guidelines (Appendix 5)*

The draft PSF is made up of:

- *Play Space Policy (Appendix 6)*

- *Play Space Service Levels (Appendix 7)*
- *Play Space Guidelines (Appendix 8)*

This report seeks Council's endorsement to undertake community consultation on the draft Community and Recreation Facility Framework and the draft Play Space Framework. Consultation findings and final drafts will be presented to Council in December 2021 for its consideration.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
2. To receive and endorse the draft Community and Recreation Facilities Framework and the draft Play Space Framework and implement Stage 3 of Engagement (consultation).
3. That the results of Stage 3 Engagement and the final draft Frameworks be presented to Council for their consideration by December 2021.
4. That the CEO be authorised to:
 - a. Make any formatting, nomenclature or other minor changes to the Draft Framework documents 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	A functional built environment
Objective B4	Sustainable management of our built assets ensures a safe, functional and well serviced community.
Priority B4.3	Ensure Council owned or managed assets, including staff accommodation, are functional and adaptive to meet service requirements. Also, where appropriate and endorsed by Council, equitably assist community owned site (halls and recreation sites) to ensure their facilities are functional and meet service standards.
Goal	Community Wellbeing
Objective C4	An active, healthy, thriving and resilient community.
Priority C4.4	Support clubs and groups to continue to provide sport and recreation activities to the community.

The CRFF and PSF projects are an action from Council's *Sport & Recreation Strategy*; and it is anticipated that the CRFF will replace Council's *Sport & Recreation Policy* once endorsed. The current *Play Space Policy* will form part of the PSF.

➤ **Legal Implications**

At this point in time, there are no legal implications from the CFRRIWG and the development of the CRFF and PSF.

Principles from applicable leasing legislation will be applied at the time of final draft development.

➤ **Risk Management Implications**

Undertaking the development of the CRFF and PSF documents will assist in mitigating the risk of:

- *Inequitable distribution of Council funds that is unsustainable for Council and community groups.*
- *Inadequately planned and managed community and recreation sites that don't meet user needs, or require significant, unplanned asset management.*
- *Unclear WHS obligations that put Council, community groups and volunteers at risk.*

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

➤ **Financial and Resource Implications**

At this point in time, other than staff resources, there have been no financial implications from the CFRRIWG and the development of the draft CRFF and PSF.

Whilst draft operating and capital financial implications were viewed and discussed at Council's June 2021 workshop, financial implications will be more clearly outlined after consultation is complete and appropriate service levels identified.

Once finalised, these guiding documents will help prioritise investments in community, sport and recreation assets throughout the region. They will form the basis for both operating and capital contributions to be factored into Council's Long Term Financial Plan (LTFP) or Annual Business Plan and Budgeting (ABP) processes.

It is anticipated that the first stage of costs will be considered in the development of Council's next LTFP review and subsequently captured in the 2022/23 Annual Business Plan and Budgeting processes, with further implications in future years.

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

At this point in time, there are no customer service and community/cultural implications from the CFRRIWG and the development of the CRFF and PSF.

Implications from the potential future endorsement of the Framework documents could be significant for some community clubs and associations. This report outlines the consultation and engagement approach that will be undertaken with those impacted.

➤ **Sustainability Implications**

At this point in time, there are no sustainability implications from the CFRRIWG and the development of the CRFF and PSF.

However, it is intended that the adoption of these Framework documents will have positive economic and environmental sustainability impacts for Council.

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

Consultation on the development of this report and the development of the draft framework documents was as follows:

Council Committees: Not Applicable

Council Workshops: March 2017
July 2018
January 2019
September 2020
March 2021
June 2021

Advisory Groups: Community and Recreation Facilities Framework – Internal Working Group

Administration: Chief Executive Officer
Director Infrastructure & Operations
Director Corporate Services
Executive Manager Governance & Performance
Manager Property Services
Manager Open Space
Manager Civil Services
Manager Communications, Engagement & Events
Manager Financial Services
Coordinator Open Space Operations
Coordinator Civil Operations
Sport & Recreation Officer

External Agencies: Not applicable

Community: Not Applicable

2. BACKGROUND

Council developed a new *Sport & Recreation Strategy* in 2016. The document acknowledges that there is a significant amount of review and subsequent improvements to be made in the near future in regards to sport and recreation asset provision and management in the region. The document notes that there should be a particular focus on understanding priorities, allocating resources equitably and encouraging a new way of working to ensure increased transparency, accountability and sustainability for the future. It was envisaged that the improved process would result in better and more effective relationships between site users and Council.

Consultation carried out as part of the strategy documents development found that clubs that utilise our facilities wanted equity in funding and support received from Council. They also shared that they need assistance with facility maintenance, safety, drainage, lighting, parking, playing surfaces, associated facilities (e.g. like change rooms), and ultimately more space for increased participation. Those sites that are not Council owned shared similar requests, like assistance with obtaining grant funding and retaining their volunteers.

The following actions were included in the Strategy document:

- Review all payments made to all clubs and groups, including but not limited to: grant funding, bore electricity reimbursements, other reimbursements, maintenance grants, insurance payments.
- Develop and implement service levels for buildings, sport playing surfaces, buildings utilised by sport and recreation providers and their associated facilities. Ensure standards are reflected in lease/licence/management documents.
- Develop and implement a process and guidelines for clubs and Council to work together to obtain facility upgrade funding.

Council commenced a leasing review in late 2016. Council has approximately 55 leases with sporting clubs and community associations; at this point in time, 35 have expired and remain in holding over arrangements on the same terms and conditions. The review has recognised that a new policy position (to be included as part of the CRFF) must be established, before any new leases are entered into, as inconsistency between sites and obligations is significant, and obligations are unclear. A new policy position will ensure a consistent approach to leasing, maintenance and upgrade across all asset classes, and also address risk and WHS considerations.

In addition, the following target, in relation to the CRFF was adopted as a CEO performance target:

“Develop a draft Community & Recreation Facilities Framework (including financial implications) for consideration by Council based on an approach that has consistency, equity and shared responsibility.”

At its meeting of 23 July 2019, the following was also adopted by Council:

“Develop a draft Community & Recreation Facilities Framework (including financial implications) for consideration by Council based on an approach that has consistency, equity and shared responsibility.”

At its meeting of 23 July 2019, the following was also adopted by Council:

12.7 Establishment of Community & Recreation Facility Framework Internal Working Group

Moved Cr Mark Osterstock
S/- Cr Pauline Gill

193/19

Council resolves:

1. That the report be received and noted
2. To create the Community & Recreation Facility Framework Internal Working Group ("CRFFIWG") and adopt the draft Terms of Reference contained in *Appendix 1*.
3. That the Chief Executive Officer be authorised to make minor content, formatting or design changes necessary to finalise the draft Community & Recreation Facility Framework Internal Working Group Terms of Reference document contained in *Appendix 1*.
4. To determine that the method of selecting the Council Members (up to 4 Council Members) for the CRFFIWG be by an indicative vote to determine the preferred person(s) utilising the process set out in this Agenda report.
5. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person(s) for the CRFFIWG Council Member roles and for the meeting to resume once the results of the indicative votes have been declared.

Carried Unanimously

The CRFFIWG met for the first time in August 2019, and began to define the group's scope. Key considerations for defining this scope included the following:

- Establishing a clear understanding as to how the Council best supports, maintains and upgrades the community and recreation assets that service our community.
- How does the Council manage risk and WHS concerns on the Council owned sites and support the clubs and associations more generally in respect to higher risk activities?
- Clarity around maintenance and upgrade obligations for both Council and clubs.
- Defined level of service for assets.
- How to encourage better governance in and of clubs.

Members of the CRFFIWG have spent a considerable amount of time reviewing our current leasing practices and researching what other Local Government entities do in this space. Leasing community facilities is complex, and there is a lack of consistency across the board, but the CRFFIWG's aim is to ensure that community facilities are made available for use by the community in an equitable, sustainable and straight forward manner.

The following is a list of community and recreation facility assets that the CRFF document will consider:

- Playing surfaces (turf and acrylic courts)
- Playing surface irrigation
- Sports amenity
- Sports lighting
- Cricket nets and wickets
- Amenity lighting
- Driveway, carpark, site drainage and traffic management

- Signage
- Recreation and sport fencing and gates
- Recreation and Sport Buildings (including sheds, change rooms, clubrooms, club toilets and canteens)
- Community halls / buildings
- Public toilets
- Vegetation and trees
- Waste management
- Insurance
- Utilities

Clubs and associations that are not located on Council land are also being considered, and the document will aim to achieve that Council support for these groups is equitable and sustainable.

In addition to reviewing Council's operations and obligations in regards to community, sport and recreation provision and assets, the CRFFIWG has reviewed and contributed to a draft *Play Space Framework* (PSF) document. Considering that the majority of play spaces in the region reside on community, sport or recreation sites, the two documents, and their financial implications must be considered concurrently.

The CRFFIWG has reviewed the updated Australian Standard for playground maintenance. The group has a clear understanding of our obligations in regards to playground maintenance, and the cost implications associated with meeting these standards that assist in minimising our risk.

Audit data, play space classifications, proposed service levels, and the ongoing costs associated with both maintenance and upgrade of these facilities have also been reviewed by the group.

It is proposed that the PSF document would take in the following assets and amenities:

- Playground equipment
- Exercise equipment
- Skate parks
- Bike tracks
- Half-court basketball / netball rings

It is important to note that Council currently has a *Play Space Policy* in place. It is anticipated that this Policy would be reviewed and form part of the Play Space Framework.

The CRFFIWG met on a monthly basis from August 2019 for twelve months, and as required until March 2021. From these meetings, research and review of current practices, it is clearly evident that as this initiative has progressed, the level of complexity associated with each element of the Framework is considerably greater than originally anticipated.

As such, it was recommended that the original CEO Performance Target be modified to reflect this complexity; and for delivery of an implementation plan to be presented by 30 June 2020 instead of a draft document as was originally intended.

At its meeting of 28 April 2020, Council approved an update to the 2019-2020 CEO Performance Targets, that reflects the complexity of the project.

12.8 CEO Performance Target Update

Moved Cr John Kemp
S/- Cr Kirsty Parkin

74/20

Council resolves:

1. That the report be received and noted
2. That the Community Perception Survey performance target be deferred until the impact of the COVID-19 restrictions has sufficiently abated.
3. That the Boundary Reform performance target be modified for the final stage of consultation to be deferred until the social distancing restrictions associated with COVID-19 are sufficiently reduced/removed, and once the consultation is complete, the final report will be brought to Council for consideration.
4. That the Community and Recreation Facilities Framework performance target be modified to reflect the overall complexity of this target; and for delivery of a community consultation implementation plan to be presented by 30 June 2020 instead.

Carried Unanimously

At its meeting of 23 June, 2020, Council received a project update and approved an implementation plan that set out priorities for the remainder of the project, including a plan for consultation.

12.3 Community & Recreation Facility Framework Project Update

8.00pm Cr Kirrilee Boyd left the meeting room
8.03pm Cr Kirrilee Boyd returned to the meeting room

Moved Cr Pauline Gill
S/- Cr Linda Green

105/20

Council resolves:

1. That the report be received and noted
2. That Council endorses the Community & Recreation Facilities Framework - Community Consultation Implementation Plan, contained in *Appendix 1*.

Carried

Stage 1 and 2 of community consultation for the project began in early July 2020.

Stage 1 consultation targeted clubs and associations who utilise community facilities. A link to an online survey was sent via email to a selected person in each relevant club or association in the Council region. The survey included questions regarding the club or association's priorities for their facility, and how they currently operate their facility. Clubs and associations were also asked about facility obligations that they currently undertake, what they have the capacity to undertake in the future, and where they think Council resources are best spent.

Stage 2 consultation targeted the wider community about their use of sport, recreation and play space facilities in the region. A link to an online survey was available on Council's website for the general community to provide feedback. The survey included questions regarding the community's use of facilities in the region such as halls, courts, ovals, public toilets and play spaces; and how they see themselves utilising these facilities into the future. The survey also sought information about any gaps that the community thought Council has in their sport and recreation asset provision.

Consultation findings can be found in the two associated consultation reports (*Appendix 9 and 10*) however, major findings included:

- 56% of clubs and associations are happy or very happy with their facility.
- 14% are unhappy or very unhappy, with the balance feeling neutral.
- Overall feedback indicates the majority of clubs and associations are generally comfortable to pay for their operational costs and maintenance / upkeep based on the wear and tear they generate in the facilities they use. However, most clubs are limited in their ability to fund major projects and look for varying types and degrees of support from Council for these.
- There are ongoing questions around responsibility for maintenance, upkeep and safety of facilities.
- Council contributions are particularly sought for activities which are seen as core Council business (waste management), high risk activities and high cost maintenance and upgrades likely to require specialist skillsets, such as building upgrades and external building maintenance. Council is seen as having greater access to trained staff and contractors, greater purchasing power and project management expertise which volunteers and clubs and associations are often lacking when it comes to any larger scale upgrades or works.
- However, clarity is sought as to who is responsible for what, when and how. Clubs and associations have different resources and financial reach making a one-size-fits-all approach impractical. A consistent and fair approach is sought. Small clubs in particular point out they would be unable to operate financially without Council support.

The CRFFIWG spent considerable time discussing the consultation findings, developing policy positions and service levels and considering the impacts that these may have on clubs. Equity in Council's support of both Council and community owned facilities, and our proportionally high level of provision of community sport assets formed the basis of meeting content and discussions.

Draft policy positions and associated costings have been presented to two Council Member Workshops in 2021. Workshops have included discussions and comparisons between existing agreements and practices have been undertaken and new draft positions.

3. ANALYSIS

To address the scope of the CRFF and consultation findings, the following draft documents have been created to make up overarching Framework:

Community and Recreation Facilities Policy (*Appendix 2*)

The policy outlines Council's position for support and commitment to community, sport and recreation facilities. The policy aims to facilitate equitable support for all facilities, despite ownership, and also outline Council's leasing approach.

The Policy also provides principles that guide the Adelaide Hills Council's planning, development and management of community, sport and recreation facilities in our Council region. Fulfilment of the outlined principles will contribute to the Council delivering a hierarchy of quality destinations throughout the region, and contributing to social, cultural and economic development in our region.

Service Levels (Appendix 3)

Outlines Council's agreed level of service (for both maintenance and upgrade) for community, sport and recreation facilities.

Guidelines for Maintenance and Upgrades of existing Community, Sport & Recreation Facilities (Appendix 4)

The guidelines document outlines Council's approach and club obligations to upgrades and maintenance of community, sport and recreation facilities.

Facility Maintenance Fund Guidelines (Appendix 5)

Facility Maintenance Fund Grants are a new initiative that addresses the constraints that clubs have undertaking high risks works. The guidelines state that funding is available to not-for-profit community organisations located within the Adelaide Hills Council area that provide community, sport or recreation services to our community.

Grants are available for urgent maintenance or safety works to buildings or other facilities that fall within a clubs maintenance responsibility, and that they do not have sufficient funds to undertake.

To address the scope of PSF, the following draft documents have been created to make up overarching Framework:

Play Space Policy (Appendix 6)

The Policy provides Council and its administration with principles and guidelines for how Council will plan, develop and manage play spaces throughout the Adelaide Hills Council. The policy will assist Council to make strategic, sustainable and equitable decisions regarding play space provision in our Council region, which will ensure that opportunities for participation broadly across the Adelaide Hills Council are enhanced as are the benefits achieved.

The Policy acknowledges that Council does not own several of the play spaces within the area, but that Council rely on these community owned facilities to service the demand for a portion of Council's population. This Policy addresses the management of play spaces throughout the region, despite ownership.

Service Levels (Appendix 7)

Outlines Council's agreed level of service (for both maintenance and upgrade) for play spaces.

Guidelines for Maintenance and Upgrades of existing Play Spaces (*Appendix 8*)

The guidelines document outlines Council's approach to upgrades and maintenance of play spaces.

These draft documents are seen as a considered and equitable way to address the management of community, sport and recreation assets, and address the unique community, sport and recreation environment in our region. Documents have considered the consultation findings, but also the practical resourcing impacts that levels of service may have.

Stage 3 Engagement (consultation)

This report seeks Council's endorsement to undertake community consultation on these draft documents, in Stage 3 of the project's consultation.

Stage 3 of consultation will begin from August and be carried out over a period of approximately six weeks until mid-late September.

Consultation opportunities for both clubs and the general community will be provided, including:

- A link to an online survey will be available on Council's website for the general community to provide feedback on the draft PSF and CRFF documents. The survey will include questions regarding impacts that the document may have on community access to sport and recreation sites, play space upgrades, and if they feel like the document supports their sport and recreational pursuits.
- A link to an online survey will be available on Council's website for clubs to provide feedback on the draft CRFF document. The survey will include questions regarding the impacts that the document may have on their clubs operations, and if club representatives feel like the documents supports their club's operations.
- A targeted, face to face workshop discussion with selected representatives from clubs who will be impacted by the introduction of the CRFF will be facilitated by Council staff.
- Clubs will have the opportunity to request a meeting with Council staff to discuss the impacts that the document may have on their clubs operations.

At the completion of Stage 3 consultation, feedback will be considered by the CRFFIWG, and any necessary changes will be made to the draft PSF and CRFF documents. Further details can be found in the Implementation Plan (***Appendix 1***).

Final CRFF and PSF documents will be presented to a Council meeting for endorsement by December 2021.

Relevant elements from the documents will be included in the 2022 Long Term Financial Plan, 2022-23 Annual Business Plan and Budget processes, with implementation scheduled to begin from 1 July 2022.

4. OPTIONS

Council has the following options:

- I. To receive and accept the draft Community and Recreation Facilities Framework and the draft Play Space Framework and implement Stage 3 of Engagement (Recommended)
- II. To determine not to endorse the draft Community and Recreation Facilities Framework and the draft Play Space Framework and implement Stage 3 of Engagement. Doing so may result in the CRFF and PSF implementation being delayed. (Not recommended)

5. APPENDICES

- (1) Implementation Plan
- (2) Community & Recreation Facility Policy
- (3) Community & Recreation Facility Service Levels
- (4) Community & Recreation Facility Guidelines
- (5) Facility Maintenance Fund Guidelines
- (6) Play Space Policy
- (7) Play Space Service Levels
- (8) Play Space Guidelines
- (9) Stage 1 & 2 Consultation Report – Clubs
- (10) Stage 1 & 2 Consultation Report - Community

Appendix 1

Implementation Plan

Adelaide Hills Council - Community & Recreation Facilities Framework & Play Space Framework

Project Implementation Plan

Action	Description	Timeframe	Responsibility
Council Member Workshop	Council Members will be provided with an opportunity to review and provide comment on the draft documents.	June 2021	Manager Property Services + Coordinator Sport & Recreation
General Council Meeting	Draft documents will be taken to the June General Council Meeting, for endorsement by Council to enter into Stage 3 of the community engagement and consultation process.	June 2021	Manager Property Services + Coordinator Sport & Recreation
Stage 3 Consultation <i>Consultation and engagement with both the clubs and the wider community on draft CRFF and PSF documents.</i>	<p>A link to an online survey will be available on Council's website for the general community to provide feedback on the draft PSF and CRFF documents. The survey will include questions regarding impacts that the document may have on community access to sport and recreation sites, play space upgrades, and if they feel like the document supports their sport and recreational pursuits.</p> <p>A link to an online survey will be available on Council's website for clubs to provide feedback on the draft CRFF document. The survey will include questions regarding the impacts that the document may have on their clubs operations, and if club representatives feel like the documents supports their club's operations.</p> <p>A targeted, face to face workshop discussion with selected representatives from clubs who will be impacted by the introduction of the CRFF will be facilitated by Council staff.</p> <p>Clubs will have the opportunity to request a meeting with Council staff to discuss the impacts that the document may have on their clubs operations.</p>	August + September 2021, consultation will be carried out over approximately 6 weeks.	Manager Property Services + Coordinator Sport & Recreation, with support from the Community Engagement Coordinator
Review Consultation Data	At the completion of Stage 3, feedback will be considered by the CRFFIWG, and any necessary changes will be made to the PSF and CRFF documents.	September / October 2021	CRFFIWG
Council Member Workshop	Council Members will be provided with an opportunity to review and provide comment on the final draft documents.	October	Manager Property Services + Coordinator Sport & Recreation
Final CRFF & PSF	The final documents will be developed based upon review of Stage 3 consultation data.	November 2021	Manager Property Services + Coordinator Sport & Recreation
General Council Meeting	The final draft documents will be taken to a General Council Meeting, for adoption by Council.	December 2021	Manager Property Services + Coordinator Sport & Recreation
CRFF & PSF Implementation	Elements from the CFRR & the PSF will be included in the 2022/2023 Annual Business Plan & Budget process, with implementation scheduled to begin from 1 July 2022.	From July 2022	Manager Property Services + Coordinator Sport & Recreation

Appendix 2

Community & Recreation Facility Policy

COUNCIL POLICY

	COMMUNITY & RECREATION FACILITIES POLICY
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Policy Number:	The Governance team will allocate the policy number.
Responsible Department(s):	Infrastructure and Operations Corporate Services
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Asset Management Policy Procurement Policy Public Consultation Policy Risk Management Policy Play Space Policy Trails & Cycling Routes Policy Grant Giving Policy Adelaide Hills Council By-law No 3 – Local Government Land Adelaide Hills Council Community Land Management Plan Waste & Resource Management Strategy
Relevant Procedure(s):	Community & Recreation Facilities Framework Carbon Management Plan Resilient Hills & Coasts, Climate Change Adaptation Plan Water Management Plan
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Volunteer Protection Act 2001</i> <i>Planning, Development and Infrastructure Act 2016</i> <i>National Parks and Wildlife Act 1972</i> <i>Natural Resources Management Act 2004</i> <i>Native Vegetation Act 1991</i> <i>Disability Inclusion Act 2018</i>
Policies and Procedures Superseded by this policy on its Adoption:	New Policy
Adoption Authority:	Council

Date of Adoption:	<i>To be entered administratively</i>
Effective From:	<i>To be entered administratively</i>
Minute Reference for Adoption:	<i>To be entered administratively</i>
Next Review:	No later than June 2024 or as required by legislation or changed circumstances

Version Control

[illegible]

COMMUNITY & RECREATION FACILITIES POLICY

1. INTRODUCTION

- 1.1 Council recognises the positive contribution that community, recreation and sport facilities provide to the local community and visitors alike. Council understands it plays a pivotal role in providing facilities for community, recreation and sport purposes in the Council region. Council's *Strategic Plan 2020 – 2024 A brighter future* supports this position through two key goal areas; a Functional Built Environment and Community Wellbeing.

Council has a Community and Recreation Facilities Policy to:

- Demonstrate its commitment to and encourage participation in community, sport and recreation activities and the associated social, health and economic benefits that these activities provide.
- Facilitate planning and development of strategic, high quality community, sport and recreation facilities across the Adelaide Hills Council region.
- Ensure that facilities are managed in a sustainable manner.
- Support clubs to maintain facilities and deliver opportunities to the community in an equitable manner.

There are a number of community, recreation and sport sites within the Council boundary that are not owned by Council however Council rely on these community owned facilities to service the demand for a portion of Council population. This Policy addresses the management and support of these sites throughout Council's region, despite ownership.

- 1.2 This Policy is part of a number of documents that form the Community and Recreation Facilities Framework. The Policy should also be read in conjunction with relevant Council policies and other Framework components, including but not limited to:

- Guidelines for Maintenance and Upgrades of existing Community, Sport and Recreation Facilities.
- Service Levels for Community, Sport and Recreation Facilities.
- Relevant Asset Management Plans.
- Other supporting documents and procedures.

2. OBJECTIVES

2.1 The objective of this policy is to ensure that community, recreation and sport facilities are appropriately planned, developed, managed, and valued by our community. The following statements will support this:

- Community, recreation and sport facilities should be thoroughly planned, balanced, functional and sustainable. Planning should be in consultation with the community, ensure diverse opportunities, inclusion and accessibility, and facilitate participation from a wide variety of users.
- Ensure Council has a network of quality destinations spread across the Council region. Facilities should provide an appropriate level of recreational opportunity and amenity, according to a site's classification and reflecting the needs of the community.
- Resourcing and funding for community, recreation and sport facilities must be delivered with equity and transparency, based on asset management data and contribute to sustainability. Resourcing and funding processes must be clear and transparent and focus given to worthwhile partnerships and collaboration.
- The asset management and maintenance of all sites must be planned and programmed, with obligations reflected in management agreements, leases and licences or funding agreements where applicable. There must be transparency in resource allocation and support for those groups managing facilities. Spaces should be developed so they can be managed by Council and/or the community in an appropriate manner.
- The Policy should assist in guiding decisions relating to the acquisition and sale of land, the reclassification of land, service levels and allocation of funds for maintenance, renewal and replacement and planning for future service delivery.
- To provide guiding principles and statements that will form the minimum negotiating position of Council as new leases are entered into for all organisations who occupy Council owned facilities. The policy and associated documents will clearly outline both Council responsibilities and Club obligations.
- Spaces should be attractive, well-maintained and inviting that the community are connected to and feel proud of. They should also be open or available (where applicable) to the general community.
- To facilitate clear relationships with Clubs and communicate Council's capacity and commitment to community, sport and recreation facilities with peak bodies, government agencies and other relevant stakeholders.
- To facilitate a clear position and process for community owned sites to access support from Council.

3. DEFINITIONS

“Council Owned” refers to land and assets on said land that is owned or under the care and control and management of Council. This land may also be under a lease / licence arrangement.

“Community Owned” refers to community, sports and recreation sites that are not owned by Council.

“Club” is defined as a group combining for a common purpose and is normally a not-for-profit Incorporated Association under the *Associations Incorporation Act 1985*. The club may have a focus on sporting, recreation, social, educational, environmental, arts, cultural and / or health and wellbeing activities provided for the benefit of the community. Clubs are the most common type of tenants occupying community facilities owned and managed by Councils. For the purpose of this policy, Club includes not-for-profit Incorporated Associations whose defined purpose is to provide services, facilities and benefit to the general community.

“Classification” categorises open spaces from local to state levels to indicate user catchments, guide equitable distribution and standards for the provision of facilities such as play spaces, sporting facilities, public amenities, pathways, public toilets, etc.

“Community Hall” is a building or group of buildings that provide facilities for not-for-profit community groups to meet and undertake activities and that is owned or managed by a Club whose defined purpose is to provide services to the community of which there is no paid membership or purpose other than to provide/manage a facility on behalf of the community for the purpose of the community.

“Community Standard” a standard, determined by Council, that is appropriate for general community use.

“Emergency Services” refers to service providers that respond to emergencies and provide other safety-related services either as part of their on-the-job duties or as part of the main mission of their business (e.g. Country Fire Service, SA Ambulance, State Emergency Service)

“Exclusive Use Facility” means a building or group of buildings that is tenanted by a Club whose purpose is to provide a facility for a specific group of the community by way of membership and defined purpose and is not readily accessible by the general public for hire and use (e.g. RSL, Childcare Centres, Kindergartens)

“Lease” means an agreement by which exclusive use of land (or part of) owned by Council or under Council’s care, control and management is granted to another party (the lessee) for a specified period of time in accordance with agreed conditions and to the exclusion of all others. This can be a ground lease only or inclusive of existing facilities on the site.

“Licence” means an agreement by which non-exclusive use of land (or part of) owned by Council or under Council’s care, control and management is granted to another party (the lessee) for a specified and limited term, in order for the licensees to do something particular or carry on a specific activity or business from the land which may have the effect of restricting or reasonably interfering with the general public’s access to that land during the licence term.

“Management Agreement” means an agreement under which a Club manages land (or part of) owned by Council or under Council’s care, control and management for the purpose of managing a Community Hall.

“Operating Expenses” means the day to day costs of operating a facility or activity including but not limited to electricity, water, phone and internet connection.

“Peppercorn Rent” means a nominal dollar value for rent (if demanded).

“Play Space” in the Adelaide Hills Council region is an area including play equipment, fitness equipment, half court, skate and/or bike facilities. These facilities are covered under Council’s Play Space Policy.

“Sporting and Recreation Building” is a building or group of buildings/structures that provide facilities for a defined group of participants for a defined sport/s where access and utilisation is for the membership of that Club and it is managed for that purpose.

“Sub-lease” is an agreement by the head tenant to another organisation which stipulates the negotiated fees/charges/conditions and times of use for the period of the agreement.

4. POLICY STATEMENT

Community, sport and recreation facility provision is unique in the Adelaide Hills Council, with a relatively equal number of assets that are Council Owned and Community Owned. Also unique is the number of community, sport and recreation facilities in the Adelaide Hills Council area due to the township nature of the district, which provides challenges for the funding of maintenance, renewal/upgrade and new facilities.

This policy aims to facilitate equitable support for all facilities, despite ownership, and also outline our approach to leasing.

In receiving support from Council, there is an understanding that such facilities will be open and available (where applicable) to the general community for their use.

The Policy provides principles that guide the Adelaide Hills Council’s planning, development and management of community, sport and recreation facilities in our Council region. Fulfilment of the outlined principles will contribute to the Council delivering a hierarchy of quality destinations throughout the region, and contributing to social, cultural and economic development in our region.

The overarching framework approach ensures that planning, budgeting, design, procurement and maintenance processes are aligned with Council’s Strategic Objectives and that clubs, the community and relevant stakeholders are engaged in the process along the way, and understand any relevant obligations.

A community, sport or recreation facility in the Adelaide Hills Council is a space that can be utilised for the purposes of formal, informal, active and passive play as well as the provision of any associated facilities and amenities. Sites could include, assets like ovals, pitches, courts, clubrooms, change rooms, canteens, halls and community spaces. Linkages to play spaces, trails or other community facilities should also be considered.

In preparation of this Policy and the associated Framework documents, research identified that there are a variety of different policies, fee structures and services that contribute to leasing models used by Local Governments throughout the state.

Adelaide Hills Council's position takes into account that Council has an obligation to provide informal recreation facilities, sport playing surfaces and community halls, but that building assets that are for exclusive use or purpose, and their maintenance and renewal will be the responsibility of the tenant. The Policy position also acknowledges the importance of community owned sites to our Council region and the subsequent support for these sites.

Council Owned sites will have the following type of occupation arrangement put in place as follows:

- Sport and Recreation sites – Lease / Ground lease
- Community Halls – Management Agreement
- Exclusive Use Facility – Lease / Ground Lease

The *Guidelines for Maintenance and Upgrades of existing Community, Sport and Recreation Facilities* document details obligations for each type of arrangement further.

The following facilities are excluded and not eligible for Council contribution under this Policy and Framework on the basis that they do not provide open community spaces for the community to enjoy informal recreation and sport, however clubs may apply for relevant Council grant programs.

- Aquatic facilities
- Golf courses
- Emergency Services occupation
- Exclusive Use Facility
- Other single use facilities that are not open to the general public

The management of bike tracks, skate parks and playgrounds is addressed in Council's Play Space Policy and Framework.

The management of trails and cycling routes is addressed in Council's Trails and Cycling Routes Policy and Framework.

Classification

Council owned sport and recreation sites throughout the region are classified in a hierarchy. This hierarchy can assist in determining the type of facility that will meet the needs of the catchment it serves and to assist in creating an approach that limits facility duplication. Council's *Sport and Recreation Strategy* refers to four classifications:

- State/National
- Regional
- Neighbourhood
- Local

These classifications do not apply to halls, other community facilities or facilities owned by the community, however, principles from the classification could be applied and utilised to assist planning or development stages at such sites.

Service Levels and Guidelines for Maintenance

A level of service and maintenance guidelines for Community, Sport and Recreation Facility assets has been developed that reflects Council's commitment to providing facilities that are appropriate for community use.

In general, Council will provide and maintain informal sport and recreation spaces for the benefit of the community on Council Owned sites to an appropriate community standard.

Where a Club requires built facilities and a higher standard of playing surface for formal sport and recreation activities, the Club is responsible for the provision, maintenance and management of assets that they require for their activity.

Where a Club requires a higher standard of playing surface, they can engage Council to undertake those additional works on their behalf and full cost recovery will be applied for the additional services provided or alternatively, the Club can apply to Council to undertake works themselves.

Eligible Clubs on Community Owned land will receive funding to maintain and manage their site to the same standard appropriate for community use.

These service levels and guidelines are outlined in the broader Framework documents and consider the following asset classes:

- Playing Surface / Sportsground (Turf)
- Playing Surface / Sportsground Irrigation
- Playing Surface / Sportsground (Acrylic Courts)
- Sports Amenity
- Sports Lighting
- Cricket Wickets and Nets
- Amenity Lighting
- Driveway, Carpark, Site Drainage and Traffic Management
- Signage
- Recreation and Sport Fencing and Gates
- Recreation and Sport Buildings (inc. sheds, change rooms, clubrooms, club toilets, canteens)
- Community Halls
- Exclusive Use Facility
- History Groups & Societies
- Public Toilets
- Vegetation
- Waste Management
- Insurance
- Utilities

These guidelines reflect Council's commitment to equitable resource distribution and appropriate standard of maintenance for facilities. It will also facilitate Council resources and expertise being utilised where they are most effective, (ie. project management, addressing urgent or high risk maintenance requirements).

The following policy statements are in reference to Council owned sites, unless stated otherwise.

Facility Planning & Upgrading

Sport & Recreation Buildings

Buildings and associated structures are the responsibility of the Clubs to provide and upgrade, unless otherwise resolved by Council. Where a building facility upgrade is proposed by a Club, the Club can apply to Council for funding towards the project through the Council's Community & Recreation Facility Grant or by separate submission to be considered in Council's Annual Business Plan and Budget process. Council may consider a contribution to a building upgrade that results in:

- Linked with an approved master planning process
- Consolidation of assets
- Current legislation compliance
- Higher usage levels of fewer assets
- Multiple use facilities
- Increased range of activities, services, programs being offered
- Increased participation and access

Where a substantial upgrade or new facility is to be developed, Clubs must demonstrate social and financial sustainability and involve Council in the initial planning phases. Building upgrades must consider:

- Community benefit
- Relevant trends in population, recreation, sport and community
- Peak body and local association requirements and support
- Current and future financial capacity
- Governance and strategic planning
- Council's commitment to energy efficiency and sustainability.

Council's funding contribution to building or facility upgrades will be targeted at those projects that are of a strategic nature to the region. In such instances, Council will consider partnering with clubs to plan, seek funding and deliver projects.

Council will consider partnering with clubs to undertake master planning processes for key sites in the region. Masterplans should consider the above principles (like consolidation of assets, and multiple use facilities) during the process.

Council must be aware of and provide relevant consent for clubs to apply for and receive external grant funding opportunities for building upgrades.

Community Halls

Buildings/structures on Council Owned land are the responsibility of the Council to undertake structural maintenance, renew and upgrade. Renewal works will be undertaken in-line with Council's Asset Management Plan and annual capital works program.

Where a building facility upgrade is proposed by a Club, the Club can apply to Council for funding towards the project through the Council's Community & Recreation Facility Grant or by separate submission to be considered in Council's Annual Business Plan and Budget process. Council may consider a contribution to a building upgrade that results in:

- Consolidation of assets
- Current legislation compliance
- Higher usage levels of fewer assets
- Increased range of activities, services, programs being offered

- Increased participation and access

Where a substantial upgrade or new facility is to be developed, Clubs must demonstrate social and financial sustainability and involve Council in the initial planning phases. Building upgrades must consider:

- Community benefit
- Relevant trends in population
- Current and future financial capacity
- Governance and strategic planning
- Council's commitment to energy efficiency and sustainability.

Project Management

All capital works undertaken on Council Owned land will be approved, project managed or overseen by Council.

Council can consider the provision of project management assistance or project oversight to sites that are Community Owned.

Facility Management Support

Sport & Recreation Buildings

Through the implementation of this Policy, facility and building management responsibilities will rest with clubs.

Council acknowledges that building management requirements for volunteer groups can be both complex and cost prohibitive. To aid this, Council will make available a list of preferred suppliers who can undertake required works, particularly high risk works. In addition, a Facility Maintenance Fund is available to assist with necessary high risk works where it can be demonstrated that the works are required to meet legislative requirements or there is a community danger, and the Club does not have the financial capacity to undertake the works.

Clubs who operate at both Council Owned and Community Owned sites are eligible to apply to the Facility Maintenance Fund.

Community Halls

Through the implementation of this policy, non-structural maintenance responsibilities will rest with the Club.

Council acknowledges that building management requirements for volunteer groups can be both complex and cost prohibitive. Council will make available a list of preferred suppliers who can undertake required works, particularly high risk works. In addition, a Facility Maintenance Fund is available to assist with necessary high risk works where it can be demonstrated that the works are required to meet legislative requirements or there is a community danger, and the Club does not have the financial capacity to undertake the works.

Clubs who manage both Council Owned and Community Owned facilities are eligible to apply to the fund.

Governance

Clubs operating on Council Owned land are expected to develop, implement and maintain a robust system of governance that suits their particular needs and circumstances, is in line with their constitution and reflects leasing obligations for the site they operate from.

Governance structures in clubs have a significant impact on their performance and how a site is managed.

Council's expectations around ethical culture, good leadership, sound decision making, reviewing performance, and appropriate financial controls will facilitate appropriate management of community, sport and recreation sites in the region.

Club Support and Development

Council has an expectation that Council owned sites will practice good governance, sound financial management, effective planning and administration and have appropriately maintained sites. Clubs are encouraged to be part of and follow the STARCLUB (or similar) good governance program to assist them in meeting these expectations.

To assist clubs with meeting governance and other administrative requirements, Council will offer training and development opportunities for clubs and their committees.

This policy and the wider framework also demonstrate Council's commitment to ensuring that community volunteers feel valued, supported, understand their role and are not subject to unnecessary risk.

Accessibility and Inclusion

Clubs occupying Council land will be expected to provide a safe and supportive environment for the community and their members.

Clubs are expected to adapt and evolve community, sport and recreation programs, services and approaches that provides everyone with an opportunity to participate.

Sports facilities on Council Owned land will be accessible to all residents of the Adelaide Hills Council area recognising that some sports surfaces (tennis courts, bowling greens etc) need to be protected by locked fencing. These facilities should be made available to the community by way of hire (for a nominal fee) or social membership to the Club.

Where Council Owned facilities are not made available to the community by way of hire (for a nominal fee) or by open membership, a commercial lease will apply and the Club will not be eligible for Council support and will be responsible for 100% costs of maintaining, renewing and replacing the playing surface and surrounds and commercial tenancy principles will apply in regard to the building and all other improvements.

Where Community Owned facilities are not made available to the community by way of hire (for a nominal fee) or by open membership, the Club will not be eligible for Council support and will be responsible for 100% costs of maintain, renewing and replacing the playing surface.

Naming Rights

It is acknowledged that Council holds the naming rights to all sporting facilities on Council-owned land.

Insurance

It is important that all facilities and Clubs are appropriately insured.

Buildings

Recognising the responsibility for the asset, the responsibility for insuring the asset is determined as follows:

Sport and Recreation Buildings

Where a Club occupies a building/structure that has been constructed either fully or partially by the Club and is used for the furtherance of sport and recreation activities for that Club, the responsibility for insuring the building/structure and contents rests with the Club. Where the building/structure is located on a Council Owned site, the Council will insure the building/structure and seek reimbursement from the Club.

Community Halls

The Council will insure Council Owned Community Halls. The Clubs managing the Community Halls will be responsible for taking out and maintaining Contents Insurance for the items within the Community Hall. Where Council owns particular higher value assets within a Community Hall (i.e. art), Council may separately insure those items.

The Council will reimburse Community Owned Community Halls for their building insurance upon receipt of evidence of the paid premium and supporting documentation evidencing the calculation of the insured amount.

Association and Public Liability

Clubs are required to take out and maintain their own Association and Public Liability insurance. Those Clubs occupying Council Owned sites must provide evidence of this insurance to Council on an annual basis.

? – should Council support Historical Societies differently

WHS / Risk / Community Safety

The health and safety of the community, including any attendees on community spaces is paramount.

To occupy a Council Owned site or to receive Council support to manage and maintain a Community Owned site, Clubs must have the following in place (at a minimum):

- Workplace Health and Safety Policy
- Volunteer Management Policy
- Volunteers and Contractors Induction Policy
- Risk Management Policy
- Child Protection Policy
- Child Safety Code of Conduct

Where Clubs occupy a Council Owned Site, there may be a shared responsibility between the Club and the Council for the work health and safety of persons attending on that site and as such

Council may require the Club to put in place additional policies and procedures to ensure obligations with the *Work Health and Safety Act 2012* are met.

Clubs who pay staff, volunteers or players should obtain advice so that they understand their obligations under the *Work Health and Safety Act 2012* as a person conducting a business or undertaking (PCBU).

Gaming/Poker Machines

Council does not support the introduction or provision of gaming machines in premises on Council Owned or Community Owned land.

Clubs that are associated with an organisation that holds a Gaming Machine Licence and derives a financial benefit from the association will be deemed commercial in nature and therefore will not be entitled to any Council support, including funding or community based leasing arrangements.

Subletting

The Licensee shall not sublet or sublicense any part of the premises without Council's written consent and any sublease or sublicense must be on terms and conditions satisfactory to Council.

Terms of agreement

Terms of agreement will not be greater than five years unless Council resolves to grant a longer term lease. In these circumstances, consideration will be given to developing a management plan in partnership with the organisation which seeks to develop the facility long term.

Where a lease or licence is to be granted for greater than five years and is located in Community Land, community consultation will be undertaken in line with the *Local Government Act 1999*.

Occupation Rent

All lease agreements for Council Owned sites will have an annual non-commercial rent applied to them.

Lease agreements will include a methodology for subsidies to be applied to the rental amount on the basis of the tenant meeting certain lease criteria. If all criteria is met, the annual rent will be discounted to a Peppercorn Rent. If lease criteria is not met, discounts will not be applied for the criteria that is not met and Clubs will be invoiced for that portion of the annual rent.

Subsidy Criteria is as follows:

Good Governance – the organisation can demonstrate

- Compliance with conditions of current lease/licence conditions
- Provision of Annual General Meeting reports and minutes including financial reports (to be audited upon request)
- Financial viability, have not incurred an unauthorised debt with Council and have not defaulted on a loan from Council
- Quality Management is integrated into operations – capacity building, good governance and planning, evidenced through provision of an annual business plan, current constitution, policies & procedures, current accreditation with the STARClub or STARservice program (or similar).

Facility Utilisation – the organisation is able to:

- Provide evidence of membership/use/participant numbers and hours of use on an annual basis
- Provide evidence of activities and initiatives undertaken to increase utilisation of the facility
- Initiatives planned to increase use or participant numbers
- Evidence of shared use of the facility by the community and other community clubs and organisation to ensure optimal use of the facility

Facility Maintenance – the Club can demonstrate:

- There is a maintenance program for general maintenance for the site
- All buildings are maintained to a standard suitable for the activity it is being used for
- All buildings are maintained to a standard suitable to ensure community safety
- All buildings are maintained to meet legislative requirements

Social Inclusion – the Club can demonstrate:

- The activity or service they provide is non-discriminatory and is open to all residents who meet stated criteria for participation
- The use of the facility will increase social inclusion, increase community participation and/or will promote health and well-being in the community
- Activities support wider social inclusion targets which may include such groups as:
 - Low socio-economic background
 - Over 60's years of age
 - Aboriginal and Torres Strait Islander
 - Culturally and Linguistically Diverse (CALD)
 - Children under 17yrs of age
 - Physically and intellectually disabled
 - Female participation in sport

Volunteer Management – the Club can demonstrate that it promoted, supports and develops volunteers and has appropriate policies and procedures in place to ensure the safety and wellbeing of its volunteers

Environmental Initiatives – the Club can demonstrate that it promotes and implements environmental initiatives like the reduction of single use plastics, waste reduction, recycling initiatives, or energy efficiently practices or investments like solar panels, stormwater collection

Clubs are responsible for their Operating Expenses except for water and power costs incurred for the irrigation of the turf oval/playing surface.

Expectation of Clubs occupying Council Owned land

Clubs occupying Council Owned land will be expected to promote their activities in a safe and supportive environment. Council Administration will endeavour to facilitate educational programs and opportunities assist Clubs.

In the event of a Club being found guilty of committing an action or offence considered significant, that results in a penalty being enforced by either a State or National Association or the South Australian Police, the Club will be given a formal warning from Council.

If a total of three formal warnings are received within any five year period, the Club may be required to relinquish their licence subject to Council consideration.

If an individual member of a Club is found guilty of an action or offence considered significant that results in a penalty being enforced by the Club, State or National Association or the South Australian Police, and where that action or offence relates to Club financial or administrative misconduct, or child, sex or assault offences, that individual is to be banned from membership of the Club and the committee of the Club and in the case of child, sex or assault offences, banned from attending at formal Club activities.

Professional and / or Commercial Clubs

Clubs are finding it increasingly difficult to attract volunteers to help with coaching, administration and maintenance. Council acknowledges that some amateur Clubs now offer players and volunteers some type of remuneration to cover expenses related to their services.

If the profits gained from a commercial activity are not reinvested into the Club facilities or activity then the Club may be deemed as being commercial in nature and a negotiated rent for the property occupied may apply.

In addition, the payment of players and / or volunteers may constitute employment and require the Club to submit payroll tax and comply with the requirements of the *Work Health and Safety Act 2012* as a person conducting a business or undertaking (PCBU).

5. DELEGATION

5.1 The Chief Executive Officer has the delegation to:

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

6. AVAILABILITY OF THE POLICY

6.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. 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

Community & Recreation Facility Service Levels

Adelaide Hills Council | Community & Recreation Facilities Framework

Service Levels for existing Community, Sport and Recreation Facilities

To assist in the planning of community, sport and recreation facilities, sites will be defined under a classification hierarchy. This practice is particularly important when assessing service levels for each class of facility; it also identifies the recommended elements and associated facilities within a site. This approach ensures diversity of facilities and experiences throughout the region; that the facility will meet the needs of the catchment it services; assists with allocation of resources and can be used as a tool when reviewing the locations of community, sport and recreation facilities to ensure that there is an appropriate provision. The following table is also reflected in Council's Sport & Recreation Strategy.

Hierarchy Level	General Characteristics
State/National <i>Primary catchment of South Australia attracting users and visitors from interstate and overseas.</i>	<ul style="list-style-type: none"> Provides for the highest level of sporting competition which may include International events and competitions, National League(s) and associated state and national team and squad training centre(s). Facilities also assist to promote sports and provide community access and pathway opportunities for participants. May also provide a Headquarters for State or National Sporting Organisation administration.
Regional <i>Primary catchment of local users with extended catchment across multiple local Council areas, primarily for competition and events.</i>	<ul style="list-style-type: none"> Integrates competition and recreational forms for participation and provides a broad range of sport and recreation activities and programs for a large number of participants across local and regional geographic catchments, generally beyond a single local Council area. Generating usage via sporting events and specialised (for multi-sports) venue or sport specific services is also a core role and function of regional facilities. Regional facilities are best provided at high profile sites in accessible locations with links to transport nodes and / or commercial / community centres and services.
District <i>Primary catchment area of local communities single local Council areas.</i>	<ul style="list-style-type: none"> Provides a focus for Association competition, as well as service a local catchment to provide a mix of recreational, competitive and program formats of participation. Facilities may also provide a primary function as a local finals venue or a central venue that facilitates regular competition for multiple clubs / teams.
Neighbourhood <i>Primary catchment area of local townships or single suburb areas.</i>	<ul style="list-style-type: none"> Generally, services the needs of local communities and sporting clubs for home and away fixtures, training activities and for participation programs.

Local <i>Primary catchment area usually within walking distance of most users.</i>	<ul style="list-style-type: none"> Small sites on local road networks that provide basic facilities and landscape treatments. Local facility locations are not considered suitable for larger facilities as they are generally provided in residential settings and have limited or constrained function for multiple activities and events.
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The following service levels have been developed to assist Council and the community in maintaining facilities to an appropriate level. In general, Council will provide the venue for a community, sport or recreation activity. Maintenance of the asset will be undertaken to an appropriate community standard.

Asset	Service Level
Playing Surface / Sportsground (Turf)	<p>Condition appropriate for community use in the Adelaide Hills Council region.</p> <p>Turf should be in good condition and appearance appropriate for sporting / recreational activities, with mature healthy growth.</p> <p>There should be less than 20% bare patches, cracks, ruts or depressions in the turf playing surface area.</p> <p>Compacted soils should be rectified with aeration, coring and /or application of gypsum as required.</p> <p>Uneven surfaces should be rectified with top dressing as required.</p> <p>Weed Management & Herbicide Treatments</p> <ul style="list-style-type: none"> Fertilising: 6 monthly Insecticide / Pesticide spraying: annually, or as required Broadleaf spraying: 6 monthly, or as required Scarifying / top dressing: following assessment, as required Verti-drain: bi-annually, or as required <p>Mowing:</p> <ul style="list-style-type: none"> Number of cuts per year: 30 (approximately) Summer grass height: 20-25mm Winter grass height: 50-75mm <p>Out of sequence service:</p>

	<ul style="list-style-type: none"> • Additional mowing may be required prior to or after an event takes place. When this occurs, the event organiser shall be responsible for the mowing costs occurred. • Additional mowing required to improve the standard of maintenance above the prescribed standard, & requested by the club shall be the financial responsibility of the club. Works undertaken by the club will require appropriate approvals. <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Playing Surface / Sportsground Irrigation	<p>Maintenance and repair of irrigation systems to ensure the provision of adequate water supply.</p> <p>Principles from the Resilient Hills & Coasts Climate Change Adaptation Plan should also be considered when planning irrigation system maintenance or upgrades.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Playing Surface / Sportsground (Acrylic Courts)	<p>In line with relevant state or national peak body guidelines, or what is practical / average for other Adelaide Hills Council region sites.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Sports Amenity	<p>Relevant state or national peak body guidelines shall be used as a guide, & / or relevant Australian Standards.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Sports Lighting	<p>In line with relevant state or national peak body guidelines, & / or relevant Australian Standards.</p> <p>Council's commitment to energy efficiency and sustainability, as outlined in Council's Carbon Management Plan should also be considered in any lighting projects.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Cricket Wickets & Nets	<p>In line with relevant state or national peak body guidelines, relevant Australian Standards, or what is practical / average for other Adelaide Hills Council region sites.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>

Amenity Lighting	<p>Conforms with appropriate standards (inc. Local Government Act, the Australian Energy Regulator & Australian Standard AS1158.3.1).</p> <p>Council's commitment to energy efficiency and sustainability, as outlined in Council's Carbon Management Plan should also be considered in any lighting projects.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Driveway, Carpark, Site Drainage & Traffic Management	<p>Condition appropriate for community use in the Adelaide Hills Council region.</p> <ul style="list-style-type: none"> • Sealed or unsealed surface • Some rutting, corrugation, potholing or looseness acceptable • Some carpark marking, where applicable, but predominantly unmarked • Some designed drainage structures where applicable • Basic traffic management signage (eg. speed, crossing) • All weather access, where appropriate <p>Maintenance</p> <ul style="list-style-type: none"> • Reactive / urgent maintenance to rutting, corrugation, potholing or looseness that poses a risk to the community. • Proactive bi-annual maintenance <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Signage	<p>All relevant by-laws for the site must be considered.</p> <p>In line with Council's Directional Signage Policy.</p>
Recreation and Sport Fencing and Gates	<p>In line with relevant state or national peak body guidelines, or what is practical / average for other Adelaide Hills Council region sites.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Recreation & Sport Buildings (inc. sheds, changerooms, clubrooms, canteens & storage sheds)	<p>In line with relevant state or national peak body guidelines, or what is practical / average for other Adelaide Hills Council region sites.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>

Community Halls	Community Halls will be maintained and upgraded to a level suitable to meet community needs for the provision of an indoor community space for basic community needs such as meetings, social gatherings, indoor recreation activities
Public Toilets	To be determined by Council's Public Toilet Strategy
Vegetation (inc. trees)	Any vegetation maintenance must comply with all relevant Federal and State environmental legislation (eg. EPBC Act, 2003; National Parks and Wildlife Act, 1972; Landscapes SA Act, 2019; Environment Protection Act 1993; Native Vegetation Act, 1991)
Waste Management	In line with Council's Waste & Resources Management Strategy
Insurance	<p>Recreation & Sport buildings are insured by the lessee/tenant to an appropriate level of cover sufficient to replace the building should it suffer a complete loss.</p> <p>Community Halls are insured by the owner of the building to an appropriate level of cover sufficient to replace the building should it suffer a complete loss (Council will reimburse the owners of non-Council owned community halls for their building insurance).</p> <p>All Clubs and Associations are responsible for their Association, Public Liability and Contents insurance.</p>

Appendix 4

Community & Recreation Facility Guidelines

Adelaide Hills Council | Community and Recreation Facilities Framework

Guidelines for Maintenance and Upgrades of existing Community, Sport and Recreation Facilities

This guidelines document is part of Council's overarching Community and Recreation Facilities Framework, and should be read in conjunction with:

- Community & Recreation Facilities Policy
- Service Levels for Community, Sport and Recreation Facilities
- Relevant Asset Management Plans
- Other supporting documents and procedures.

These maintenance guidelines provide an overview of Council's approach and support for each asset type. Council owned or managed sites will have the following type of occupation arrangement put in place as follows:

- Sport and Recreation sites – Lease / Ground lease with defined support from Council for the maintenance and upgrade of community areas such as ovals and courts.
- Community Halls – Management Agreement
- Exclusive Use Facility – Lease / Ground Lease with the tenant responsible for full maintenance and renewal in lieu of rent.

The following facilities are excluded and not eligible for Council contribution under this Policy and Framework, however clubs may apply to relevant Council grant programs.

- Aquatic facilities
- Golf courses
- Single use facilities that are not available to the general public.

Policy documentation and service levels have been developed based upon the notion that Council will provide and maintain community, sport and recreation facilities to a standard that is appropriate for community use. Clubs are therefore responsible for the maintenance and management of assets that they require for their activity.

Turf maintenance will be facilitated with an 'opt in' or 'opt out' approach and subsequent agreement for clubs. Council will maintain all Council owned sites, & provide the Community owned sites with an 'opt-in' option. Through negotiation & agreement, Council owned sites may be able to 'opt-out' & maintain their own site.

Opt In	Opt Out
Council maintains the site to an appropriate community standard.	Council provides an appropriate contribution to the club to maintain the site to an appropriate community standard. Obligations and service levels must be met, & a works program acquitted back to Council with appropriate evidence to obtain the contribution.
Any works above community standard will be a club responsibility & must be negotiated & agreed with Council.	Any works above community standard will be a club responsibility.
	Clubs will be provided with a list of preferred suppliers & contractors to assist them in maintaining the turf surface.
	Mowing will be the responsibility of the club. Associated 'out of pocket' expenses will be covered by the contribution provided. Volunteer labour is not eligible for the contribution.

Asset	Maintenance Guidelines		Renewal or Upgrade Guidelines	
	Council Owned	Community Owned	Council Owned	Community Owned
Playing Surface / Sportsground (Turf)	<p>Turf maintenance will be the responsibility of Council and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Council will monitor usage, condition and weather impacts and may temporarily close sites if the surface is adversely affected.</p> <p>Clubs at Council owned sites may be able to 'opt out' of the Council maintenance approach to undertake maintenance themselves, with appropriate documentation in place.</p> <p>For those who 'opt out'; to obtain a Council contribution towards the maintenance of the asset, clubs will be required to meet appropriate levels of service and acquit costs back to Council.</p> <p>The contribution provided will be sufficient to meet an appropriate standard for community use.</p> <p>Where additional services are required by the Club, full cost recovery will be applied for the additional services provided, or the</p>	<p>Turf maintenance will be the responsibility of the clubs / owner.</p> <p>To obtain a Council contribution towards the maintenance of the asset, clubs will be required to meet appropriate levels of service and acquit costs back to Council.</p> <p>The contribution provided will be sufficient to meet an appropriate standard for community use.</p> <p>Community owned sites may be able to 'opt in' to a Council maintenance approach, with appropriate documentation in place.</p> <p>Where additional services are required by the Club, full cost recovery will be applied for the additional services provided, or the club can apply to Council to undertake works themselves.</p> <p>Where Council maintains the site, Council will monitor usage, condition and weather impacts and may temporarily close sites if the surface is adversely affected.</p> <p>Mowing should be undertaken by clubs.</p>	<p>Turf upgrades (eg. oval drainage and turf renovation) will be the responsibility of Council, attract an applicable Council contribution, and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs may be required to contribute to project costs, dependent on the scope of works.</p> <p>Works undertaken will be sufficient to meet an appropriate standard for community use.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	<p>Turf upgrades (eg. oval drainage and turf renovation) will be the responsibility of Council, attract an applicable Council contribution, and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs may be required to contribute to project costs, dependent on the scope of works.</p> <p>Works undertaken will be sufficient to meet an appropriate standard for community use.</p> <p>All capital works undertaken with Council contribution will be approved, project managed or overseen by Council.</p>

	<p>club can apply to Council to undertake works themselves.</p> <p>Mowing will be undertaken in line with appropriate service levels.</p> <p>Basic drainage maintenance shall be undertaken by clubs.</p>	Basic drainage maintenance shall be undertaken by clubs.		
Playing Surface / Sportsground Irrigation	<p>Irrigation maintenance will be the responsibility of Council at those sites where clubs have chosen the 'opt in' approach to maintenance.</p> <p>Maintenance should be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs at Council owned sites who have chosen the 'opt out' approach will be required to undertake the maintenance themselves.</p> <p>Documentation, service levels and funding as per 'Playing Surface / Sportsground (Turf)' will apply.</p> <p>Council will be responsible for managing and maintaining irrigation systems, bores, tanks, pumps, sheds and any other associated irrigation infrastructure.</p>	<p>Irrigation maintenance will be the responsibility of the clubs / owner.</p> <p>To obtain a Council contribution towards the maintenance of the asset, clubs will be required to meet appropriate levels of service and acquit costs back to Council.</p> <p>The contribution provided will be sufficient to meet an appropriate standard for community use.</p> <p>Community owned sites may be able to 'opt in' to a Council maintenance approach, with appropriate documentation in place.</p> <p>Where additional services are required by the Club, full cost recovery will be applied for the additional services provided, or the club can apply to Council to undertake works themselves.</p>	<p>Irrigation renewal or upgrade will be the responsibility of Council, attract an applicable Council contribution, and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs may be required to contribute to project costs, dependent on the scope of works.</p> <p>Works undertaken will be sufficient to meet an appropriate standard for community use.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	<p>Irrigation renewal or upgrade will be the responsibility of both Council and the Club, attract an applicable Council contribution, and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs may be required to contribute to project costs, dependent on the scope of works.</p> <p>Works undertaken will be sufficient to meet an appropriate standard for community use.</p> <p>All capital works undertaken with Council contribution will be approved, project managed or overseen by Council.</p>

	<p>Tanks that are not associated with irrigation systems will be the responsibility of the club.</p>	<p>Documentation, service levels and funding as per 'Playing Surface / Sportsground (Turf)' will apply.</p> <p>The management of irrigation systems, bores, tanks, pumps, sheds and any other associated irrigation infrastructure will be the responsibility of the party who is maintaining the site. Any costs associated with irrigation maintenance will be shared between both parties.</p> <p>Tanks that are not associated with irrigation systems will be the responsibility of the club.</p>		
<p>Playing Surface / Sportsground (Acrylic Courts)</p>	<p>All maintenance of acrylic courts, or courts utilised by clubs will be the responsibility of clubs.</p>	<p>All maintenance of acrylic courts, or courts used by clubs will be the responsibility of clubs.</p>	<p>The renewal or upgrade of acrylic courts will be the responsibility of Council, attract an applicable Council contribution, and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs will be required to contribute to project costs, dependent on the scope of works.</p> <p>Contributions should be based upon the following model:</p>	<p>The renewal or upgrade of acrylic courts will be the responsibility of both the Club and Council, attract an applicable Council contribution, and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs will be required to contribute to project costs, dependent on the scope of works.</p> <p>Contributions should be based upon the following model:</p>

			<ul style="list-style-type: none"> • Club: 33% • Grant Funding: 33% • Council: 33% <p>Projects must consider relevant asset management plans, masterplans and service levels for the site. Current participation will be considered in the number of courts that are renewed at a particular time.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	<ul style="list-style-type: none"> • Club: 33% • Grant Funding: 33% • Council: 33% <p>Projects must consider relevant asset management plans, masterplans and service levels for the site. Current participation will be considered in the number of courts that are renewed at a particular time.</p> <p>All capital works undertaken with Council contribution will be approved, project managed or overseen by Council.</p>
Sports Amenity	<p>Sports amenity (such as player benches, sight screens, scoreboards, sports fencing) will be the responsibility of the Clubs to maintain.</p> <p>The facilities will be audited by Council and Clubs will be instructed of any actions required as a result of the audit. Where Clubs fail to undertake work specified in the audit, Council will undertake the work and charge the Club accordingly.</p>	<p>Sports amenity (such as player benches, sight screens, scoreboards, sports fencing) will be the responsibility of the Clubs to maintain.</p> <p>The facilities will be audited by Council and Clubs will be instructed of any actions required as a result of the audit. Where Clubs fail to undertake work specified in the audit, Council will undertake the work and charge the Club accordingly.</p>	<p>Sports amenity (such as player benches, sight screens, scoreboards, sports fencing) will be the responsibility of the Clubs to upgrade or renew.</p> <p>Projects must consider relevant asset management plans, masterplans and service levels for the site.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	<p>Sports amenity (such as player benches, sight screens, scoreboards, sports fencing) will be the responsibility of the Clubs to upgrade or renew.</p>

Sports Lighting	<p>Sports Lighting will be the responsibility of the Clubs to maintain.</p> <p>Lighting will be audited by Council and Clubs will be instructed of any actions required as a result of the audit. Where Clubs fail to undertake work specified in the audit, Council will undertake the work and charge the Club accordingly.</p>	<p>Sports Lighting will be the responsibility of the Clubs to maintain.</p> <p>Lighting will be audited by Council and Clubs will be instructed of any actions required as a result of the audit. Where Clubs fail to undertake work specified in the audit, Council will undertake the work and charge the Club accordingly.</p>	<p>Sports Lighting will be the responsibility of the Clubs to upgrade or renew.</p> <p>A funding contribution for thoroughly planned Sports Lighting projects can be considered in Council's Annual Business Plan and Budget process.</p> <p>Projects must consider relevant asset management plans, masterplans and service levels for the site.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	<p>Sports Lighting will be the responsibility of the Clubs to upgrade or renew.</p> <p>A funding contribution for thoroughly planned Sports Lighting projects can be considered in Council's Annual Business Plan and Budget process.</p> <p>All capital works undertaken with Council contribution will be approved, project managed or overseen by Council.</p>
Cricket Wickets and Nets	<p>Concrete cricket wickets and nets will be the responsibility of Council to maintain at those sites where clubs have chosen the 'opt in' approach to maintenance.</p> <p>Clubs at Council owned sites who have chosen the 'opt out' approach will be required to undertake the maintenance themselves.</p> <p>Documentation, service levels and funding as per 'Playing Surface / Sportsground (Turf)' will apply.</p>	<p>Concrete cricket wickets and nets will be the responsibility of Council to maintain at those sites where clubs have chosen the 'opt in' approach to maintenance.</p> <p>Clubs who have chosen the 'opt out' approach will be required to undertake the maintenance themselves. Documentation, service levels and funding as per 'Playing Surface / Sportsground (Turf)' will apply</p> <p>Turf wickets will be the responsibility of Clubs to maintain.</p>	<p>Cricket wickets and nets will be the responsibility of the Clubs to upgrade or renew.</p> <p>Projects must consider relevant asset management plans, masterplans and service levels for the site.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	<p>Cricket wickets and nets will be the responsibility of the Clubs to upgrade or renew.</p>

	<p>Turf wickets will be the responsibility of Clubs to maintain.</p> <p>Where additional services are required by the Club, full cost recovery will be applied for the additional services provided, or the club can apply to Council to undertake works themselves.</p>	<p>Where additional services are required by the Club, full cost recovery will be applied for the additional services provided, or the club can apply to Council to undertake works themselves.</p>		
Amenity Lighting	<p>The day-to day maintenance of amenity lighting will be the responsibility of clubs.</p> <p>Maintenance of an urgent / safety nature will be the responsibility of Council.</p> <p>Annual maintenance will be the responsibility of Council.</p>	<p>The maintenance of amenity lighting will be the responsibility of clubs.</p> <p>Maintenance of an urgent / safety nature may be considered by Council to undertake.</p>	<p>The renewal or upgrade of amenity lighting will be the responsibility of Council.</p> <p>Projects will be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p>	<p>The upgrade of amenity lighting will be the responsibility of clubs.</p>
Driveway, Carpark, Site Drainage and Traffic Management	<p>The day-to day maintenance of driveway, carparks and site drainage (eg. leaf litter, water run-off) will be the responsibility of clubs.</p> <p>Proactive bi-annual maintenance, traffic management and reactive / urgent maintenance to rutting, corrugation, potholing or looseness that poses a risk to the community will be the responsibility of Council.</p>	<p>The maintenance of driveway, carparks, site drainage and traffic management will be the responsibility of clubs.</p> <p>Maintenance of an urgent / safety nature may be considered by Council to undertake.</p>	<p>The renewal or upgrade of Driveway, Carpark, Site Drainage and Traffic Management will be the responsibility of Council.</p> <p>Projects will be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p>	<p>The renewal or upgrade of Driveway, Carpark, Site Drainage and Traffic Management will be the responsibility of the clubs.</p> <p>A funding contribution for thoroughly planned projects can be considered in Council's Annual Business Plan and Budget process.</p> <p>All capital works undertaken with Council contribution will be</p>

				approved, project managed or overseen by Council.
Signage	<p>Maintenance of signs relevant to the recreation and sport club will be the responsibility of clubs.</p> <p>All other sign maintenance will be the responsibility of Council.</p>	Maintenance all signs will be the responsibility of clubs.	<p>Renewal or upgrade of signs relevant to the recreation and sport club will be the responsibility of clubs.</p> <p>All club signage must gain relevant approvals from Council before installation.</p> <p>All other sign renewal or upgrade will be the responsibility of Council.</p> <p>Projects will be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p>	Renewal or upgrade of all signs will be the responsibility of clubs.
Recreation and Sport Fencing and Gates	Maintenance of recreation and sport fencing and gates will be the responsibility of clubs.	Maintenance of recreation and sport fencing and gates will be the responsibility of clubs.	<p>The renewal or upgrade of recreation and sport fencing and gates will be the responsibility of clubs.</p> <p>Acrylic court fencing and gates will be considered in conjunction with resurfacing or reconstruction projects, with costs responsibilities as per relevant guidelines.</p> <p>Projects must consider relevant asset management plans,</p>	<p>The renewal or upgrade of recreation and sport fencing and gates will be the responsibility of clubs.</p> <p>Acrylic court fencing and gates will be considered in conjunction with resurfacing or reconstruction projects, with costs responsibilities as per relevant guidelines.</p>

			<p>masterplans and service levels for the site.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	
<p>Recreation and Sport Buildings (inc. sheds, changerooms, clubrooms, club toilets, canteens)</p>	<p>Maintenance of recreation and sport buildings will be the responsibility of the Clubs.</p> <p>Buildings will be audited / inspected by Council at an appropriate interval, Clubs will be instructed of any actions required as a result of the audit. Where Clubs fail to undertake work specified in the audit, Council will undertake the work and charge the Club accordingly.</p> <p>Clubs can apply to Facility Maintenance Fund for funding to undertake urgent, high risk works where the Club can demonstrate that the works are required to meet legislative or community safety needs and the Club provides evidence that it is unable to finance those works.</p> <p>High risk maintenance undertaken on Council owned/controlled sites must be undertaken by a qualified contractor from Council's Approved Contractor List, or by an alternative</p>	<p>Maintenance of recreation and sport buildings will be the responsibility of the Clubs to maintain.</p> <p>Clubs can apply to Facility Maintenance Fund for funding to undertake urgent, high risk works where the Club can demonstrate that the works are required to meet legislative or community safety needs and the Club provides evidence that it is unable to finance those works.</p>	<p>Buildings will be the responsibility of the Clubs to upgrade.</p> <p>Where a building facility upgrade is requested by a club, funding can be considered in Council's Annual Business Plan and Budget process. Council may consider a contribution to a building upgrade that results in:</p> <ul style="list-style-type: none"> • Consolidation of assets • Current legislation compliance • Higher usage levels of fewer assets • Multiple use of facilities • Increased range of activities, services, programs being offered • Increased participation <p>Where a substantial upgrade or new facility is to be developed, clubs must demonstrate social and financial sustainability, and</p>	<p>Buildings will be the responsibility of the Clubs to upgrade.</p> <p>Where a building facility upgrade is requested by a club, funding can be considered in Council's Annual Business Plan and Budget process. Council may consider a contribution to a building upgrade that results in:</p> <ul style="list-style-type: none"> • Consolidation of assets • Current legislation compliance • Higher usage levels of fewer assets • Multiple use of facilities • Increased range of activities, services, programs being offered • Increased participation <p>All capital works undertaken with Council contribution will be approved, project managed or overseen by Council and must</p>

	qualified contractor approved by Council.		<p>involve Council in the initial planning phases. Building upgrades must consider:</p> <ul style="list-style-type: none"> • Community benefit • Relevant trends in population, recreation, sport and community • Peak body and local association requirements and support • Their current and future financial capacity • Governance and strategic planning... <p>All capital works undertaken on Council land or on Council buildings will be approved, project managed or overseen by Council and must be undertaken by an approved qualified contractor.</p> <p>Master planning statement...</p>	be undertaken by an approved qualified contractor.
Community Halls/buildings	<p>Non structural maintenance is to be undertaken by the Association managing the asset.</p> <p>Structural maintenance will be undertaken by Council in-line with its Asset Management Plans and annual maintenance program.</p> <p>Associations can apply to Facility Maintenance Fund for funding to</p>	<p>All maintenance is to be undertaken by the Association managing the asset.</p> <p>Associations can apply to Facility Maintenance Fund for funding to undertake urgent, high risk works where the Association can demonstrate that the works are required to meet legislative or</p>	<p>Renewal or replacement of these assets is the responsibility of Council and will be managed in accordance with Council's Asset Management Plan and annual capital works schedule.</p>	<p>Renewal or replacement of these assets is the responsibility of the owner of the asset.</p>

	<p>undertake urgent, high risk non structural works where the Association can demonstrate that the works are required to meet legislative or community safety needs and the Association provides evidence that it is unable to finance those works.</p> <p>High risk maintenance undertaken on Council owned/controlled sites must be undertaken by a qualified contractor from Council's Approved Contractor List, or by an alternative qualified contractor approved by Council.</p>	<p>community safety needs and the Association provides evidence that it is unable to finance those works.</p> <p>High risk maintenance undertaken using Council Facility Maintenance Fund contributions must be undertaken by a qualified contractor from Council's Approved Contractor List, or by an alternative qualified contractor approved by Council.</p>		
Public Toilets <i>(defined as toilets that are open on a daily basis for general use by the community and not limited to particular user groups)</i>	<p>Unless otherwise agreed, maintenance and cleaning will be undertaken by Council.</p>	<p>Unless otherwise agreed, maintenance and cleaning will be undertaken by the landowner.</p>	<p>Renewal and upgrade will be undertaken by Council in-line with Council's Asset Management Plan and annual capital works program.</p>	<p>Renewal and upgrade will be undertaken by the landowner. Funding opportunities are available through the Council's Facility Upgrade Fund or by a submission to Council's ABP process.</p>
Vegetation & Trees	<p>Clubs must seek advice and / or approval from Council staff prior to any vegetation or tree removals or maintenance.</p> <p>Tree maintenance works are the responsibility of Council (eg. pruning, removals).</p> <p>Vegetation maintenance (eg. brush cutting, edging, spraying and debris</p>	<p>Vegetation maintenance the site will be the responsibility of clubs.</p> <p>Maintenance of trees in playing surface surrounds may be considered by Council.</p> <p>Any vegetation maintenance must comply with all relevant Federal and State environmental legislation (eg.</p>	<p>Vegetation will be the responsibility of the Clubs to upgrade or renew.</p> <p>Projects must consider relevant asset management plans, masterplans and service levels for the site.</p> <p>All capital works undertaken on Council land will be approved,</p>	<p>Vegetation will be the responsibility of the Clubs to upgrade or renew.</p>

	<p>and leaf matter removal) at the site will be the responsibility of clubs.</p> <p>Any vegetation maintenance must comply with all relevant Federal and State environmental legislation (eg. EPBC Act, 2003; National Parks and Wildlife Act, 1972; Landscapes SA Act, 2019; Environment Protection Act 1993; Native Vegetation Act, 1991)</p> <p>Clearance includes, but is not limited to:</p> <ul style="list-style-type: none"> • the cutting down, destruction or removal of whole plants • the removal of branches, limbs, stems or trunks (including brush cutting and woodcutting) • burning • poisoning • slashing of understorey • drainage and reclamation of wetlands • grazing by animals (in some circumstances). <p>Maintenance of an urgent / safety nature may be considered by Council to undertake.</p>	<p>EPBC Act, 2003; National Parks and Wildlife Act, 1972; Landscapes SA Act, 2019; Environment Protection Act 1993; Native Vegetation Act, 1991)</p> <p>Clearance includes, but is not limited to:</p> <ul style="list-style-type: none"> • the cutting down, destruction or removal of whole plants • the removal of branches, limbs, stems or trunks (including brush cutting and woodcutting) • burning • poisoning • slashing of understorey • drainage and reclamation of wetlands • grazing by animals (in some circumstances). <p>Maintenance of an urgent / safety nature may be considered by Council to undertake.</p>	<p>project managed or overseen by Council.</p>	
Waste Management	The following is an excerpt from Council's Waste & Resource	The following is an excerpt from Council's Waste & Resource	Please refer to Council's Waste & Resource Recovery Policy.	Please refer to Council's Waste & Resource Recovery Policy.

	<p>Recovery Policy 2018. Guidelines and level of service from any future policies will also apply.</p> <p>Each oval is entitled to the following, subject to resources:</p> <ul style="list-style-type: none"> Up to 10, 140L red lidded MGB's to be located around the oval perimeter attached to security poles or secured with a cable and locks Additional MGB's may be applied for in writing for special occasions such as sporting finals Collection of additional red and orange lidded MGB's will be on the first business day after the special occasion, from a prior agreed designated area <p>Each oval clubroom is entitled to:</p> <ul style="list-style-type: none"> Up to five weekly 140L blue lidded MGB's kerbside waste collections. Bins must be presented at the kerbside for collection Up to five fortnightly 240L yellow lidded MGB's kerbside recycling collections. Bins must be presented at the kerbside for collection 	<p>Recovery Policy 2018. Guidelines and level of service from any future policies will also apply.</p> <p>Each oval is entitled to the following, subject to resources:</p> <ul style="list-style-type: none"> Up to 10, 140L red lidded MGB's to be located around the oval perimeter attached to security poles or secured with a cable and locks Additional MGB's may be applied for in writing for special occasions such as sporting finals Collection of additional red and orange lidded MGB's will be on the first business day after the special occasion, from a prior agreed designated area <p>Each oval clubroom is entitled to:</p> <ul style="list-style-type: none"> Up to five weekly 140L blue lidded MGB's kerbside waste collections. Bins must be presented at the kerbside for collection Up to five fortnightly 240L yellow lidded MGB's kerbside recycling collections. Bins must be presented at the kerbside for collection 		
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	<ul style="list-style-type: none"> • Additional blue lidded waste and yellow lidded recycling MGB's may be applied for. • An annual service fee, per bin, will apply as per Council's Register of Fees and Charges <p>Other sporting facilities:</p> <ul style="list-style-type: none"> • Assessment of the waste requirements to be made for each individual facility • Recycling of waste encouraged at all times • Requests for additional services must be made in writing using the request form 	<ul style="list-style-type: none"> • Additional blue lidded waste and yellow lidded recycling MGB's may be applied for. • An annual service fee, per bin, will apply as per Council's Register of Fees and Charges <p>Other sporting facilities:</p> <ul style="list-style-type: none"> • Assessment of the waste requirements to be made for each individual facility • Recycling of waste encouraged at all times • Requests for additional services must be made in writing using the request form 		
Insurance	<p><u>Sports & Recreation Buildings</u></p> <p>Building insurance will be taken out by Council and will be reimbursed by Clubs. Clubs are responsible for Association, Public Liability and Contents insurance. Council will take out insurance for community infrastructure such as turf, courts etc and Public Liability for community use.</p> <p><u>Community Buildings</u></p>	<p><u>Sports & Recreation Buildings</u></p> <p>All insurances are the responsibility of the land owner and users.</p> <p><u>Community Buildings</u></p>		

	<p>Building insurance will be taken out by Council.</p> <p>The Association is responsible for taking out Association, Public Liability and Contents insurance.</p> <p><u>Exclusive Use Buildings</u></p> <p>All insurances are the responsibility of the tenant.</p> <p><u>Historical Societies</u></p> <p>Building insurance will be taken out by Council.</p> <p>Association insurance will be reimbursed by Council on the proviso that records held by the Historical Society are made available to the general public and the HS has a plan for the hardcopy records to be digitised and made available to the public by electronic means (i.e. website etc).</p>	<p>All insurances are to be taken out by the landowner/Association. Council will reimburse the building insurance.</p>		
Utilities	<p>Clubs are responsible for the day to day costs of operating a facility or activity including but not limited to electricity, water, phone and internet connection except for water and power costs incurred for the irrigation of the turf oval/playing surface</p>	<p>Clubs are responsible for the day to day costs of operating a facility or activity including but not limited to electricity, water, phone and internet connection except for water and power costs incurred for the irrigation of the turf oval/playing surface</p>		

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Appendix 5

Facility Maintenance Fund Guidelines

Adelaide Hills Council | Community and Recreation Facilities Framework

Facility Maintenance Fund - Grant Guidelines

About the Funding

Facility Maintenance Fund Grants are available to not-for-profit community organisations located within the Adelaide Hills Council area that provide community, sport or recreation services to our community.

Grants are available for urgent maintenance or safety works to buildings or other facilities that fall within a clubs maintenance responsibility, and that they do not have sufficient funds to undertake.

Applicants should contact the Council prior to submitting their application to determine its suitability for funding. It is also important for applicants to read the guidelines to ensure that their organisation and proposed project are eligible.

Clubs are able to apply to the fund at any time throughout the year.

Projects that commence prior to an application being received may not be deemed eligible, and retrospective funding may not be provided. Clubs should contact Council's to discuss projects ASAP to avoid this scenario.

Who can apply?

Any incorporated, not-for-profit, community, sport and recreation organisations that are physically located within the Adelaide Hills Council area.

Groups that are not incorporated are still eligible, provided applications are made through an appropriate incorporated body that is willing to sponsor the project (accept responsibility for the funding).

To be eligible for funding, organisations must:

- Be not-for-profit, incorporated active recreation and sporting groups that do not hold a Gaming Machine Licence and/or
- Be a community-based incorporated organisation whose role is to manage community facilities, active recreation or sport facilities that do not hold a Gaming Machine Licence.

Who can't apply?

- Those outside the Adelaide Hills Council area
- Organisations that hold a Gaming Machine Licence
- For profit, commercial organisations
- Unincorporated organisations
- Schools or other educational institutions
- Clubs who have sufficient funds to carry out maintenance works without the Facility Maintenance Fund.

What projects can be funded?

Funding is only available for projects:

- That are considered urgent maintenance or safety works
- That fall within a clubs maintenance responsibility
- That commence prior to an application being received may not be deemed eligible, and retrospective funding may not be provided.
- That have the consent of the landowner (refer Landowner Consent form in the application).

The following list is example projects that may be funded. The list is by no means exhaustive, and applications for other projects that meet the objectives of the program are welcome. In addition, it is recommended that applicants contact Council to discuss their project prior to submitting an application.

- Electrical works
- Work at heights
- Waste water issues
- Works involving asbestos or chemicals
- Remediation works required where there is an immediate or significant risk to the asset or community safety.

What projects will not be funded?

The following project types are ineligible:

- Projects conducted outside of the Adelaide Hills Council area
- Projects that do not support community, recreation and sport activities
- Projects where the major beneficiary holds a Gaming Machine Licence
- Planned capital renewal or upgrade works
- Projects that commence prior to a Grant Agreement being finalised, unless otherwise negotiated.
- Projects that do not have the consent of the landowner
- Requests for the purchase of recreation, entertainment, sporting, or any other equipment
- The repair or replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that would normally be covered by insurance
- Regular maintenance and / or repairs to property where the responsibility is with a private entity, local council, State or Commonwealth Government Department
- Recurrent operational costs
- Residential buildings including caretaker residences
- Payment of salaries, wages or match fees
- Fundraising or sponsorship
- Commercial or political activities
- Training or education in government or private institutions, or research activities that will be offered for assessment
- Academic research or conference costs
- Interstate or overseas travel
- Individual, private, political or commercial enterprise

What project costs are ineligible?

Grant Funding cannot be used to cover the following project costs:

- Costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities
- Insurances
- Costs associated with preparing and submitting a funding application

- Building work and professional fees incurred prior to a Grant Agreement being finalised.

How are applications assessed?

Clubs will be notified of their applications outcome within two weeks of Council staff receiving the submission. Council will assess applications based on risk and community safety, with priority of assessment given to those that require immediate attention.

Priority will be given to projects that:

- Are unable to be funded by the relevant club/s
- Keep volunteers and members safe
- Allow safe access and safe usage of a site
- Comply with all relevant legal and statutory requirements
- Actively address risk management issues or contribute to the organisation's ongoing sustainability
- Facilitate improvements to meet Legislation and, or Australian Standards

Conditions for Successful Applicants

The following conditions will apply to successful applicants, and will be outlined in grant funding agreements:

- Use the funds provided only for the approved project
- Supervise the administration of the grant
- Complete the project evaluation & acquittal report including an expenditure statement (with a photocopy of receipts) within the allocated time frame.
- Understand that the organisation is to seek written approval from the Adelaide Hills Council to continue with the project if any changes are required
- Obtain any relevant land owner consent before commencing the project
- Obtain any required planning, development and building approvals before commencing the project
- Provide a certificate of currency for Public Liability (minimum of \$10 million) with the signed Conditions of Funding
- Obtain all necessary insurances, and that the Adelaide Hills Council will not be held liable for any matters arising out of this grant
- Ensure that all works carried out comply with any applicable construction industry or public health and safety standards
- Understand that the organisation is responsible for any further works or repairs at the premises which arise as a result of the project
- Ensure that the installation of sporting infrastructure complies with relevant sporting standards for your sporting code

How to apply

An online grant application form can be accessed at the Adelaide Hills Council website ahc.sa.gov.au. Applicants are guaranteed confidentiality and security when lodging application. The online grants system is easy to use and assistance is available if required.

These guidelines were accurate at the time of publishing, and supersede all terms and conditions contained in any previous guidelines. For information, assistance or to discuss your application, please contact:


Renee O'Connor | Sport & Recreation Planner | 8408 0400 or roconnor@ahc.sa.gov.au

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Appendix 6

Play Space Policy

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<p>PLAY SPACE</p>
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Policy Number:	COM-10
Responsible Department(s):	Infrastructure & Operations
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Asset Management Policy Trails & Cycling Routes Policy Community & Recreation Facilities Policy Procurement Policy Tree Management Policy Public Consultation Policy Risk Management Policy
Relevant Procedure(s):	Adelaide Hills Council Community Land Management Plan Play Space Framework
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Native Vegetation Act 1991</i> <i>Disability Inclusion Act 2018</i>
Policies and Procedures Superseded by this policy on its Adoption:	Version 2.0
Adoption Authority:	Council
Date of Adoption:	<i>To be entered administratively</i>
Effective From:	<i>To be entered administratively</i>
Minute Reference for Adoption:	<i>To be entered administratively</i>

Next Review:	No later than June 2024 or as required by legislation or changed circumstances
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Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	March 2018	New Policy	Council
2.0	June 2021	Reviewed Policy	

PLAY SPACE POLICY

1. INTRODUCTION

The Policy provides Council and its administration with principles and guidelines for how Council will plan, develop and manage play spaces throughout the Adelaide Hills Council. The policy will assist Council to make strategic, sustainable and equitable decisions regarding play space provision in our Council region, which will ensure that opportunities for participation broadly across the Adelaide Hills Council are enhanced as are the benefits achieved.

This Policy document forms part of a Play Space Framework. The Policy should be read in conjunction with the other Framework components. The Play Space Framework includes the following:

- Play Space Policy.
- Service Levels for Play Spaces.
- Guidelines for Maintenance and Upgrades of existing Play Spaces.
- Relevant Asset Management Plans.
- Other supporting documents and procedures.

While Council does not own several of the play spaces within the Council boundary, Council rely on these community owned facilities to service the demand for a portion of Council's population. This Policy addresses the management of play spaces throughout Council's region, despite ownership.

2. OBJECTIVES

The objective of this policy is to ensure that play spaces in the Council area are appropriately planned, developed and managed and valued by our community. The following statements will support this to occur:

- Play spaces should be thoroughly planned, balanced, functional and sustainable. Planning should be in consultation with the community, ensure diverse opportunities, inclusion, accessibility and facilitate participation from a wide variety of users.
- Ensure Council have a hierarchy of quality destinations spread across the Council region. Spaces should provide an appropriate level of recreational opportunity and amenity, according to sites classification and reflecting the needs of the community.
- Resourcing and funding for play spaces must be delivered with equity and transparency, based on asset management data and contribute to sustainability. Resourcing and funding processes must be clear and transparent and focus given to worthwhile partnerships and collaboration.
- The asset management and maintenance of all sites must be planned and programmed, with obligations reflected in management agreements, leases or licences where applicable. There must be transparency in resource allocation and support for those groups managing facilities. Spaces should be developed so they can be managed by Council in an appropriate manner.
- Spaces should be attractive, well-maintained, inviting spaces that the community are connected too and feel proud of.

3. DEFINITIONS

“Play space” refers to a space that can be utilised for the purposes of formal, informal, active and passive play as well as the provision of any associated facilities and amenities.

“Nature Play” provides opportunities for unstructured, open ended and self-directed play. Freedom to roam, seeking adventure and exploration which encourages creativity and imagination, inspired by nature.

“Inclusive Play” is where playspaces are designed to be inclusive, it means everyone, no matter their ability, age, cultural and social background, can play together and connect side-by-side. It means parents, grandparents and carers feel welcome too.

“Classification” and “Hierarchy” categorises open spaces from local to state levels to indicate user catchments, guide equitable distribution and standards for the provision of facilities such as play spaces, public amenities, pathways, public toilets, etc.

“Community owned” refers to land and assets on said land that is not owned by Council.

“Council owned” refers to land and assets on said land that is owned or under the care and control and management of Council. This land may also be under a lease / licence arrangement.

4. POLICY STATEMENT

The Policy provides principles that guide the Adelaide Hills Council’s planning, development and management of play spaces in our Council region. Fulfilment of the outlined principles will contribute to the Council delivering a hierarchy of quality destinations throughout the region.

A Play Space in the Adelaide Hills Council is a space that can be utilised for the purposes of formal, informal, active and passive play as well as the provision of any associated facilities and amenities, generally in a reserve. The space could include elements like skate and bike facilities, fitness equipment, hard courts and nature play elements, as well as traditional playground equipment. Linkages to a community or sport facility, bike path or walking trail should also be considered.

The overarching Framework approach ensures that planning, budgeting, design, procurement and maintenance processes are aligned with Council’s Strategic Objectives and that the community and relevant stakeholders are engaged in the process along the way.

Play Space Classification

To assist in the planning of our play spaces, it is common practice to define the reserves under a play space classification hierarchy. This practice is particularly important when assessing service levels for each class of play space; it also identifies the recommended equipment and associated facilities within a space. This approach ensures diversity of play spaces and experiences throughout the region, assists with allocation of resources and can be used as a tool when reviewing the locations of play spaces to ensure that there is an appropriate provision.

The table below outlines the minimum provisions and design considerations for each classification. Further detail regarding service levels for each classification can be found in the Framework document.

Classification	Definition	General Characteristics
Regional	<ul style="list-style-type: none"> • A large, well developed space with a diversity of play opportunities. The space should be large enough to enable different activities and users to occur simultaneously. • Attracts users from a substantial part of the Council area and beyond. • Located central to the catchment to maximise accessibility, in a location that has a natural, social or cultural feature. • A destination where visits are usually planned in advance and users stay for a long period of time. • The site should consider accessibility for all. • Be responsive to natural site features and assist to preserve local biodiversity and natural area values. • Be serviced by public transport routes. • The catchment zone of a regional play space site in the Adelaide Hills Council should be based on a radius of approximately twenty kilometres. Considering that radius and the large scale size of the play space, it is likely that there would only be three regionally classified play spaces in the Council region. 	<p><i>All characteristics from a local and neighbourhood play space plus:</i></p> <ul style="list-style-type: none"> • Car parking • Toilet • BBQ • Art and cultural elements • Hard court surface and associated equipment if space permits
Neighbourhood	<ul style="list-style-type: none"> • Extensive play opportunities with a number of play elements. • Visited by people from a larger town catchment. • A site where users can stay for a median length of time. • Potentially linked to an adjacent sport, recreation, community or cultural facility. • The catchment zone of a neighbourhood play space site in the Adelaide Hills Council should be based upon a radius of approximately ten to fifteen kilometres. Considering the radius, and the medium scale size of the play space, it is likely that there would be five neighbourhood classified play spaces in the Council region. 	<p><i>All characteristics from a local play space plus:</i></p> <ul style="list-style-type: none"> • Existing toilet and BBQ • Shelter • Picnic settings • Drinking water • Mounded grass • Bike racks

Classification	Definition	General Characteristics
Local	<ul style="list-style-type: none"> Area intended for local play, often equipment based. Visited by people who live nearby, sometimes by foot, for a short period of time. The catchment zone of a local play space site in the Adelaide Hills Council should be based upon a radius of approximately five to ten kilometres. Considering the radius and the smaller scale size of the play space, it is likely that there would be a local play space in most medium sized towns in the Council region. 	<ul style="list-style-type: none"> Play equipment Shade Lighting Seating Paved path Rubbish bin Grassed open space Vegetation/planting Accessible, safe pedestrian and cycling connections Support good passive surveillance

Play Space Management and Responsibilities

Council will assume the responsibility, management, maintenance, upgrade and cost of any associated insurances of all Community owned play spaces. Land owners will be responsible for the day-to day maintenance of the site, and for keeping the site tidy and free from rubbish. Council will enter into a licence agreement with each land owner to enter land and carry out works on the play space.

Council will maintain and contribute to upgrade cost to the value of a locally classified play space on Community owned land.

New play spaces on Community owned land constructed after the endorsement of this policy are not entitled to the above conditions, unless endorsed by Council.

For play spaces located on Council owned land that is under a lease or licence arrangement with a community group, Council will be responsible for the insurances, maintenance, management and upgrade of the play space. Lessee groups will be responsible for day-to day maintenance of the play space, and for keeping the area tidy and free from rubbish.

These conditions do not apply to play spaces on Department for Education and Child Development sites, independent or other education sites, sites owned by other levels of Government, or play spaces that are part of land developments prior to Council assuming responsibility.

Play Space Upgrades

Play space upgrades must plan to meet the changing demographics within an area, and provide sufficient variation in play space provision between sites. Principles outlined in this policy must be considered in upgrade planning phase.

Sites for play space upgrades will be selected based upon asset management data and usage. When considering the specific sites in the upgrade program and schedule, thought will also be given to amalgamation, consolidation or a new site (based on consultation and demographic data, available locations, Council strategic plans, etc.). Please refer to the Play Space Framework document for the current upgrade schedule and further detail in how upgrades will be undertaken.

Other play elements (skate and bike facilities, fitness equipment, hard court, nature play elements, etc.) can all be considered at the time of consultation, if appropriate for the site.

Community consultation and engagement plays a significant role in play space development and is crucial in understanding the local community's needs and expectations. Involving the community helps ensure Adelaide Hills play spaces are well used and take pride of place within our community.

Play Space Maintenance

Play spaces will be designed and maintained to achieve or exceed relevant Australian Standards. Sites will be audited by an independent, qualified auditor on installation in line with relevant service levels.

Council inspection and maintenance will be carried out in accordance with the classification and subsequent service level assigned to each individual space. More information on service levels can be found in the Play Space Framework document.

Play Space Principles

The following principles are based upon information included in Council's Sport and Recreation Strategy.

Best practice in play space design says that the following types of play should be incorporated into play space developments.

- **Active Play** - Using fixed play equipment for swinging, sliding, jumping, stepping, balancing and hanging.
- **Imaginative and Creative Play** - Making up games or role playing.
- **Social Play** - Communicating and interacting with other children, practicing cooperation and the use of language.
- **Exploratory and Natural Play** - Using things like rocks, trees, plants and sand to explore. These elements stimulate a child's imagination and provide various shapes, colours, textures and scents to explore. These environments can also encourage bugs, birds and other wildlife, adding to the diversity of the experience.
- **Quiet Play** - Includes reading, talking or participating in a sit down game.
- **Free Play** - Open grass spaces or slopes that can provide an opportunity for activities such as rolling, running, informal ball games, somersaults, handstands or cartwheels. Free play is different to active play as it enables non-prescribed movement in open space.
- **Risk** - Play spaces will be designed with a focus on eliminating hazards rather than risks. Calculated and graduated risks in play spaces are essential for physical and mental development.

Fencing

Fencing should be provided only where absolutely necessary and for safety purposes. A fence could be included when a play space is:

- Next to busy roads or carparks.
- Near water bodies.

- There is a need to separate the play space from other activities e.g. sports field.
- In close proximity to other physical hazards.

Natural barriers, like appropriate plantings can provide a sense of enclosure and containment and should be explored during the planning and design stages. Open Space Management and Dog Management by-laws and documents should also be considered when considering the installation of a fence around a play space.

Shade

Natural (tree) shade is preferred over built shade as it also provides natural cooling, is not as subject to vandalism, and contributes to the overall character and appeal of the open space. Where possible, locating play spaces in the proximity of existing, suitable mature shade trees is preferred. In some instances, large play spaces which experience high use and have little natural shade may require additional built shade. Built shade structures should be robust and designed to complement the character of the open space.

This Policy and associated Framework document should be used as a guide for land developers, so their developments are consistent with our approach to play space provision. This Policy excludes dog parks and general open space.

Bike track maintenance

Council is responsible for the maintenance of bike tracks, and will maintain them in line with relevant Australian Standards or guidelines.

No community maintenance can occur on any bike track unless appropriate documentation is in place.

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. 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 7

Play Space Service Levels

Adelaide Hills Council | Play Space Framework

Service Levels for existing Play Spaces

To assist in the planning of play spaces, reserves will be defined under a play space classification hierarchy. This practice is particularly important when assessing service levels for each class of play space, and it also identifies the recommended equipment and associated facilities within a space. This approach ensures diversity of play spaces and experiences throughout the region, assists with allocation of resources, and can be used as a tool when reviewing the locations of play spaces to ensure that there is an appropriate provision.

The tables below outline the minimum provisions and design considerations for each classification, catchments, the type of equipment or facilities, associated costs and maintenance and renewal requirements. It also considers other levels of service applicable to the site.

As per Council's 2021 Play Space Policy document, Council will maintain and contribute to upgrade cost to the value of a locally classified play space on community owned land. These conditions do not apply to play spaces on Department for Education and Child Development sites, independent or other education sites, sites owned by other levels of Government or play spaces that are part of land developments prior to Council assuming responsibility.

When considering a site for upgrade, the following funding considerations should also be factored in:

- Funding for car parking, toilets & associated service supply should be sourced from a separate capital budget.
- As Council's Sport & Recreation Strategy & Play Space Policy, artificial shade and fencing is not included in initial play space costings. If the site meets appropriate criteria, & it is determined at consultation to include, it will require an alternate funding source.

	Regional	Neighbourhood	Local
Classification	<ul style="list-style-type: none"> • A large, well developed space with a diversity of play opportunities. The space should be large enough to enable different activities and users to occur simultaneously. • Attracts users from a substantial part of the Council area and beyond. • Located central to the catchment to maximise accessibility, in a location that has a natural, social or cultural feature. • A destination where visits are usually planned in advance and users stay for a long 	<ul style="list-style-type: none"> • Extensive play opportunities with a number of play elements. • Visited by people from a larger town catchment. • A site where users can stay for a median length of time. • Potentially linked to an adjacent sport, recreation, community or cultural facility. • The catchment zone of a neighbourhood play space site in the Adelaide Hills 	<ul style="list-style-type: none"> • Area intended for local play, often equipment based • Visited by people who live nearby, sometimes by foot, for a short period of time. • The catchment zone of a local play space site in the Adelaide Hills Council should be based upon a radius of approximately 5-10 kilometres. Considering the radius and the smaller scale size of the play space, it is likely

	<p>period of time.</p> <ul style="list-style-type: none"> • The site should consider accessibility for all. • Be responsive to natural site features and assist to preserve local biodiversity and natural area values. • Be serviced by public transport routes. • The catchment zone of a regional play space site in the Adelaide Hills Council should be based on a radius of approximately 20 kilometres. Considering that radius and the large scale size of the play space, it is likely that there would only be three regionally classified play spaces in the Council region. 	<p>Council should be based upon a radius of approximately 10-15 kilometres. Considering the radius, and the medium scale size of the play space, it is likely that there would be five neighbourhood classified play spaces in the Council region.</p>	<p>that there would be a local play space in towns with appropriate supporting infrastructure in the Council region.</p>
Indicative Development Costs @ 2021 (inc. new & renewal components)	<p>\$800,000 (\$500,000 if grant funding cannot be sourced)</p>	<p>\$250,000 - \$300,000</p>	<p>\$150,000 - \$180,000</p>
Equipment, Facilities & Amenity	<p>The following elements will be considered in the design of a Regional Level Play Space:</p> <ul style="list-style-type: none"> • Play equipment and facilities in line with the regional size and classification of the site • Seating, picnic setting, furniture and associated shelter • BBQ & drink fountain • Turf and plantings • Landscaping • Pathways & other civil works • Sports facility (e.g. half court, goals) and irrigated turf kick-about space • Fitness equipment 	<p>The following elements will be considered in the design of a Neighbourhood Level Play Space:</p> <ul style="list-style-type: none"> • Play equipment and facilities in line with the neighbourhood size and classification of the site • Seating, picnic setting & small shelter • Turf and plantings • Landscaping • Pathways & other civil works • Sports facility (e.g. half court, goals) • Small bike facilities (e.g. pump track) • Signage <p>Site survey, concept design and demolition must</p>	<p>The following elements will be considered in the design of a Local Level Play Space:</p> <ul style="list-style-type: none"> • Play equipment and facilities in line with the local size and classification of the site • Seating • Plantings • Landscaping • Pathways & other civil works • Signage <p>Site survey, concept design and demolition must also be considered in budgets.</p>

	<ul style="list-style-type: none"> • Bike or Skate facilities • Art and cultural elements • Signage • Amenity lighting <p>Site survey, concept design and demolition must also be considered in budgets.</p> <p>Car parking, shade, fencing and toilets are all elements that are associated with a regional play space, but should be sourced from a separate capital expenditure budget.</p>	<p>also be considered in budgets.</p> <p>Car parking, shade, fencing, BBQ and toilets are all elements that are not generally associated with a neighbourhood play space, but if existing at the site, funding could be sourced from a separate capital expenditure budget.</p>	
Renewal	A play space in the Adelaide Hills Council area will only be upgraded in its entirety, at the end of its useful life. Individual pieces will only be replaced due to safety concerns.	A play space in the Adelaide Hills Council area will only be upgraded in its entirety, at the end of its useful life. Individual pieces will only be replaced due to safety concerns.	A play space in the Adelaide Hills Council area will only be upgraded in its entirety, at the end of its useful life. Individual pieces will only be replaced due to safety concerns.
Inspection	<ul style="list-style-type: none"> • Weekly - Routine Visual Inspection • Monthly – Operational Inspection • Annual – Comprehensive Inspection 	<ul style="list-style-type: none"> • Weekly - Routine Visual Inspection • Monthly – Operational Inspection • Annual – Comprehensive Inspection 	<ul style="list-style-type: none"> • Monthly - Routine Visual Inspection • Quarterly – Operational Inspection • Annual – Comprehensive Inspection

Appendix 8

Play Space Guidelines

Adelaide Hills Council | Play Space Framework

Guidelines for Maintenance and Upgrades of existing Play Spaces

The Adelaide Hills Council has developed a Play Space Framework to guide the future direction, provision, and management of Play Spaces in the Council region.

The Play Space Framework is made up of four key documents:

- Play Space Policy
- Service Levels for Play Spaces
- Guidelines for Maintenance and Upgrades of existing Play Spaces
- Relevant Asset Management Plans
- Other supporting documents and procedures

The Framework addresses actions from Council's Sport and Recreation Strategy (2017 – 2021) and will assist Council to make strategic, sustainable and equitable decisions regarding play space provision in our region. This Framework and its associated documents also provide an opportunity to broaden active recreation opportunities for children and youth in our region.

In addition, the Policy document considers that while Council does not own several of the play spaces within the Council boundary, we rely on these community owned facilities to service the demand from a portion of our population. These documents address the management of play spaces throughout our region, despite ownership. New play spaces on Community owned land constructed after the endorsement of this policy are not entitled to the above conditions, unless endorsed by Council.

Asset	Maintenance Guidelines	Renewal or Upgrades Guidelines
Play Space Equipment	<p>Equipment will be maintained in line with the relevant Australian Standard for Playground maintenance (AS 4685).</p> <p>Council will assume the responsibility, management, maintenance and cost of any associated insurances of all Community owned play spaces. Land owners will be responsible for the day-to day maintenance of the site, and for keeping the site tidy and free from rubbish. Council will enter into a licence agreement with each land owner to enter land and carry out works on the play space.</p>	<p>Sites and timing for play space upgrades will be selected based upon asset management data and usage. When considering the specific sites in the upgrade program and schedule, thought will also be given to:</p> <ul style="list-style-type: none"> • Amalgamation • Consolidation or a new site (based on consultation and demographic data, available locations, Council strategic plans, etc.). <p>Renewals or upgrades will be designed to achieve relevant Australian Standards. Designs will also consider information gathered during consultation processes, demographics, and other sites in close proximity.</p>

	<p>Council will take full responsibility for equipment maintenance on Council owned sites.</p>	<p>Council will contribute to the upgrade cost to the value of a locally classified play space on Community owned land.</p> <p>New play spaces on Community owned land constructed after the endorsement of the Play Space Policy and Framework are not entitled to the above conditions, unless endorsed by Council.</p> <p>A Play Space could be considered for removal at the end of its useful life. The endorsed Play Space Classifications provide some factors to consider when contemplating the removal of an asset, as well as considering demographics, usage, proximity to other spaces, or more desirable locations in the local area and maintenance and inspection obligations. Community engagement will be undertaken if a site has been proposed for removal.</p>
Landscaping	<p>Council is responsible for landscaping within the bounds of all playground sites.</p> <p>Landscaping will be maintained in line with the relevant Australian Standard for Playground maintenance.</p>	<p>Landscaping will be renewed or upgraded in line with the relevant Australian Standard for Playgrounds.</p>
Fencing	<p>Council is responsible for fencing directly associated with any playground sites.</p> <p>Fencing will be maintained in line with the relevant Australian Standard for Playground maintenance.</p>	<p>Fencing will be renewed or upgraded in line with the relevant Australian Standard for Playgrounds.</p> <p>Fencing should be provided only where necessary and for safety purposes. A fence could be included when a play space is:</p> <ul style="list-style-type: none"> • next to busy roads or carparks • near water bodies • there is a need to separate the play space from other activities e.g. sports field • in close proximity to other physical hazards <p>Considering the ages of children who use play spaces, care givers should be in attendance and supervising the child at all times. Fencing does not</p>

		<p>absolve the care giver of responsibility. Fencing can however restrict the ability of a child to play, explore and imagine.</p> <p>Natural barriers, like appropriate plantings can provide a sense of enclosure and containment and should be explored during the planning and design stages.</p> <p>Open Space Management and Dog Management by-laws and documents should also be considered when considering the installation of a fence around a play space.</p>
Shade	<p>Council is responsible for all tree works.</p> <p>Council is responsible for artificial shade directly associated with any playground sites.</p> <p>Artificial shade will be maintained in line with the relevant Australian Standard for Playground maintenance.</p>	<p>Shade is an important aspect of play spaces, providing park users some protection from UV light. Natural (tree) shade is preferred over built shade as it also provides natural cooling, is not as subject to vandalism, and contributes to the overall character and appeal of the open space.</p> <p>Where possible, locating play spaces in the proximity of existing, suitable mature shade trees is preferred. In some instances, large play spaces which experience high use and have little natural shade may require additional built shade. Built shade structures should be robust and designed to complement the character of the open space.</p> <p>Consideration should also be given to:</p> <ul style="list-style-type: none"> • The strategic planting of trees on parks and reserves that may be the site of a future play space. • Succession planting in areas to maintain shade, as older trees reach the end of their life; or planting advanced trees for those existing play spaces that currently lack appropriate shade. • The risk that some trees place when located near a play space. <p>In addition, with increased use in the evenings and at night when it's cooler, we should consider additional lighting at access points, on paths, or in the play space itself.</p> <p>Artificial shade will be renewed or upgraded in line with the relevant Australian Standard for Playgrounds.</p>

Nature Play	<p>Nature play elements will be maintained in line with relevant Australian standards.</p>	<p>In the absence of wild, natural environments; a carefully planned, constructed natural play space provides the best opportunities for unstructured play and learning opportunities for the young people in our community. A natural play space is a designated area that emulates a natural setting to provide a place where children can engage in creative, unstructured play with natural elements.</p> <p>Unstructured, nature play elements are pre-existing in many areas of the hills and play space sites. When planning an upgrade to a particular play space site, the existing natural elements of the site should be factored in, and the cost benefit of creating 'man made' nature play considered.</p>
Skate Park	<p>Council is responsible for the maintenance of skate parks or skate facilities.</p> <p>Skate parks should be maintained in line with relevant Australian Standards.</p>	<p>To maximise opportunities for play, where possible play spaces should be linked to other areas of play such as open grassed areas, natural spaces or structured recreation facilities such as skate parks.</p> <p>The addition of a skate park could be considered in a regionally classified site.</p>
Bike Track	<p>Council is responsible for the maintenance of bike tracks.</p> <p>Bike tracks should be maintained in line with relevant Australian Standards, or other relevant guidelines.</p> <p>Consideration must be given to how Council will manage community involvement in bike track maintenance, and ensure that appropriate WHS documentation is put in place. No community maintenance can occur unless appropriate documentation is in place.</p>	<p>To maximise opportunities for play, where possible play spaces should be linked to other areas of play such as open grassed areas, natural spaces or structured recreation facilities such as bike tracks.</p> <p>The addition of a bike track could be considered in a regional or neighbourhood classified site.</p>
Fitness Equipment	<p>Fitness equipment should be maintained in line with relevant Australian Standards.</p>	

Appendix 9

Stage 1 & 2 Consultation Report - Clubs

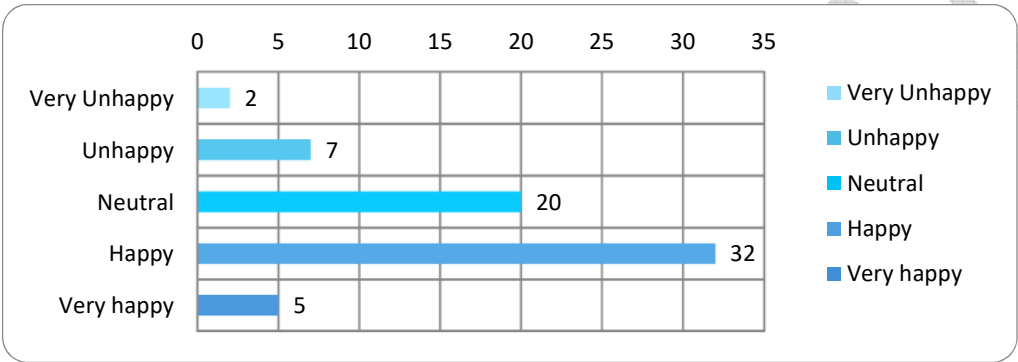
Council facilities survey

66 responses were received.

Of these, 62, or 94%, said their responses are representative of the opinion of their Club or Association’s committee.

Given only four responses are not representative of the opinion of the Club or Association, these have not been filtered out separately. These four respondents were all past or current committee members for their organisations or a coach and are therefore felt to know their organisations well.

How do you feel about your current facility?



56% of clubs and associations are happy or very happy with their facility.

14% are unhappy or very unhappy, with the balance feeling neutral.

What works well in regards to operating the facility at your site?

Comments were initially analysed by the level of club and association satisfaction with their facility.

However, similar themes emerged, so the results have been combined for analysis.

Clubs and associations very happy or happy with their facility

22 clubs and associations (33%) stated their set-up, facilities and ambiance is what works best. This included references to toilets, shed space, car parking and the fact that the facility itself exists and functions well.

“Good shed space, access to toilets/power, great line marking.”

“Good accessible toilet facilities, including a disabled access toilet.”

“The shed provides a facility for all our club equipment including our food caravan.”

“The kitchen and clubroom facilities are in good shape since our renovation about five years ago. The oval, as well, is in great condition and reasonably easy to maintain.”

“Access to meeting rooms for our Society Meetings and storage area for our Archive Collection.”

“Good clubhouse and changing rooms, new storage shed, good artificial futsal pitch, 2 large grass pitches.”

Nineteen clubs and associations, or 29%, recognise the work of volunteers and committee members as being the thing that works well in relation to operating the facility they use.

"Effort of committee / volunteers."

"The local oval volunteers."

"Our club and the volunteer committee that looks after the hall work really well together."

"Committed group of people intent on maintaining the oval for future generations."

Nine clubs and associations referenced their location being what works best.

The following other topics were raised at least two times:

- Relationship with Council working well
- Sharing of facilities between clubs and associations working well / handover between clubs and associations when seasons finish
- Hiring of facilities is smooth due to well established procedures and systems
- Club or association values ability to manage its own assets and improve them
- Facilities are good but a bit tired

What does not work well in regards to operating the facility at your site?

30% of clubs and associations raised issues related to the current state of all or part of the facilities they use.

Feedback covered a wide range of issues, including:

- Car parks being potholed, uneven and dangerous
- General poor building repair and age of facilities
- Weeds not controlled
- Damp inside cupboards
- Leaks in rooms
- Courts in need of resurfacing
- Irrigation and other equipment out of date

Of particular note, the car park and toilets at Mylor, the car park and club rooms at Woodside, the generally dated facilities at Stirling are raised several times.

"Parts of the car park is not good in wet weather. It takes a lot of managing to handle large crowds if there has been rain."

"The surface of the netball/ tennis courts is deemed unsafe, The current shed structure is cracked and there has been movement due to the inadequate drainage surrounding the facilities. There has been a lack of maintenance on the council's behalf and it has been left to the clubs and volunteers to seek funding to upgrade the facilities to ensure that community sporting participants have a safe playing surface."

"The carparking areas are not user friendly, and difficult to use over winter due to water and mud. The courts are in need of resurfacing, which causes issues for our players. The clubrooms are tired and in need of repairs."

Toilets were raised as an issue by eight respondents, particularly in relation to Mylor.

"The toilet block, which currently only has 2 toilets in total, are currently stocked with toilet paper by us and cleaned regularly by us. I feel this is not unreasonable. Until very recently we have not had paper towel available in the toilets but this has some been resolved."

"Toilets are not up to a high standard, drainage is a problem at start of season, no lights for night events."

"TOILETS!!!! very old, drab, in desperate need of a little love from council, seeing as the club have fundraiser and acquired grants for the other upgrades."

Their relationship with Council was raised by six clubs and associations, primarily in relation to a lack of understanding as to what is Council versus club / association responsibility and a lack of consultation and communication about issues and questions.

Four clubs and associations referenced they were generally happy with how things were working and their facilities.

Other issues raised by three or more clubs and associations included:

- Poor heating and cooling system that does not work effectively
- A lack of storage space for sports equipment and / or vehicles
- Overly heavy reliance on volunteer time and effort, particularly raised in relation to facilities at Gumeracha
- The need to improve or enable access for people with a disability
- Car parking and traffic management on game days
- Aldgate bins are not emptied every week (seem to be regularly missed)
- Poor management of oval surfaces / drainage
- Lack of lights for courts, meaning night matches cannot be held

What costs, upgrades, maintenance or other activities do you think your club / association should contribute towards and what should Council contribute towards at your site / facility?

These comments are club and association specific and have therefore been edited and then summarised in table form. The near term goals of each club or association have also been listed. Some feedback from the survey has not been included in the table below as it did not directly answer the question.

Overall feedback indicates the majority of clubs and associations are generally comfortable to pay for their operational costs and maintenance / upkeep based on the wear and tear they generate in the facilities they use. However, most clubs are limited in their ability to fund major projects and look for varying types and degrees of support from Council for these.

CLUB / ASSOCIATION	CLUB / ASSOCIATION CONTRIBUTION	COUNCIL CONTRIBUTION	NEAR TERM GOALS
Adelaide Hills Hawks Football Club	Drainage, carpark sealing and lighting, dog faeces disposal facilities, grounds maintenance and playing surface maintenance, waste allocation and resources, signage, perimeter fencing and gating, water.	Same list as for club / association contribution as the club competes with Council run facilities in other regions/clubs where all these things are heavily supported by Council.	<ul style="list-style-type: none"> • New grounds lighting and maintenance • Carpark maintenance & entry shelter
Adelaide Hills Petanque Inc.	In accordance with lease.	Clean-up of the trees, branches and other rubbish in the creek. Fill in the potholes in the carpark.	<ul style="list-style-type: none"> • Considering the construction of either a roofed area outside the clubhouse or a deck to the side for outdoor seating during play
Adelaide Hills War Memorial Swimming Centre Inc	A cover over the pool would be of great benefit to operation of the pool. It would extend the time the pool is open to the public and save on heating costs.	The cost of enclosing is quoted at \$497,432 + 10% GST.	<ul style="list-style-type: none"> • Covering the pool would not only extend the length of time the pool is open but would also eliminate the need to close the pool due to

	The pool needs a cover as the previous sail shade was destroyed in a storm some years ago and a more permanent structure would be desirable.	The Pool Committee could contribute around half of the cost.	weather conditions during the summer months.
Aldgate Cricket Club	The Club has invested in upgrades to practice nets, new verandah on the clubhouse, new fittings inside the clubhouse, a new concrete centre wicket plus seasonal landscaping. This is funded via fundraising and seeking grants from various organisations.	Funding support is needed for the bigger projects. The Club can maintain and improve once the investment is made.	<ul style="list-style-type: none"> • Underground oval irrigation • Oval drainage • Oval surface top dressing. • Change rooms
Aldgate Netball Club	Club should be responsible for all routine maintenance and upkeep of the club and facilities, plus the associated operating expenses.	Council support is sought to assist with major upgrades and maintenance, both assisting with the funding of and helping to organise them.	<ul style="list-style-type: none"> • Upgrade of court lighting (lower running cost option) • Court resurfacing • BBQ • All weather enclosure incl. outdoor heating
Ashton Hall Committee	Small committee that is short on funding.	Building maintenance and inside structures.	
Bridgewater Callington Raiders Football Club Inc	Club should contribute towards things such as change rooms, oval lights, goal posts, and canteen.	Oval surface upkeep, fencing around the oval, car parks (upper and lower), public toilet, bridges over the creek, and external water taps. The club pays an annual fee towards maintenance of the oval. However, the oval is an open space used by multiple community groups who do not pay a 'users' fee but contribute significantly to wear and tear of the facility.	<ul style="list-style-type: none"> • Improved drainage on Northern side of oval • Improved fencing around oval adjacent to Mount Barker Road and Anzac Ridge Road to regulate gate entry on match days • Improved surfaces (sealed) in upper and lower car parks
Bridgewater Cricket Club	Club matting , removable nets and stumps are left out and available for public use for the entire cricket season. These are used by the whole community and can be seen to be used by non- club members most days. Cost sharing with Council reflects the shared community facility.	Club could provide new netting and matting but believe it would be fair for Council to contribute to the concrete pad and electricity access needed at a new net site. The oval surface has risen over the years leaving the central pitch in a recess that fills with water and has a dangerous slope in the run	<ul style="list-style-type: none"> • Net upgrade • Making central pitch safer

		ups. The club looks to Council to address this leveling issue as part of maintaining the oval at a basic safe standard.	
Bridgewater Netball Club	Club is happy to contribute funds (and apply for grants), contribute our time and 'in kind' contributions for things like court resurfacing, lighting upgrades and maintenance etc.	Seek a shared contribution / responsibility between the users of the facility.	<ul style="list-style-type: none"> • Resurfacing of courts • Upgrading lighting • Upgrading toilet facility • Hot water system for the kitchen
Bridgewater Sports and Social Club		<p>Hand rail on ramp (quite slippery).</p> <p>Upgrading gutters and external painting.</p> <p>Free dump fees for disposal of green waste.</p> <p>Support to manage overgrown blackberry bushes.</p>	<ul style="list-style-type: none"> • Continual upgrade of playing fields and surrounds
Charleston Netball Club		<p>Council has contributed to the lighting project this year (\$7000).</p> <p>Seek future contributions to major upgrades such as court resurfacing and other general maintenance.</p>	<ul style="list-style-type: none"> • Installation of court lighting • Court resurfacing
Crafrers Sports Club	Contribute towards maintenance of court surface, fencing, buildings, toilets etc.	Would like Council to cover costs in relation to car parking areas as it is used by general public and local rate payers.	<ul style="list-style-type: none"> • Completion of hall works and fitout • Replacement of sports shed, including retaining wall and drainage works • Repairs to court surface • Painting of court fence poles • Longer term landscaping around the facility • Planning around fourth court
Friends of the Birdwood Institute	<p>Contribute towards air conditioning and hope to fund the remainder through grants.</p> <p>Prepared to fund minor maintenance issues but look to negotiate with council re larger costs.</p>	Look to Council expertise and support in funding for larger projects given the club is small and has limited funds.	<ul style="list-style-type: none"> • Air conditioning
Girl Guides SA Inc	Minor maintenance.	Council property should be maintained by the council.	

Gumeracha Cricket Club	Club operations and utilities.	Maintenance of the building, playing surfaces and surrounds.	<ul style="list-style-type: none"> • Upgrade to cricket nets. Will need funding assistance for this. • Lighting upgrade for oval. Will need funding assistance. • Drainage upgrade for oval. Will need funding/volunteer assistance. • Irrigation for oval. This is far beyond the club's means without assistance.
Gumeracha Football Club	Running costs of sporting operations of the club during football season eg. utilities, equipment, insurance.	<p>Maintenance of the building, playing surface and surrounds.</p> <p>Upgrades due to deterioration over time.</p> <p>Major projects are cost prohibitive without Council support.</p>	<ul style="list-style-type: none"> • Upgrade of the netting behind the goals to prevent balls going onto the main road - a significant safety issue. • Upgrade of lighting and towers - due to the unsafe tower structures, this project is cost prohibitive for the club to fund on its own.
Gumeracha Netball Club	General costs associated with the running of club operations during the netball season.	Major projects are cost prohibitive without Council support.	<ul style="list-style-type: none"> • Court re-surfacing • Updating/ upgrading the current equipment shed structure and shelter • Replacing goalposts and nets
Gumeracha Sporting Club	The costs to run each sport and its associated costs, including sporting equipment, uniforms, medical equipment and some insurances.	<p>Maintenance of playing surfaces and their surrounds.</p> <p>Any upgrading required of them, and their surrounds.</p> <p>Facilities maintenance and upkeep of the clubrooms, toilets and change rooms, including any upgrading required.</p> <p>Lighting / towers, structural assets.</p>	<ul style="list-style-type: none"> • Upgrading of tennis/netball courts • Replacement of the tennis/netball on site club room facility • Completion of scoreboard to oval
Heathfield Netball Club	Club should be responsible for running costs and small repairs to keep facilities in operational good order.	Council should have more responsibility for large scale maintenance of their asset – i.e. input on lighting/courts maintenance, car parking.	<ul style="list-style-type: none"> • Upgrade of equipment shed on upper courts • New equipment shed on lower courts
Highercombe Golf and	Currently financing everything, rely on	Would welcome any contribution towards major works to overcome	<ul style="list-style-type: none"> • Drainage works

Country Club Inc	volunteers. There has been little Council contribution.	problems of drainage or watering. Assistance with upkeep of the clubhouse and golf course would also be very beneficial.	<ul style="list-style-type: none"> • Replace a pump in the bore • Replace some antiquated machinery which is no longer fit for purpose. • Upgrading pumps for reticulation, irrigation and drainage • Renovation of clubhouse
Hills Archers	Basic maintenance, cleaning, surface bug spraying, lawn mowing, gardening, interior painting, preventative maintenance servicing of refrigerators, air conditioners and hot water services.	Occasional support with council equipment and labour for small projects such as cutting a short path with a Skid-steer or using small excavator to dig a narrow trench for a stormwater or irrigation pipe, or help to fell a tree that requires a qualified arborist would be reasonable. Support with the occasional supply of coarse gravel to fill potholes in a carpark.	
Johnston Memorial Park Committee Inc.	General oval and grounds maintenance; maintenance, within our capabilities, of buildings and structures; upgrades where funds can be achieved through government/council grants; upgrades where funds can be sourced through affiliated sporting groups, JMP management group or community.	Any major project to improve facilities where funding cannot be gained in part or wholly from grants or club fundraising. Not just for sporting facilities but for community amenity and recreational activities that encourage more of the general public to use the facility.	<ul style="list-style-type: none"> • Installation of outdoor exercise equipment • Investigation into installation of a ""Pumptrack"" skateboard/BMX track in Brockoff Park area • Visual connectivity between the playground and the Lions Park by cleaning out and landscaping Junction creek • Levelling (Screeding) of grassed area between oval and river to provide a training area for under aged and female footy teams • Upgrade of netball /tennis court lights to new LED lights • Picket fencing around oval to be extended over time as funding becomes available • RV dump site and overnight stay for self contained travellers to

			<p>be looked at with view to enhancing spending in local businesses</p> <ul style="list-style-type: none"> • Purchase of extra water allocation
Lenswood Bowling Club		<p>Have received small scale grants but the building needs rewiring and the playing surface has nearly reached its use by date. Club cannot fund these major projects.</p>	<ul style="list-style-type: none"> • Rewiring clubhouse • Air conditioning • New surface for playing area
Lenswood Ranges Cricket Club	Upgrading and maintenance of the actual clubroom facilities.	<p>The areas that are used more by the general public such as the oval, playground and the tennis courts.</p>	<ul style="list-style-type: none"> • Currently completing fencing around the oval • Continue to upgrade the change-room and hall facilities
Lions Club of Onkaparinga	Reluctant to contribute community funds to Council owned facility.	<p>Seek Council support for storage shed / garage.</p>	<ul style="list-style-type: none"> • Storage shed /garage near current Lions Shed Facility to securely house Community BBQ Van and the Lions Shed's Ute and Trailer
Love Woodside Group	All work costs expended so far have been covered by volunteers.	<p>General land and road maintenance.</p>	<ul style="list-style-type: none"> • Maintaining BMX Track and garden. Hope to erect a shelter, water bubbler, and bike repair station • Install a walking track around the station road area • Plant native and fire retardant plants around the area
Mid Hills Netball Association	<p>The majority of costs towards maintenance and upgrades has always been done by the Association. Council contributes in line with lease arrangement.</p>	<p>Car parking, traffic flow and drainage are the major issues faced by the Association apart from Court and Clubrooms upgrades and are the areas where financial support from Council is needed.</p>	<ul style="list-style-type: none"> • New lights this year approx \$100,000
Montacute Progress Association	As per lease agreement.	<p>Funds do not extend to major projects such as the following.</p> <p>Treatment and rehabilitation of external and internal wall surfaces (damp damage).</p> <p>Car parking gravel resurfacing.</p>	<ul style="list-style-type: none"> • Upgrade to external paved areas • Purchase and installation of shade sails

		<p>Repairs to major structural faults/damage (when needed).</p> <p>Major earthworks e.g. drainage, septic system, creek.</p> <p>Construction of new initiatives such as walking/ mountain bike trails, children's nature and/or conventional playground, fitness installation.</p> <p>Project management of these when required due to no suitably experienced community volunteers.</p>	
Mount Lofty Football Club		<p>All costs should be managed through the Council in conjunction with the clubs who use the facility, with the understanding clubs do not have much money but can contribute time and volunteers.</p>	<ul style="list-style-type: none"> Change room re-development
Mylor Cricket Club	<p>Archery SA are extending the clubrooms at some stage. The Cricket Club is willing to contribute to this development.</p>	<p>Oval drainage and oval mower upgrade.</p>	<ul style="list-style-type: none"> Oval drainage upgrade including top dressing. Archery SA Clubroom extension
Mylor Netball Club	<p>The club has contributed majority of the funds and labour to get it where it is today.</p> <p>Maintain the clubrooms and the courts without any assistance from council, also cut the grass.</p>	<p>Carpark maintenance, weed control, drainage, tree control, lighting upgrade, toilet upgrade (the toilets are old and in need of upgrade)</p> <p>These are costs the club simply cannot afford and do not have the resources to perform the work.</p>	<ul style="list-style-type: none"> Toilet block
Mylor Oval Committee	<p>Cover most running costs, repair and maintenance of the oval itself .</p> <p>Have undertaken most of the recent upgrade work through grant money and fund raising.</p>	<p>Helping to repair the oval so it can be utilised more efficiently – this investment is too large for the club to manage.</p>	
Mylor Tennis Club Inc.		<p>Maintenance of surrounds of the courts and lighting infrastructure.</p>	<ul style="list-style-type: none"> The court re-surfacing has recently been upgraded, therefore the lighting infrastructure is in need of upgrade, including wiring

			<ul style="list-style-type: none"> • Tree maintenance around courts
Mylor Valley Pony Club		New shrubs on fence line. Control of Salvation Jane, longifolia, prickly bush.	<ul style="list-style-type: none"> • New shed for storage
Onkaparinga Swimming Club	<p>We are a not for profit club, don't have lots of funds</p> <p>We have hire costs and Covid 19 has hindered raising funds and increased costs for lane hire and made members have to travel further to swim</p>	<p>Put a roof over the pool</p> <p>Well we can't and don't have the same opportunities as city swimmers or even other regional centres .</p>	
Piccadilly Valley Community Recreation Centre	<p>New clubhouse has been largely funded from the club.</p> <p>This facility is important to sporting clubs and the wider community.</p>	<p>Maintenance of the outside areas including playground, car parking area, and council owned buildings.</p> <p>Major projects such as court resurfacing costs and court lighting.</p> <p>The outside areas are all open to the public 24/7 and are frequently used by locals, and others. The car park is often filled with people visiting the botanic gardens.</p>	<ul style="list-style-type: none"> • Floor covering in kitchen • Tennis hitting wall in shelter shed • TV screen for coaching and sponsorship • Car park improvements • Landscaping and path/ramp for improved access • Drainage improvements • Brooms • Rubbish bins • Three door closers for toilets <p>Medium priority</p> <ul style="list-style-type: none"> • Finished gravel path in front of practice shed • Bathroom cleaning supplies cupboards • Trophy /pendant display • Whiteboard • Lighting, sensor adjustment and new light at end of clubhouse facing car park • Demo old clubhouse with car park redesign • Lockable cupboards in store room • Lock on cupboard in Canteen • Stadium seating on court 4 • Curtains or blinds • Upgrade of lights on top courts • Court resurfacing

			<ul style="list-style-type: none"> Reassess demolishing old canteen after old clubhouse is demolished
Rangers Junior Soccer Club	Ongoing oversight and modest financial contributions through the year to ensure that the facility is clean and secure and available for hire by the community is fair and reasonable, but small sporting groups and local volunteers cannot be expected to do major renovating or upgrading of the facility.	Upgrading and actual repair of the buildings is seen as the responsibility of the Council, or through grant funding as it is a community asset.	<ul style="list-style-type: none"> Replace broken bollards around the Oval Install motion-sensitive security lights on the clubroom Alter water tank intake to collect rainwater Upgrade the toilet facilities both inside and outside Upgrade the tennis court playing surface
Riding for the Disabled Oakbank Centre	Pay for structural work eg shelters and internal fences and do own maintenance.	Support covering one of the arenas.	<ul style="list-style-type: none"> Meeting room with some kitchen facilities. eg a transportable Cover the small arena - expect to do this in a staged way as money allows
Rotary Club of Stirling	Three quarters of annual revenue is spent on local projects - one quarter on projects mostly in the Pacific region. Would be happy to meet all ongoing general maintenance to the shed and surrounds but would appreciate support to get it up to standard.	Support to get the building up to standard so the Club could then maintain it.	<ul style="list-style-type: none"> Upgrade to storage racks Improvements to lighting and repairs to main doors
RSL Stirling Sub-Branch Inc.		Control of vegetation adjacent to the leased building.	
Stirling Cricket Club	Some of the facilities (eg cricket nets) are used extensively by the whole community and not just the members of the Stirling Cricket Club. In recent years club has re-surfaced the matting in the nets and improved Clubhouse with no contribution from Council. Club is only 1 of the tenants.	Would like to work with Council to improve Stirling oval to benefit the whole community.	<ul style="list-style-type: none"> Work with Council on improving both the training nets and the Clubhouse facilities at Stirling Oval Ideally we would love to see the Oval become a true cricket oval (with pavillion & white picket fence) that truly reflects the ambiance and English village 'feel' of Stirling

Stirling Districts Football Club		Facilities used by the club as well as general public. Council contribution sought for maintenance of bore and development of second bore; maintenance of changing rooms; maintenance / improved drainage of grass pitches; maintenance /improvement of outdoor toilet facilities; assistance with management of shrubbery/green waste.	<ul style="list-style-type: none"> Solar panels to clubhouse New futsal pitch fencing and security cameras New dugouts License for second bore Paving outside changing rooms
Stirling United Football Club	Pay for electricity and happy to contribute volunteers to working bees where possible As a junior only club financial means are very limited.	Any major projects would need Council funding e.g. improved car parking, improved drainage to oval, covered shelter area.	
Summit Valley Community Club		Maintenance of roof, gutters and building infrastructure.	
Torrens Valley Community Kindergym		Upgraded heating and cooling in the hall.	
Torrens Valley Little Athletics Club	Anything that is specific to our athletic needs.	Lights, toilets, grass, buildings.	<ul style="list-style-type: none"> Nets
Woodside Bowling Club	Shades and green management.	Upgrades to building structure would require Council funding.	<ul style="list-style-type: none"> Shade structure around the green Upgrade of toilets
Woodside Rec Ground	Maintain clubrooms and added infrastructure, eg floodlighting, general year to year maintenance.	<p>Council to maintain playing surfaces and on-site facilities eg public toilet blocks, car parks, drainage.</p> <p>Suggest a basic maintenance fee based on SqM of playing surfaces (grass) should be given to all Recreation grounds – same flat fee for all.</p> <p>Upgrades to assets should be 50% covered by Council.</p>	<ul style="list-style-type: none"> General use seating around the ground Resolve drainage issues
Woodside Warriors Netball Club	Day to day costs covered by the Club.	Maintenance should be covered by Council and 50% of upgrades.	<ul style="list-style-type: none"> Upgrade to clubrooms Resurfacing of netball/tennis courts
Woodside Warriors Soccer Club	Club should pay for upkeep of facilities it uses.	All improvements are adding to the Council's asset	<ul style="list-style-type: none"> Upgrade of clubrooms to increase safety and accesses for all patrons

	Club currently contributes to all upgrades, maintenance and activities either as a club or through its contribution to the Recreation Ground Committee.	<p>and should be subsidised by Council.</p> <p>Upgrade of the drainage on the footy oval would increase use of space for the soccer club.</p> <p>Re-fencing around the soccer pitch to same standard as the cricket/footy oval.</p> <p>Improved dog waste facilities throughout the site.</p> <p>Signage and paths needed to make it safe for players of all ages to move from one venue to the other safely.</p> <p>Stormwater overflow still runs onto the oval and this needs to be resolved.</p>	<ul style="list-style-type: none"> • Upgrading of lighting to LED's to reduce costs and improve lighting across all surfaces • Construction of changing room facilities to cater for home and away teams, as well as the clubs mixed and girls teams
Woodside Warriors Tennis Club	Club is happy to participate in coordinating and managing the maintenance and upgrades at the facility, and able to contribute some funds towards this as well. However, it is difficult to raise enough funds to achieve some of the larger goals, such as the court resurfacing.	<p>Council should contribute funding and support towards the major facility upgrades, such as court surfacing and building maintenance, which have an ongoing effect on the facilities offered.</p> <p>Council has access to authorised contractors and potentially the ability to negotiate prices more through larger contracts and works across various sites.</p>	<ul style="list-style-type: none"> • Court resurfacing - have funding for approximately half of the court area at the moment • Minor maintenance (eg. painting) inside the clubrooms

How important are the following to your club / association?

	Extremely important	Very important	Moderately important	Slightly important	Not important at all	Not applicable
Community access to the site	35%	26%	12%	8%	8%	11%
Ability to hire out the site to other groups	22%	22%	20%	14%	10%	12%
Exclusive access to the site	17%	19%	25%	9%	18%	12%
Owning your own building on Council land (and therefore being responsible for its maintenance and upgrade)	6%	17%	16%	9%	23%	29%

Supporting comments made focus on the following areas:

- Facilities are there for the benefit of the community and an important part of that is ensuring they can be used by a wide variety of group and individuals.
- Community use of facilities enable people to come together socially and builds a sense of community.
- However, some clubs and associations state they would like exclusive access so as to be able to better manage, maintain and use the space and store equipment – it is felt some users of spaces care more about them than others, which makes shared arrangements difficult.
- Multiple groups using facilities is quite difficult to manage, particularly when there are seasonal (sporting) related peaks and troughs in demand and ad hoc requirements. Exclusive access is therefore seen as beneficial during certain periods of the year for particular sports.
- Revenue is generated by short-term hiring of spaces and facilities.
- Broad community access has caused wilful or accidental damage at times – controlled access minimises these issues.
- There are ongoing questions around responsibility for maintenance, upkeep and safety of facilities.
- Several clubs and associations make the point they are unable, financially, to own facilities themselves.

Responsibility for works at site / facility

	Council	Clubs / associations	Both	Not applicable
High risk maintenance (e.g. at heights, electrical, sewer and the like)	48	2	13	1
Waste management	34	8	19	4
External building maintenance	32	7	23	3
Building upgrade	24	5	32	4
Insurances	17	15	27	5
Utilities	13	25	22	4
Internal building maintenance	11	28	22	4
Change room upgrade	14	6	20	24
Kitchen maintenance	9	32	12	12
Kitchen upgrade	10	24	19	12
Changeroom maintenance	9	19	12	25
Work Health and Safety obligations	6	14	42	3

Council contributions are particularly sought for activities which are seen as core Council business (waste management), high risk activities and high cost maintenance and upgrades likely to require specialist skillsets, such as building upgrades and external building maintenance. Council is seen as having greater access to trained staff and contractors, greater purchasing power and project management expertise which volunteers and clubs and associations are often lacking when it comes to any larger scale upgrades or works.

“We are happy to ask our volunteers to become involved and assist with minor maintenance, but when it comes to upgrades and high risk maintenance we cannot ask our volunteers to be responsible for these issues.”

“The club feels that it should contribute toward minor maintenance and upgrades, but also feel that major efforts/cost, particularly where skilled help is required is a responsibility of the council. It feels that the broader community would expect this to be the case.”

Many community clubs state they are comfortable to be involved in many of the activities listed – as evidenced by the number of clubs and associations selecting “both” in the response table. However, clarity is sought as to who is responsible for what, when and how. Clubs and associations have different resources and

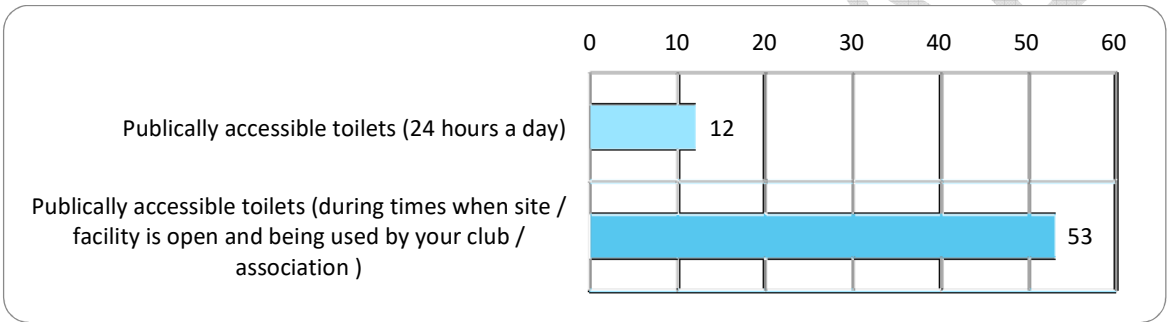
financial reach making a one-size-fits-all approach impractical. A consistent and fair approach is sought. Small clubs in particular point out they would be unable to operate financially without Council support.

Major works are consistently seen as requiring Council support.

A distinction is also made between new facilities built by clubs versus old, maintenance heavy facilities.

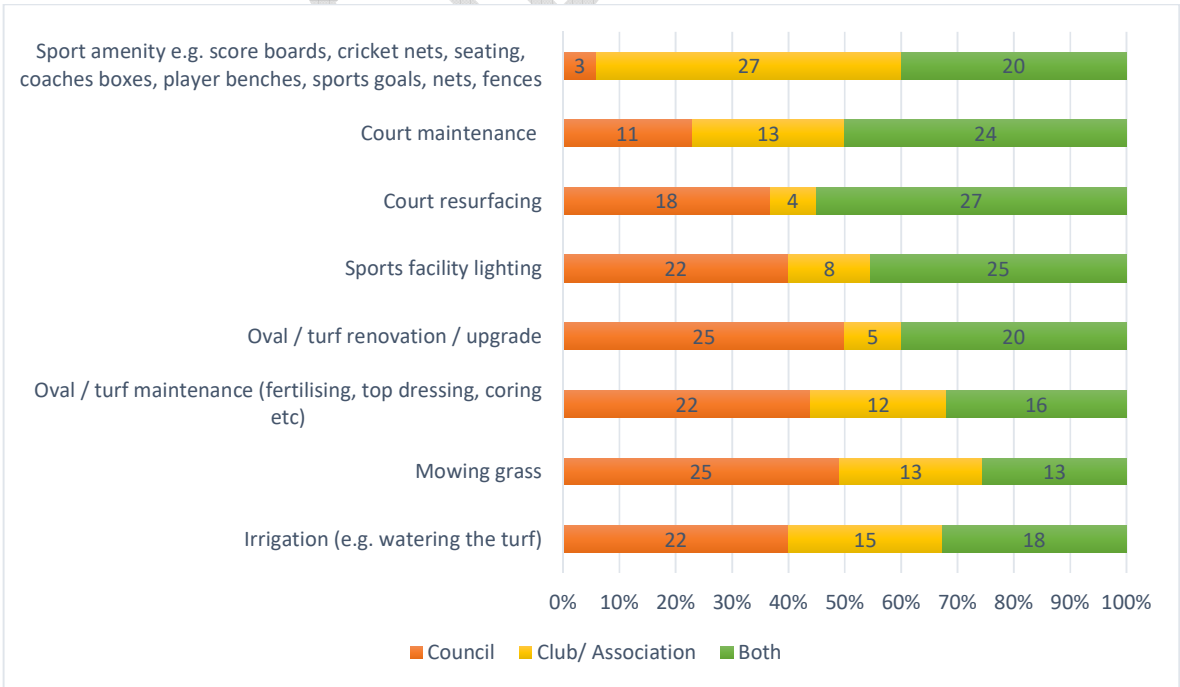
“If clubs choose to build clubrooms on the council land they should do so on the understanding that those facilities are theirs to maintain and building shouldn't occur if the clubs believe that additional finance would be required from the council. Existing old facilities are more difficult. Clubs should pay for the internals and AHC for the externals. If clubs want to upgrade AHC should encourage this on the understanding that the facilities have to be fully maintained by the clubs after the upgrade.”

What is more important at your facility / site?

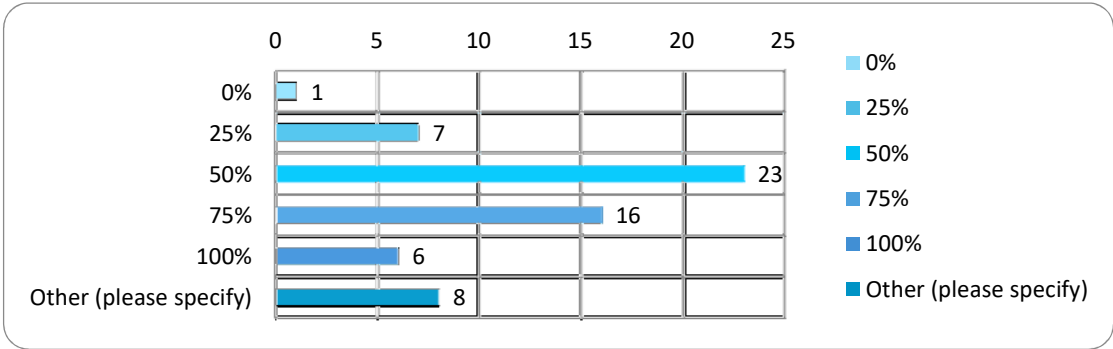


82% of respondents feel toilets should only be accessible during times when the facility is open and used by the club or association.

Responsibility for works at site / facility



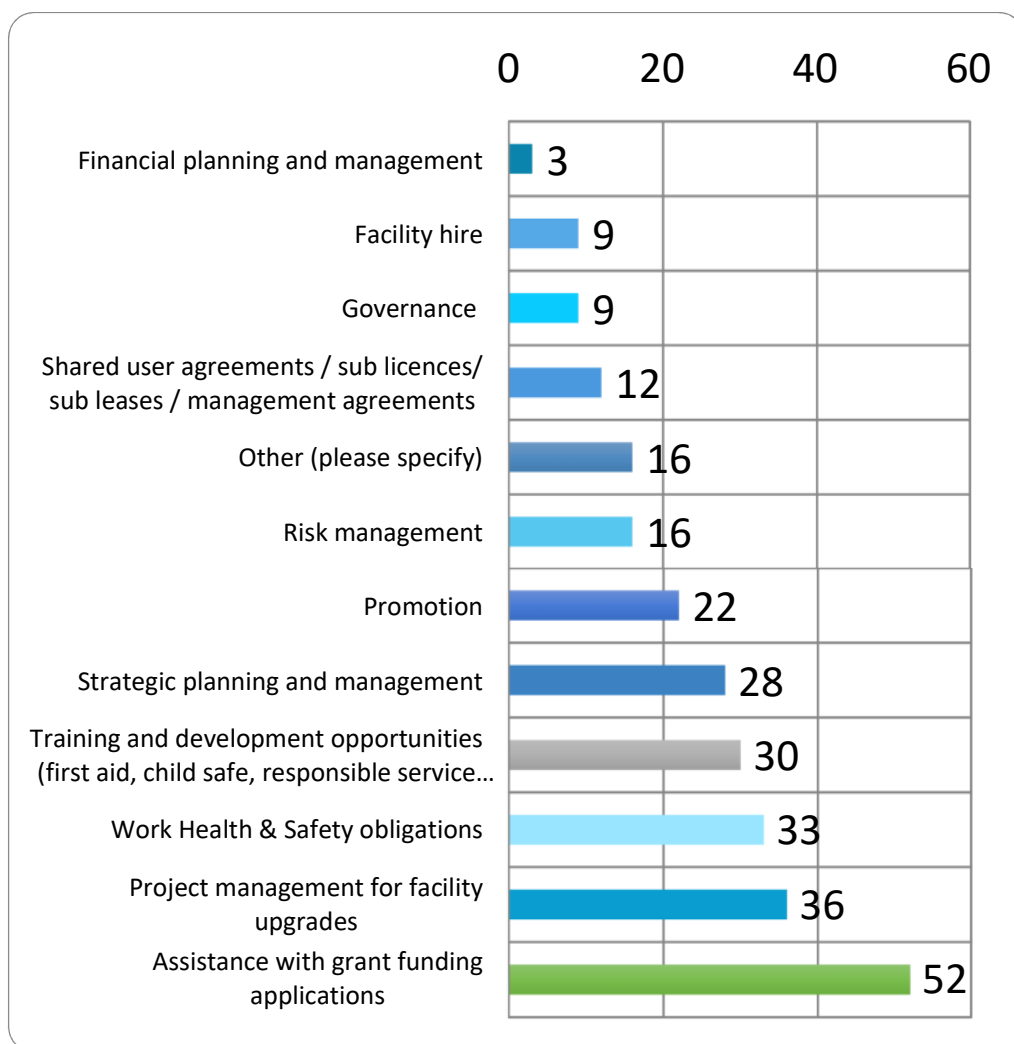
What percentage do you think is fair for the Council to contribute at your site/ facility



38% felt a 50% contribution is fair, with a further 26% feeling 75% is appropriate. The “other” category did not provide further percentage options but stated instead that there is unlikely to be a “one size fits all” answer and some clubs need more help than others.

Clubs and Associations are looking for a higher contribution from Council if they are in Council-owned facilities compared with those in community owned facilities.

Top five priorities clubs and associations would like council support with

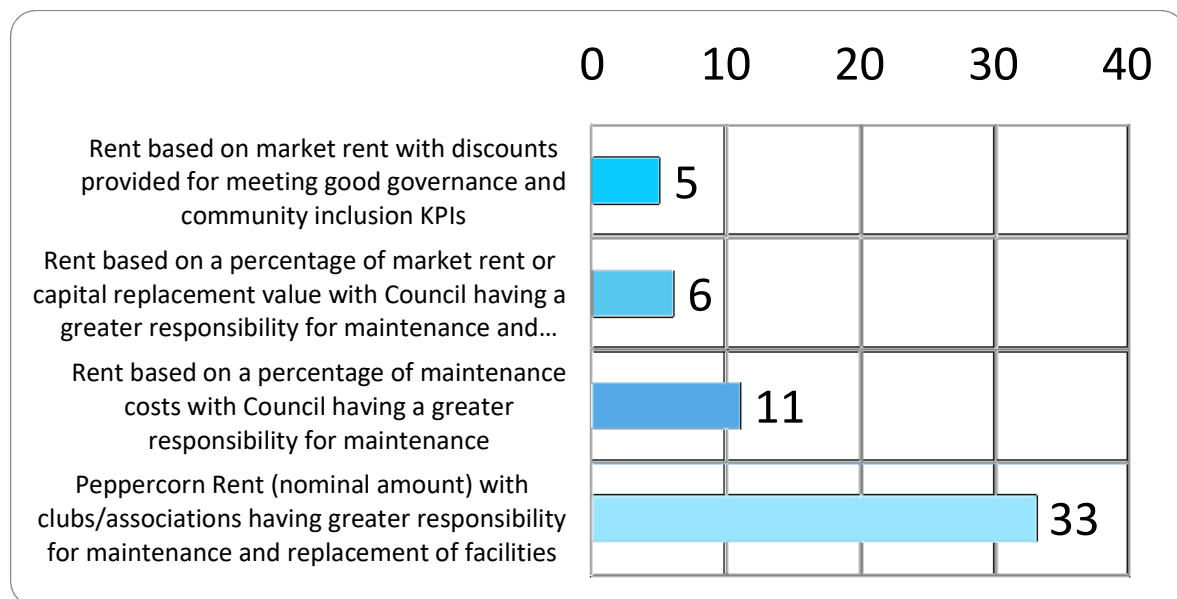


52 clubs and associations (79%) responding to this question are seeking assistance with grant and funding applications.

Work health and safety obligations, training and development opportunities and project management for facility upgrades are also highly sought after, requested by more than 45% of respondents.

Overall, the areas where clubs and associations are seeking support is very similar across Council and community owned premises.

Please indicate which of these models would be preferable to your Club/Association based on your volunteer and financial capacity to undertake maintenance.



55 clubs and associations responded to this question. 60% feel a peppercorn rent with clubs and associations having greater responsibility for maintenance and replacement of facilities if preferred. This generally aligns with the feedback received about the responsibilities viewed as sitting with clubs and associations versus those seen as being with Council when it comes to facilities costs, upgrades, maintenance or other activities. Those looking for a greater level of maintenance being completed by Council are felt to be clubs and associations with more constrained finances and less volunteer contributions.

Do you have any further comments to add to support the development of Council's draft Community and Recreation Facility Framework ?

Many comments reiterate upgrade and project requests already articulated in other parts of the survey.,

Additional comments made include:

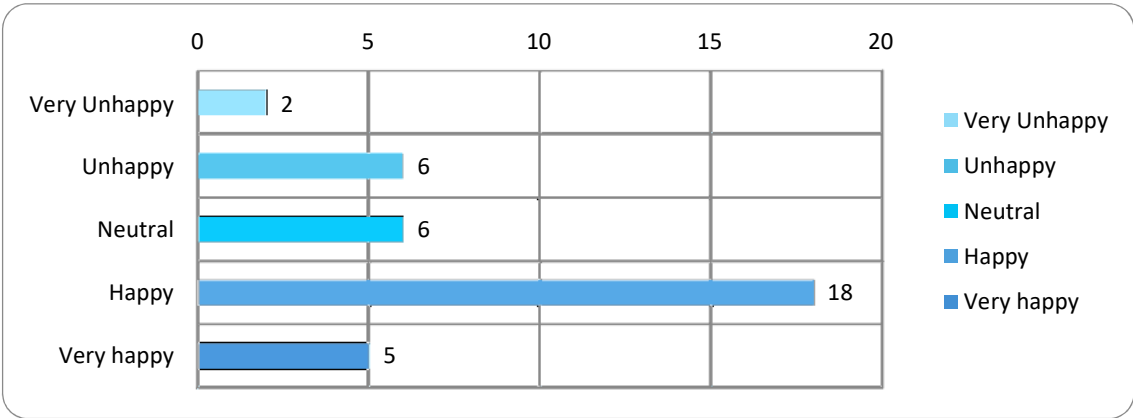
- It is apparent that the associations/ clubs are happy to contribute towards maintaining and running the facilities they use but operational and financial support, particularly for major projects, is needed and sought after.
- It is broadly the view that clubs and associations that have dedicated use of Council land and facilities - to the exclusion of others - should strive to meet all recurring maintenance costs.
- There are significant differences in scale and financial strength of clubs which means decisions by Council do need to be somewhat flexible to take these differences into account.
- Council support does not always need to be large scale – many clubs and associations feel Council can deliver significant support through special projects, expertise, knowledge of contractors, economies of scale and sharing of equipment.
- Clarity around what Council will and will not support, grant availability and decision-making, communications with Council regarding their assets and division of responsibilities between Council and Clubs and Associations still cause some confusion.

Community owned facilities survey

38 responses were received.

Of these, 32, or 84%, said their responses are representative of the opinion of their Club or Association’s committee. Five of the other six responses were made by either the Treasurer or President of their respective Clubs or Associations. As a result, these responses have not been analysed separately.

How do you feel about your current facility?



62% of clubs and associations are happy or very happy with their facility, with 22% being unhappy and the balance neutral.

The proportion of clubs and associations either happy or unhappy was higher than for Council owned facilities, with the percentage of those selected neutral being much lower than for Council owned facilities.

Tell us what works well in regards to operating the facility at your site?

By far the most frequent feedback centred around community involvement, with support from volunteers and the community, with one third of clubs and associations raising this point.

“A core group of volunteers that dedicate time to maintain the facility. Decisions are made in consultation with each group and are made to benefit the bigger picture.”

“Volunteer labour, a good culture, a hard working management committee and a good social program.”

“Cheery selfless volunteers manage it very well and revitalising local community use thereof.”

“First can I say the community owns the Mt Torrens oval and grounds. What works well is the community’s amazing volunteers who keep this facility running.”

The point is made by several clubs and associations that having facilities at a good standard and in good working order makes it much easier for them to maintain them.

“We have independently sourced grants to upgrade clubrooms, courts and spectator areas over recent years. A lot of work for volunteers to manage these projects but having facilities in good working order makes ongoing management much easier.”

The other point which comes across in some comments is the flexibility and lack of bureaucracy associated with running these community owned facilities, and the sense of ownership the local communities have over the facilities, meaning communities can bring together small groups of volunteers and committees with a mix of experiences which combine to work very effectively to manage these facilities.

Tell us what doesn't work well in regards to operating the facility at your site?

A general observation was made that there is a heavy, and perhaps unreasonable, reliance on volunteers.

Many of the issues below are referenced in greater detail in response to later questions.

The following key location specific observations were made:

- Birdwood Netball and Football Club:
 - The infrastructure overall is old, lacking and the level of maintenance needed is high.
 - The drainage of the oval is not working making it extremely boggy after just a little rain.
 - Toilet blocks are run down and sometimes unusable due to lack of funds for maintenance.
- Cuddlee Creek tennis club:
 - Court resurfacing is needed
- Kersbrook:
 - Currently the lighting on the oval is of a poor standard and is in need of a large upgrade. There is also no lighting at all on the tennis / netball courts.
- Houghton, Inglewood & Hermitage Memorial Park
 - Lack of adequate meeting rooms and changerooms.
 - Drainage and watering of the oval are in need of improvement.
 - Lighting is needed for the oval.
- Lobethal tennis club:
 - The quality of shared facilities is not of great standard. Recent sale of a portion of recreation ground land has reduced carparking and the parking area is poor (not sealed and not marked). Shared toilet facilities are also poor.
- Mount Torrens tennis club
 - Courts need upgrading, clubrooms need upgrading.
- Oakbank Golf Club:
 - Clubhouse needs upgrade.
- Oakbank Soldiers Memorial Hall:
 - Low venue use and therefore low funds for upkeep.
- Onkaparinga netball club:
 - Lack of lighting and state of the public toilets.
- Paracombe Cricket Club:
 - Lack of clubrooms.
- Torrens Valley:
 - Financial support is essential to be able to carry out improvements.
 - General upkeep is difficult to achieve adequately. Toilets in particular need attention.
- Uraidla:
 - Obtaining building facility grants are referenced as being difficult, with a lot of effort having gone into such applications for little return.
 - Cost to maintain facilities is an issue.
 - Shared assets such as road, car parking and lighting maintenance have also been issues.

What costs, upgrades, maintenance or other activities do you think your club / association should contribute towards and what should Council contribute towards at your site / facility?

These comments are club and association specific and have therefore been edited and then summarised in table form. The short term goals of each club or association have also been listed.

CLUB / ASSOCIATION	CLUB / ASSOCIATION CONTRIBUTION	COUNCIL CONTRIBUTION	NEAR TERM GOALS
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Basket Range Cricket Club	<p>Club should contribute to investing in facility development.</p> <p>As the land is privately owned, the club in collaboration with landowner should be responsible for raising funds and contribute to funding applications with State and Local government</p>	<p>Maintenance and upgrades of bore to ensure reliable supply of water, maintenance of public toilet facilities, basic maintenance of oval.</p> <p>The site is used regularly by the community, benefitting Council ratepayers e.g. public toilets which rely on the bore being operational. The oval is used regularly for recreational purposes and needs to be in a safe and suitable condition for these activities.</p>	<ul style="list-style-type: none"> • Removal of unsafe building • Irrigation upgrade (to automate watering) • Installation of lighting to promote night cricket (and other night sports)
Birdwood Cricket Club	<p>Lease fee covers the costs associated with running the facilities and the club pays for electricity used.</p> <p>Paying lease fee means we have to do a lot of work to raise this money and/or charge higher player subs compared with other clubs.</p>	<p>Maintain the roadway, which is something the Park cannot afford.</p> <p>Cover some of the extra costs associated with the playing surfaces, such as top dressing, fertilizing and coring.</p> <p>There are insufficient funds for some of the bigger and/or non-urgent jobs e.g oval shape / drainage.</p>	<ul style="list-style-type: none"> • Add to shed there is not enough room for gear to be locked securely away. • Electronic scoreboard • Signage • Continue to maintain the practice pitches, oval and surrounds
Birdwood Football and Netball Club	<p>The BFNC often pay for upgrades and provide volunteer resources as the Birdwood Parks often struggle financially to meet the costs. All sporting clubs (Football, Netball, Tennis and Soccer) and the Childcare Centre pay a lease to use the facilities, but the facilities are rundown and are in constant need of maintenance.</p>	<p>Contribution towards funding an upgraded kitchen (2 ovens, better deep fryer, stainless steel benches etc) - BFNC and Parks could combine to cover the balance.</p> <p>Replacement of floor to tiles would also repair water damage from a sink that was not fitted correctly.</p> <p>Support to maintain the oval: drainage and fertilization. Oval is very "heavy" which impacts on revenue potential / use.</p> <p>Contribute to maintaining the road around the oval and the carpark.</p> <p>Contribute to maintaining the toilet blocks i.e pumping out the septic tanks on a regular basis.</p>	<ul style="list-style-type: none"> • Upgrade to netball changerooms • Upgrading lighting on the oval and netball courts • Upgrading toilets in the clubrooms • Explore the opportunity to upgrade the drainage on the oval

Birdwood Park & Sporting Clubs Association	Currently the clubs pay the association a small lease fee and association receives a small grant from the Council. If these contributions can be increased by 50% that would ensure works that need contractors i.e. coring and topdressing, addressing poor drainage, etc could be done more frequently and with greater results.	There could be cost efficiencies in Council undertaking staged surface management plans with the Community owned facilities. Providing each community with a typical structured plan that is being implemented at council owned facilities would be a start and establishing links between the contractors and consultants used would be hugely beneficial for community owned sites.	<ul style="list-style-type: none"> • "- Creation of new land title for the childcare centre • Further development /exploration of the preliminary master plan for the Park grounds. • Development of land division proposal along the eastern boundary of the park • Additional playground equipment to complement the new playground provided by Council • Additional secure shedding/infrastructure for maintenance assets and infrastructure • Walking/exercise trail around the park away from the main playing surfaces • Minor upgrade to existing wet areas inside the football/cricket club • New netball/tennis club building adjacent to the courts • Replace the existing electrical infrastructure to support proposed improved new lighting to the playing surfaces. • Digital scoreboard for oval servicing cricket and football
Charleston Community Centre Inc.		Maintaining the park.	<ul style="list-style-type: none"> • Tennis and netball lighting
Charleston Tennis Club Inc		Major infrastructure upgrades such as court re-surfacing, lighting, water and club house community building for sport club are cost prohibitive for small community clubs.	<ul style="list-style-type: none"> • Court lighting and resurfacing • Car park upgrade
Cudlee Creek Tennis Club	As a small club in a small community, the club is not in a position to pay out large sums of money for major works e.g. court resurfacing.	It would be very helpful if Council could help with minimum of 10% of any costs of upgrades or major works if and when needed.	<ul style="list-style-type: none"> • Court resurfacing • Lighting • Water tank

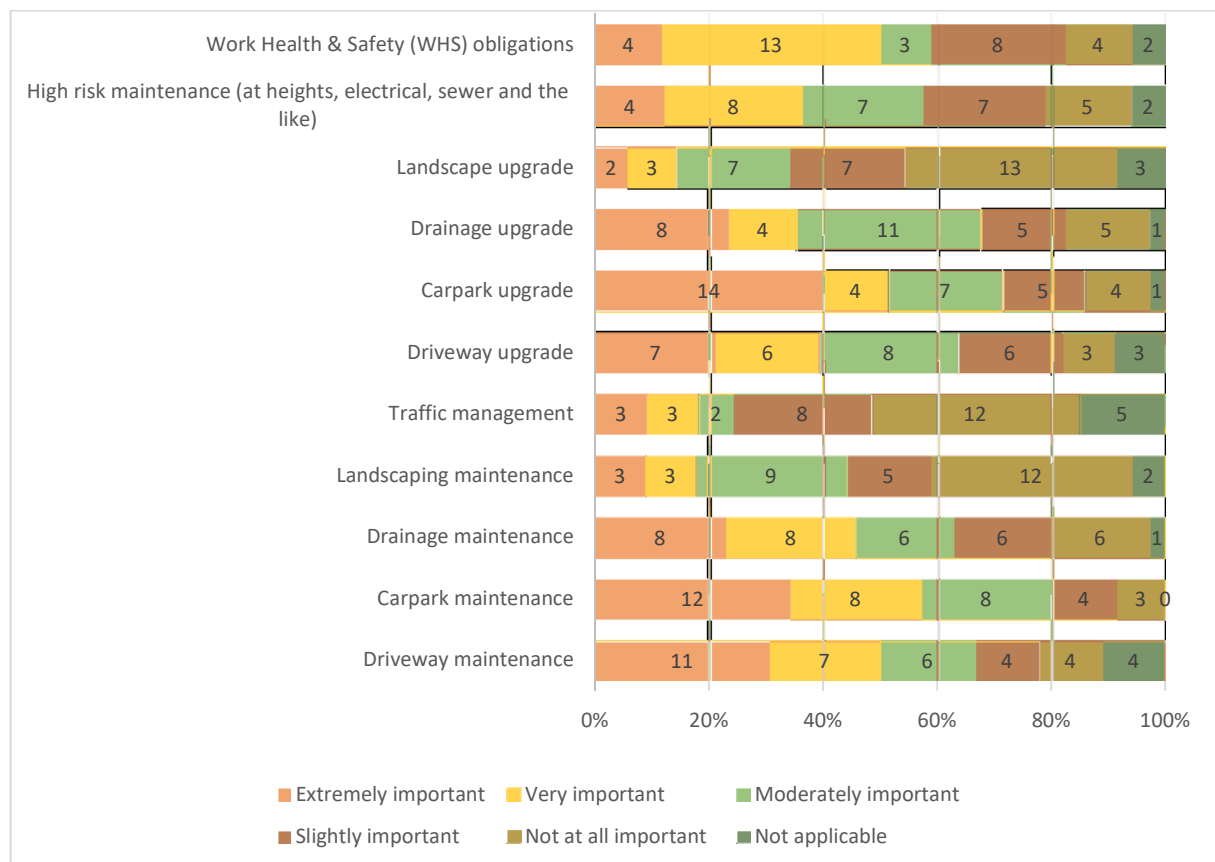
	It also gives a greater sense of achievement when the work is completed"	The opportunity for grants is appreciated.	<ul style="list-style-type: none"> • Fix retaining wall and perimeter fence on one side
Forest Range Recreation Ground Inc		Proportionate contribution aligned with what Council what do at its own venues.	
Gumeracha District Bowling Club Inc.	The Club regards all costs as their responsibility.	See benefits in the grants programs.	<ul style="list-style-type: none"> • Re-clad the clubhouse/replace sliding door (original cladding can't be repaired) • Relocate fence on one side of green • Consider removing old stone building and extend clubhouse, install toilet for disabled
Houghton, Inglewood & Hermitage Memorial Park		<p>\$900k Stage 1 funded by State government, community and Council.</p> <p>\$240k assistance has been requested from Council for assistance with Stage 2 of development and final costs associated with development. Funding is required to complete development.</p>	<ul style="list-style-type: none"> • Stage 1 development of new uni-sex multi use changerooms and lighting upgrade • Stage 2 development of new community centre including 200 seat capacity and commercial kitchen
Kersbrook Football Club / Kersbrook Soldiers Memorial Park		Support for larger projects, which would in turn increase sporting participation within the community and the playground upgrade would help with safety.	<ul style="list-style-type: none"> • Lighting upgrade for main oval • Lighting installation for courts area • Playground upgrade • More permanent access to water during dry summers. Current studies being undertaken to install a bore to help with securing water source for years to come and not relying on private water.
Lenswood Memorial Park Inc.	Able to maintain the facility but find it difficult to do any improvements .	<p>The roadway around the oval is a constant problem, particularly due to stormwater runoff.</p> <p>Some subsidence has occurred on the oval surface.</p> <p>The playground should be maintained by the council. It has sporadically been</p>	<ul style="list-style-type: none"> • Upgrade the hall interior • Install a new connecting doorway • Repaint the hall, shower area and storeroom • Gravel for the roadway and car park area

		<p>inspected and occasional deposits of wood chips added under equipment.</p> <p>Weed control is an issue.</p> <p>Larger essential maintenance tasks and upgrades are not financially possible with the club's limited resources.</p>	
Lobethal Bowling Club Inc	We have funded ourselves other than any grant funding received.	The council donates the council rates, which is beneficial.	
Lobethal Football club	We expect to pay all costs relative to our particular sport.	Assist in maintenance costs i.e. roadways around the oval and clubrooms	<ul style="list-style-type: none"> • New sports lighting for the oval itself
Lobethal Recreation Ground Sports Club Inc	<p>Costs for ongoing or small maintenance items (ie mowing, spraying, clubrooms cleaning, wear and tear) should be the responsibility of the Club.</p> <p>Club should also pay for utilities.</p> <p>The Club has a small band of volunteers who undertake general handyman maintenance.</p>	<p>Council should be responsible for costs and maintenance of work that lie outside the skillset of volunteers, or where council would reasonably be expected to help the club e.g cleaning the public playground toilets, fixing potholes, maintaining the oval surrounds when Council has a grader in the area.</p> <p>Also expect Council to help with larger ticket items that cannot be budgeted for, ie if the current bore pump broke down, the cost to replace would be close the \$30k - which the club cannot afford.</p> <p>The club is undertaking work to Lobethal Oval that Council undertakes at all its Council owned ovals, and the money received to do this does not cover costs.</p>	<ul style="list-style-type: none"> • Upgrade of oval and tennis court lighting • Extending carpark facilities • Start plans for changerooms (womens sport) and undercroft development.
Lobethal Tennis Club		The external areas (grounds, seating, etc) are used by the general public. Council support to help fund these areas would be appreciated.	<ul style="list-style-type: none"> • Upgrade of lights - have various applications submitted (in conjunction with the Lobethal Netball Club) • Replacement of court fencing is also an emerging need as they have been damaged by weather (wind) and also unauthorised climbing

Mount Torrens Bombers Tennis Club	Some projects are far larger than what the club can afford.	Court upgrades and clubroom upgrades.	
Oakbank Bowling Club		Works the club cannot do itself.	<ul style="list-style-type: none"> Landscaping
Oakbank Golf Club		Attracting grants would lessen the costs of maintenance and upgrades and reduce the costs to members leading to their retention.	<ul style="list-style-type: none"> Redevelopment of the clubhouse including new toilets and change rooms. Redevelopment of some of the greens.
Oakbank Soldiers Memorial Hall	About to run out of funds due to lack of hall use.		
Onkaparinga netball club		Better maintenance of the toilets and lighting around the play ground area.	<ul style="list-style-type: none"> Currently upgrading the court lighting with the tennis club
Paracombe Cricket Club		Support with new cricket pitch in oval and clubrooms.	<ul style="list-style-type: none"> Long term plan to build / add to clubrooms
Paracombe Pony & Equestrian Club		Front fence needs replacing. Gravel on driveway in carpark.	<ul style="list-style-type: none"> Fencing along Paracombe Road Painting with outdoor paint
Piccadilly Community Hall	Barring occasional grants, the committee funds all upgrades and maintenance of the hall. The hall is an important local heritage site and should be maintained for future generations.	The committee has commissioned a dilapidation report and is now looking to address major repairs to the internal plasterwork. Funding support for this important restoration work would be most appreciated.	<ul style="list-style-type: none"> Hire of ex-CFS shed Restoration of internal plaster work Upgrade of kitchen facilities Planting of roadside garden beds
Summertown Community Centre Inc	Community Centre currently covers the cost of maintenance of the facilities.	Contribute to the upgrade of the car park lighting and maintenance of court surfaces.	<ul style="list-style-type: none"> Upgrade of toilet facilities
Summertown Netball Club Inc.		Car park lighting is terrible and unsafe and support to upgrade it is sought.	
Torrens Valley Football Club	Have a committee of 10 people plus many other people who support and give their time to the club to ensure their community has sport available to them. It is extremely hard to make improvements to the facility due to running costs.	Council/government should contribute significantly to the costs of keeping the facility at a set standard, aligned with community expectations of improvement, clubrooms, oval, toilets, lighting etc.	<ul style="list-style-type: none"> Small changerooms / shower upgrade planned in the short term
Torrens Valley Soccer Club	Running costs, i.e. power, water, equipment.	Capital works (roadways, buildings etc).	<ul style="list-style-type: none"> New toilets planned

	Maintenance cost associated with equipment and club rooms. Upgrades required as part of wider soccer requirements.	Safety concerns (trees, branches, lighting etc). Access (disabled access, ease of access for all community members).	<ul style="list-style-type: none"> • Club room upgrades, including flooring, furniture etc to make it a welcoming place for members • External cladding improvements • Dedicated canteen facilities for use on training and match days.
Uraidla Bowling Club		Council contribution equivalent to the net cost that they provide to clubs located on council land.	<ul style="list-style-type: none"> • Current development application with council for an upgrade of clubroom facilities.
Uraidla Cricket Club	General maintenance and upkeep of the ground.	Assistance with maintenance of roads (given shared use) and signage.	
Uraidla Districts Football Club	Maintenance and upgrades can only be financed with government assistance, often by grants on a 50:50 contribution.	The cost to maintain facilities should not be solely carried by the clubs members and supporters. This space is used by the whole community and therefore a Council contribution is appropriate. Assistance with the upkeep of roads and parking areas around the oval, school pick up area and walkways between facility and the main street.	<ul style="list-style-type: none"> • Have applied for grants to help in the costs of building new female and umpires change rooms and also new and improved lighting for the oval
Uraidla Netball Club	Comfortable with looking after the facility as it is their responsibility.	Council support sought for key safety issues: road maintenance, traffic management for events, lighting, appropriate waste removal (more bins). Shared facilities used not just by club members, but also community members, ratepayers and other organisations.	<ul style="list-style-type: none"> • Replace fencing • Extend court 1 for safety and then re-do retaining wall • Resurface all courts • Lighting upgrade all courts

How important is it for Council to contribute to the following at your site / facility?

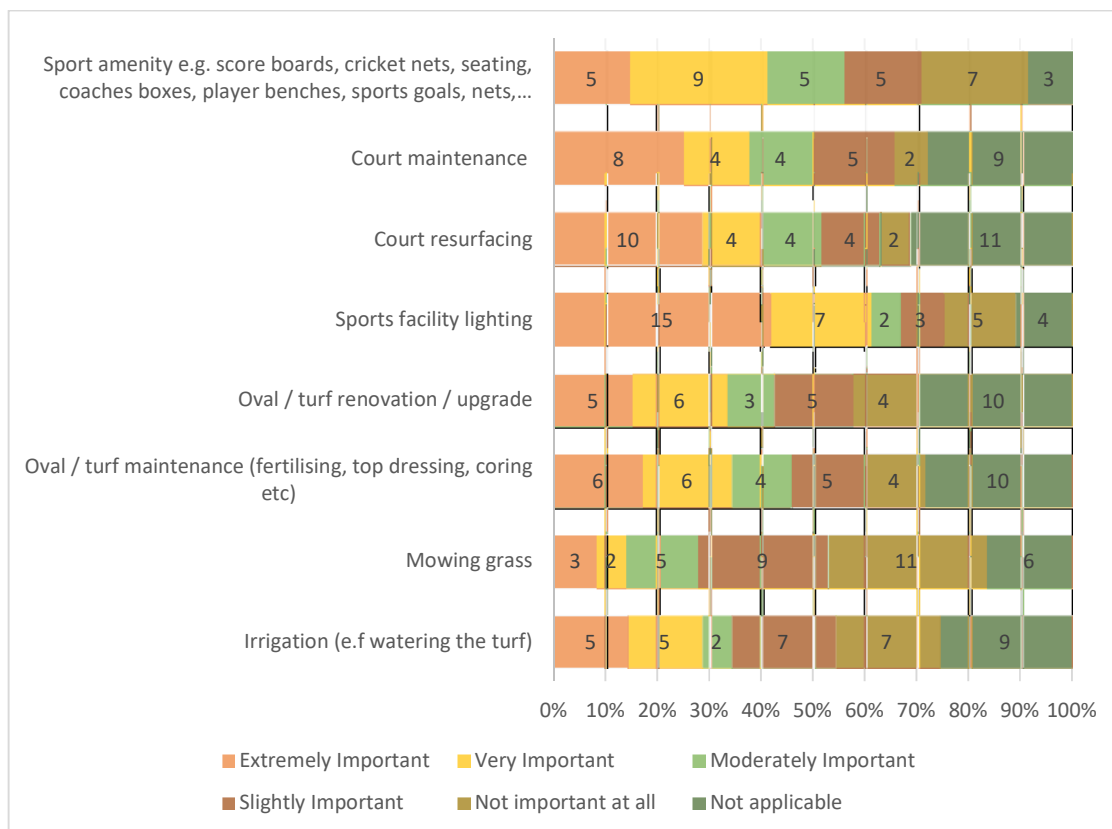


Carpark upgrades and maintenance and driveway maintenance were selected as the most important things for Council to contribute to, followed by drainage maintenance and upgrades.

Additional comments made focussed on either specific issues that need resolution, or repeated more generic commentary about volunteer efforts, the difficulties of obtaining grants and the lack of funds for major upgrades and work:

- Small clubs and associations reiterated the difficulties they have in funding large upgrades
- Car parking is an issue across multiple clubs and associations, with car parks either needing resurfacing, expansion due to demand or needing better access controls as they are used by commuters, market parking, business and event parking and so on
- Driveway and road upgrades and resurfacing is another frequently mentioned issue and once again, often there are users of these who are not part of the club or association and therefore do not contribute towards their upkeep
- In many cases, building upgrades and lighting need financial support to happen
- Several clubs mention works that should be done – but cannot currently be funded – which pose a potential risk, such as dusty carpark, poorly lit car park, old toilet block, a driveway which is only partially concreted, and a bore which does not provide a regular supply of water and places the safe operation of the public toilets in jeopardy
- Volunteers who manage the pitch and drainage do a great job but support from Council in the form of providing expertise would be welcomed

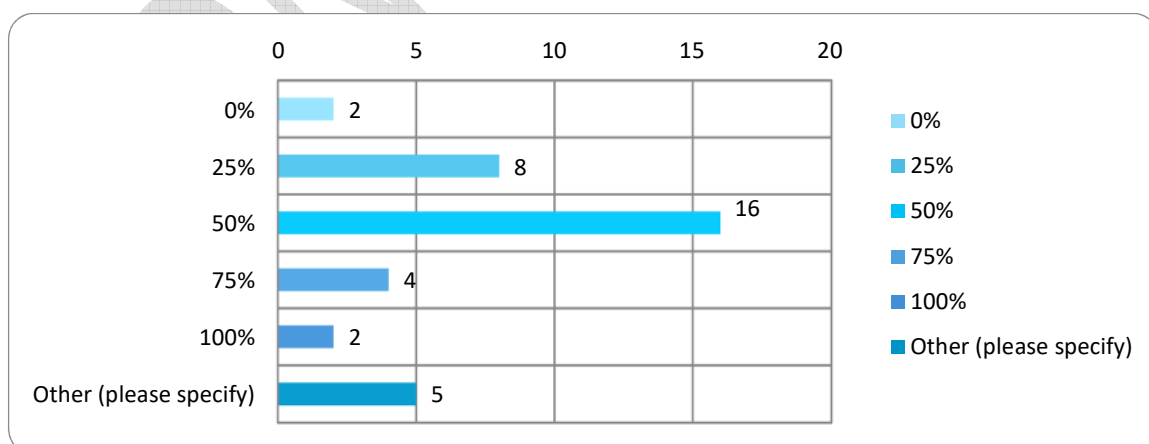
How important is it for Council to contribute to the following at your site / facility?



Contributions towards sports facility lighting are the most sought after. This is followed by sport amenity and court resurfacing and court maintenance.

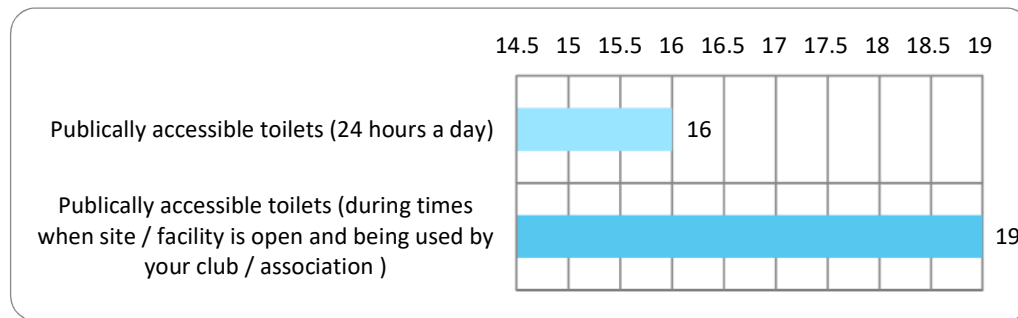
Mowing grass is the least sought after – likely because it is perhaps one of the easier tasks for volunteers and the community to complete.

What percentage do you think is fair for the Council to contribute at your site/ facility?



43% felt a 50% contribution is fair, with a further 22% feeling 25% is appropriate. The “other” category did not provide further percentage options but stated instead that there is unlikely to be a “one size fits all” answer and some clubs need more help than others.

What is more important at your facility / site?



35 responses were received, with 46% in favour of publicly accessible toilets 24 hours a day and 54% preferring access to be limited to when the site / facility is open and in use.

Choose the top five priorities you would like Council support with:



32 clubs and associations (84%) responding to this question are seeking assistance with grant and funding applications.

Training and development opportunities and project management for facility upgrades are also highly sought after, requested by more than 60% of respondents.

Promotional support is requested by 45% of respondents and 32% of clubs and associations would like to receive risk management and work health and safety support.

Do you have any further comments to add to support the development of Council's draft Community and Recreation Facility Framework

Many clubs and associations point to how hard the local community and volunteers work in supporting and delivering upgrades to facilities as well as ongoing management and maintenance. This work will not stop, but financial contributions from Council are welcomed and would be much appreciated – particularly when it comes to larger investments. Generating funds from fundraising and keeping volunteers active are ongoing challenges and Council support provides an invaluable boost. It is also felt it is important for this Council support to be shared as fairly as possible.

“The Parks and Recreation ground at Birdwood has recently had the new playground, pump track and BBQ area installed which has had a huge impact for the children and parents in our Community. We are very grateful to the Council for all their help and funding for this. Unfortunately as we all know, getting volunteers and funds from the Community to help sustain our facilities, toilet blocks, road and carpark are proving very difficult for the Birdwood Parks Committee despite their very best efforts. Our oval is now probably the heaviest in the whole league due to a lack of upgrades over the years. We could use any help we can get.”

“The Kersbrook Soldiers memorial park complex is one of the best sporting facilities in the hills. It is community owned, managed and maintained. The sporting clubs associated with it all complete their own fund raising as well as the Parks committee themselves to keep the facility at a high standard. A few years ago a major oval redevelopment was undertaken at a cost of over \$250,000.00 which was funded and paid back by the community. We believe that we are very little burden on the council from a day to day operating perspective and would appreciate any help available especially on large projects.”

Other comments include:

- Requests made for toilet cleaning and providing cleaning products for toilet blocks.
- Small clubs find it very hard to upgrade anything as they have few opportunities to generate income.
- An impediment to increasing community participation is the clause Councils insert into their leases with clubs that the club must remain affiliated with their state body. This can be an impediment at the local level to retaining members and attracting new members.
- With most grant assistance clubs are required to come up with half of the funding which many smaller clubs are unable to achieve.

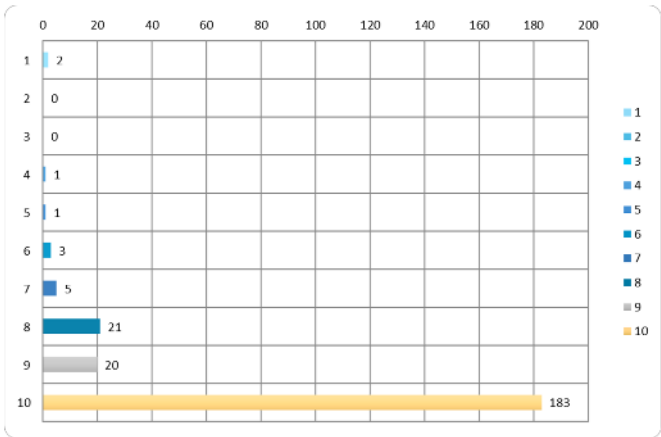
Appendix 10

Stage 1 & 2 Consultation Report - Community

Your Place | Community, Sport and Recreation Project

238 survey responses were received.

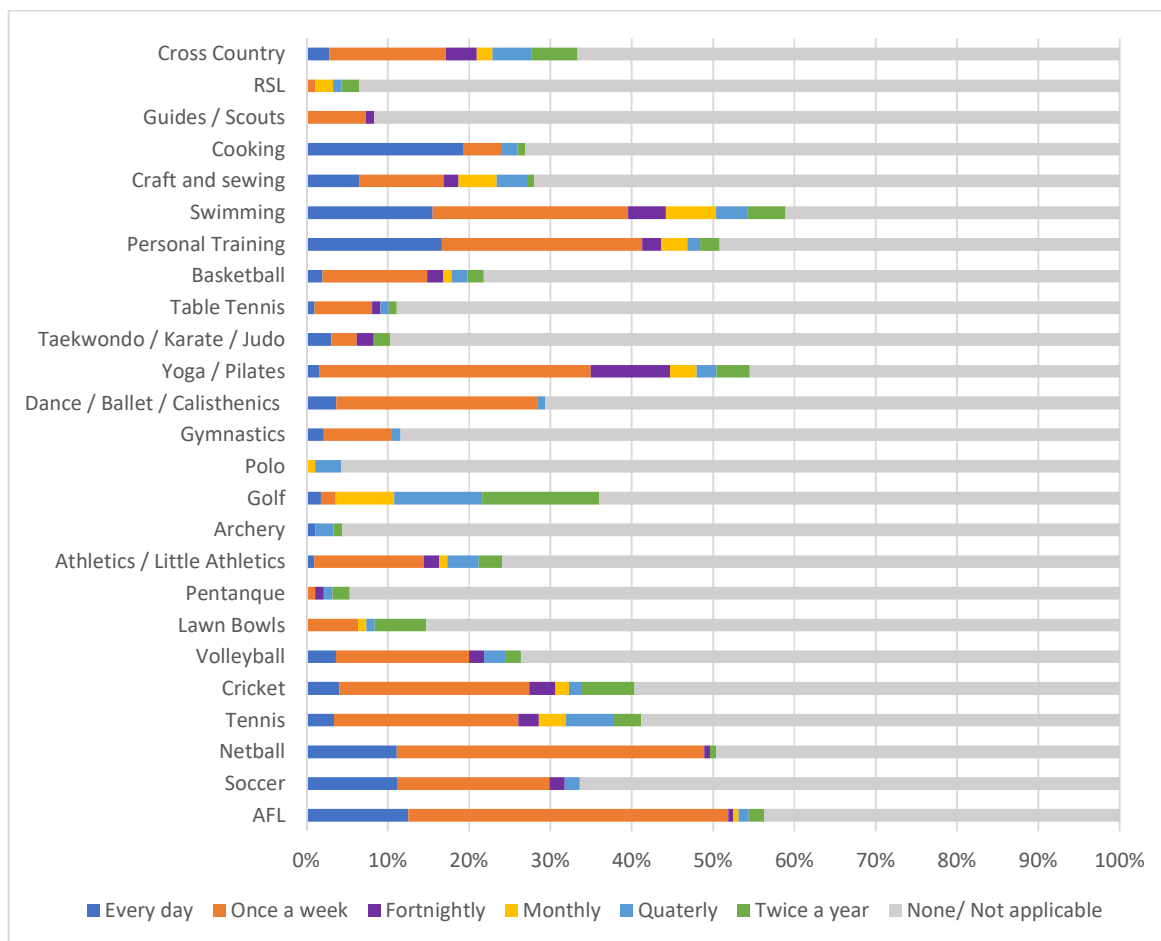
How important are places for community, recreation or sport activities in the Adelaide Hills Council area to you?



236 individuals responded to this question.

78% of respondents selected the number ten at the highest end of the scale, with a further 17% selecting the numbers eight and nine, meaning places for community, recreation or sports activities in the Adelaide Hills Council area are very important to them.

What organised community, recreation or sport activity do you / members of your household participate in, in the Adelaide Hills and how often?



The most popular sports are swimming, personal training, yoga and Pilates, netball and AFL. Participation in sport is most commonly once a week, followed by daily.

Thinking about the organised activities you do most, how could the facilities and places you use be improved?

Comments have been grouped by location and / or type of activity where possible and are listed in order of the volume of comments received. Some comments were not linked to a specific sport or location and as a result could not be analysed.

Swimming

- It is felt those active in swimming – whether it be competitively or for recreational and personal fitness purposes - are restricted and disadvantaged by the pool facilities in the Hills due to the lack of an indoor facility.
- It would be favoured for the pool at Woodside be covered to enable swimming all year around.
- An upgrade to shower and change facilities at Woodside is also felt to be needed.
- Some respondents felt an indoor swimming pool should be provided at Mount Barker or Stirling.

“Woodside outdoor swimming pool is like paradise when open. It would be great to access it more of the year by having a cover or roof over it in cooler months. My family and I go here six days a week when it is open.”

“Woodside pool is a fantastic venue in the warmer months but it would be great if the pool area could be enclosed to enable the club swimmers as well as individuals to use it all year round.”

Frequently raised general observations:

- A number of issues were frequently raised which apply to multiple locations, particularly ovals, in the Adelaide Hills Council area. These include:
 - The need for improved clubrooms – particularly for women's soccer and AFL
 - Court resurfacing and lighting for tennis and netball courts
 - Improved car parking in terms of traffic management, lighting and car park surfaces
 - Drainage problems at a large number of ovals that cause safety concerns and impact on the ability to attract new players to team sports
 - Problems with dog faeces at ovals
 - The need for updated toilet facilities

Bridgewater

- The most frequently raised issue is the drainage at the oval, which is viewed as needing to be addressed, particularly as it significantly impacts on the sporting groups that use the oval, to the extent that it impacts player recruitment
- Dog walking and issues with dog faeces are also raised as being a concern. In particular, there is sentiment that dogs must be kept on leash
- The netball courts need resurfacing
- Toilets need upgrading

Woodside

- Drainage is also the most frequently raised issue in relation to Woodside oval, with many respondents stating it becomes soft and boggy even with just a little rain. This is seen as a safety issue for players and a barrier to attracting new players
- Change facilities are also felt to need upgrading, as are fencing and seating
- Lighting is also sub-standard
- Car park and road surfaces are felt to need improvement as they are damaged. Traffic flow when it is busy can be problematic
- Court surface improvement for tennis courts at Woodside

Mountain biking / biking

- As a general comment, additional mountain biking trails and bike trails are sought after
- Fox Creek Mountain Bike Park is frequently mentioned: respondents would like to see it built back quickly, with the inclusion of more trails and better facilities such as toilets and water access
- An extension to the Amy Gillett Bikeway would be welcomed

Heathfield

- Facilities as a whole are seen as dated and lacking essential facilities such as onsite clubroom
- Heathfield netball club is felt to need better parking and equipment storage
- Toilets and changerooms are viewed as requiring urgent upgrade

Aldgate

- The facilities at Aldgate oval are seen as requiring improvement to ensure suitability for a range of sports and to improve parking and access

Stirling tennis courts

- The Stirling tennis courts are seen as in significant need of resurfacing
- Improved lighting, fencing, toilets, spectator areas and parking are also sought after
- Needs court resurfacing, lights and fencing upgraded

Other commentary - low volume feedback:

- Birdwood oval:
 - The council toilets and club room need upgrading
 - There is no wheelchair and disability access
 - Road around the facility needs to be upgraded
 - Oval drainage and lighting needs upgrading
 - Need change rooms for women's football, umpires change rooms needs upgrading
- Uraidla
 - Uraidla Institute: better facilities for hosting events, workshops, talks, exercise activities
 - Uraidla Showgrounds Hall: inside temperature fluctuates dramatically depending upon the weather
 - Uraidla netball facilities: parking, traffic management, dust control from neighbouring properties and wet weather options all need improvement
- Bradbury oval: ovals constantly flooded in winter
- Mylor: improved facilities needed in general, new toilets at the netball courts
- Piccadilly netball/tennis courts
 - Completion of club rooms including landscaping
 - Repair of seating
 - Upgrade of car parking to maximise space
 - Drainage works to reserve so that it is not waterlogged and to enable car parking
 - Lighting upgrades
- Lenswood: cricket nets and improvements to other cricket facilities
- Lobethal: oval lights
- Crafers: upgrade to netball courts and improvements to car parking
- Charleston Tennis and netball courts: lights needed
- Cherry Gardens: safer entrance for cars and pedestrians. Improved lighting and seating areas. Updated club rooms and resurfaced netball courts.
- Cudlee Creek tennis courts: need resurfacing, lights and improvements to the club rooms and surrounds.
- Mount Barker: 400m grass or synthetic athletics track.
- Highercombe golf club: gets very dry if there is poor rainfall in winter. Drainage in winter is poor. These issues need resolution.
- Other issues raised:
 - A feeling that a lot more could be done and facilities as a whole are in need of a refresh and overhaul
 - A good quality basketball court is lacking
 - Hall hire should be free for non-profit organisations
 - More after hours access to facilities for people who work full time
 - Heating in winter, particularly in halls, is poor and problematic
 - More facilities for art
 - More for toddlers
 - More regular cleaning of public facilities such as toilets
 - More regular emptying of bins at ovals after busy weekends
 - Squash courts are lacking in the Hills
 - Roller derby facility is lacking

What do you like best about facilities and places you use for organised activities?

13% of respondents state what they like best is that facilities are close to home and in a convenient location.

12% like the community feel of the facilities and places.

"The Woodside Rec Grounds are great because they have something for everyone - library, playground, creek, pool, etc. A great place to congregate and catch up with community members."

"I enjoy playing football because it's a way of meeting new people and engaging the local community. The best part of the week for a lot of people is coming to Bridgewater Oval and watching their local team play."

"The community connection and involvement. A sense of belonging to the space."

8% state they like the fact the facilities and places are well looked after and maintained.

5% feel staff and club members are what they like best.

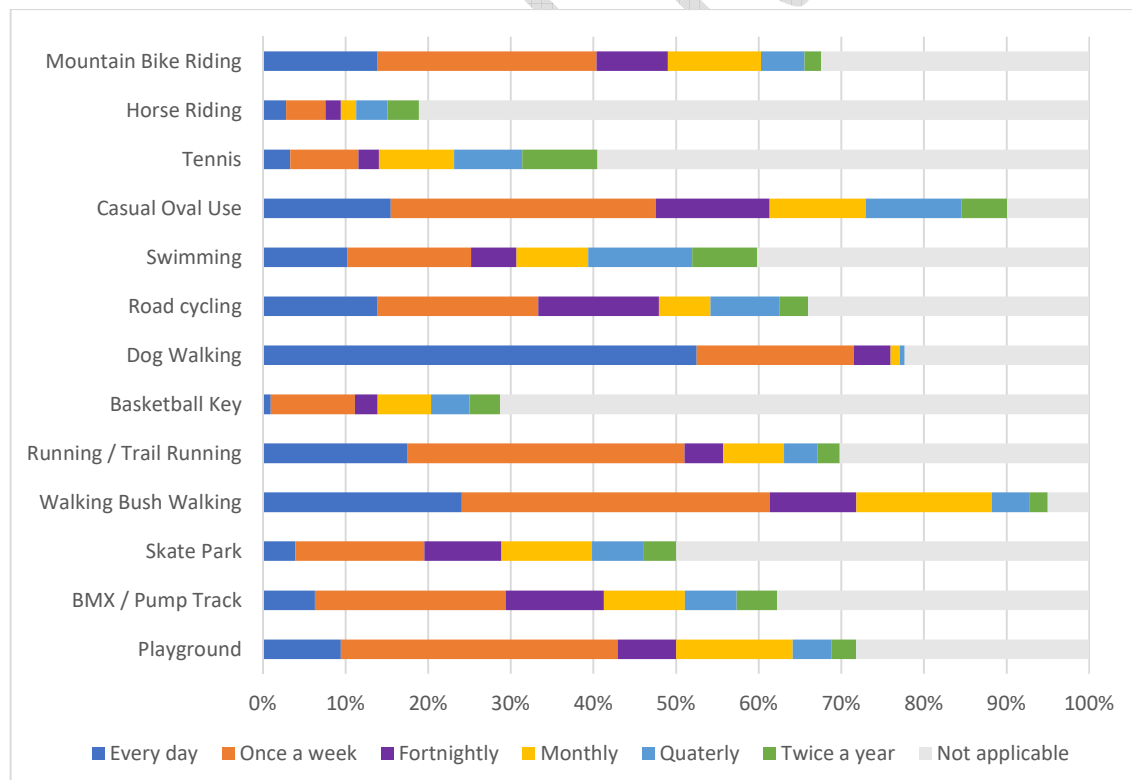
3% mention the clean and green appeal of the facilities and locations.

3% reference the beautiful environments and surrounds.

3% reference ease of use, suitability and availability of the types of facilities they are looking for.

All other comments were isolated positive or negative observations about specific facilities or facilities in general, in either a positive or negative way, highlighting what was good and liked, or lacking and disliked.

What unstructured community, recreation or sport activity do you / members of your household participate in, within the Adelaide Hills Council area and how often?



Walking, casual oval use, mountain bike riding, dog walking, running and use of playgrounds are the most commonly conducted unstructured community, recreation or sport activities. Dog walking is undertaken with the greatest frequency, followed by walking and running.

Thinking about the unstructured activities you do most, how could the facilities and places you use be improved?

The comments blend structured and unstructured activities and facilities. Comments have been grouped by location and / or type of activity where possible and are listed in order of the volume of comments received. Some comments were not linked to a specific sport or location and as a result could not be analysed.

16% of respondents commented one way or another about dogs. A range of views are expressed, with the key themes being:

- More dog waste bins and bag stations are needed across the Council area
- More off-leash walking trails would be welcomed
- More dog parks are needed
- Bridgewater Oval appears to be particularly contentious, with some respondents requesting it be kept dog free, and that a separate dog park should be provided, while others feel dogs on the oval are not a problem and the location should be kept available to dog walkers

11% of respondents seek improved footpaths and walking paths in towns – mainly for safety reasons and to provide more local walking options. It is also felt walking trails could be improved particularly due to weather in winter months.

11% of respondents would also like to see more bike riding trails, improved signage for bike trails and improved bike trail safety (wider shoulders and more marked bike lanes).

10% of respondents are keen mountain bikers and look forward to the Fox Creek facility being rebuilt. These respondents also referenced a hope that when the facilities are rebuilt, that improvements are made to toilets and that the facility itself is enlarged. More mountain biking option in the Adelaide Hills Council area would also be welcomed.

7% (17 respondents) feel playgrounds throughout the Council area are either lacking or needing significant upgrade. Nature play opportunities are also identified as missing.

"The playgrounds need a clean desperately and to be upgraded."

"Improve playground at Steamroller Park."

"Uraidla playground desperately needs some more exciting elements added."

13 respondents would like to see extended / improved skate park and BMX facilities and have these in more places.

"The addition of lights, drinking facilities, and toilet facilities near the Mt Barker Skate Park would be amazing."

"The Gumeracha skate park is lack lustre, a water fountain would be a good start so kids and families can have a drink. Enlarge the skate park, I believe it needs to be doubled in size to make safe for all ages if kids to use. And more shelter, seating. A designated car park area above the skate park may help with road safety."

12 respondents mentioned they would like a covered 50 metre pool, open all year around, to be available.

10 respondents would like to see the Amy Gillett Bikeway extended.

Other comments raised:

- Better car parking
- Better toilets
- Improved all weather access
- Provision of horse riding trails
- Greater access to facilities that are currently restricted due to being club member access only
- Woody trails needs toilets

- The need to access preferred facilities outside of the Adelaide Hills Council area
- More bins, access to water and shelters across facilities
- Improve / maintain the outdoor basketball court at Balhannah

All other comments were isolated observations about what facilities are used by individuals or positive or negative comments associated with specific facilities and locations.

What do you like best about facilities and places you use for unstructured activities?

25% of respondents state it is the natural and beautiful environment, being in the open, in a serene rural setting that they like the most.

9% state the proximity of facilities and places to their home is best, making access easy and convenient.

8% single out the Amy Gillett bikeway for praise, saying it is an excellent, safe and well-maintained facility.

6% of respondents single out how well maintained the facilities and places they use are. The same number of respondents also reference the variety of spaces and things to do as being appealing and highly valued.

5% of respondents feel these facilities and places help to bring families and the community together, particularly through encouraging people to get out in nature.

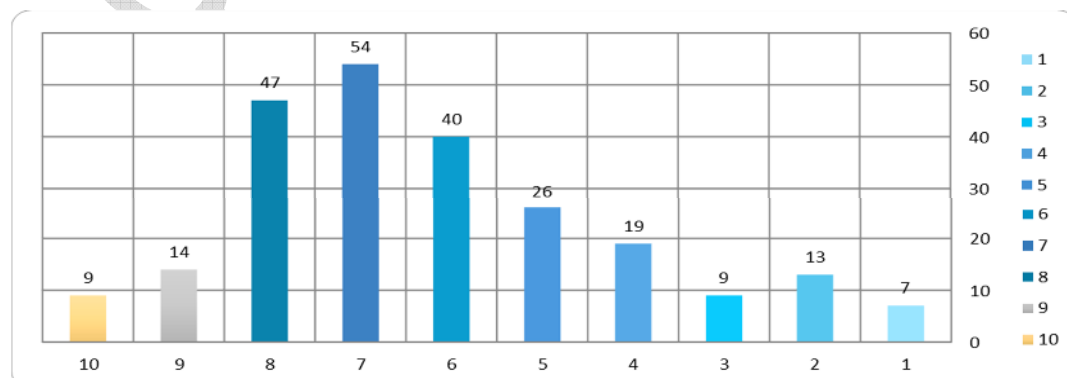
Safety and variety (particularly for walking and bike riding) are singled out as being the key points by a further 5% of respondents.

Locations singled out for positive comments by several respondents are as follows:

- Bushland Park at Lobethal is viewed as excellent
- Woodside pool is in a lovely location and well maintained
- Fox Creek mountain biking trails are seen as some of the best in the state and respondents hope this facility will be open again soon
- The Woody Trails area is a great spot for kids in the community
- Heysen trail from Bridgewater to Mylor is excellent for walking and bike riding
- Woorabinda reserve and the trails around it are recognised and liked
- The Council area in general is recognised as one of the best areas for bush walking in the state
- The number of ovals are appreciated for the opportunity to walk dogs, kick a ball, play cricket and so on

All other comments were isolated observations associated with specific facilities and locations.

Overall how satisfied are you with the places provided for community, recreation or sport activities in the Adelaide Hills Council region?



What stops you/ members in your household from participating in community, recreation or sport activities in the Adelaide Hills Council area?

12% of respondents state they simply do not have the time or capacity to participate in recreation or sport activities in the Adelaide Hills Council area, primarily due to work and family commitments and the fact that the opening times of some facilities do not fit in with their schedules. Some of these individuals utilise facilities close to their place of work.

12% reference a lack of the right facilities or a poor standard of facilities as being the main reasons why they do not participate in community, recreation or sport activities in the Adelaide Hills Council area. The examples of rugby and squash and ice skating were raised as examples of sports that cannot be undertaken in the Council area.

11% state there is nothing in particular that stops them – they just choose to go elsewhere or not do anything.

A further 11% say the lack of an indoor, open all year around pool is the main barrier.

14 (6%) respondents state there are barriers in place relating to opening hours and access to some facilities only being open to club members.

12 respondents raise a lack of bike lanes meaning there are safety concerns for bike riding.

10 reference the weather, particularly in winter, as making activities unappealing, particularly due to a lack of shelter and a lack of indoor options.

Many of the comments made in response to this question start to repeat earlier observations made. The following topics and issues are raised by more than three respondents:

- Financial constraints
- Age (too old)
- COVID-19 restrictions and precautions
- A lack of footpaths meaning it can be unsafe to walk along the street
- Poor drainage at the local ovals, meaning they are boggy and unsafe / unappealing. Bridgewater Oval in particular is singled out
- Issues with dog faeces at some locations, especially Bridgewater Oval
- Poor lighting and toilets at some facilities
- Some playgrounds need upgrading

Isolated remarks and comments have not been included.

What community, recreation and sporting facilities and places do you think we are missing in the Adelaide Hills Council region?

Once again, similar themes come to light.

9 respondents (4%) stated “nothing” is missing.

27% raise a 50m indoor swimming pool that is open all year around is needed.

15 respondents would like more bike paths and off-road bike trails, primarily for safety reasons. In the same vein a similar number of respondents would also like to see more walking trails and footpaths, also primarily for safety reasons as well as providing more local opportunities for walking. It is noted that both bike paths and footpaths need to be at least in part child friendly and well separated from traffic.

14 respondents (6%) would like to see expanded and more skate park / BMX facilities.

Mountain bike trails, particularly given the loss of Fox Creek, are sought after by 14 respondents (6%).

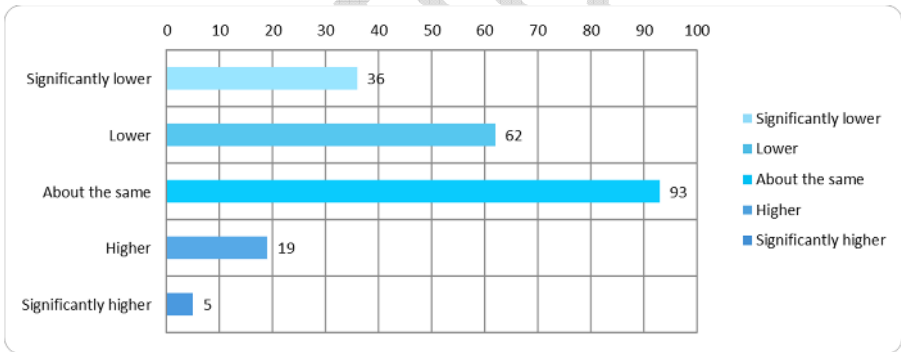
12 respondents would like to see upgraded playgrounds and more of them. Nature play opportunities are also felt to be missing.

9 (4%) people state that some form of indoor sports stadium which could be used for a variety of sports such as basketball, netball, badminton, soccer, volleyball, dance classes, a gym and more is missing.

Other community, recreation or sporting facilities that are felt to be missing by a minimum of three respondents include:

- Horse riding trails
- A basketball court/futsal court that has floodlights that can be used by the community at night, at any time
- Free standing outdoor exercise equipment
- Extension of Amy Gillet bikeway
- Ice skating rink
- Squash court
- Opportunity to consolidate facilities e.g. tennis hub and netball hub, combined facilities for football, soccer and cricket
- Roller derby track
- Pump track at Montacute common
- Toilets and bins at mountain bike parks
- Improved / larger gym
- Netball / tennis / basketball facilities that can be used without having to be a member of a club
- More off leash dog trails and parks

Compared to other Council services and programs, how do you rank the allocation of resources to places for community, recreation or sport activities in the Adelaide Hills to you?



Do you have any other comments for the project team to consider?

10 respondents stated they have nothing further to add.

The additional quotes and comments below have been selected to summarise key points and sentiment already explored and additional points raised in response to this final question.

“A swimming pool that can be used all year would benefit everyone from babies to the elderly as well as allowing our swimming club to train throughout the year.”

“Access to ovals for dog walking is a real issue and more needs to be done to ensure visitors to the area respect facilities by cleaning up.”

"After coming from inner city to Aldgate I'd say the fact that there are no footpaths or a pool has significantly reduced my fitness levels."

"I'm really unhappy that the council allows clubs to lock the gates on sporting grounds that the council owns. I believe in equity and everyone should have the ability to use council facilities to improve their fitness."

"Bridgewater oval is becoming unsafe due to drainage issues."

"I would ask for the project team to inspect the Bridgewater Oval in the middle of winter when there are 100s of people training on it each week and see how they can improve it. The drainage and surface of the oval has been a constant issue over the past 25 years I have played there."

"Definitely toilets for Woody trails BMX track area."

"I have witnessed a whole lot more young families arriving and living in the area of Uraidla and Summertown. I think more attention could go on improving unstructured activities for children in the area (pump tracks, skate ramps and playgrounds)."

"Just safe walking paths along the main roads to ovals and play grounds to walk safely to with kids."

"Please build a swimming pool! PLEASE!!!!"

"Please consider the rebuild of Fox Creek mountain bike park."

"Squash courts: best investment in community happiness council will ever make!"

"Extending the Amy Gillett Bikeway to Birdwood and Mt Pleasant would bring more cycle tourism to the district."

"Upgrade, upgrade."

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item:	12.4
Responsible Officer:	Sharon Leith Sustainability Coordinator Infrastructure and Operations
Subject:	Local Government Infrastructure Partnership Program Grant Deed and associated projects
For:	Decision

SUMMARY

The purpose of this report is to outline the Local Government Infrastructure Partnership Program (LGIPP) funding, related water management projects and Council's successful application for information and endorsement to proceed. Within the 2020-2021 *Long Term Financial Plan* (LTFP) three water management projects were identified with associated funding. These are water reuse at the Woodside Recreation Ground, irrigation system renewal and upgrades and investigation and implementation of a central irrigation system.

The total funding identified for these projects within the LTFP is \$750,000 and this was used as the evidence and the 50% Council contribution for an LGIPP funding application. Council was successful with the application for a grant amount of \$727,000 providing a total of \$1,477,000 for sustainable water management within the Adelaide Hills. A Grant Deed is being prepared by the Department of Treasury and Finance (DTF) and a draft Grant Deed has been provided in **Appendix 1** for information.

Council now has the opportunity to commit to the LGIPP funding and associated sustainable water management projects and proceed to completing and signing of the Grant Deed.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted**
 - 2. To commit \$750,000 to the Local Government Infrastructure Partnerships Program grant funding and associated sustainable water management projects.**
 - 3. To authorise the Chief Executive Officer and Mayor to execute all documentation, including under seal as necessary, to give effect to this resolution.**
 - 4. To authorise the Chief Executive Officer to undertake any document changes required to execute the draft Grant Deed and associated documentation.**
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	A functional Built Environment
Objective B3	Consider external influences in our long term asset management and adaptation planning
Priority B3.1	Improve water security by maximising water reuse opportunities, reducing reliance on ground water and improving water efficiencies for open space irrigation and building facilities

Strategic Plan 2020-24 – A brighter future

Goal	A valued Natural Environment
Objective N1	Conserve and enhance the regional natural landscape character and amenity values of our region
Priority N1.2	Manage reserves and open space to support the community, whilst balancing biodiversity conservation, resource use and environmental impacts

These key priorities within the Strategic Plan along with a declaration of a Climate Emergency provides a framework for the progression of sustainable water management for Council.

Within the *Water Management Plan 2017* key objectives and actions were identified including to minimise and conserve Council's use of water through improving irrigation efficiencies and to maximise the use of alternative water supplies (water reuse). The water management projects identified within the grant funding are aligned with these directions and ensuring the sustainable use of water. The *2020-2021 Long Term Financial Plan* and *2020-21 Annual Business Plan* identify a budget allocation for the three projects as identified within the grant funding. These are water reuse at the Woodside Recreation Ground, irrigation system renewal and upgrades, and investigation and implementation of a central irrigation system.

➤ Legal Implications

The LGIPP draft Grant Deed is provided as **Appendix 1**. On both parties agreeing and signing the final Grant Deed the parties will then be legally bound. The Grant Deed is governed by the laws in the State of South Australia and is executed as a Deed with the Common Seal of Council.

➤ Risk Management Implications

The endorsement of the draft Grant Deed and associated projects will assist in mitigating the risk of:

Not pursuing relevant funding opportunities as they arise limiting Council's ability to reduce reliance on ground water and improving water efficiencies for open space irrigation.

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

The LGIPP grant funding provides additional capital resources to progress sustainable water management projects within a shorter timeframe for Council.

➤ Financial and Resource Implications

Funds identified in the 2020-2021 *Annual Business Plan* (ABP) and Budget were used as the basis for preparing the LGIPP application. The LGIPP application required evidence of a 50% contribution from Council to be considered for any funding.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2020-21 (\$'000)	Long term financial plan (\$'000)	
						2021-22	2022-23
B3001	Water reuse for Woodside Recreation Ground irrigation (Investigation Year 1)	Infrastructure & Operations	B3.1	Capital	20	200	200
B3002	Implementing water efficiencies through irrigation renewals /upgrades. (Year 1 – Birdwood play space)	Infrastructure & Operations	B3	Capital	40	100	100
B3003	Investigate and implement central irrigation control system (region wide)	Infrastructure & Operations	B3	Capital	-	75	75

Within the 2020-21 ABP and budget the three projects considered for the LGIPP grant were the water reuse at the Woodside Recreation Ground, Irrigation system renewal and upgrades and the investigation and implementation of a central irrigation system. Within the LTFP \$750,000 had been allocated to these combined projects over the 2021-2022 and 2022-2023 financial years.

The successful grant funding was for \$727,000. This provides a total of \$1,477,000 with the LTFP allocation and the grant funding. The grant funding needs to be acquitted by June 2023.

A draft LGIPP Grant Deed has been received which outlines the requirements and this is provided as **Appendix 1**. The current 2021-22 draft budget provides a slightly different allocation for the three projects and this will be adjusted in August 2021 with other known budget requests for budgeted expenditure.

Council's recently adopted Long Term Financial Plan (LTFP) has only incorporated the annual costs of operating, maintaining and depreciating the relevant assets based on Council's contribution of \$750,000 from these water related initiatives. As such, the additional expenditure of \$727,000 relating to this grant will result in an increase in estimated annual costs of approximately \$35,000 which will impact on Council's operating surplus in future years. The next update of the LTFP will factor in any changes as a result of the adopted 2021-22 ABP from that forecast at the time of LTFP adoption.

It is noted that there will be water efficiencies and savings identified for these sustainable water related projects and therefore the additional expenditure may also realise further savings in water costs to offset the increase in operational costs. In addition there will be some labour benefit as staff will be able to monitor and control irrigation systems from a central location.

Due to the increased workload the intention is that each of the projects is assigned a project manager who may involve others via a project team to ensure delivery of the project. The Sustainability Coordinator will oversee overall delivery of the projects and report back to the State Government on the grant funding milestones, invoicing and approvals.

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

The water management projects will provide increased water security at the Woodside Recreation Ground especially if there is any bore failure and provide improved irrigation of ovals and pitches to ensure better water coverage and turf establishment.

➤ **Sustainability Implications**

The projects within the LGIPP grant funding application will reduce water use by improving irrigation systems and water efficiencies and reduce the reliance on ground water thereby improving the sustainability of water use and management.

➤ **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: Sustainability Advisory Group

Administration: Manager Financial Services
Manager Sustainability, Waste and Emergency Management
Manager Strategic Assets
Director Infrastructure and Operations
Project Officer Civil Projects
Coordinator Open Space Operations
Senior Infrastructure Planning Engineer
Executive Manager Governance & Performance

External Agencies: SA Water

Community: Not Applicable

2. BACKGROUND

A sustainable approach to using and managing water is important in addressing the pressures of demand and key issues such as water security, building resilience to climate change, meeting environmental and regulatory requirements associated with water resources. With key directions within the *Strategic Plan 2020-24 – A brighter future* and *Water Management Plan* Council recognises the need to minimise and conserve Council's use of water through improving irrigation efficiencies and to maximise the use of alternative water supplies (water reuse). This has resulted in a significant investment and identification of projects within the *Long Term Financial Plan* (LTFP). These include water reuse for the Woodside Recreation

Ground, implementing water efficiencies through irrigation renewals and upgrades and the investigation and implementation of a central irrigation system.

Early in 2021 the Local Government Infrastructure Partnership Program (LGIPP) was established to support councils to accelerate spending on community infrastructure projects that contribute to the future economic growth of the region, or support the Government's Growth State agenda, or improve local infrastructure facilities for businesses and community organisations to enable them to grow in the future, or upgrade key community facilities. The closing date for applications was 29 January 2021.

Under the program, the State Government will provide grants to councils for up to 50 per cent of the cost of approved infrastructure projects. Councils will fund the remaining 50 per cent either through their own reserves or borrowings. Grant payments will be made to eligible local councils in line with key project milestones and as agreed with local councils in grant agreements. The program is being administered by the Department of Treasury and Finance (DTF).

A key eligibility requirement was that the proposed infrastructure projects must not be in the council's 2020-21 budget and needed to be clearly identified in council's published future budget. In addition councils must be able to commence construction within 12 months of approval of the application for funding (i.e. be shovel ready) and be of a GST exclusive cost of at least \$1 million. However this amount may comprise a group of different but related projects or a group of projects of a similar nature that could be packaged as a single program.

Following an Executive Leadership Team meeting it was decided to submit an application to supplement the water management projects as identified within the LTFP.

3. ANALYSIS

Council was successful in its LGIPP grant application with funding for \$727,000 and this along with the LTFP allocation of \$750,000 provides a total of \$1,477,000 available for water management projects. These projects include:

Woodside Recreation Ground water reuse project

Council already uses recycled water on two ovals (Kersbrook and Birdwood) but the only regional sport and recreation ground within the district, the Woodside Recreation Ground (WRG) has the potential for significant reuse opportunity from the nearby SA Water Bird in Hand wastewater treatment plant. A Recycled Water Agreement will be required with SA Water to confirm quantities, charges, length of time and infrastructure requirements. The additional funding from the grant would enable Council to complete the pipeline from the treatment plant to the WRG, install tanks, pumps and internal pipework and undertake part of an upgrade of the irrigation systems for the Woodside Oval and Woodside Warriors soccer pitch. The installation of the irrigation systems will be dependent on the remaining budget.

Irrigation upgrades or renewals

An Oval and Court Audit along with the Water Management Plan undertaken in 2017 provided guidance of improved irrigation efficiency priorities. Those ovals and pitches watered by bore water were identified as important to improve efficient use of bore water and improve sustainable use of ground water. Bradwood Park and the Mylor Oval were listed within the grant application as possible sites for improved irrigation systems. In addition the ovals and pitches at Gumeracha and Woodside depending on the remaining budget could also be considered.

Central irrigation system

The establishment of a centralised irrigation system to manage the controller network from a central location base station. This would be managed through an online network that allows standard programmability to controllers across 20 parks and reserves. This would include the replacement of controllers with a suitable system.

These three projects would provide improved sustainable water management for Council. A Grant Deed is now being prepared by the Department of Treasury and Finance (DTF) and a draft Grant Deed has been provided in **Appendix 1** for information.

Council has the opportunity to commit to the LGIPP funding and associated sustainable water management projects by way of resolving to complete and sign the draft Grant Deed and delegate to the CEO any document changes as required.

4. OPTIONS

Council has the following options:

- I. Approval of the LGIPP funding and associated sustainable water management projects leading to signing of the Grant Deed and \$727,000 in funding. This is recommended as the additional funding would enable completion of the WRG water reuse project, improvement and renewal of a number of irrigations systems and the implementation of a centralised irrigation system all improving water efficiency and sustainable water management. (Recommended)
- II. Not to approve the LGIPP funding and associated water management projects and reject the Grant Deed and \$727,000 funding. Council could still progress with water efficiency projects but the extent of water efficiency gains would be significantly reduced especially in the short term. (Not Recommended)

5. APPENDIX

- (1) Local Government Infrastructure Partnership Program draft Grant Deed

Appendix 1

*Local Government Infrastructure Partnership Program
draft Grant Deed*

DATED THE

DAY OF

2021

LOCAL GOVERNMENT INFRASTRUCTURE PARTNERSHIP PROGRAM

GRANT DEED

BETWEEN

THE TREASURER
("Treasurer")

-AND-

[****CHECK SA LEGISLATION WEBSITE FOR CORRECT COUNCIL NAMES****]
("Grantee")

[This agreement is a DRAFT provided only for the purposes of furthering negotiations between the parties.
The State will not be legally bound unless and until an agreement is executed by the parties and any
actions taken in anticipation of such formal execution is at the risk of the person taking them.]

GRANT DEED
LOCAL GOVERNMENT INFRASTRUCTURE PARTNERSHIP PROGRAM

DEED made on

2021

BETWEEN:

THE TREASURER OF SOUTH AUSTRALIA ("Treasurer")

AND:

THE PARTY NAMED IN ITEM 2 OF ATTACHMENT 1 ("Grantee")

IT IS AGREED

- A. The Local Government Infrastructure Partnership Program ("the Program") has been established to support grantee's spending on agreed infrastructure projects.
- B. The Grantee has applied for, and the Treasurer has agreed to provide, assistance in the form of a grant ("Grant") to the Grantee for the Purpose.
- C. The Treasurer and Grantee agree that the Grant will be provided on the terms and conditions of this Deed.
- D. This Deed comprises this Execution Page, the Grant Details (Attachment 1), the Project Details (Attachment 2), the Additional Obligations (Attachment 3), the Payment Schedule (Attachment 4), the Standard Terms and Conditions (Attachment 5), the Acquittal Form (Attachment 6), Claim Notice (Attachment 7), and Reports (Attachment 8).

EXECUTED AS A DEED

THE COMMON SEAL of **THE TREASURER**)
was affixed in the presence of)

.....

Witness

Print Name:.....

THE COMMON SEAL of [])
COUNCIL was hereunto affixed, in the)
presence of:)

.....
Principal Member
Print Name:.....

.....
Chief Executive Officer
Print Name:.....

DRAFT

Attachment 1 - Grant Details

Item 1	Treasurer	The Treasurer a body corporate pursuant to the <i>Administrative Arrangements Act, 1994 (SA)</i> State Administration Centre, 200 Victoria Square, Adelaide, SA, 5000
Item 2	Grantee	[GRANTEE NAME] [ADDRESS (Registered Office)] ABN []
Item 3	Grantee's Business	The operations and undertakings of the Grantee under the <i>Local Government Act 1999 (SA)</i>
Item 4	Project Commencement Date	[]
Item 5	Project Completion Date	[] or such later date approved in writing by the Treasurer
Item 6	Last Date to Claim	[] or such later date approved in writing by the Treasurer
Item 7	Expiry Date	[]
Item 8	Grant (GST exclusive)	The lesser of: <ul style="list-style-type: none"> \$ [] (GST exclusive); and 50% of Eligible Expenditure incurred in completing the Project.
Item 9	Eligibility Period	The period commencing on [date of grant approval] and ending on the Project Completion Date
Item 10	Conditions Precedent to Deed	The Grantee must provide: <ul style="list-style-type: none"> evidence to the satisfaction of the Treasurer that the Grantee has sufficient Other Funding to complete the Project; evidence to the satisfaction of the Treasurer that the Grantee has obtained all Authorisations and Approvals required for the Project; copies of all Material Contracts; a copy of the legally binding lease agreement between the Grantee and the owner of the Project Location, for a term ending not earlier than the Expiry Date; and evidence to the satisfaction of the Treasurer that the registered proprietor of the Project Location consents to the Grantee undertaking the Project at the Project Location;
Item 11	Insurances	Insurance in respect of the whole of its assets and undertakings (including but not limited to the assets acquired by the Grantee with the Grant) with a reputable insurer, against all such risks as are usually insured against by persons and companies pursuing a business enterprise of the same or a similar nature, for the full replacement cost of those assets and undertakings.

Item 12	Authorised Representatives	<p>Treasurer: Director, Risk and Commercial Advisory, SAFA</p> <p>Grantee: []</p>
Item 13	Addresses for Notices	<p>Treasurer: South Australian Government Financing Authority Level 5, State Administration Centre, 200 Victoria Square Adelaide SA 5000 Email: SAFAIndustryAssistance@sa.gov.au</p> <p>or as otherwise notified in writing.</p> <p>Grantee: []</p>
Item 14	Form of Funding Acknowledgement	<p>During the Term, the Grantee must:</p> <ul style="list-style-type: none"> • if required by the Treasurer, display signage acknowledging the support of the Program in relation to the Project at a location or locations agreed by the Grantee and the Treasurer until the Expiry Date unless otherwise agreed by the Treasurer in writing; and • invite the Treasurer and the Minister for Planning and Local Government to attend any formal opening of the Project.

Attachment 2 - Project Details

Item 1	Project	The Project is [] to be constructed / installed at the Project Location [Project description]
Item 2	Project Location	[include address & CT]
Item 3	Material Contracts	<ul style="list-style-type: none"> • Memorandum of Lease in respect of the Project Location dated [dd/mm/yyyy], and any extension of that lease, for a term ending not earlier than the Expiry Date. • Any Approvals or Authorisations required for the Project. • Any building, construction, works and supply, including equipment supply, agreements necessary for the Project. • Any finance, grant, loan and security documents entered into by the Grantee in respect of Other Funding. • Any agreement between grantee and any other contributors to the Project.

Attachment 3 – Additional Obligations

[Not used]

DRAFT

Attachment 4 – Payment Schedule

Date for Achievement	Performance Milestones	Amount of Payment (excluding GST)
[]	Performance Milestone 1 The Grantee must provide evidence to the Treasurer's satisfaction that: <ul style="list-style-type: none"> the Grantee to provide evidence that construction commenced physically; and the Grantee has submitted a Claim Notice. 	Up to \$[]
[]	Performance Milestone 2 The Grantee must provide evidence to the Treasurer's satisfaction that: <ul style="list-style-type: none"> [Tailored Project related milestone(s)] the Grantee has incurred Eligible Expenditure totalling at least twice the amount claimed under this Deed at the date of the Claim Notice; the Grantee has provided a Performance Milestone Report in accordance with Attachment 8; and the Grantee has submitted a Claim Notice. 	Up to \$[]
[]	Performance Milestone 3 The Grantee must provide evidence to the Treasurer's satisfaction that: <ul style="list-style-type: none"> [Tailored Project related milestone(s)] ; the Grantee has incurred aggregate Eligible Expenditure totalling at least twice the amount claimed under this Deed (in aggregate) at the date of the Claim Notice ; the Grantee has provided a Performance Milestone Report in accordance with Attachment 8; and the Grantee has submitted a Claim Notice. 	Up to \$ []
Last Date to Claim	Performance Milestone 4 The Grantee must provide evidence to the Treasurer's satisfaction that: <ul style="list-style-type: none"> The Grantee has achieved completion of the Project on or before the Project Completion Date; the Grantee has incurred aggregate Eligible Expenditure totalling at least twice the amount claimed under this Deed (in aggregate) at the date of the Claim Notice; the Grantee has submitted a Claim Notice; and the Grantee has provided the Project Completion Report in accordance with Attachment 8. 	Up to \$ []
Total Grant Ex GST		Up to \$ [Grant total]

Attachment 5 - Standard Terms & Conditions

AGREED TERMS

1. THE TERM

The Term of this Deed commences on the Commencement Date and continues until the Expiry Date, unless terminated earlier.

2. CONDITIONS PRECEDENT

The rights and obligations of the parties under this Deed, including the obligation of the Treasurer to provide the Grant or any part of the Grant, are subject to the Treasurer being satisfied that the conditions precedent specified in Attachment 1, if any, have been complied with to the Treasurer's satisfaction, unless expressly waived by the Treasurer in writing.

3. AUTHORISED REPRESENTATIVES

- 3.1 The Representatives named in Attachment 1 are authorised to act on behalf of the Parties and are responsible for overseeing the effective administration of the Deed. The Representatives have authority to:
- (a) exercise all of the powers and functions of the Party they represent under this Deed other than the power to amend this Deed; and
 - (b) bind the Party they represent under this Deed in relation to any matter arising out of or in connection with this Deed.
- 3.2 A notice served on a Representative is taken to be notice to the Party they represent.
- 3.3 A Party may vary or revoke an authorisation at will, and nothing in this clause 3 shall prevent a Party from exercising any of its rights and powers under this Deed.

4. PAYMENT OF GRANT

- 4.1 The Grantee may only make a claim for an instalment of the Grant for Eligible Expenditure incurred for the Project.
- 4.2 Unless expressly waived by the Treasurer in writing, the obligation of the Treasurer to provide the Grant, or any instalment of the Grant, is subject to the Treasurer:
- (a) receiving, in all things to the complete satisfaction of the Treasurer:
 - (i) a Claim Notice in the form prescribed in Attachment 7 on or before the Last Date to Claim;
 - (ii) all Reports due at the date of the Claim Notice; and
 - (iii) documentary evidence that the Grantee has sufficient Other Funding.
 - (b) being satisfied that:
 - (i) the Grantee has, in all respects, complied with the terms and conditions of this Deed;
 - (ii) the Grantee has achieved the relevant Performance Milestone by the date for its achievement specified in Attachment 4;
 - (iii) an Event of Default has not occurred or is not occurring;
 - (iv) an Insolvency Event has not occurred;
 - (v) the Grantee's representations and warranties in this Deed are true in all material respects, and not misleading, when made or repeated; and
 - (vi) the Grantee has satisfied or complied with such other requirements (if any) specified in Attachment 1.
- 4.3 If the Treasurer is not satisfied that one or more of the requirements of clause 4.2 have been satisfied then the Treasurer may, by way of written notice to the Grantee, terminate or suspend the Treasurer's

obligations to provide the Grant, or any other obligations under this Deed.

4.4 Payment of any instalment of the Grant will be made to the Grantee's bank account specified in a Claim Notice which must be to an ADI and in the name of the Grantee.

4.5 The Grantee must ensure that it can properly account for the Grant received under the Deed.

5. GST

- 5.1 The parties acknowledge that compliance with this Deed may give rise to a Taxable Supply and that any consideration or payment obligation in this deed, including the payment of the Grant, is exclusive of GST unless stated otherwise.
- 5.2 The Grantee represents that:
- (a) the ABN shown in Attachment 1 is the Grantee's ABN; and
 - (b) it is registered under the GST Act.
- 5.3 The Parties agree that this Deed satisfies the requirement for a written agreement specifying the supplies to which the Recipient Created Tax Invoice ("RCTI") relates.
- 5.4 The Treasurer will provide a RCTI and where relevant an Adjustment Note, to the Grantee within 30 days of the making, or determining of the value, of the Taxable Supply.
- 5.5 The Grantee must not issue a Tax Invoice in respect of a Taxable Supply or, where relevant, an Adjustment Note in respect of an Adjustment Event.
- 5.6 If an Adjustment Event arises in respect of a Taxable Supply under this Deed the Parties must do all things necessary to make sure that the Adjustment Event may be properly accounted for, including the issue of an Adjustment Note.

6. REPAYMENT OF UNALLOCATED FUNDS

- 6.1 If the Grantee has not expended all of the Grant for the Purpose by the Project Completion Date, it must notify the Treasurer of the unexpended amount and may submit a written request for retention or carryover of unexpended amounts specifying:
- (a) the amount to be retained or carried over; and
 - (b) the purpose for which the unexpended amount will be used.
- 6.2 The Treasurer may consider the Grantee's request and notify the Grantee in writing whether it:
- (a) agrees that the Grantee may retain or carry over all or part of the unexpended amount; or
 - (b) requires the Grantee to repay all or part of that amount as notified by the Treasurer to the Treasurer within 30 days of receipt of the notice from the Treasurer.

7. REPRESENTATIONS AND WARRANTIES

- 7.1 The Grantee represents and warrants to the Treasurer that:
- (a) it is duly incorporated, qualified and properly accredited to carry on the Business and Project;
 - (b) it has the power (without restriction or condition), Approvals and Authorisations to enter into this Deed and perform its obligations under this Deed and will continue to have the power to perform its obligations under this Deed;
 - (c) an Insolvency Event has not occurred and there are no threatened actions or proceedings before any court or other body which will or are likely to materially adversely affect the financial position of the Grantee or its ability to perform its obligations under this Deed;

- (d) there are no threatened actions or proceedings before any Court or other body which will or are likely to materially adversely affect the financial position of the Grantee, its ability to perform its obligations under this Deed or to undertake and complete the Project;
- (e) it is not in material default under any law, indenture, mortgage, trust deed, agreement or other instrument or arrangement by which it is bound;
- (f) this Deed constitutes legal, valid and binding obligations on the part of the Grantee which are enforceable against it in accordance with its terms;
- (g) it has or will have available, sufficient Other Funding to complete the Project;
- (h) all information provided by the Grantee in the Application and to the Treasurer in accordance with this Deed, is true and correct in all material respects at the time it was provided, and there are no material facts known to the Grantee relating to it which could or might affect the willingness of the Treasurer to enter into an agreement with the Grantee on terms similar to the terms of this Deed which have not been disclosed to the Treasurer; and
- (i) it does not have any interests or obligations that conflict with its interests or obligations under this Deed.
- 7.2 The Grantee acknowledges that the representations and warranties made in this clause 7 have induced the Treasurer to agree to provide the Grant to the Grantee.
- 7.3 The Grantee acknowledges that each of the above representations and warranties shall survive the execution of this Deed and the provision of the Grant under this Deed and will be correct and complied with in all material respects on the date of this Deed, the dates of any Claim Notices and the dates of payment of the Grant and thereafter are repeated by reference to the circumstances existing at the time of such repetition except that each reference to financial statements or accounts shall be construed as a reference to the then latest available financial statements or accounts.
- 8. OBLIGATIONS**
- 8.1 All obligations under this Deed will apply for the duration of the Term.
- 8.2 The Grantee must comply with the Additional Obligations (if any) specified in Attachment 3.
- Purpose**
- 8.3 The Grantee must use the Grant solely for the Purpose.
- Business**
- 8.4 The Grantee must, during the Term, carry on and maintain its Business in the State of South Australia.
- Project**
- 8.5 The Grantee must commence the Project by the Project Commencement Date unless otherwise agreed in writing by the Treasurer.
- 8.6 The Grantee must complete the Project by the Project Completion Date unless otherwise agreed in writing by the Treasurer.
- 8.7 The Grantee must achieve each Performance Milestone by the date for achievement of that Performance Milestone specified in Attachment 4.
- 8.8 If the Grantee becomes aware of the possibility of a delay, which may prevent the Grantee from complying with clauses 8.5, 8.6 or 8.7, the Grantee must promptly notify the Treasurer in writing of:
- (a) the detail and likely extent of the delay and the Grantee's proposed strategies to manage the consequences of the delay; and
- (b) any request for an extension of time where such a request is necessary and reasonable in the circumstances.
- 8.9 The Treasurer may in its absolute discretion, consent to a request for an extension of time provided that:
- (a) the Grantee uses its best endeavours to minimise the delay and recover lost time;
- (b) where requested by the Treasurer, the Grantee provides a plan indicating in detail the steps the Grantee proposes to take to minimise the impacts of the delay; and
- (c) the Grantee complies with such other conditions imposed as part of the Treasurer's consent.
- 8.10 The Grantee must comply with, and must undertake the Project in compliance with, all applicable laws, rules and regulations and orders of any governmental authority.
- Keep Informed**
- 8.11 The Grantee must immediately notify the Treasurer in writing if it defaults in fully performing, observing and fulfilling any provision of this Deed, there occurs an Insolvency Event or it becomes aware of any representation or warranty made, repeated or deemed to be made or repeated by the Grantee in this Deed proving to be untrue in any material respect.
- 8.12 The Grantee must immediately inform the Treasurer of any significant changes to the nature and/or scope of the activities conducted by the Grantee which would impact on the Purpose, the Project or the other funding Grantee's ability to comply with its obligations under this Deed or the financial position of the Grantee.
- Project Assets**
- 8.13 The Grantee must not Deal With any real or personal property in relation to which the Grant has been applied by the Grantee without the prior written consent of the Treasurer, which shall not be unreasonably withheld.
- 8.14 If at any time prior to the Expiry Date the Grantee Deals With any real or personal property in relation to which the Grant has been applied (referred to in this clause 8.14 as "**the Property**"):
- (a) the Treasurer may by notice in writing given to the Grantee demand that the Grantee pay to the Treasurer a monetary amount (not exceeding the amount of the Grant) which is equivalent to the monetary payment or value received by or to be paid to or for the benefit of the Grantee in connection with the assignment, transfer, conveyance, sale, disposal or removal of the Property; and
- (b) the Grantee must then pay to the Treasurer the amount demanded by the Treasurer within the time stipulated by the Treasurer for payment.
- 9. REPORTING AND RECORD KEEPING**
- 9.1 During the Term the Grantee must keep all records (including original receipts and invoices) relating to the conduct and management of the Project, and necessary to provide a complete, detailed, up-to-date and accurate record and explanation of:
- (a) progress of the Project;
- (b) the application of the Grant;
- (c) incurred Eligible Expenditure; and
- (d) Other Funding.
- 9.2 The Grantee must provide the Reports and other documents as specified in Attachment 8, and must attend meetings as reasonably required by the Treasurer.

10. FINANCIAL REPORTING AND AUDITING

- 10.1 On the date specified in Attachment 8, the Grantee must provide an Acquittal Form in relation to the expenditure of all funds under this Deed:
- (a) certifying that the Grant has been properly spent on the Purpose in accordance with the requirements of the Deed; and
 - (b) signed by the Grantee's Representative.
- 10.2 Not late than each 31 October during the Term, the Grantee will provide to the Treasurer a copy of its management accounts, annual reports, financial statements and any other documents relevant to its operations, prepared in accordance with the Australian Accounting Standards and signed by the Grantee's Chief Executive Officer and audited by a qualified independent auditor.
- 10.3 The Grantee agrees the Treasurer may direct that the financial accounts of the Grantee be audited at the Treasurer's cost, and the Treasurer may specify the minimum qualifications that must be held by the person appointed to conduct the audit.
- 10.4 If the audit discloses that the Grantee has applied the Grant for a purpose other than the Purpose then the Grantee will be required to reimburse the Treasurer the costs of the audit.

11. INSPECTION

The Grantee must allow any officer or person authorised by the Treasurer on the giving of reasonable notice, to enter the premises of and to inspect the operations of the Grantee (including equipment, premises, accounting records, documents and information) and interview the Grantee's employees, agents and contractors on matters pertaining to the Project or the operations and reporting obligations of the Grantee under this Deed.

12. PUBLICITY

- 12.1 The Grantee must not make any public announcements or media releases about this Deed or the Project without the prior written consent of the Treasurer.
- 12.2 The Grantee will acknowledge the Grant by the Treasurer in any advertising, publicity or promotional material relating to this Deed in the manner specified in Attachment 1.
- 12.3 The Grantee will participate in promotional or publicity activity in relation to this Deed as is reasonably required by the Treasurer.

13. OTHER FINANCIAL ASSISTANCE

- 13.1 The Grantee must give the Treasurer full details of any financial assistance for activities in connection with the Project which the Grantee expects or receives from another source or agency (be it government or otherwise) after the date of this Deed, including the amount and source of the funding, any relevant agreements and the name of the program under which it was provided, within thirty (30) days of receiving notice that the other financial assistance has been approved.
- 13.2 The Grantee acknowledges and agrees that the Grantee must contribute at least 50% of the Eligible Expenditure from its own funds. Own funds excludes any third party funding, being funding from the state Government of South Australia and/or non-Government funding, required to complete the Project.
- 13.3 The Treasurer may reduce the amount of the Grant to reflect the amount of the other financial assistance referred to in clause 13.1.

14. INSURANCE

- 14.1 The Grantee must effect and maintain the insurance specified in Attachment 1 during the Term.
- 14.2 The Grantee must apply any monies received for any claim against a policy of insurance required by this

Deed to be maintained, towards the repair or replacement of the property insured, unless the Treasurer approves otherwise.

15. DEFAULT AND TERMINATION

- 15.1 The following are Events of Default:
- (a) the Grantee breaches any of its obligations or undertakings under this Deed and has not rectified such breach within the time frame specified in a notice given in writing by the Treasurer to the Grantee requiring rectification of the breach;
 - (b) any representation or warranty made, repeated or deemed to be made or repeated by the Grantee in this Deed proves to be untrue in any material respect;
 - (c) an Insolvency Event occurs, or threatens to occur;
 - (d) if a secured party enforces its rights in relation to any asset of the Grantee;
 - (e) if there is a Material Adverse Effect in relation to a Material Contract or the condition or stability of the Grantee;
 - (f) if the Grantee determines to cease to complete the Project; or
 - (g) if the Other Funding is not available for any reason.
- 15.2 The Grantee undertakes that it will promptly inform the Treasurer in writing upon the Grantee becoming aware of, or when the Grantee ought reasonably to have become aware of, the happening of an Event of Default.
- 15.3 If an Event of Default occurs the Treasurer may, then notwithstanding any previous delay or waiver on the Treasurer's part, upon giving written notice to the Grantee:
- (a) require the Grantee to immediately pay the Repayment Amount to the Treasurer as liquidated damages upon demand by the Treasurer;
 - (b) withhold the portion of the Grant not already paid;
 - (c) withhold future funding from the Grantee; and/or
 - (d) terminate this Deed.
- 15.4 If pursuant to clause 15.3 the Treasurer requires the Grantee to pay the Repayment Amount to the Treasurer then the Grantee agrees to make such repayment in full within 14 days of receipt of a written demand from the Treasurer.
- 15.5 The Grantee acknowledges that:
- (a) the Treasurer has concluded that it is in the interests of the public of the State of South Australia that the Treasurer should provide the Grant to the Grantee but only upon the terms and conditions of this Deed;
 - (b) it is essential to the purpose for which the Grant is advanced pursuant to this Deed that:
 - (i) the Grantee uses the Grant for Eligible Expenditure incurred for the Project; and
 - (ii) the Grantee does not permit an Event of Default to occur;
 - (c) if an Event of Default occurs the extent of the loss or damage sustained by the Treasurer will be extremely difficult to assess or quantify accurately or to otherwise determine precisely;
 - (d) the Repayment Amount represents a genuine pre-estimate by the Treasurer of the compensation which the Treasurer believes is fair and reasonable; and
 - (e) any amounts payable to the Treasurer pursuant to this clause 15 are not and will not be construed or deemed to be a penalty payable by the Grantee for the purposes of any applicable legal rule or norm.
- 15.6 The Grantee enters into the obligation to pay the Repayment Amount with the intention that it is a

- legally binding, valid and enforceable contractual provision against the Grantee.
- 15.7 The Treasurer and the Grantee intend to exclude, to the extent permissible, the application and operation of any legal rule or norm, whether statutory or common law, relating to:
- the characterisation as penalties of liquidated amounts payable under a contract on a breach occurring; or
 - the enforceability or revocability of such liquidated amounts.
- 15.8 The Grantee's obligation to pay the Repayment Amount to the Treasurer shall not be subject to any set off or counterclaim by the Grantee and the Repayment Amount shall be paid by the Grantee to the Treasurer free and clear of any withholding of whatever nature.
- 15.9 Any amount due and payable by the Grantee to the Treasurer pursuant to:
- this Deed; or
 - any other agreement that the Grantee may have with the Crown;
- may be set off against any amount due and payable by the Treasurer to the Grantee under this Deed.
- 16. NOTICES**
- 16.1 Any notice, request, approval, consent or other communication to be given or served pursuant to this Deed must be in writing and addressed and signed as the case may be, as specified in Attachment 1.
- 16.2 A notice, request, approval, consent or other communication must be delivered by hand, sent by prepaid post or email, or transmitted by facsimile.
- 16.3 A notice, request, approval, consent or other communication will be deemed to be received:
- if delivered by hand, upon delivery;
 - if sent by pre-paid ordinary post within Australia, upon the expiration of seven (7) Business Days after the date on which it was sent;
 - if sent by email, on the Business Day on which it is sent if sent before 5:00pm on that Business Day and the sender does not receive a message from its internet service provider or the recipient's mail server indicating that it has not been successfully transmitted, otherwise on the next Business Day.
- 17. CONTRACT DISCLOSURE**
- 17.1 The Treasurer may disclose this Deed and/or information in relation to this Deed in either printed or electronic form, and either generally to the public or to a particular person as a result of a specific request.
- 17.2 Nothing in this clause derogates from:
- the Grantee's obligations under any provisions of this Deed; or
 - the provisions of the *Freedom of Information Act 1991 (SA)*.
- 18. COMPLIANCE WITH LAWS AND POLICIES**
- 18.1 The Grantee must comply with the laws in force in the State of South Australia in performing its obligations under this Deed.
- 18.2 The Grantee must comply with any policies notified by the Treasurer in writing at the Commencement Date.
- 19. COSTS**
- 19.1 The Grantee must pay, on the basis of a full indemnity, any costs incurred by the Treasurer in enforcing the Treasurer's rights under this Deed.
- 19.2 Each Party will bear its own costs of and incidental to the negotiation, preparation and execution of this Deed.
- 20. GOVERNING LAW AND JURISDICTION**
- 20.1 This Deed is governed by the laws in the State of South Australia.
- 20.2 The courts of the State of South Australia have exclusive jurisdiction in connection with this Deed.
- 21. ENTIRE DEED**
- The Deed constitutes the entire Deed between the Parties in respect of the matters dealt with in this Deed and supersedes all prior Deeds, understanding and negotiations in respect of the matters dealt with in this Deed.
- 22. NO ASSIGNMENT**
- 22.1 The Grantee must not assign, encumber or otherwise transfer any of its rights or obligations under this Deed without the written consent of the Treasurer.
- 22.2 Subject to any contrary legislative intention, the Parties agree that if there is any Machinery of Government Change, this Deed is deemed to refer to the new entity succeeding or replacing the Treasurer and all of the Treasurer's rights and obligations under this Deed will continue and will become rights and obligations of that new entity.
- 23. MODIFICATION**
- No addition to or modification of any provision of this Deed will be binding upon the Parties unless agreed by the Parties in writing.
- 24. SEVERANCE & READING DOWN**
- 24.1 Each word, phrase, sentence, paragraph and clause of this Deed is severable.
- 24.2 Severance of any part of this Deed will not affect any other part of this Deed.
- 24.3 Where a word, phrase, sentence, paragraph, clause or other provision of this Deed would otherwise be unenforceable, illegal or void the effect of that provision shall so far as possible, be limited and read down so that it is not unenforceable, illegal or void.
- 24.4 If any provision of this Deed is, or becomes, defective, and the Treasurer consequently is unable to enforce any of the Grantee's obligations under this Deed, and the defect is capable of remedy, the Grantee must do all things and sign all documents which the Treasurer may reasonably require the Grantee to do or sign to remedy the defect.
- 25. COUNTERPARTS**
- This Deed may be executed in any number of counterparts each of which is taken to be an original. All of those counterparts taken together constitute one instrument. An executed counterpart may be delivered by email.
- 26. NO FURTHER OBLIGATION**
- 26.1 The Grantee acknowledges that the Grant represents a one-off contribution by the Treasurer towards the Project, and the Grantee agrees any request for subsequent funding will require a new application to the Treasurer. The Treasurer is under no obligation to agree to pay any subsequent funding to the Grantee.
- 26.2 The Grantee acknowledges the Treasurer will not be liable to reimburse the Grantee for any losses or cost over runs that may result from the operation of this Deed or the carrying out of the Purpose.
- 27. TIME OF THE ESSENCE**
- Time is of the essence in respect of any time, date or specified period either in this Deed or in any notice served under this Deed.
- 28. NO WAIVERS**
- 28.1 No waiver of any right under this Deed is effective unless given in writing and signed by the Party waiving its rights.

- 28.2 A waiver by either Party in respect of a breach of a provision of this Deed by the other Party is not a waiver in respect of any other breach of that or any other provision.
- 28.3 The failure of either Party to enforce at any time any of the provisions of this Deed must not be interpreted as a waiver of that provision.
- 28.4 The rights and remedies contained in this Deed are cumulative and not exclusive of any rights or remedies provided at law.

29. CONSENT

If the Grantee requires the Treasurer's consent under this Deed, the Treasurer may in absolute discretion give or withhold consent (subject to any provision in this Deed to the contrary) and if giving consent, the Treasurer may impose any condition on that consent that he considers appropriate. The Treasurer's consent will not be effective unless it is in writing and signed.

30. INTERPRETATION

In this Deed (unless the context requires otherwise):

- 30.1 a reference to any legislation includes:
- (a) all legislation, regulations and other forms of statutory instrument issued under that legislation; and
 - (b) any modification, consolidation, amendment, re-enactment or substitution of that legislation;
- 30.2 a word in the singular includes the plural and a word in the plural includes the singular;
- 30.3 where a word or phrase is given a particular meaning other parts of speech or grammatical forms of that word or phrase have corresponding meanings;
- 30.4 a reference to a clause number is a reference to all its subclauses;
- 30.5 a reference to two or more persons is a reference to those persons jointly and severally;
- 30.6 a reference to dollars is to Australian dollars;
- 30.7 a reference to a Party includes that Party's administrators, successors and permitted assigns;
- 30.8 no provision or expression in this Deed is to be construed against a Party on the basis that the Party (or its advisers) was responsible for the drafting of this document;
- 30.9 a reference to legislation includes legislation repealing, replacing or amending that legislation;
- 30.10 mentioning anything after the words include, includes or including does not limit what else might be included; and
- 30.11 if any act pursuant to this Deed would otherwise be required to be done on a day which is not a Business Day, then that act may be done on the next Business Day.

31. DEFINITIONS

In this Deed:

- 31.1 **"Acquittal Form"** means a notice of financial acquittal in the form specified in Attachment 6;
- 31.2 **"Additional Obligations"** means the obligations specified in Attachment 3;
- 31.3 **"ADI"** means a deposit taking institution authorised under the *Banking Act 1959 (Cth)* to carry on banking business in Australia;
- 31.4 **"Adjustment Event"** has the meaning attributed in the GST Law;
- 31.5 **"Adjustment Note"** has the meaning attributed in the GST Law;
- 31.6 **"Application"** means the application for financial assistance from the Program submitted by the Grantee in respect of which the Grant has been awarded;
- 31.7 **"Approval"** means any approval, authorisation, permit, permission, licence, consent, clearance, exemption, filing, registration or the like, which is required by law or required to be issued by or obtained from a government authority or any other person;
- 31.8 **"Authorisation"** means any corporate action, approval or the like which is required to be satisfied or obtained in order to authorise the Grantee to undertake the Project or to enter into, deliver and perform its obligations under the Deed;
- 31.9 **"Business"** means the business of the Grantee described in Attachment 1;
- 31.10 **"Business Day"** means any day which is not a Saturday, Sunday or a public holiday in Adelaide;
- 31.11 **"Claim Notice"** means a notice of claim and compliance in the form specified in Attachment 7;
- 31.12 **"Commencement Date"** means the date of this Deed;
- 31.13 **"Crown"** means the Crown in right of the State of South Australia;
- 31.14 **"Deal With"** means:
- (a) sell, transfer, novate, assign, declare a trust over or otherwise dispose of or procure or effect the disposal of, any interest or right; or
 - (b) effect a change in the beneficial interest or beneficial unit holding under a trust which has an interest or right.
- 31.15 **"Eligible Expenditure"** means expenditure associated with the Project, reasonably incurred and actually paid, during the Eligibility Period, by the Grantee (exclusive of GST) but does not include:
- (a) amounts for which the Grantee is entitled to claim reimbursement or funding from the Government of South Australia pursuant to an arrangement other than this Deed;
 - (b) amounts for which the Grantee is entitled to claim reimbursement or funding from the Government of Australia (Cth) pursuant to an arrangement other than this Deed;
 - (c) amounts for which the Grantee is entitled to claim reimbursement or funding from other third party contributions (eg: sporting or community club) pursuant to an arrangement other than this Deed;
 - (d) any amount incurred by the Grantee prior to the Eligibility Period;
 - (e) any amount incurred by the Grantee in relation to the purchase of land, buildings or a business;
 - (f) any amount incurred by the Grantee in respect of ongoing operating costs including wages and salaries, recruitment, training, mentoring and procurement fees, rent or other property costs, grant applications and administration costs;
 - (g) any amounts incurred by the Grantee that are non-cash expenses according to generally accepted accounting principles such as depreciation, amortisation or opportunity costs;
 - (h) any amount incurred by the Grantee in respect of feasibility studies, project masterplans or business cases;
 - (i) any amount incurred by the Grantee in respect of marketing activities including websites, traditional and digital marketing, subscriptions or contract fees to third party marketing distributors and channel management providers; and

- (j) any other amounts that the Treasurer determines are the usual or direct requirement of business;
- 31.16 **"Eligibility Period"** means the period specified in Attachment 1;
- 31.17 **"Event of Default"** means the defaults specified in clause 15.1;
- 31.18 **"Expiry Date"** means the date specified in Attachment 1;
- 31.19 **"Financial Year"** means a year commencing on 1 July and ending on 30 June;
- 31.20 **"General Purpose Financial Statements"** has the same meaning as in the Australian Accounting Standards; **"Grant"** means the funds payable under this Deed specified in Attachment 1;
- 31.22 **"GST"** means the tax imposed by the GST Law;
- 31.23 **"GST Act"** means the *A New Tax System (Goods and Services Tax) Act 1999*;
- 31.24 **"GST Law"** has the meaning given to that expression in the GST Act;
- 31.25 **"Input Tax Credit"** has the meaning attributed in the GST Law;
- 31.26 **"Insolvency Event"** means:
- the Grantee ceases to carry on the Business;
 - the Grantee ceases to be a council under the *Local Government Act 1999 (SA)*;
 - the Grantee is or states that it is unable to pay its debts when they fall due; or
 - anything analogous to or of similar effect to anything described above occurs in respect of the Grantee;
- 31.27 **"Last Date to Claim"** means the date specified in Attachment 1;
- 31.28 **"Material Adverse Effect"** means any change that has had, or is reasonably likely to have, an effect that is or will be materially adverse to the ability of the Grantee to perform its obligations under this Deed;
- 31.29 **"Material Contracts"** means those documents listed in Attachment 2;
- 31.30 **"Other Funding"** means funding or other financing in addition to the Grant that must be secured by the Grantee to enable it to satisfactorily complete the Project;
- 31.31 **"Party"** means a party to this Deed;
- 31.32 **"Performance Milestones"** means the performance milestones specified in Attachment 4;
- 31.33 **"Prescribed Rate"** means a daily interest rate being the aggregate of 2% per annum and the rate percent per annum determined by the Treasurer to be that which expresses as a percentage per annum the cost to the Treasurer of funding, on a daily basis for the period of the default, any amount due and unpaid under this Deed;
- 31.34 **"Project"** means the project specified in Attachment 2;
- 31.35 **"Project Commencement Date"** means the date specified in Attachment 1;
- 31.36 **"Project Completion Date"** means the date specified in Attachment 1;
- 31.37 **"Project Location"** means the location of the Project specified in Attachment 2;
- 31.38 **"Purpose"** means the purpose of reimbursing itself for Eligible Expenditure in accordance with this Deed;
- 31.39 **"Repayment Amount"** means:
- all amounts paid by the Treasurer to the Grantee under this Deed up to the Repayment Date; and
 - interest at the Prescribed Rate calculated from the Repayment Date up to but excluding the day on which the Grantee repays the amount in full without deduction;
- 31.40 **"Repayment Date"** means the date of the Treasurer's demand given under clause 15.4;
- 31.41 **"Reports"** means those reports specified in Attachment 8;
- 31.42 **"Representatives"** means the persons occupying the positions for each Party specified in Attachment 1;
- 31.43 **"Taxable Supply"** has the meaning attributed in the GST Law;
- 31.44 **"Tax Invoice"** has the meaning attributed in the GST Law;
- 31.45 **"Term"** means the period commencing on the Commencement Date and continuing until the Expiry Date, unless terminated earlier;
- 31.46 **"Trust"** means the trust in relation to which the Grantee is trustee; and
- 31.47 **"Trust Deed"** means the trust deed that establishes the Trust.

Attachment 6 – Acquittal Form

NOTICE OF FINANCIAL ACQUITTAL**TO: SOUTH AUSTRALIAN GOVERNMENT FINANCING AUTHORITY**

Director, Risk & Commercial Advisory

FROM: _____*Grantee Name*

Contact Person for enquiries: _____

Address: _____

Contact Email: _____

Contact Phone: _____ Facsimile: _____

DETAILS OF GRANT**Grant Deed** *Grant Deed dated [] between the Treasurer and [] (“Grantee”)***Purpose of Grant** *Reimburse the costs incurred by the Grantee in respect of up to 50% of Eligible Expenditure for the Project.**The Project is the Grantee’s [] (“Project”).***Grant Monies and Application**

Grant Amount: \$ _____

Total Eligible Expenditure: \$ _____

Funds Remaining: \$ _____

Representations

The Grantee represents and warrants that:

1. the Grant was solely applied to the Purpose;
2. the Project was completed on or prior to the Project Completion Date (as defined in the Grant Deed); and
3. the Grantee complied, in all material respects, with its obligations under the Grant Deed.

Signed for and on behalf of the Grantee by the Grantee’s Authorised Representative:_____
*Signature***Print Name:**

Date: / /

Attachment 7 – Claim Notice

NOTICE OF CLAIM AND COMPLIANCE

**To: South Australian Government Financing Authority
Level 5, 200 Victoria Square
Adelaide SA 5000**

Attention: Director, Risk and Commercial Advisory

[**Grantee**] provides the Treasurer with a Notice of Claim and Compliance pursuant to the **Grant Deed** dated [] between the Treasurer and [**Grantee**] (Grant Deed).
Unless the context otherwise requires, terms and conditions in the **Grant Deed** have the same meanings where used herein.

Claim

The [**Grantee**] advises that:

- (a) Performance Milestone [#] has been achieved;
- (b) the Grant instalment amount being claimed is \$[] (not to exceed the amount for the Performance Milestone achieved)
- (c) Eligible Expenditure related to the achievement of the Performance Milestone totals \$[]
- (d) the Grantee's bank account details are:
Account Name: []
BSB: []
Account Number: []
- (e) The Grantee has submitted all reports (if any) required on or before the submission of this Notice.

Attachments

The [**Grantee**] attaches the following documentary evidence of having incurred and paid the Eligible Expenditure:

- (a) [for example: invoices, receipts]

The [**Grantee**] attaches the following documentary evidence of having completed the relevant Performance Milestones:

- (a) []

Representations and Warranties

The [**Grantee**] represents and warrants as at the date of this Notice that:

- (a) the payment of the grant to be provided under the **Grant Deed** have/will be applied for the reimbursement of **Eligible Expenditure**;
- (b) no event which is, or with the giving of notice, the lapse of time or the making of any determination would be likely to become, an **Event of Default** has occurred or is continuing;
- (c) it is not in default of any of its remaining **Warranties or Representations** provided under the **Grant Deed** and they remain true as though made at the date of this certificate in respect of the facts and circumstances then subsisting;
- (d) all insurances required to be held pursuant to the **Grant Deed** have in fact been held and are presently in force;
- (e) Other Funding is comprised of:
a. [Other: \$ being []%]

DATED the day of

SIGNED for and on behalf of [**Grantee**] by the **Grantee's Authorised Representative**

.....
Name:

Title:

Attachment 8 – Reports

Report required	Date for Provision
<p>Performance Milestone Report containing:</p> <p>A brief report, to the satisfaction of the Treasurer, which details key expenditures, activities, use of local contractors and FTEs used during construction, and achievements associated with the satisfaction of each Performance Milestone. The report should also detail progress of the Project.</p>	Refer Attachment 4
<p>Project Completion Report containing:</p> <p>A brief report, to the satisfaction of the Treasurer, which:</p> <ul style="list-style-type: none"> • details key expenditures, activities, use of local contractors, FTEs used during construction, and achievements associated with the satisfaction of each Performance Milestone, and • confirms that the Grant and Other Funding were spent for the Purpose and in accordance with this Deed and that the Grantee has complied with this Deed; • reports on the Project as a whole and how Project outcomes (eg key achievements arising out of, or in connection with, the use of the Grant, the number of direct full time jobs created) have contributed to the Program's objectives. 	Refer Attachment 4
<p>Acquittal Form</p>	Within six (6) months of the Project Completion Date
<p>Other: Such other reports or information in respect of this Deed and the Grantee's performance, compliance with this Deed and laws, the application of the Grant, Other Funding, the Grantee's Business, the Project, and any other matters relevant to the Treasurer's grant of the Grant as the Treasurer may request.</p>	Within thirty (30) days of receiving a request for information from the Treasurer, any time prior to the Expiry Date

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item: 12.5

Responsible Officer: Natalie Westover
Manager Property Services
Corporate Services

Subject: Private Cemeteries

For: Decision

SUMMARY

At the Council meeting of 27 January 2021, Council resolved a Motion on Notice from Cr Herrmann as follows:

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.

Carried unanimously

The purpose of this report is to seek a Council resolution to amend the Council's *Cemetery Operating Policy* to include considerations to be given if Council is approached to take ownership or care, control and management of a private cemetery.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted**
 - 2. With an effective date of 6 July 2021 that the *Cemetery Operating Policy* be amended as attached in *Appendix 1*.**
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	A Functional Built Environment
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
Goal	Community Wellbeing
Objective C1	A community for everyone – that is inclusive, welcoming and accessible
Priority C1.1	Provide welcoming spaces and places for the community through our libraries, community centres, and Council and community facilities
Goal	A Progressive Organisation
Objective O3	Our organisation is financially sustainable for both current and future generations
Priority O3.4	Assess the range and level of services undertaken to ensure they fulfil Council's legislative and strategic intent

➤ Legal Implications

Cemeteries in South Australia are managed under the *Burial and Cremation Act 2013* which allows Councils to assume ownership or administration of a private cemetery with the consent of the relevant authority or if the relevant authority is unknown. There is no legal obligation of Council to assume ownership or administration of a cemetery.

➤ Risk Management Implications

The risks of assuming ownership or administration of a private cemetery are varied and include:

- Limited availability of records of interment rights, their commencement dates and the interment right holder
- Limited availability of burial records
- Maintenance and responsibility for headstones of expired interment rights
- Maintenance and upgrade costs
- Limited or no future capacity
- Trust limitations

The proposed policy position will assist in mitigating the risk of:

Lack of financial sustainability in the management of Council's cemetery operations leading to Council incurring unsustainable resource commitment and high risk.

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

This is a new mitigation action specific to cemeteries which, when combined with assessment by Council through a formal report, should have good effectiveness.

➤ **Financial and Resource Implications**

Assuming responsibility for the ownership or management of a private cemetery can have significant financial implications. These implications need to be assessed for each and every approach made to Council in respect of a private cemetery. Some of the financial implications include the ongoing maintenance of the cemetery grounds, roadways, car parks and pathways, at risk headstones and the administrative management.

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

Cemeteries play an important role in the community as a place of remembrance and history, not just for the families of those interred there but also for the broader community in terms of the history of the townships and district.

In general, most townships or group of townships have a cemetery that services their community, whether that be a general public cemetery or a church affiliated cemetery. These cemeteries are valued by the local community.

➤ **Sustainability Implications**

Given the role that cemeteries play in the local community, there is some community expectation that Council will provide these services across the Council district. The Council currently has 16 cemeteries spread across the district which, combined with a number of private cemeteries, deliver these services.

Cemeteries have limited capacity unless grave re-use is undertaken and whilst a cemetery may not be able to facilitate new burial locations, the obligation on the Council to maintain the cemetery continues without further revenue from the issue of interment rights.

Assuming ownership or administration of a private cemetery will require a financial commitment by Council for the ongoing maintenance and administration of the cemetery. This financial obligation needs to be fully understood during the decision making process.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Council workshop held on 13 April 2021

Advisory Groups: Cemetery Advisory Group

Administration: Director Corporate Services
Executive Manager Governance and Performance
Cemeteries Officer

External Agencies: Not Applicable

Community: Not Applicable

Feedback received from both the Cemetery Advisory Group and the Council Workshop supported the proposal that there be a documented position of Council to confirm that each proposal would be considered on its own merits but that certain considerations needed to be assessed prior to a report being presented to Council for a decision.

2. BACKGROUND

At the meeting of 27 January 2021, Council resolved a Motion on Notice from Cr Herrmann as follows:

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.

Carried unanimously

The Council has, in recent years, received one written request for consideration to assume administration of two (2) private cemeteries, being those owned by the Uniting Church and located on Nairne Road in Woodside and Nairne Road in Inverbrackie, currently managed by the local Woodside Parish.

At this time, Council does not have any endorsed assessment criteria by which to assess these approaches. In relation to the request regarding the Woodside and Inverbrackie cemeteries, Council staff recommended that the local parish seek assistance from their State Synod in the first instance.

Council staff are also aware of the likelihood of an additional request in relation to another church cemetery however nothing formal has been received.

Council has three (3) private cemeteries, or portions of cemeteries, that it has assumed administrative responsibilities for, being:

- Charleston Cemetery (2001)
- Portion of Cudlee Creek Cemetery (1999)
- Norton Summit (Grassy Flat) (unknown)

Some of these have trust arrangements in place where Council has not taken ownership of the land, only the administrative responsibilities.

3. ANALYSIS

Taking on the ownership or management of a private cemetery comes with some level of risk assumption for Council. This includes financial, safety and reputational risk.

Each approach to Council in relation to a private cemetery comes with its own uniqueness and should be assessed on a case by case basis.

At the workshop of 13 April 2021, it was discussed that setting guidelines to assist Council staff to assess these approaches would be beneficial to allow an assessment to be made before the matter is brought before Council for a decision, with those considerations being:

- What is the reason and purpose of the request
- Who is the owner of the land
- What records are available
- Is land ownership going to be transferred
- Are there any trusts on the land and if so, do those trusts place any limitations on who may be buried in the cemetery
- What is the remaining capacity of the cemetery
- Are there any Council owned or managed cemeteries in the reasonable proximity

This recommendation proposes to amend the *Cemetery Operating Policy* to include an additional clause to detail the Council's position and expectations when receiving a proposal to assume ownership or management of a private cemetery (Clause 9).

4. OPTIONS

Council has the following options:

- I. Amend the *Cemetery Operating Policy* to provide guidance to Council staff and the community as to the Council's position (Recommended)
- II. Not take any further action to document Council's position (Not Recommended)


5. APPENDIX

- (1) Draft Cemetery Operating Policy – June 2021

Appendix 1

Draft Cemetery Operating Policy – June 2021

COUNCIL POLICY

	CEMETERY OPERATING
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Policy Number:	COM-06
Responsible Department(s):	Property Services
Relevant Delegations:	As per the delegations schedule and as included in this Policy
Other Relevant Policies:	Nil
Relevant Procedure(s):	Nil
Relevant Legislation:	<i>Burials and Cremations Act 2013 & Burials and Cremation Regulations 2014</i> <i>Births Death and Marriages Registration Regulations 2013</i> <i>Work Health and Safety Act 2012 & Work Health and Safety Regulations 2012</i> <i>Local Government Act 1999</i>
Policies and Procedures Superseded by this policy on its Adoption:	Cemetery Operating, 09/05/2017, 12.3, SP14/17
Adoption Authority:	Council
Date of Adoption:	24 November 2020
Effective From:	19 January 2021
Minute Reference for Adoption:	Item 12.10, 282/20
Next Review:	October 2023 or as required by earlier by legislation or changed circumstances

CEMETERY OPERATING POLICY

1. INTRODUCTION

The Cemetery Operating Policy guides management and staff in the day-to-day operation of the cemeteries under the ownership or care, control and management of the Adelaide Hills Council (the Authority). It is a reference point for members of the public seeking guidance on the decision-making process of the Authority.

2. OBJECTIVES

Adelaide Hills Council aims to efficiently and effectively manage and maintain cemeteries with dignity and respect to meet the needs of its community.

To ensure that the interment of bodily remains occurs in accordance with *The Burials and Cremation Regulations 2014*, *The Burials and Cremations Act 2013*, *The Births Death and Marriages Registration Regulations 2013*, *Work Health and Safety Act 2012*, *Work Health and Safety Regulations 2012*, and *Local Government Act 1999*.

3. DEFINITIONS

“Act” means the *Burial and Cremation Act 2013*.

“Authorised” means a written authority has been issued by the Council.

“Authority” means the Adelaide Hills Council.

“Bodily Remains” means the whole or any part of a human body (whatever its physical state may be) but does not include the whole or part of a body that has been cremated.

“Cemetery” means any and all cemeteries owned or under the care and control of the Authority.

“Chief Executive Officer” means the Chief Executive Officer of the Adelaide Hills Council.

“Cremated Remains” means bodily remains that have been cremated.

“Extended Term” means each extended duration of the Initial Term of an Interment Right.

“Grantee” means a person who is or persons who are the holder of a Right or any other person entitled to exercise the rights of the Grantee under a Right in accordance with the terms of a Right.

“Human Remains” means the body or part of the body of a deceased person (including a still born child) and includes Cremated Remains.

“Initial Term” means the initial duration of a Right.

“Interment” of Human Remains includes:

- burial in the earth, a vault or mausoleum
- placement of cremated remains in a columbarium or other structure designed as a repository for human remains
- burial in the earth of cremated remains (with or without a container)

but does not include the scattering of cremated remains.

“Interment Right” means a Right for the Interment of Human Remains.

“Legitimate Business” means attendance in a cemetery to undertake an activity relating to the interment of Human Remains, installation of a memorial or plaque, or visiting the grave or memorial site in order to pay respects to a deceased person.

“Memorial” means:

- An approved gravestone or other Monument; or
- A plaque; or
- Any other approved structure or physical object used to memorialise a deceased person.

“Memorial Right” means a right for the memorialisation in a Cemetery without interment of Human Remains.

“Monument” means a monument, tombstone, tablet, gravestone, kerbing, railing or other erection to be constructed in a Cemetery, used for the commemorative purposes for a burial site.

“Private Cemetery” means a cemetery held in private ownership

“Regulations” means the *Burial and Cremations Regulations 2014*.

“Right” means a Burial Right or a Memorial Right.

“Term” includes the Initial Term and any Extended Terms.

4. GENERAL OPERATING POLICIES

4.1 Compliance with Operating Policies

4.1.1 A person, including Right holders must comply with the Act, the Regulations and these operating policies where they:

- 4.1.1.1 wish to inter Human Remains in a Cemetery
- 4.1.1.2 wish to re-open an interment site containing Human Remains
- 4.1.1.3 wish to remove Human Remains from a Cemetery, or
- 4.1.1.4 wish to install a Memorial at an interment site

4.2 Opening Hours

4.2.1 Cemeteries are open to from 7:00am to sunset 7 days per week, or as the Authority may determine.

4.2.2 No person, except a person authorised by the Authority, may be in a Cemetery at any other time.

4.3 Office Hours of Authority

- 4.3.1 The office of the Authority is open weekdays except public holidays from 8:30am to 5:00pm.

4.4 Fees

- 4.4.1 The Authority will publish a scale of fees for granting Rights and all other services and may change the scale of fees as it may determine.
- 4.4.2 The scale of fees will be reviewed, at a minimum, on an annual basis. An up-to-date copy of the scale of fees will be made available to any person on request and be available for download from the Authority's website.

4.5 Records of Cemeteries

- 4.5.1 The Authority will maintain records of each Cemetery in the office of the Authority that shows:
- 4.5.1.1 each site at which human remains are interred, and
 - 4.5.1.2 each site set aside for the interment of human remains, and
 - 4.5.1.3 the number allocated to, or a description of, each site.

4.6 Landscaping

- 4.6.1 No person, except a person authorised by the Authority, may landscape or change the landscaping of any portion of a Cemetery.
- 4.6.2 Any unauthorised landscaping may be removed by the Authority without notice.
- 4.6.3 The Authority is not responsible for any damage or loss caused by unauthorised activity in a Cemetery.
- 4.6.4 All plants and trees in a Cemetery remain the property of the Authority.
- 4.6.5 If the surface of any interment site in the cemetery sinks below the level of the natural surface of the ground, the Authority may cause the site to be filled up to the natural surface level.
- 4.6.6 The Authority may plant and maintain lawn on interment sites.
- 4.6.7 The Authority may alter or transfer any landscaping, memorial or memorial garden bed as it may determine in consultation with any affect Right holders.

4.7 Traffic Regulations

- 4.7.1 A person must, while in charge of a motor vehicle within a Cemetery, comply with any lawful directions of the Authority as to the driving and parking of the vehicle.
- 4.7.2 A speed limit of 5 km per hour applies in all Cemeteries. All other general road rules apply within a Cemetery.
- 4.7.3 A person must not drive a motor vehicle within a Cemetery in a dangerous or careless manner or without reasonable consideration for others.
- 4.7.4 A person may park a motor vehicle within a Cemetery with reasonable consideration for others and in accordance with general road rules unless it is clearly marked to the contrary.

4.8 Public Right of Way

- 4.8.1 A Cemetery is not a public right of way.
- 4.8.2 Entry to a Cemetery is restricted to employees or agents of the Authority and to people having legitimate business or as the Authority may determine.
- 4.8.3 The Authority will ensure that a Cemetery is securely fenced at all times.

4.9 Control of Animals

- 4.9.1 A person must not ride, drive or exercise animals in a Cemetery except with the prior approval of the Authority.
- 4.9.2 All dogs in a Cemetery must be kept under effective control and be on a leash. All dog faeces must be removed by the person in control of the dog.

4.10 General Conduct in a Cemetery

- 4.10.1 A person must not cause any nuisance or breach the peace in a cemetery.
- 4.10.2 A person must at all times conduct themselves in a manner that respects the rights and safety of others visiting a cemetery.
- 4.10.3 A person must not without the prior written approval of the Authority:
 - 4.10.3.1 sell or buy anything
 - 4.10.3.2 erect a temporary shelter or canopy
 - 4.10.3.3 carry on a business or advertise the same (with the exception of acknowledgement of the Mason on a Memorial)
 - 4.10.3.4 distribute or display any advertisement
 - 4.10.3.5 organise or take part in a meeting
 - 4.10.3.6 disturb a funeral service
 - 4.10.3.7 discharge a firearm (except at a military funeral)
 - 4.10.3.8 cut, break, deface or write or fix a bill on any fixture or landscaping in the cemetery, or
 - 4.10.3.9 take, injure or interfere with trees, shrubs, flowers, vases, labels, fish, birds, animals or other property.

4.11 Tributes

- 4.11.1 Tributes may be placed only in plastic or other unbreakable containers or as the Authority may determine. Glass, porcelain, terracotta and ceramic objects which are easily broken are not permitted as they may impact on the safety of visitors and staff.
- 4.11.2 The Authority may remove and dispose of any tribute when it is deemed unsightly, offensive, and breakable or that is or may be a risk to public safety.
- 4.11.3 Unauthorised planting of vegetation on a burial or memorial site is prohibited and will be removed upon detection.
- 4.11.4 All tributes must be kept within the confines of the burial or memorial location on which they are placed and must not be fixed to surrounding trees, plants or shrubs. Any tribute that is not kept within the confines of the burial or memorial location may be removed at the absolute discretion of the Authority.
- 4.11.5 All naked flames, such as candles and incense, are strictly prohibited in Cemeteries due to the risk of fire.
- 4.11.6 Over time, tributes will wither, weather and deteriorate, affecting their presentation. Families and visitors are encouraged to remove these items before they become unsightly.

5. INTERMENT RIGHTS

5.1 Authority to Grant Interment Rights

- 5.1.1 The Authority may grant an Interment Right in relation to one or more sites in a Cemetery where:
- 5.1.1.1 A “Plain English Statement” form recording the burial and memorial sites interment rights and responsibilities is signed by the proposed Interment Right holder
 - 5.1.1.2 An application, in the form contained at Annexure A or in a form that the Authority may determine having regard to the Regulations is received and approved, and
 - 5.1.1.3 the applicant pays the appropriate fee.
- 5.1.2 The Authority may at its complete discretion refuse an application for an Interment Right or renewal or limit the number of Interment Rights granted to any one person.
- 5.1.3 An Interment Right Holder has for the term of the Interment Right:
- 5.1.3.1 an exclusive right to bury or inter human remains in the site allocated to the maximum number permitted by the Authority
 - 5.1.3.2 the sole right to request and advise the Council as to who may be interred at a site and regarding the placement of Memorials
 - 5.1.3.3 an exclusive use of foundations provided by the Authority (if any) to erect an approved monument
 - 5.1.3.4 the obligation to notify the Authority of any change of mailing address, and
 - 5.1.3.5 use of the ground allocated for the purposes set out in this clause and not for any other purpose.
- 5.1.4 The minimum initial term of an Interment Right is determined by the Authority from time to time and is the period specified on the Interment Right as one of the following:
- 5.1.4.1 in perpetuity (for burial plots and rose gardens only), or
 - 5.1.4.2 100 Years, or
 - 5.1.4.3 50 Years, or
 - 5.1.4.4 in accordance with a resolution of the Authority for an individually agreed period for a specific site.
- 5.1.5 The term of an Interment Right commences from the date of issue.
- 5.1.6 Unless otherwise specified on the Interment Right, the Initial Term of an Interment Right is in accordance with the below table:

Cemetery	Prior to Relevant Date	Relevant Date	Subsequent to Relevant Date
Houghton	99yr	1/1/1957	50yr
Birdwood	99yr	1/6/1996	50yr
Charleston	99yr	1/6/1996	50yr
Cudlee Creek	99yr	1/6/1996	50yr
Gumeracha	99yr	1/6/1996	50yr
Kersbrook	99yr	1/6/1996	50yr
Mt Torrens	99yr	1/6/1996	50yr
Montacute	99yr	1/6/1996	50yr
Mt Lofty	99yr	1/6/1996	50yr
Norton Summit	99yr	1/6/1996	50yr
Summertown	99yr	1/6/1996	50yr
Stirling	100yr	1/1/1988	50yr
Scott Creek	100yr	1/1/2000	50yr

- 5.1.7 Any notice sent to an Interment Right holder at the last address recorded on the Authority's register of Interment Rights will be considered sufficient and proper notification in relation to any matter pertaining to an Interment Right.

5.2 Interment Rights Issued in Perpetuity

- 5.2.1 Interment Rights issued for the purpose of the interment of Human Remains (not including created remains) that are issued and extended for a total of 250 years will be deemed to have been issued in perpetuity.
- 5.2.2 Interment Rights issued for the purpose of the interment of cremated remains or for the memorialisation without human remains that are issued and extended for a total of 150 years will be deemed to have been issued in perpetuity.

5.3 Authority to renew Interment Rights

- 5.3.1 It is the responsibility of the Interment Right holder, or in the event of their death or legal incapacity their executor or administrator or successor, to renew or extend an Interment Right.
- 5.3.2 The Authority must renew or extend an Interment Right for an additional period or periods in accordance with the Act and Regulations where:
- 5.3.2.1 an application is received to do so, and
 - 5.3.2.2 the appropriate fee is paid.
- 5.3.3 An extension of the term of an Interment Right shall be for a period no less than 5 years in any one transaction or such time as may be specified in the Regulations.
- 5.3.4 The Authority must, at least 12 months before an Interment Right is due to expire, take reasonable steps to give the Interment Right Holder written notice which informs the Interment Right holder:
- 5.3.4.1 of the Interment Right holder's entitlement to renew or extend the Interment Right and the cost of renewing or extending the Interment Right
 - 5.3.4.2 that if the Interment Right is not renewed or extended and there is a Memorial to the deceased, the Memorial may be reclaimed from the Authority
 - 5.3.4.3 That if the Interment Right is not renewed the Authority is entitled to re-use the Interment Site.
- 5.3.5 However the Authority may renew a lapsed Interment Right from the date of expiry of the relevant term for a further term(s) provided:
- 5.3.5.1 The application is received in writing by the Authority within two (2) years of the Interment Right lapsing, and
 - 5.3.5.2 The appropriate fee is paid by any interested person.
- 5.3.6 If no application is received within the time frame set out in the Act and Regulations to renew or extend the Interment Right, then the Interment Right will expire according to its terms.
- 5.3.7 Where an Interment Right has lapsed but is subsequently renewed in accordance with the Act, Regulations and this policy, the Interment Right will be deemed to have been extended under the same Interment Right with any previous terms of that Interment Right as at the date of lapse, as if the Interment Right has not lapsed.

5.4 Expired Interment Rights

- 5.4.1 Prior to any re-use of an Interment Site the Authority will:
- 5.4.1.1 give notice of its intention to re-use the Interment Site by public advertisement in a newspaper circulating throughout South Australia; and

- 5.4.1.2 take reasonable steps to give written notice of its intention to re-use the Interment Site to the Interment Right holder or any personal representative of the deceased or one or more relatives of the deceased.
- 5.4.2 If the Interment Right is not renewed or the Interment Right holder, personal representative or a relative of the deceased has informed the Authority that there is no objection on the part of relatives to the re-use of the Interment Site then, in accordance with the Act, Regulations and this policy, the Interment Right is deemed to have expired and the Authority is entitled to re-use the site in accordance with the Act, Regulations and this policy.
- 5.4.3 The Authority will not make a site available for re-use until at least two (2) years have passed since the lapsing of an Interment Right, and the Interment Right has not been renewed during that period, pursuant to the Act, Regulations and this policy.
- 5.4.4 Where an Interment Site is available for re-use the Authority may grant a new Interment Right for the site to any person upon such terms and conditions as the Authority may determine consistent with the Act and the Regulations and this policy and the former Interment Right Holder acknowledges that upon such event the Authority may do whatever is necessary to prepare the site for the new Interment Right Holder.

5.5 Disposition of Cremated Remains

- 5.5.1 If an Interment Right Holder advises the Authority that an extension or renewal of an Interment Right for a site designated for cremated remains only will not be sought, the Interment Right Holder may instruct the Authority on a preferred method of final disposition of the cremated remains by:
 - 5.5.1.1 interment in an unmarked location, or
 - 5.5.1.2 collection for private dispersal.
- 5.5.2 Where no instructions are given by the Interment Right Holder upon termination of an interment right for a site containing cremated remains as to the final disposal of the cremated remains, then such remains will be dealt with in accordance with the Act, Regulations and the Authority's policies and procedures.

5.6 Surrender of Interment Right

- 5.6.1 An Interment Right holder, and only the Interment Right holder, has the right to surrender the Interment Right to the Authority in accordance with the Act and Regulations. On surrender the rights granted under the Interment Right are discharged.
- 5.6.2 Partial refunds are available in accordance with the Act and Regulations for unused sites.
- 5.6.3 Unused sites that are surrendered may be dealt with by the Authority in its absolute discretion.
- 5.6.4 Any Memorial may be reclaimed by the Interment Right holder upon surrender of the Interment Right, or if unclaimed will be disposed of by the Authority in accordance with the Act and the Regulations.

5.7 Transfer of Interment Rights

- 5.7.1 The Authority may permit a transfer of an Interment Right in the form contained in Annexure B or in a form that the Authority may determine having regard to the Act and Regulations.
- 5.7.2 An application to transfer an Interment Right must be executed by or on behalf of the Interment Right holder and the transferee and be accompanied by the relevant fee and evidence to the Authority that it may require to show that the Interment Right holder can effect the transfer.
- 5.7.3 The Authority may decline to register a transfer without giving reasons.

- 5.7.4 Where the Authority approves a transfer, the name of the transferee must be entered into the register of Interment Rights as the owner of the Interment Right.
- 5.7.5 The transfer will not take effect until it is recorded by the Authority in its register of Interment Rights. A transferor remains the holder of the Interment Right until the transfer is registered and the name of the transferee is entered in the Register of Interment Rights.

5.8 Register of Interment Rights

- 5.8.1 The Authority must keep a register of Interment Rights in accordance with the Act and Regulations that contains the following information:
 - 5.8.1.1 the number of the Interment Right
 - 5.8.1.2 the locality and number of the interment site over which the Interment Right is issued
 - 5.8.1.3 whether the Interment Right is for the interment of human remains (bodily or cremated remains) or memorialisation without human remains
 - 5.8.1.4 the full name, address and date of birth of the Interment Right holder
 - 5.8.1.5 the name of any person or persons identified on the Interment Right whose remains may be interred pursuant to the Interment Right
 - 5.8.1.6 the date that the Interment Right was granted or transferred to the Interment Right holder
 - 5.8.1.7 the date of each renewal and the expiry of each renewal term of the Interment Right
 - 5.8.1.8 the name of each deceased interred at the site including the date of each interment and the depth at which the interment took place, and
 - 5.8.1.9 the date of erection, subsequent inscriptions and description of any Memorial that has been erected at the interment site in accordance with the Act and the Regulations and these operating policies.

5.9 Instructions from Interment Right Holders

- 5.9.1 The Authority may choose not to comply with a request or direction by an Interment Right holder where an Interment Right issued for multiple interments is not presented for a second or subsequent interment.

5.10 Interment Rights issued in two (2) or more names

- 5.10.1 Where an Interment Right is currently registered in the names of two (2) or more persons, it will be delivered to the person first named in the register of Interment Rights.
- 5.10.2 All Interment Right holders have the responsibility to keep the Authority informed of their current contact details. Failure to do so will result in the Authority, after reasonable notice, accepting instructions from the other Interment Right holder (if any) without their input.
- 5.10.3 Notice will be deemed given if the Interment Right holder is sent a letter, facsimile or email to the person's last known contact details. Failure by the Interment Right holder to respond within 90 days will constitute abandonment of his or her right to give instructions and the Authority may act in accordance with the instructions of the other Interment Right Holders (if any) who are contactable.
- 5.10.4 With effective date of the signing of this Operating Policy all new Interment Rights will be issued to one person only.

5.11 Claimants to Interment Rights

- 5.11.1 As the devolution of Interment Rights is governed by legislation, the Authority will not recognise or register an expressed, implied or constructive notice of authority.
- 5.11.2 Where there is one or more joint Interment Right holders, and one of the Interment Right holders dies, the Authority will recognise the surviving Interment Right holder or holders as the only person or persons having title to an Interment Right.
- 5.11.3 The Authority will recognise the claim of an executor or administrator of a deceased Interment Right holder as having title to an Interment Right registered in the name of a deceased person.
- 5.11.4 Where a sole Interment Right holder remains in respect of an Interment Right, the rights granted to the Interment Right holder may be exercised upon the death or legal incapacity of the Interment Right holder by any one of the following people in descending order of entitlement:
- 5.11.4.1 in the case of the legal incapacity of the Interment Right holder, by a person acting under the authority of an enduring power of attorney granted by the Interment Right holder or by a duly appointed manager or guardian of the Interment Right holder.
- 5.11.4.2 in the case of the death of the Interment Right holder by:
- 5.11.4.2.1 the executor of the estate of the deceased person, or
- 5.11.4.2.2 if there is more than one executor, one of the executors acting with the permission of all the other executors, or
- 5.11.4.2.3 the administrator of the estate of the deceased person, or
- 5.11.4.2.4 by the spouse or domestic partner of the Interment Right holder, or
- 5.11.4.2.5 if there is no living spouse or domestic partner — by the eldest living relative of the Interment Right holder in the following descending order of priority:
- a child
 - a grandchild or great-grandchild
 - a brother or sister
 - a parent
 - a grandparent
 - an aunt or uncle
 - a nephew or niece
 - a cousin
 - any other blood relative.
- 5.11.5 For the purposes of this clause "domestic partner" has the same meaning ascribed to it under the Family Relationships Act 1975 (SA).
- 5.11.6 The substituted right envisaged in this clause may be devolved to one person in succession in the event of the subsequent death or legal incapacity of such person.
- 5.11.7 A person claiming ownership of an Interment Right must, if necessary, prove their ownership to the Authority.

6. BURIALS

6.1 Burial Hours

6.1.1 Burial hours are.

- 6.1.1.1 between 9:00 am and 5:00 pm Monday to Friday
- 6.1.1.2 by arrangement with the Authority on Saturdays, Sundays and Public Holidays except Good Friday and Christmas Day, or
- 6.1.1.3 as the Authority may determine.

6.2 Authorisation of Burials

6.2.1 No Burial will take place in a Cemetery unless:

- 6.2.1.1 a written application for the burial in the form contained at Annexure A, or in a form that the Authority may determine having regard to the Act and Regulations, is lodged at the offices of the Authority, and
- 6.2.1.2 an Interment Right or duplicate Interment Right is produced to the Authority upon request, and
- 6.2.1.3 the Authority receives reasonable notice of a request for the burial; and
- 6.2.1.4 all relevant fees are paid to the Authority, and
- 6.2.1.5 identifying information on all of the following has been checked and found to correspond:
 - the partial certificate of cause of death or disposal authorisation, as the case may be
 - the certificate of identification
 - the name plate affixed to the coffin or placed on top of the bodily remains, as the case may be.

6.2.2 No Bodily Remains will be interred in an interment site if the remaining term of an Interment Right is less than ten years.

6.2.3 Unless otherwise stipulated on the Interment Right, a maximum of three (3) burials and ten (10) cremated remains may be interred on any one burial site.

6.3 Grave Digging

6.3.1 Every interment site within a Cemetery must be excavated:

- 6.3.1.1 by an employee of the Authority, or
- 6.3.1.2 a contractor engaged by the Authority to do so on its behalf, or
- 6.3.1.3 a contractor engaged by a funeral director and approved by the Authority

6.4 Depths of Coffins

6.4.1 Coffins must be interred at least:

- 6.4.1.1 at the minimum depth required by the Act and Regulations; or
- 6.4.1.2 a minimum depth greater than the Act and Regulations as the Authority may determine.

6.4.2 The Authority may determine the maximum depth of a grave in which Bodily Remains may be interred in a Cemetery.

6.5 Opening of interment sites, exhumation and re-interment

6.5.1 At all times the Authority will comply with Part 2, Division 3 of the Act and the Regulations when dealing with the opening of interment sites, exhumation, and re-interment of Human Remains.

- 6.5.2 All excavation to re-open, exhume or re-inter must be undertaken by the Authority or by their approved representative.
- 6.5.3 An Interment Right holder can arrange with the Authority for extra space to be made in an interment site though a lift and deepen procedure in accordance with the Act and Regulations where:
 - 6.5.3.1 there have been previous interments in a grave, and
 - 6.5.3.2 earlier interments were at an insufficient depth for further burials, and
 - 6.5.3.3 at least six years have elapsed since the most recent burial.
- 6.5.4 The interment site must be covered as soon as practicable on the same day as the interment.
- 6.5.5 No human remains may be removed from a burial or memorial site except in accordance With the Act and Regulations and with the prior approval of the Authority.

7. MEMORIALS

7.1 Application for a Memorial Right or Memorial

- 7.1.1 The Interment Right holder, or any person duly authorised in writing by the Interment Right holder, may request a Memorial Right or Memorial approval by submitting an application to the Authority.
- 7.1.2 A Memorial shall not be installed on any site unless the relevant Interment Right for the site has been paid in full.

7.2 Design of Memorial Requires Authority approval

- 7.2.1 The Authority must approve the design, workmanship and proposed inscription of all Memorials before any work is carried out.
- 7.2.2 All bronze plaques for interment sites for cremated remains shall be supplied by and installed by the Authority at the Interment Right holder's cost.
- 7.2.3 The plans and specifications for a Memorial for a burial interment site must be submitted to the Authority and comply with the specifications that the Authority may specify (if any).
- 7.2.4 The Authority may refuse any design for a Memorial as it may determine.
- 7.2.5 A permit must be obtained from the Authority for all Memorials for a burial interment site and inscriptions on a Memorial before any work is carried out by submitting an application to the Authority in the form and manner required by the Authority, and payment of a permit fee paid in the amount set by the Authority from time to time.
- 7.2.6 The Authority may permit ornamental fixtures and fittings provided they are of non-ferrous durable material. The Authority accepts no responsibility for any ornamental fixtures or fittings.
- 7.2.7 Unless otherwise approved by the Authority, the name affixed on the Memorial must accord with the name shown on valid proof of the deceased's identity produced to the satisfaction of the Authority.

7.3 Monumental Masons, Stonemason or Approved Person

- 7.3.1 All Memorials for a burial interment site must be constructed, altered and installed by a Monumental Mason, Stonemason or other person who is authorised by the Authority to undertake such work ("Mason").
- 7.3.2 All Memorials for a burial position must be constructed and installed by a Mason in accordance with applicable Australian Standards.
- 7.3.3 A Mason must provide proof annually that they have current public liability insurance.

- 7.3.4 Masons must repair all damage done within a Cemetery to the satisfaction of the Authority.
- 7.3.5 Masons working within a Cemetery must comply with all Workplace Health and Safety requirements of the Authority and any other legislative requirements.

7.4 Duty to Maintain Memorials

- 7.4.1 In accordance with Part 3, Division 4 of the Act a Memorial is the personal property of the person who holds the Interment Right in respect to the interment site where the memorial is situated and that person is responsible for the maintenance of the memorial at the site.
- 7.4.2 No monument, plaque or memorial shall be removed by any person without the consent in writing of the Authority.
- 7.4.3 Any restoration work on a memorial must be done by a Mason to the relevant Australian Standards.
- 7.4.4 Any Memorial deemed unsightly or unsafe, must be repaired or replaced by the Interment Right holder within 8 weeks of notification by the Authority.
 - 7.4.4.1 All notified Memorials not claimed for repair or replacement by the Interment Right holder within 3 months of notification may be removed by the Authority.
 - 7.4.4.2 A removed Memorial will be held for a period of six (6) months after notification prior to disposal.
- 7.4.5 The Authority does not accept any responsibility for damage to Memorials through acts of vandalism, ageing or deterioration. Repair of damaged Memorials is the responsibility of the Interment Right holder.

7.5 Temporary Burial Interment Site Markers

- 7.5.1 Temporary burial interment site markers, including wooden crosses, may only be used for a maximum period of six (6) months following which they must be removed and replaced with a Memorial in terms of these policies or the burial site left unmarked.
- 7.5.2 Temporary burial interment site markers, including wooden crosses, removed by the Authority after twelve months have elapsed will be destroyed.

7.6 Removal of Memorials

- 7.6.1 Subject to the Act and Regulations, if an Interment Right expires and is not renewed, the Authority may, subject to complying with the relevant timeframes set out in the Act, remove any Memorial to a deceased person erected on or at the site under which the interment right was issued and dispose of it as it sees fit.
- 7.6.2 In accordance with the Act, Regulations and this policy an Interment Right holder may reclaim a Memorial at any time before disposal. The removal of a Memorial installed by a Mason must be undertaken by a Mason with the relevant approval and at the expense of the Interment Right Holder.
- 7.6.3 The Authority must consent in writing to the removal of a Memorial before any work is done.
- 7.6.4 The Authority may remove or alter any Memorial or erase any inscription that breaches these operating policies and recover, as a debt, the expense of removal or alterations of a Memorial from the Interment Right holder.
- 7.6.5 Where an Interment Right holder fails to remove a Memorial within two years of an Interment Right lapsing and the procedure outlined in the Act and Regulations has been followed, the Memorial becomes the property of the Authority and may be removed and disposed of in accordance with the Act and Regulations.
- 7.6.6 An Interment Right holder may reclaim a Memorial at any time before disposal.

7.7 Memorial Register

7.7.1 The Authority will keep a register of each Memorial erected in a Cemetery that contains the following information:

- 7.7.1.1 the size of the Memorial.
- 7.7.1.2 the type of Memorial
- 7.7.1.3 the name or names inscribed on the Memorial
- 7.7.1.4 any epitaphs and other inscriptions on the Memorial, and
- 7.7.1.5 the location of the Memorial in a Cemetery.

8. PRIVACY

The Authority will abide by the freedom of information legislation and the spirit of privacy legislation in addition to the requirements of the Burial and Cremation Act and Regulations to protect the details of all living persons.

8.1 Registers

8.1.1 The registers kept by the Authority under the Act must be made available for inspection by members of the public during ordinary office hours and on payment of any fee fixed by the Authority, however the following information is specifically excluded by the Regulations from being made available in the registers:

- 8.1.1.1 the full name and address of the holder of an Interment Right; and
- 8.1.1.2 the address of the last place of residence of the deceased person before his or her death.

9. PRIVATE CEMETERIES

There are a number of Private Cemeteries in the Adelaide Hills Council district. At times, the Authority receives requests to assume ownership or administration of a Private Cemetery. These requests need to be assessed to fully understand the community and financial impacts of the proposal.

Each proposal will be assessed on its own merits and that assessment needs to consider the risks and impacts both at the time the proposal is received as well as into the future. At a minimum, the following information needs to be provided as part of the assessment process:

- The reason and purpose of the request
- Ownership details
- Details of what interment and burial records are available
- Is land ownership proposed
- Full details of any trusts that exist over the cemetery
- The remaining capacity of the cemetery
- The current and future maintenance requirements for the cemetery
- What, if any, financial contribution is proposed to be made to the Authority
- Is there a State or Federal authority that should provide assistance to the Private Cemetery authority in the first instance

When assessing any proposal, consideration should be given to any Authority owned or administered cemeteries in the area that provide a service to that section of the community.

All formal requests are to be presented to Council for consideration and a decision.

10. DELEGATION

9.1 The Chief Executive Officer has the delegation to:

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

11. 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. 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.

12. APPENDICES

Appendix 1: Interment Application and Authority
Appendix 2: Application for Transfer of Interment Right

Appendix 1

Interment Application and Authority

Interment Application and Authority



This form must be completed by the interment right holder or a person authorised to exercise the interment right in accordance with Section 35 of the Burial and Cremation Act 2013 (see overleaf). No preparatory activities will occur until all details required on this form have been received.

DECEASED DETAILS - please enter all details and indicate as applicable (tick)

Title: ☐ Dr ☐ Mr ☐ Ms ☐ Mrs ☐ Miss Gender: ☐ M ☐ F
First Name/s: _____ Last Name: _____
Date of Birth: _____ Date of Death: _____ Age: _____
Last Known Address: _____
Suburb: _____ State: _____ Postcode: _____

INTERMENT LOCATION - please select ONE ONLY

- ☐ **A Adelaide Hills Council to allocate new location (new interment right required) in Cemetery:**
(Plain English Statement completed and provided by Funeral Director)
- ☐ **B Family to select new location (new interment right required)**
Family to contact Adelaide Hills Council to arrange
- ☐ **C Existing location at _____ Cemetery**
(existing interment right – minimum 10 years required)
- Name of right holder/s: _____ Right Number: _____
Location Details: _____ Expiry Date: _____
Current address: _____
Suburb: _____ State: _____ Postcode: _____ Date of Birth: _____
Existing interments at Site ☐ Yes ☐ No Transfer of right required ☐ Yes ☐ No
Extension of right required ☐ Yes ☐ No Number of years right to be extended _____

INSTRUCTION FOR INTERMENT - please enter ALL details and indicate as applicable (tick)

Interment Depth ☐ 1 ☐ 2 ☐ 3 Lift and Deepen Required ☐ Yes ☐ No
Coffin Size (in millimetres) Length _____ Width _____ Coffin Type ☐ Coffin ☐ Casket
Number of Previous Interments and Depths _____

Name of Funeral Company: _____
Arranger Name (please print) _____ Arranger Signature: _____

AUTHORISED PERSON DETAILS - please enter ALL details and indicate as applicable (tick)

Title: ☐ Dr ☐ Mr ☐ Ms ☐ Mrs ☐ Miss Gender: ☐ M ☐ F Date of Birth: _____
First Name/s: _____ Last Name: _____
Address: _____
Suburb: _____ State: _____ Postcode: _____
Tel (W): () _____ Tel (H): () _____ Mobile: _____
Relationship to Deceased: _____ Email: _____

I acknowledge that I have read and understand my rights and responsibilities and declare that I am the interment right holder or a person authorised to exercise the interment right in accordance with the conditions listed overleaf.

Authorised Person's Signature: _____ Date: _____

Your rights and responsibilities:

New interment right

- If a new interment right is being requested in order to facilitate this burial, the Authorised Person will become the interment right holder and must be supplied with a Plain English Statement by the Funeral Director.
- In signing this Burial Authority, the Authorised Person acknowledges receipt of a Plain English Statement by the Funeral Director if a new interment right is required.
- An interment rights will only be granted to one interment right holder (ie, no interment right will be issued to more than one person)

Authority to exercise the interment right

- Only the interment right holder may exercise an interment right, provided that if the interment right holder is deceased the interment right may be exercised by the personal representative of the deceased interment right holder (by definition the Executor or Administrator of the Deceased Estate) in accordance with section 35 of the Burial and Cremation Act 2013.
- If there is no personal representative the interment right may be exercised in accordance with regulation 32 of the Burial and Cremation Regulations 2014 as follows:
 - by the spouse of domestic partner of the deceased interment right holder; or
 - if there is no surviving spouse or domestic partner – by the eldest living relative of the deceased interment right holder in the following descending order of priority:
 - a child;
 - a grandchild or great-grandchild;
 - a brother or sister;
 - a parent;
 - a grandparent;
 - an aunt or uncle;
 - a nephew or niece;
 - a cousin;
 - any other blood relative.

Appendix 2

Application for Transfer of Interment Right

Transfer of Interment Right Declaration

Cemetery:

Type of Interment Site:

Interment Right No:

Term:

Date Commenced:

Current Interment Right Holder(Full legal Name):

Please select and complete all details for either A (current interment right holder/s) or B (authorised Person) below and sign in front of a JP on page 2.

☐ **A. I, the current registered interment right holder, do solemnly and sincerely declare that:**

I, Full Name _____ Date of Birth _____
 of Address _____
 Telephone _____ Mobile _____
 (email) _____
 (And) I, Full Name _____ Date of Birth _____
 of Address _____
 Telephone _____ Mobile _____
 Email _____

do hereby authorise the transfer of my rights, title and interest in this interment right.

OR

☐ **B. I, the authorised person, do solemnly and sincerely declare that:**

I, Full Name _____ Date of Birth _____
 of Address _____
 Telephone _____ Mobile _____
 Email _____

☐ Being a person having the right to exercise a Power of Attorney for the interment right holder. (Please attach a copy of the Power of Attorney)

☐ Being a person entitled to exercise the rights granted to the interment right holder upon the interment right holder's death, and being the **highest ranking person** in the following **descending order** of entitlement (**select one only**) in relation to the deceased interment right holder:

- | | |
|---|--|
| <input type="checkbox"/> 1. <i>Executor/s or Administrator of estate</i> | <input type="checkbox"/> 7. <i>The eldest living grandparent</i> |
| <input type="checkbox"/> 2. <i>The spouse or domestic partner</i> | <input type="checkbox"/> 8. <i>The eldest living aunt or uncle</i> |
| <input type="checkbox"/> 3. <i>The eldest living child</i> | <input type="checkbox"/> 9. <i>The eldest living nephew or niece</i> |
| <input type="checkbox"/> 4. <i>The eldest living grandchild or great-grandchild</i> | <input type="checkbox"/> 10. <i>The eldest living cousin</i> |
| <input type="checkbox"/> 5. <i>The eldest living brother or sister</i> | <input type="checkbox"/> 11. <i>The eldest living blood relative</i> |
| <input type="checkbox"/> 6. <i>The eldest living parent</i> | |

and having providing proof of my identity (The Authority has the right to determine the criteria to determine the relationship and entitlement of any person claiming a substituted right as above)

do hereby request the interment right be transferred to the new interment right holder as detailed on Page 2.

This section must be completed and signed in front of a Justice of the Peace or Commissioner of Affidavits.

I, the **CURRENT INTERMENT RIGHT HOLDER/S or AUTHORISED PERSON**, understand that the said Interment Right is unencumbered and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1936.

Signed by current interment right holder or authorised person/s: _____

To be completed by the Justice of the Peace or Commissioner of Affidavits

Declared and subscribed at
this _____ day of _____ year _____

Before me _____ (Full Name)

A Justice of the Peace or Commissioner for Affidavits _____ (Signed JP/Commissioner)

Persons completing Section B: Please provide full copies (not an extract) of documents to show next of kin relationships to the current Interment Right Holder, eg. Marriage Certificate, Birth Certificates, Power of Attorney, Will (listing you as the Executor)

Complete details of the NEW Interment Right Holder (you may be the new Interment Right Holder or can allocate it to another person of your choice)

NEW INTERMENT RIGHT HOLDER – 1 NAME ONLY (please insert full details)

➔

Title

Full Name

of

Postcode

Date of Birth

Telephone

Mobile

Email

hereby accept the transfer of the above interment right to my name.

NEW INTERMENT RIGHT HOLDER TO SIGN (not required to be witnessed by a JP)

➔

I

(full name of new Interment Right holder)

Signed

Date

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item: 12.6

Responsible Officer: Kira-marie Laverty
Corporate Planning & Performance Coordinator
Office of the Chief Executive

Subject: Draft 2021-22 Annual Business Plan Adoption

For: Decision

SUMMARY

The *draft Annual Business Plan 2021-22* (ABP) is a legislative requirement under s122 of the *Local Government Act 1999* (the Act). It is also a key element of Adelaide Hills Council's *Corporate Planning and Performance Framework*.

The ABP has been developed to align to the *Long Term Financial Plan 2021* (LTFP), the *Asset Management Plan 2021* (AMP) and the *Strategic Plan 2020-24 –A brighter future* (Strategic Plan). Council resolutions, staff and community feedback, and risk assessments have also informed projects and programs included in the ABP.

The purpose of this report is to provide the *Annual Business Plan 2021-22* (**Appendix 1**) to Council for adoption.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 - 1.1 Pursuant to and in accordance with section 123(6) of the *Local Government Act 1999* ("the Act") and Regulation 6 of the *Local Government (Financial Management) Regulations 2011* and having considered all submissions and consultation feedback received, the Annual Business Plan (Appendix 1) as laid before Council for the financial year ending 30 June 2022, be adopted.
 - 1.2 Pursuant to and in accordance with section 123(7) of the Act and regulation 7 of the *Local Government (Financial Management) Regulations 2011*, having considered the Budget in conjunction with, and determined the Budget to be consistent with, the Council's Annual Business Plan, the Budget for the financial year ending 30 June 2022, as laid before the Council at this meeting, be adopted.

1.3 Determination and Adoption of Valuations – 2021-22

- 1.3.1 Rates assessed on rateable land in the area of the Council will be based on the capital value of land for all rateable land.**
- 1.3.2 Pursuant to section 167(2)(a) of the Act the most recent valuations of the Valuer General available to the Council of the capital value of land within the Council area, be adopted for rating purposes for the financial year ending 30 June 2022, totalling \$x,xxx,xxx,xxx.**

1.4 Determination of Basis for Differential Rating

Having taken into account the general principles of rating contained in section 150 of the Act and the requirements of section 153(2) of the Act, and in order to raise the amount as per paragraph 1.2, pursuant to section 152(1)(c) of the Act the Council declares that general rates for the financial year ending 30 June 2022 will consist of two components:

- 1. one being based on the value of the land; and**
- 2. the other being a fixed charge**

Pursuant to sections 153(1)(b) and 156(1)(a) of the Act the Council declares the following differential general rates for the financial year ending 30 June 2022 on rateable property within the Council area, based upon the capital value of the land and varying according to land use categories in accordance with Regulation 14 of the *Local Government (General) Regulations 2013*:

- 1.4.1 On rateable land assigned category (a), (g), (h) & (i) (Residential, Primary Production, Vacant and Other), a rate of 0.2453 cents in the dollar of the capital value of such land;**
- 1.4.2 On rateable land assigned category (b), (c), (d), (e) and (f) (Commercial – Shop, Office and Other and Industrial – Light and Other) a rate of 0.2821 cents in the dollar of the capital value of such land.**

1.5 Declaration of General Rates – Annual Fixed Charge

Pursuant to section 152(1)(c)(ii) of the Act, the Council declares a fixed charge of \$699 in respect of all rateable land in the Council area for the financial year ending 30 June 2022.

1.6 Imposition of Regional Landscape Levy

In accordance with section 69 of the *Landscape South Australia Act 2019*, and section 154 of the Act, in order to reimburse the Council the amount contributed to the Hills and Fleurieu Regional Landscape Board, the Council declares the following separate rates based upon the capital value of rateable land for the financial year ending 30 June 2022:

- 1.6.1 0.009002 cents in the dollar on all rateable land in the Council area and in the area of Hills & Fleurieu Regional Landscape Levy;**

1.7 Annual Service Charge

Pursuant to section 155 of Act, for the financial year ending 30 June 2022 the Council imposes the following annual service charges based on the nature of the service and the level of usage of the service:

1.7.1 In respect of all land to which the Council provides or makes available the prescribed services known as:

- the Woodside Community Wastewater Management System
- the Woodside Extension Community Wastewater Management System
- the Birdwood and Mt Torrens Community Wastewater Management System
- the Kersbrook Township Community Wastewater Management System
- the Charleston Community Wastewater Management System
- the Verdun Community Wastewater Management System
- the Mt Lofty Ward Community Wastewater Management System

an annual service charge of \$897 in respect of land which is occupied and an annual service charge of \$450 in respect of land which is vacant.

1.8 Rate Cap and Rebates

1.8.1 Rate Cap (General Rates Maximum Increase for Principal Place of Residence)

That for the year ending 30 June 2022 pursuant to section 153(3) of the Local Government Act 1999 the Council will not fix a maximum increase in the general rate to be charged on any rateable land that constitutes the principal place of residence of a principal ratepayer.

1.8.2 Primary Production Rebate

Pursuant to section 166(1)(b) of the Act, Council continues to offer, for the year ending 30 June 2022, upon application, a discretionary Primary Production Rebate of 10% on the differential primary production general rate to those ratepayers in the business of primary production who do not have a notional capital value assessment of their property and who have applied for and been granted this rebate in any of the last three (3) rating years, namely 2018-19, 2019-20 and/or the 2020-21 rating year.

1.8.2 Revaluation Relief Rebate

Council has determined, pursuant to section 166(1)(l)(ii) of the Act, to provide a discretionary rebate for the purposes of fixing a maximum increase in general rates to be charged on any rateable land within its area to be applied by the Council either on its own initiative where Council considers that the ratepayer meets the eligibility criteria or by application from the ratepayer, in circumstances where:

- the general rates payable for the financial year ending 30 June 2022 exceed the general rates paid in the previous financial year by 12.5% or more

and where the increase in general rates is not as a result of:

- (i) improvements made to the property since 1 July 2020 and worth more than \$20,000, unless the ratepayer is located within the Cudlee Creek bushfire scar as determined by Council; or
- (ii) a change to the land use of the property since 1 July 2020; or
- (iii) a change in ownership (unless a family transfer) of the rateable property since 1 July 2020

the amount of any cap being the difference between the amount of general rates in monetary terms (before any rebate was applied) imposed for the 2021-22 financial year and the amount of general rates in monetary terms (before any rebate was applied) for the 2020-21 financial year plus 12.5% of those rates.

1.9 Separate Rates

Declaration of Separate rate – Stirling Business Separate Rate

- 1.9.1 Pursuant to section 154 of the Act for the financial year ending 30 June 2022 in order to raise the amount of \$95,000 to carry out the activity of promoting and enhancing business viability, profitability, trade and commerce in that part of the Council's area comprising rateable land within the precinct known as the District Centre (Stirling) Zone and businesses fronting both sides of Mt Barker Road east of the District Centre (Stirling) Zone to Pine Street, excluding land attributed a land use category 1 (residential) and government owned land, the Council declares a differential separate rate of 0.0949 cents in the dollar on all other land uses based on the capital value of the rateable land within that part of the Council area.
- 1.9.2 In exercise of the powers contained in section 158(1)(a) of the Act the minimum amount that is payable by way of the Stirling Business separate rate is \$284 (affecting all properties within the area to which the separate rate applies where the capital value is below \$299,262).
- 1.9.3 In exercise of the powers contained in section 158(1)(b) of the Act the amount that would otherwise be payable by way of rates in respect of the Stirling Business separate rate is altered by fixing the maximum amount of the separate rate payable at \$2,538 (affecting all properties within the area to which this separate rate applies where the capital value is in excess of \$2,674,394).

1.10 Payment of Rates

- 1.10.1 That pursuant to the provisions of section 181 of the Act, the above rates including charges which have been imposed for the financial year ending 30 June 2022 are payable by four equal (or approximately equal) quarterly instalments (unless otherwise agreed with the principal ratepayer), falling due during the months of September and December 2021 and March and June 2022.
- 1.10.2 In exercise of the powers contained in section 44 of the Act, the Council delegates to the Chief Executive Officer
 - the power pursuant to section 181(2) of the Act to determine the day on which each instalment falls due in the months specified in part 1.10.1 of this resolution; and,

- the power pursuant to section 181(4)(b) of the Act, to enter into agreements with principal ratepayers relating to the payment of rates in any case of hardship or financial difficulty.

1.11 Adoption of Rating Policy

- 1.11.1** With an effective date of 1 July 2021, to revoke the 30 June 2020 Rating Policy and adopt the Rating Policy, in Appendix 2 of the 2021-22 Annual Business Plan in Appendix 1 of this report.
- 1.11.2** That the Chief Executive Officer, or delegate, be authorised to make any formatting, nomenclature or other minor changes to the Policy prior to the effective date.

1.12 Council Resolutions pertaining to 2020-21 Expenditure

Council resolves as a result of the Council Resolutions relating to 2020-21 Budgeted Expenditure to endorse the budgeted amounts totalling \$6.206m to be transferred to the 2021-22 financial year and update the associated budgets accordingly (as per *Appendix 3*).

1.13 Borrowings

Council resolves to:

- 1.13.1** borrow the sum up to \$10.350m (including 2020-21 budgeted expenditure requirements transferred to the 2021-22 financial year) for the purpose of funding the 2021-22 Budget.
- 1.13.2** authorise the Chief Executive to negotiate and agree the interest rate and any terms and conditions of the above borrowing arrangements in accordance with the Treasury Policy as adopted by Council.
- 1.13.3** authorise the Chief Executive to negotiate and agree a Convertible Cash Advance Debenture (CAD) facility or extension of existing arrangements for \$727k at an discounted interest rate of 0.75% off the standard variable rate with the Local Government Financial Authority for a three-year term from date of establishment, noting the exemption from Procurement Policy for this transaction
- 1.14.4** authorise the affixation of the common seal as necessary to give effect to Council's resolutions in this matter and that this be undertaken by the Mayor and the Chief Executive Officer.

2. That the CEO be authorised to:

- 2.1** Make changes to the ABP to reflect *Appendix 3* prior to publication
- 2.2** Make any formatting, nomenclature or other minor changes to the Plan prior to being released for published and
- 2.3** Determine the publishing timings, processes and related media promotion while ensuring consistency and compliance with the provisions of applicable legislation.

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 ABP has been developed based on the financial projections and targets of the LTFP and in alignment with the Strategic Plan and AMPs. It is also a key element of Adelaide Hills Council's *Corporate Planning and Performance Framework*.

➤ Legal Implications

The preparation of an ABP is a requirement of Section 123 of the *Local Government Act 1999* (the Act), and the *Local Government (Financial Management) Regulations 2011* (the Regulations).

Section 123(3) of the Act states that before a council can adopt its ABP that it must prepare a draft ABP and follow the relevant steps set out in its public consultation policy (i.e. consultation for at least 21 calendar days).

Section 123(4)(a) of the Act requires that publication of a notice in a newspaper circulating in the area informing the public of the preparation of the draft annual business plan and inviting interested persons to attend:

- i. A public meeting which must be held at least 21 days after the publication of the notice; or
- ii. A meeting of the council at which members of the public may ask questions and make submissions for a period of at least one hour.

As group meetings may still be restricted due to the COVID-19 pandemic, the Minister for Local Government has gazetted the *Public Health Emergency: Public Access and Public Consultation Notice (No 2) 2020* to remove the "public meeting" requirement from the Act. On 18 February 2021, the LGA advised that this direction is still in force, however councils may choose to hold a public meeting by resolution provided there is adherence to all COVID-19 related State Government public health and emergency directions, regulations or legislation.

Section 123(7) of the Act requires that each budget of council must:

- a) Be considered in conjunction with the council's ABP (and must be consistent with that plan); and
- b) Be adopted by the council after the council has adopted its ABP.

Part 2 of the Regulations sets out what financial information must be included as well as the required formats.

➤ **Risk Management Implications**

Preparing and adopting an ABP 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)	High (5E)	High (5E)

The ABP is one of many existing controls to manage this risk and therefore there is no proposed reduction in the Target Risk Rating from this item.

The ABP 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 ABP sets out the priorities and application of the Council's resources over the next financial year. The ABP has been developed to be consistent with the Strategic Plan, LTFP and AMP.

The finalisation of the ABP document will be primarily produced internally using mainly existing staff resources. External costs will be associated with activities such as the design and printing of the final copy and any promotional costs related to the public consultation

In relation to funding the budget by borrowings, following an announcement by the State Government regarding the Local Government Infrastructure Partnership Program (LGIPP), the Local Government Finance Authority of South Australia (LGFA) has advised that it would offer a 3 year discounted Cash Advance Debenture loan facility (-0.75% off the standard CAD rate) to fund any successful application for the grant to cover the council contribution.

As such, given Adelaide Hills Council's successful application for a LGIPP grant in relation to the Sustainable Water Management in the Adelaide Hills Project, the LGFA has advised that Adelaide Hills Council is entitled to apply for the discounted facility and borrow up to \$727k (subject to the LGFA's normal lending criteria) for this project. The discount can be applied to a new stand-alone facility or an existing CAD facility, and will be provided for a three-year term from the date of settlement.

Council has regularly used CAD facilities with the LGFA with lower interest rates in recent years assisting Council to use these variable rate CADs instead of fixed term borrowings.

It is noted that both Council's *Treasury Policy* and *Procurement Policy* require competitive processes for procurements of this nature. However, while the *Procurement Policy* specifies the general guidelines to be followed by the Council in its procurement activities, it also countenances circumstances in which a tender process can be waived where other approaches may be more appropriate in meeting Council's key procurement principles including value for money. In such circumstances, Council may waive application of a competitive quoting or tender process and pursue a method which will bring the best

outcome for the Council but must record its reasons in writing for waiving application of the *Procurement Policy*.

It is considered that this offer, being at a rate well below current market rates and for an extended period of three years meets Council's procurement principle of Obtaining Value for Money. It is not perceived that any commercial entity would be able to provide a better offer. As such approaching the market with a competitive tender would not provide Council with any further benefits and therefore it is considered that this meets the circumstances outlined in the *Procurement Policy* to waive application of a competitive quoting or tender process. As such Council endorsement is sought to execute an additional discounted Convertible Cash Advance Debenture Facility of \$727k with the LGFA.

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

The ABP provides transparency for the community regarding Council's plans for the next financial year. It highlights key goals and objectives and the strategies to achieve these objectives.

➤ **Sustainability Implications**

The Council's sustainability (financial, social and environmental) is a key consideration in the development of the ABP

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

Consultation on the development of this report was as follows:

Council Committees: The draft ABP was presented to the Audit Committee at the 19 April 2021 meeting in their capacity as advisors to Council on the consistency and adequacy of the plan in the context of maintaining financial sustainability.

Council Workshops: Strategic initiatives included within the ABP were discussed in the Long Term Financial Plan workshop on 30 January 2021. An ABP and budget workshop was held on 26 March 2021 to discuss key budget elements and other related topics. A further workshop was held on 13 April 2021 to further discuss the ABP draft, rating policy and consultation process. The draft ABP was endorsed for public consultation at the 27 April 2021 Council meeting. The Consultation results were discussed and endorsed at the Special council meeting on 8 June 2021.

Advisory Groups: Strategic initiatives will have been discussed by the various advisory groups throughout the development of the LTFP and ABP.

Administration: All directors and function owners across the organisation have provided input into the development of the Plan.

The Communication, Engagement & Events Department facilitated the public consultation process.

External Agencies: The service delivery and budget implications of each of the regional subsidiaries have been considered in the development of the ABP and budget.

Community: LTFP Community Consultation feedback was considered during the drafting of the ABP.

Consultation on the draft ABP was undertaken in accordance with Section 122 of the Act and Council's Public Consultation Policy over the period 5 May until 26 May 2021. The consultation provided an opportunity for the Community to provide feedback via hardcopy and online survey response as well as providing submissions by email, letter, phone contact, or in person at the ordinary Council meeting, Tuesday 25 May, 6:30 - 7:30pm at the Stirling Council Chamber.

2. BACKGROUND

The ABP and Budget are legislative requirements under the Act. The ABP is a key element of *Council's Corporate Planning and Performance Framework*.

The ABP has been developed to align to the Strategic Plan, LTFP and AMP. Council resolutions, staff and community feedback, and risk assessments have also informed projects and programs included in the ABP.

Strategic initiatives included within the ABP were discussed in the LTFP workshop on 30 January 2021. An ABP and budget workshop was held on 26 March 2021 to discuss key budget elements and other related topics. The focus in developing the initiatives and budget has been on:

- continued recovery and renewal following the impacts of bushfires and COVID-19,
- continuing to deliver on our strategic plan goals, and
- aligning as close as possible to our LTFP

From this a proposed rate increase of 2.5% (CPI plus 1%) was used for modelling to maintain the financial sustainability of the Council and allow funding of the proposed strategic initiatives.

The draft ABP was presented to Council at their 27 April 2021 meeting where it was resolved:

12.4 2021-22 Annual Business Plan and Budget Consultation

Moved Cr Malcolm Herrmann
S/- Cr Kirsty Parkin

72/21

Council resolves:

1. That the report be received and noted
2. To endorse the draft *Annual Business Plan 2021-22 (ABP)*, as contained in Appendix 1 (including commentary and budgetary amendments arising from the resolution for item 12.2 in the 27 April 2021 agenda) for community consultation in accordance with Section 123 of the *Local Government Act 1999*.
3. That, notwithstanding the terms of Council's *Public Consultation Policy* (as modified on account of the making of the Public Access and Public Consultation Notice (No 2) 2020), Council determines that it will hold a public meeting as part of its consultation activities with respect to the draft annual business plan and budget for 2021-22.
4. That the CEO be authorised to:
 - a. arrange for the holding of such a meeting;
 - b. provide notice to the public of the meeting in such manner and form as they see fit; and
 - c. cancel entirely or defer the holding of the meeting in the event it cannot be accommodated in line with relevant State Government public health/emergency directions, regulations or legislation related to COVID-19
5. 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*.

Carried Unanimously

Consultation on the ABP was undertaken in accordance with Section 122 of the Act and Council's *Public Consultation Policy* over the period 5 - 26 May 2021. The consultation provided an opportunity for the community to provide feedback via hardcopy and online survey response as well as providing submissions by email, letter, phone contact, or in person at the ordinary Council meeting, Tuesday 25 May, 6:30 - 7:30pm at the Stirling Council Chamber.

The Consultation results were present to Council at the Special Council meeting on 8 June 2021 where it was resolved:

Annual Business Plan Consultation Results

Moved Cr Leith Mudge
S/- Cr Chris Grant

110/21

Council resolves:

1. That the report be received and noted.
2. To receive and note the outcomes of the draft Annual Business Plan 2021-22 public consultation undertaken from 5 -26 May 2021 as contained in the Annual Business Plan 2021-22 Community Engagement Outcomes Report in Appendix 1.
3. To endorse the following changes to the draft Annual Business Plan 2021-22:
 - a. Include a \$50 contribution regime for European Wasp nest removal
 - b. Remove strategic initiatives B4008 and E1001 in acknowledgement that they relate to ongoing wages associated with core service delivery already incorporated into the budget.
 - c. Include a new strategic initiative under the Economy Goal to “Undertake an expression of interest process for ascertaining the level of interest and viability of ‘free’-camping sites in the district”.
 - d. Include the “Rate in the dollar” table in the budget pages to assist in demonstrating how rates are calculated.
 - e. Minor edits to various sections or titles of initiatives to improve reader understanding.
4. In the next LTFP consider increased expenditure on footpath and footpath program.

Carried

3. ANALYSIS

The draft ABP has been developed to be consistent with the financial and strategic goals outlined in the *Strategic Plan 2020-24 –A brighter future*, draft *Long Term Financial Plan* (LTFP) and *Asset Management Plan* (AMP). It has also been aligned with Council’s targets for its key financial sustainability ratios i.e. Operating Surplus, Net Financial Liabilities and Asset Renewal Funding ratios.

The draft LTFP set the following key parameters and targets in relation to the development of the 2021-22 Budget:

- Operating Surplus of \$1.729m
- Renewals Capital Expenditure of \$10.775m
- New & Upgrade Capital Expenditure of \$6.267m
- Net Borrowings of \$3.0m, resulting in forecast Borrowings at June 2022 of \$21.4m.

As per the *Annual Business Plan 2021-22 (Appendix 1)* based on the proposed General Rate increase of 2.5%, the financial summary shows the following:

- Operating Surplus of \$2.021m
- Renewals Capital Expenditure of \$10.766m
- New & Upgrade Capital Expenditure of \$6.979m
- Revised Net Borrowings of \$3.1m, resulting in forecast Borrowings at June 2022 of \$16.2m

The 2021-22 Proposed Operating Surplus of \$2.021m includes one off funding of \$1.572m relating to the Federal Government Local Roads and Community Infrastructure Project Program to support jobs, businesses and the resilience of local economies.

The increase in New/Upgraded capital expenditure relates to a number of projects that Council determined were the most appropriate projects to maximise the benefit of a new round of additional Federal Government Local Roads and Community Infrastructure Program funding. This Phase 2 funding is to be provided to support jobs, businesses and the resilience of local economies. Projects identified for this program funding were approved by Council at its March 2021 Council meeting.

A detailed summary of the Renewals capital expenditure and the new and upgrade capital expenditure has been included in **Appendix 2 – Capital Works Program 2021-22**.

The *Rating Policy* is included as Appendix 3 within the ABP (**Appendix 1**) with changes from the previous year, as discussed below, marked in red to assist in understanding the changes.

Council's Draft 2021-22 ABP for Consultation highlighted that the Council's Valuations for 2021-22 have been impacted by a Revaluation Initiative conducted by the Office of the Valuer-General which has resulted in increased variability in valuation increases within the Council area, particularly within the primary production land use.

This will result in many of the rate assessments experiencing a change in rates payable much higher or lower than the average rate increase proposed.

As a response to the impact of the Revaluation Initiative Council's 2021-22 *Rating Policy* is proposed as follows:

- Retain Council's fixed charge and increase by the average increase of 2.5%
- Retain the commercial/industrial differential for 2021-22 at 15% higher than other land use categories
- Implement a Revaluation Relief Rebate as follows:
 - Reduce cap/increase from 15% to 12.5% (being 10% on top of the proposed 2.5% increase)
 - Apply the rebate to all land use categories (expanding the cap from only principal place of residence)
 - Retain the exclusion of the cap for changes in land use
 - Adjust the exclusion of change of ownership properties to those properties sold after 30 June 2020 (previously from 1 January 2020)
 - Make automatic (previously by application) but also retain an application process subsequent to the issuance of a rate notice
- Make more specific reference to the primary producers rebate eligibility to allow the rebate to continue to be provided to those ratepayers who have applied for and been granted this rebate in any of the last three (3) rating years, namely 2018-19, 2019-20 and/or the 2020-21 rating year.

- Make more specific reference to the rebate delegation provided to the Administration in order to administer applications relating to the revaluation relief cap and primary production rebate
- A number of small changes to assist readability in relation to council's policy position in relation to discretionary rate rebates

Financial sustainability is demonstrated through adherence to Council's agreed target ranges in all of the following three key ratios. The target ranges were reviewed during the 30 January 2021 workshop and updated as part of the LTFP process.

1. Operating Surplus Ratio
 - a. target range 1% to 5%
 - b. result = 4.0%
2. Net Financial Liabilities Ratio
 - a. target range 25% to 75%
 - b. result = 42%
3. Asset Sustainability Ratio
 - a. target range 95% to 105%
 - b. result = 100%

In conclusion, it is therefore considered that in achieving these targets, there is a level of certainty provided to the community that financial sustainability will be maintained

Changes to the ABP

In addition to the minor formatting changes and corrections made to the draft Annual Business Plan, the following items have been updated:

- Addition of a demographics page
- Changes from Special Council Meeting on 8 June 2021 - Resolution 109/21:
 - Updating budget figures throughout the document to reflect an estimated \$20k addition in income from European Wasp Removal fees.
 - Removal of strategic initiatives B4008 and E1001 which relate to ongoing wages associated with core service delivery already incorporated into the budget
 - Addition of E1003 – "Undertake an expression of interest process related to the level of interest and viability of 'free' - camping sites in the district"
 - Inclusion of the "Rate in the dollar" table to page 39

Following Council's adoption of the ABP, final updates will be made including the addition of the Mayor's message, updates to the financial information and strategic initiatives in *Appendix 3*, and any formatting, nomenclature or other minor changes (as per Recommendation 2).

4. OPTIONS

Council has the following options:

- I. To adopt the *Annual Business Plan 2020-21* (Recommended)
- II. To amend any/all of the *Annual Business Plan 2020-21* prior to adoption
- III. To not endorse the draft *Annual Business Plan 2020-21* (Not recommended)

5. APPENDICES

- (1) Annual Business Plan 2021-22
- (2) Capital Works Program 2021-22
- (3) Council Resolutions relating to 2020-21 Expenditure

Appendix 1

Annual Business Plan 2021-22

Annual Business Plan 2021-22



Adelaide Hills
COUNCIL

Welcome


This is our Annual Business Plan for 2021-22 which outlines how we plan to achieve our goals over the next financial year. These goals are linked directly to our *Strategic Plan 2020-24 – A Brighter Future*, but also come from our other plans and strategies. Our priorities for this year have been refined through community consultation held over the period 5 to 26 May 2021.

The Annual Business Plan meets the requirements of the *Local Government Act 1999*, and also provides relevant information for our community.

This publication is provided for our ratepayers, residents, business operators, visitors, government agencies and other interested people.

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Council acknowledges that we undertake our business on the traditional lands and waters of the Peramangk and Kurna people.

We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land.

Overview

The Annual Business Plan 2021-22 shows our services, programs and projects for the next financial year. It also shows how we will allocate our resources to achieve the goals we set out in our *Strategic Plan 2020-24 – A Brighter Future*, while ensuring Council's long term financial targets are met.

Our focus in 2021-22 is on supporting the Adelaide Hills community, environment and economy to recover and strengthen through the challenges we continue to face from bushfires and COVID-19.

There will be an average general rate increase of 2.5% which will allow for continued financial sustainability and maintaining our much needed services. This will also provide an operating surplus of \$2.0m which can be used to invest further in our community and to prepare for future emergencies.

The key elements of the Annual Business Plan are outlined in the table to the right, and explained in more detail throughout this document.

Planned Activities

- We have **110** strategic initiatives identified which contribute towards achieving our long term goals
- These include:
 - **56** capital initiatives (\$6.98m)
 - **54** operating initiatives (\$1.6m)

Capital Budget

- **\$6.98** million for capital expenditure on new or upgraded assets
- **\$10.8** million for capital renewal

Operating Budget

- Expenditure of **\$48.3** million
- Income of **\$50.3** million
- The Operating Surplus of **\$2.0** million includes one off funding of **\$1.572** million from the Federal Government Local Roads and Community Infrastructure Project Program to support jobs, businesses and the resilience of local economies.

Borrowing

- Net Borrowings of **\$3.1m**, resulting in forecast Borrowings at June 2022 of **\$16.2m**

Rates

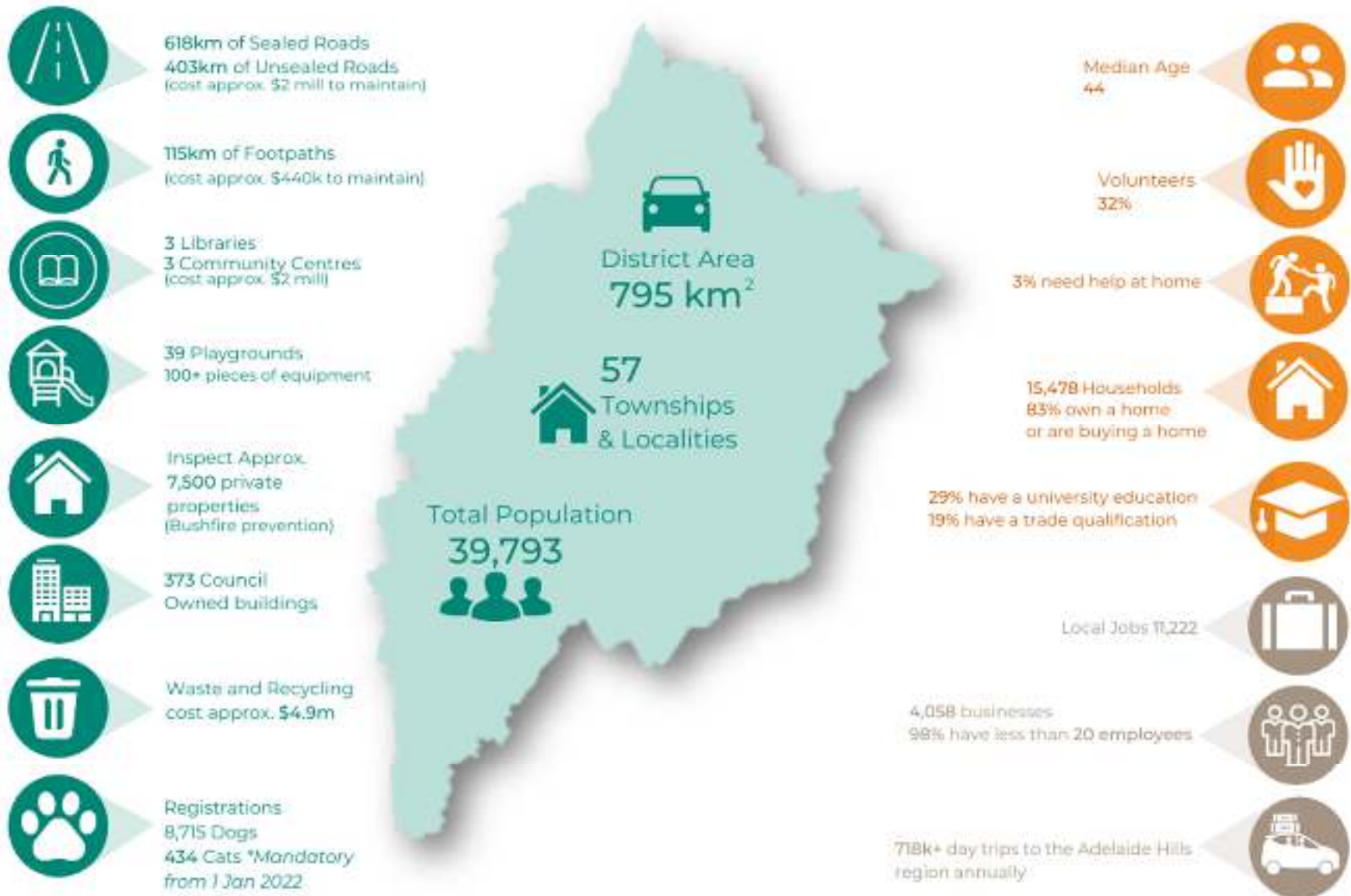
- Average increase in general rates of **2.5%**. For an average value residential property this equates to an increase of approximately \$50.

Financial Sustainability

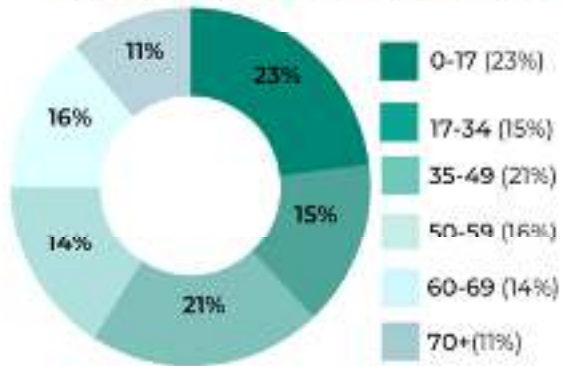
- Operating surplus ratio **4%** in line with Council's target of 1% to 5%
- Net financial liabilities ratio **42%** in line with Council's target of 25% to 75%
- Asset sustainability ratio **100%** in line with Council's target of 95% to 105%

We Are Unique

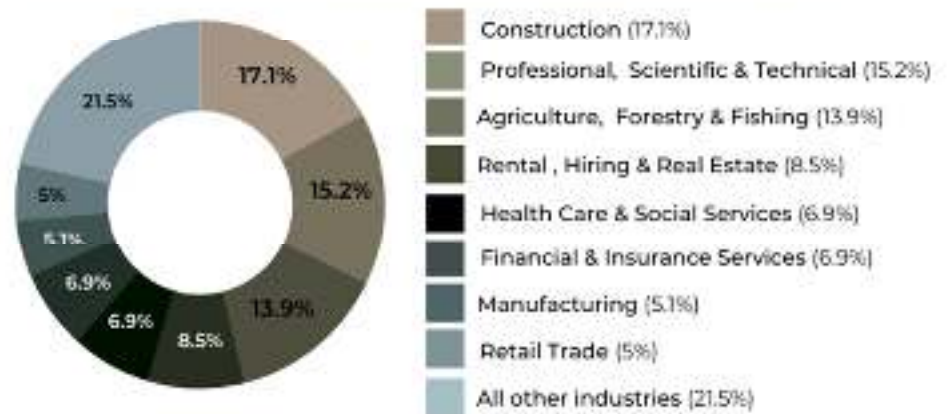
The size of a District Council with the expenses and population of a City Council



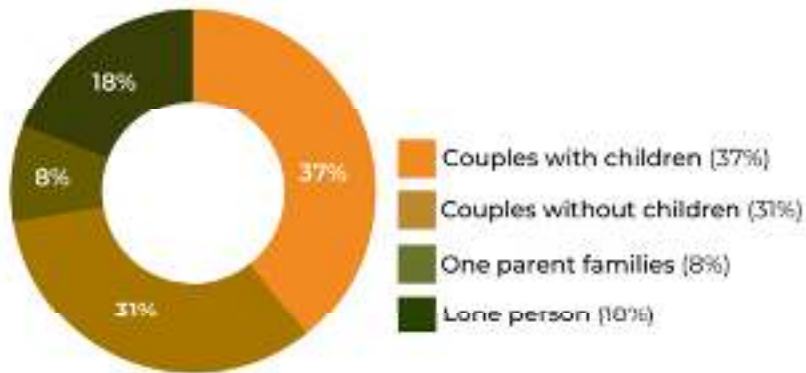
Age Profile of Adelaide Hills Council



Number of registered businesses by industry



Household Types



Data source: ABS Quarterly Population Estimates 2019

Mayor's Message – To be included post adoption

Our Elected Council



Mayor
Jan-Claire Wisdom



Deputy Mayor
Cr Nathan Daniell
(Ranges Ward)



Cr Ian Bailey
(Ranges Ward)



Cr Kirrilee Boyd
(Ranges Ward)



Cr Pauline Gill
(Valleys Ward)



Cr Chris Grant
(Valleys Ward)



Cr Linda Green
(Valleys Ward)



Cr Malcolm Herrmann
(Valleys Ward)



Cr John Kemp
(Ranges Ward)



Cr Leith Mudge
(Ranges Ward)



Cr Mark Osterstock
(Ranges Ward)



Cr Kirsty Parkin
(Ranges Ward)



Cr Andrew Stratford
(Valleys Ward)

About us

Council and Committees

The Elected Council's role is to provide for the governance and management of the Council area. It does this through representing the interests of the community; providing and coordinating public services and facilities; encouraging and developing initiatives to improve the community's quality of life; and exercising, undertaking its functions under legislation and its strategic management plans.

A number of committees have been established in accordance with legislation to assist the Council to discharge its responsibilities in specific areas. These are the Audit Committee, the Chief Executive Officer Performance Review Panel (CEOPRP), the Council Assessment Panel (CAP), the Building Fire Safety Committee and the Health & Safety Committee.

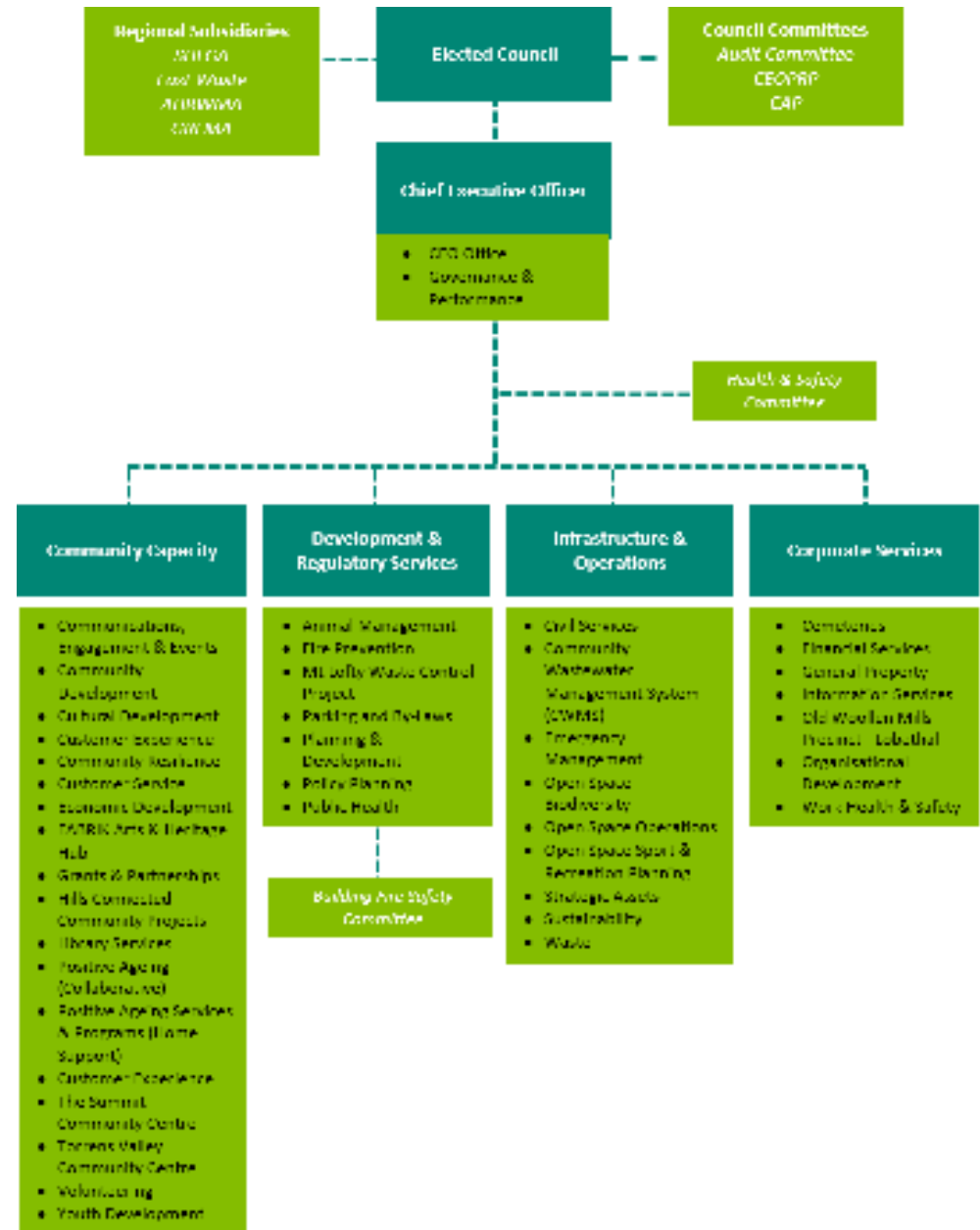
Regional Subsidiaries

Council is a member of four regional subsidiaries which assist in the strategic planning and service delivery activities. The subsidiaries are the Southern and Hills Local Government Association (SHLGA), the Eastern Waste Management Authority (East Waste), the Adelaide Hills Region Waste Management Authority (AHRWMA), and the Gawler River Floodplain Management Authority (GRFMA).

Administration

The Council's Administration is led by a Chief Executive Officer appointed by the Council.

The Chief Executive Officer appoints staff to carry out the functions and duties delegated to them and to implement Council decisions. The Administration is organised into directorates (see diagram), each with a specific area of focus and functional responsibilities. The arrangement of the directorates provides for the separation of the regulatory activities (into the Development & Regulatory Services Directorate) from the other activities of the Council.



Our Goals

The Annual Business Plan has been developed to align with our *Strategic Plan 2020-24 – A Brighter Future*, which was adopted by Council on 28 April 2020 and sets out what we wanted to achieve over the four year period. These goals and objectives are listed in the table below. Over the following pages we will show how our day to day activities, recovery efforts and strategic initiatives will help us to deliver each of these long term goals.

A functional Built Environment

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

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

B3 Consider external influences in our long term asset management and adaptation planning

B4 Sustainable management of our built assets ensures a safe, functional and well serviced community

Community Wellbeing

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

C2 A connected, engaged and supported community

C3 A community that grows together

C4 An active, healthy, thriving and resilient community

C5 Respect for Aboriginal Culture and values

C6 Celebrate our community's unique culture through arts, heritage and events

A prosperous Economy

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

E2 Provide local infrastructure to drive growth and productivity

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

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

A valued Natural Environment

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

N2 Recognise the benefits of ecosystem services and improve environmental resilience by reducing environmental impacts

N3 Nurture valuable partnerships and collaborations and engage the local community in the management of our natural environment

N4 Reduce the impact of waste to landfill by maintaining a robust waste and resource management framework

N5 Assist our community to reduce the impact of waste to landfill on the environment

A progressive Organisation

O1 We have the right people with the right knowledge and skills in the right jobs and they are supported and developed

O2 Our customers find it easier to interact and do business with Council and have an improved customer experience

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

O4 We actively represent our community

O5 We are accountable, informed, and make decisions in the best interests of the whole community

O6 Technology and innovation is utilised to better meet our community's expectations and deliver value for money



A functional Built Environment



Our Aspiration

Ensure that all decisions regarding the built environment recognise our unique character and natural environment to maintain and enhance liveability for our community.

Some of the key highlights we have planned for 2021-22 include:

- Implementing the State's new Planning and Development System including the conversion of Council's Development Plan into the new Code
- Implementing a new Cemetery Management System
- Preparing revised Asset Management Plans

How we will measure our success

Our success will be demonstrated through service based performance measures and customer feedback in delivering what our community needs and what we aspire to achieve under our Capital Works Program, Civil Zone Maintenance Program, Asset Management Plans, and energy usage targets.

We have developed Corporate Performance Indicators (*Appendix 3*) which will be used in our reporting to Council each quarter, and in our Annual report for 2021-22.

Our Services

- **Planning & Development** – Assessment of development applications and activities within the region. Inspection of approved buildings and swimming pools and taking compliance action where required. Reviewing safety of publicly accessible buildings.
- **Policy Planning** – undertaking policy and project work such as amendments to the new Planning and Design Code, and preparation of urban design guidelines.
- **Customer Service** – frontline customer service including processing of development applications.
- **Property Services** - Ongoing maintenance and management of Council's real estate assets including some 380+ parcels of land and 180+ buildings.
- **Cemeteries** – Ongoing maintenance and management of 16 Council owned cemeteries within the region.
- **Strategic Assets** – Develops and refines the Asset Management Plans and the future renewal Capital Works Programs. Manages Council's Geographic Information Systems and associated corporate data.
- **Open Space Operations** – Carries out Capital Works upgrades for projects such as playgrounds.
- **Civil Services** – Ongoing management, maintenance and replacement planning of public infrastructure including roads, bridges, signage, stormwater, kerbs and footpaths.
- **Community Wastewater Management Systems (CWMS)** – Management of CWMS and associated infrastructure e.g. septic tanks, treatment ponds.

Our Objectives and Priorities

Objectives

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

Priorities

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

B1.2 Improve outcomes for the elderly by incorporating Council's Age Friendly Strategic Plan into built environment design and delivery

B1.3 Progress state-wide and inter-regional connectivity of cyclist routes by partnering with neighbouring councils

B1.4 Ensure that the key road network is accessible for heavy vehicles used by the primary production, tourism and construction sectors through engagement with industry and Government

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

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

B2.1 Continue to embrace and support community led public place revitalisation across our district

B2.2 Incorporate Water Sensitive Urban Design principles within Council developments and projects and advocate for other developments within the region to do the same

B2.3 Proactively work with developers to ensure that built form complements or enhances existing local character whilst preserving the character and amenity of our towns, historic buildings and scenic environment

B2.4 Ensure our planning framework, council policies and guidelines support privately owned local heritage places

B2.5 Continue to collaborate with other councils and stakeholders in pursuing our World Heritage Bid to protect the landscapes, sites and facilities that represent the State's aboriginal and early colonial history

B2.6 Support communities recovering from natural disasters with expedited development assessment services

B3 Consider external influences in our long term asset management and adaptation planning

B3.1 Improve water security by maximising water reuse opportunities, reducing reliance on ground water and improving water efficiencies for open space irrigation and building facilities

B3.2 Aim to achieve 100% renewable energy use for our corporate operations and strive towards carbon neutrality

B3.3 Investigate and source recyclable materials for asset renewal projects wherever practical and in doing so promote the circular economy

B3.4 Proactively adapt our built environment to changes in social and environmental factors to minimise the impact from natural hazards such as fire and flood

B4 Sustainable management of our built assets ensures a safe, functional and well serviced community

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

B4.2 Embrace innovative and new technology solutions to proactively maintain our built assets that further enhance the provision of efficient services to the community

B4.3 Ensure Council owned or managed assets, including staff accommodation, are functional and adaptive to meet service requirements. Also, where appropriate and endorsed by Council, equitably assist community owned site (halls and recreation sites) to ensure their facilities are functional and meet service standards

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

B4.5 Explore and provide the infrastructure to support Electric Vehicles (EV) and investigate infrastructure requirements for emerging technological transport such as Connected and Automated Vehicles (CAV)

Built Environment - Strategic Initiatives

Strategic Initiatives are specially funded and prioritised activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2021-22 (\$'000)	Long term financial plan (\$'000)	
						2022-23	2023-24
B1001	Recreation Trails & Cycling Route Upgrades	Infrastructure & Operations	B1.1	Capital	75	75	75
B1003	New bus shelter installation program	Infrastructure & Operations	B1.3	Capital	20	40	40
B1004	New and upgraded footpaths	Infrastructure & Operations	B1.5	Capital	250	250	250
B1006	Crafrers Village Main Street Traffic Calming and Open Space Upgrades (G)	Infrastructure & Operations	B1.5	Capital	300	-	-
B2001	Federation Park and oval masterplan implementation	Infrastructure & Operations	B2	Capital	-	50	50
B2004	Gumeracha Main Street Stormwater	Infrastructure & Operations	B2.1	Capital	100	-	-
B2005	Transition to the Planning, Development & Infrastructure Act (PDI Act)	Development & Regulatory Services	B2.3	Operating	CO	-	-
B2006	Local Heritage Grant Fund	Development & Regulatory Services	B2	Operating	20	-	-
B3001	Water reuse for Woodside Recreation Ground irrigation (Investigation Year 1)	Infrastructure & Operations	B3.1	Capital	200	200	-
B3002	Implementing water efficiencies through irrigation renewals /upgrades	Infrastructure & Operations	B3	Capital	100	100	100
B3003	Investigate and implement central irrigation control system (region wide)	Infrastructure & Operations	B3	Capital	-	50	100
B3004	Prepare turf and irrigation design/management plans for key bore water use areas	Infrastructure & Operations	B3	Operating	-	20	20

Legend: **G** Grant funding **CO** resourced through the Core Operating expenditure - not resourced for this financial year



Lobethal Centennial Hall,
Lobethal

Built Environment - Strategic Initiatives *continued...*



Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2021-22 (\$'000)	Long term financial plan (\$'000)	
						2022-23	2023-24
B3005	Energy Upgrades, Battery & Efficiency Actions from new Carbon Management Plan	Infrastructure & Operations	B3	Capital	170	50	50
B3008	Sustainable Buildings Policy	Infrastructure & Operations	B3	Operating	-	10	-
B3011	Carbon Offsets Policy	Infrastructure & Operations	B3	Operating	-	-	8
B4006	Asset Management – Additional System Licences and Field Devices	Infrastructure & Operations	B4	Capital	40	40	-
B4007	Asset Management Plans for Buildings	Infrastructure & Operations	B4.1	Capital	100	-	-
B4009	Building Upgrades - Minor	Infrastructure & Operations	B4.1	Capital	100	100	100
B4010	Cemeteries Upgrades	Infrastructure & Operations	B4.1	Capital	38	39	40
B4011	Community Wastewater Management System Capacity Upgrades (Birdwood and Woodside Gravity Mains)	Infrastructure & Operations	B4	Capital	50	510	540
B4014	Road Safety Program including co-contribution to Road Blackspot	Infrastructure & Operations	B4	Capital	200	200	150
B4015	Installation of further Electric Vehicle charging stations	Infrastructure & Operations	B4	Capital	35	-	-
B4016	Purchase of Electric Vehicles for Council fleet	Infrastructure & Operations	B4	Capital	20	20	20
B4019	Aldgate Main Street amenity upgrade (G)	Infrastructure & Operations	B4	Capital	38	-	-

Legend: **G** Grant funding **CO** resourced through the Core Operating expenditure - not resourced for this financial year

Built Environment - Strategic Initiatives *continued...*

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2021-22 (\$'000)	Long term financial plan (\$'000)	
						2022-23	2023-24
B4020	Reporting on embodied energy of materials used in Council activities	Infrastructure & Operations	B4	Operating	-	-	30
B4021	Merchants Rd slip repair (G)	Infrastructure & Operations	B4	Capital	60	-	-
B4022	Western Branch Creek erosion protection - design only.	Infrastructure & Operations	B4	Capital	20	-	-
B4023	Bushland Park lookout tower (G)	Infrastructure & Operations	B4.1	Capital	45	-	-
B4024	Bridgewater Oval Drainage	Infrastructure & Operations	B4.1	Capital	40	-	-
B4025	Playspace Audit	Infrastructure & Operations	B4.1	Operating	10	-	-
B4026	Woodside Rec Ground - Driveway & Carpark Upgrade	Infrastructure & Operations	B4.1	Capital	40	-	-
B4027	Woodside Recreation Ground - Masterplan progression	Infrastructure & Operations	B4.1	Capital	20	-	-
B4028	Aldgate Bridgewater Crafers Stormwater Master Plan	Infrastructure & Operations	B4.1	Capital	50	-	-
B4029	Park Furniture Audit	Infrastructure & Operations	B4.1	Operating	-	-	20
B4030	Mill Road, Lobethal - School Crossing (G)	Infrastructure & Operations	B4	Capital	30	-	-
B4031	Public Toilet Upgrades – Stirling, Aldgate and Bridgewater (G)	Infrastructure & Operations	B4	Capital	560	-	-
B4032	Mount Barker Road, Aldgate ' Park and Ride' (G)	Infrastructure & Operations	B4	Capital	20	-	-

Legend: **G** Grant funding **CO** resourced through the Core Operating expenditure - not resourced for this financial year



Built Environment - Strategic Initiatives *continued...*



Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2021-22 (\$'000)	Long term financial plan (\$'000)	
						2022-23	2023-24
B4033	Upper Sturt Road Walking Path (G)	Infrastructure & Operations	B4	Capital	15	-	-
B4034	Strathalbyn Rd - Service road Sealing (G)	Infrastructure & Operations	B4	Capital	12	-	-
B4035	Hunters Road - Amenity Upgrade (G)	Infrastructure & Operations	B4	Capital	10	-	-
B4036	Mount Lofty Gardens - Lampert Road Safety Upgrade (G)	Infrastructure & Operations	B4	Capital	110	-	-
B4037	Birdwood footpath from Kindergarten to playground (G)	Infrastructure & Operations	B4	Capital	25	-	-
B4038	Bus Stop Replacement – Main street Stirling (G)	Infrastructure & Operations	B4	Capital	20	-	-
B4039	Civil Services Cadet Engineer	Infrastructure & Operations	B4	Operating	15	15	16

Legend: **G** Grant funding **CO** resourced through the Core Operating expenditure - not resourced for this financial year

Community Wellbeing



Our Aspiration

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

Some of the key highlights we have planned for 2021-22 include:

- Development of a Regional Health Plan with a focus on wellbeing
- Implementation of the Multicultural Action Plan, which will assist us to bring cultural experiences and shared understanding to the community
- Implementation of the Access and Inclusion Plan
- Progression of the development of Fabrik Arts & Heritage Hub
- Development of a Library Strategic Plan which will help to guide the future development and programs related to our library services and staff
- Development of the Innovate Reconciliation Action Plan
- Supporting Youth in areas of leadership, skill development and engagement with their community, through workshops and other programs
- Progressing the Community and Recreation Facilities Framework

How we will measure our success

We demonstrate our success by using service based performance measures and customer feedback in areas of community participation and volunteering, community development programs and support, ageing support, library usage and the achievement of our disaster recovery objectives.

We have developed Corporate Performance Indicators (*Appendix 3*) which will be used in our reporting to Council each quarter, and in our Annual report for 2021-22.



Our Services

- **Fabrik Arts and Heritage Hub** – Providing community exhibitions, workshops and events. Supporting community on creative recovery after the Cudlee Creek fire and COVID-19.
- **Library & Customer Services** - Providing access to information resources for learning or leisure. Providing opportunities for community to engage, learn and connect. Staffing libraries, outreach services, customer service desks and call centre. Processing payments, registrations and development applications.
- **Volunteering** – Encouraging voluntary participation across the Adelaide Hills through provision of opportunities, training and support for volunteer involving groups.
- **Property Services** – Management and maintenance of Council's Bridgewater retirement village.
- **Public Health** – Inspections of food businesses, waste water and public swimming pools.
- **Parking and By-law Enforcement** – Activities aimed at maximising safety and enjoyment for all road users and pedestrians. Assisting with community events and markets.
- **Sport & Recreation Planning** – Management and utilisation of Council's sport, recreation and open space assets; and support of clubs and the community's recreational activities throughout the region.
- **Youth Development** – Providing a range of programs and activities to support and develop youth in our community.
- **Positive Ageing** – Providing home and social support. Developing and implementing targeted strategies and programs in our region.
- **Community Centres** – Providing opportunities to improve health and wellbeing, participate in lifelong learning, share their skills and experience and contributing to their community through volunteering.
- **Communications, Engagement and Events** – Ensuring communication between the Council and community is accurate, relevant, valuable and engaging. Promoting and supporting community events.
- **Community Development** – Overseeing community wellbeing and disability access and inclusion programs, as well as a number of regional support programs.
- **Cultural Development** – Focusing on cultural diversity, Aboriginal respect and recognition, and the arts in all its forms.
- **Grants & Partnerships** – Grant giving programs supporting community based initiatives. Partnerships with other stakeholders to deliver local and regional outcomes.

Our Objectives and Priorities

Objectives	<i>C1 - A community for everyone that is inclusive, welcoming and accessible</i>	<i>C2 - A connected, engaged and supported community</i>	<i>C3 - A community that grows together</i>	<i>C4 - An active, healthy, thriving and resilient community</i>	<i>C5 - Respect for Aboriginal Culture & values</i>	<i>C6 - Celebrate our community's unique culture through arts, heritage & events</i>
Priorities	<p>C1.1 Provide welcoming spaces and places for the community through our libraries, community centres, and Council and community facilities</p> <p>C1.2 Support and promote opportunities for social inclusion and celebration of our cultural diversity</p> <p>C1.3 Make the district more accessible and welcoming for all with a focus on youth participation, positive ageing, disability inclusion and multiculturalism</p> <p>C1.4 Advocate and Seek opportunities to improve transport options for those who need it most</p> <p>C1.5 - Encourage more housing opportunities where provided for in the Development Plan</p>	<p>C2.1 - Work with community to provide a range of programs and opportunities to connect and engage around shared interests</p> <p>C2.2 - Support our ageing community to access services and continue to participate and contribute to community life</p> <p>C2.3 - Facilitate opportunities for our youth to develop skills, build resilience and be actively involved in and connected to their community.</p> <p>C2.4 - Increase participation from the broadest range of our community and engage with them to shape policies, places and decisions that affect them</p> <p>C2.5 - Continue to work with government agencies and non-governmental organisations to support the community recovery from natural disasters and the COVID-19 pandemic.</p>	<p>C3.1 - Provide and support programs and services that encourage and enhance personal growth, lifelong learning and professional development</p> <p>C3.2 - Support volunteering both organisationally and in the community as an essential element in delivering community outcomes and building wellbeing</p> <p>C3.3 - Empower our community groups and leaders to shape and determine change in their community through the provision of training opportunities, grants that meet strategic priorities, building relationships and supporting communities to be cohesive in progressing local projects.</p> <p>C3.4 - Build partnerships with community and other stakeholders to enhance our capacity to provide and support opportunities for them to thrive</p>	<p>C4.1 - Support community wellbeing through our contribution to public health planning, disaster recovery activities and the implementation of strategies that aim to measure and enhance wellbeing.</p> <p>C4.2 - Support the provision of formal and informal sport, recreation and play spaces for the community to enjoy</p> <p>C4.3 - Recognise that trails are a destination in their own right and support both commuter and recreational trail opportunities</p> <p>C4.4 - Support clubs and groups to continue to provide sport and recreation activities to the community</p> <p>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.</p>	<p>C5.1 - Partner with the Aboriginal and Torres Strait Islander community to develop our second Reconciliation Action Plan (Innovate) and actively participate in Reconciliation Week</p> <p>C5.2 - Celebrate and recognise Aboriginal culture and heritage through participation in and the delivery of programs and activities that engage our community in cultural experience and learning</p>	<p>C6.1 - Develop Fabrik as a vibrant cultural hub for the Adelaide Hills, fostering community connections and creativity and presenting the significant history of the Woollen Mill site</p> <p>C6.2 - Develop, support or bring events to our district that have social, cultural, environmental or economic benefits</p> <p>C6.3 - Recognise, encourage and support artists, emerging artists, writers and performers through promotion of the Arts and supporting opportunities to exhibit and perform</p> <p>C6.4 - Foster the development of Public Art that adds value to public spaces and supports place making in our community</p>

Community Wellbeing - Strategic Initiatives

Strategic Initiatives are specially funded and prioritised activities, projects and programs of work that are planned over the next 3 years. "Capital" initiatives are generally related to new physical assets and infrastructure investment, while "Operating" initiatives are related to administrative projects, community programs and other activities and tasks.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2021-22 (\$'000)	Long term financial plan (\$'000)	
						2022-23	2023-24
C1001	Disability Planning - staffing	Community Capacity	C1	Operating	54	56	57
C1002	Disability Planning - materials	Community Capacity	C1	Operating	10	10	10
C1003	Mylor BMX - Pump track at Sherry Park (G)	Infrastructure & Operations	C1.1	Capital	50	-	-
C1004	Gumeracha Library upgrades	Community Capacity	C1.1	Capital	5	95	-
C1005	Stirling region Skate Park	Infrastructure & Operations	C1.1	Capital	15	-	-
C2002	Develop the next Age Friendly Community Plan	Community Capacity	C2	Operating	-	-	20
C2003	The Summit Community Centre Natural Amenity Space	Community Capacity	C2.1	Capital	10	-	-
C4001	Community Wellbeing Initiatives - staffing	Community Capacity	C4.1	Operating	21	21	22
C4002	Regional Health Planning Initiatives - staffing	Community Capacity	C4.1	Operating	21	22	23
C4006	Play Space Upgrades	Infrastructure & Operations	C4.2	Capital	120	70	70
B3013	Community Carbon Management Plan	Infrastructure & Operations	C4	Operating	-	20	-
C4017	Bridgewater Court Resurfacing (G)	Infrastructure & Operations	C4	Capital	22	-	-

Legend: **G** Grant funding **CO** resourced through the Core Operating expenditure - not resourced for this financial year



Community Wellbeing - Strategic Initiatives *continued...*



Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2021-22 (\$'000)	Long term financial plan (\$'000)	
						2022-23	2023-24
C4012	Climate Change Adaptation Plan projects	Infrastructure & Operations	C4.5	Capital	-	20	30
C4018	Community Resilience and Readiness program (G)	Community Capacity	C4.5	Operating	140	-	-
C5001	Reconciliation Action Plan (RAP) initiatives	Community Capacity	C5	Operating	5	5	5
C5002	Aboriginal Cultural Centre development	Community Capacity	C5	Operating	10	10	10
C6001	Fabrik Activation - Capital	Community Capacity	C6	Capital	2000	2008	-
C6002	Capital Divestment - Sales Revenue	Corporate Services	C6	Capital	(1,230)	-	-
C6003	Capital Divestment - Capital Cost	Corporate Services	C6	Capital	979	710	-
C6004	Activation Arts & Heritage Hub - Operating (Income)	Community Capacity	C6	Operating	(295)	(305)	(342)
C6005	Activation Arts & Heritage Hub - Operating (Expenditure)	Community Capacity	C6	Operating	505	603	635
C6006	Grow our involvement in the Women's Tour Down Under	Community Capacity	C6.2	Operating	10	10	10
C6007	Support for small community events	Community Capacity	C6.2	Operating	5	5	5
C6008	Support for high profile regional event	Community Capacity	C6	Operating	-	20	20
C6009	Public Art (including acquisition)	Community Capacity	C6.4	Operating	15	15	15

Legend: **G** Grant funding **CO** resourced through the Core Operating expenditure - not resourced for this financial year

A prosperous Economy



Our 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.

Some of the key highlights we have planned for 2021-22 include:

- Supporting events in the region such as the Tour Down Under
- Funding and supporting preparation for tourism restart across the region
- Seeking external funding opportunities for key projects and programs in the region
- Progressing our World Heritage Bid

How we will measure our success

Getting feedback from our business community as well as analysing business demographic, growth and visitor data will help to show where our services are assisting local businesses and overall economic prosperity.

We have developed Corporate Performance Indicators (Appendix 3) which will be used in our reporting to Council each quarter, and in our Annual report for 2021-22.

Our Services

- **Economic Development** - Providing networking opportunities, coordinating local development efforts, promoting branding and tourism initiatives, and advocating to other levels of government to support projects and investments benefiting the local economy.
- **Property Services** – Managing permits related to events, outdoor dining, roadside trading and mobile food vans.
- **Old Woollen Mills Precinct** – Maintaining strong relationships with the owners and tenants of the site (Council being one of the owners) to support the continued success of the businesses and the development of Fabrik.
- **Public Health** – Legislative function related to public safety with regard to food businesses and treatment and disposal of waste water on site.
- **Communications, Engagement and Events** – Managing, promoting and supporting various large and small events to benefit our community such as the Tour Down Under, Stirling Markets, and Gumeracha Medieval Fair.
- **Development Advice & Approvals** – Assisting businesses and landowners when wishing to develop their properties.

Our Objectives and Priorities

Objectives	<i>E1 - Support and grow our region's existing and emerging industries</i>	<i>E2 - Provide local infrastructure to drive growth and productivity</i>	<i>E3 - Encourage, attract and retain a creative, talented and skilled workforce in our region</i>	<i>E4 - Cultivate a clear, unique and consistent regional identity that can be leveraged to attract national and international attention</i>
Priorities	<p>E1.1 - Support and encourage local and international tourists to visit the Adelaide Hills</p> <hr/> <p>E1.2 - Take advantage of the full potential of our region's primary production and associated value adding activities</p> <hr/> <p>E1.3 - Support and encourage the growth and development of our region's creative industry micro businesses</p> <hr/> <p>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.</p> <hr/> <p>E1.5 - Engage and assist our region's key business and industry groups to be resilient, proactive and successful</p> <hr/> <p>E1.6 - Encourage and facilitate local supplier participation in all level of Government tendering processes</p> <hr/>	<p>E2.1 - Work with all levels of Government to ensure the region's infrastructure needs are understood and prioritised</p> <hr/> <p>E2.2 - Explore and advocate for the opportunities that new technologies could bring to our region</p> <hr/> <p>E2.3 - Support changes to planning and development that leverages and encourages sustainable economic development</p> <hr/> <p>E2.4 - Manage and maintain Council assets to maximise their utilisation and benefit to the community</p> <hr/>	<p>E3.1 - Attract and encourage professional and business development and networking activities</p> <hr/> <p>E3.2 - Understand the nature of skills our region's businesses will require to prosper into the future</p> <hr/> <p>E3.3 - Work with our local communities and businesses to create active, attractive and vibrant places</p> <hr/> <p>E3.4 - Enable start-ups and home based business through services, information and networking opportunities</p> <hr/>	<p>E4.1 - Work with key stakeholders to develop a realistic, yet inspiring, collective vision to connect the region and its industries</p> <hr/> <p>E4.2 - Work with our communities and businesses to encourage co-ordinated and strategic regional projects that enhance and support the regional identity</p> <hr/> <p>E4.3 - Support and encourage events that supports the region's identity and generates social, cultural and economic benefits</p> <hr/> <p>E4.4 - Support the continued development and community engagement for the World Heritage nomination of the region</p> <hr/>

Economy - Strategic Initiatives

Strategic Initiatives are specially funded and prioritised activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2021-22 (\$'000)	Long term financial plan (\$'000)	
						2022-23	2023-24
E1003	Undertake an expression of interest process related to the level of interest and viability of ‘free’- camping sites in the district	Community Capacity	E1.1	Operating	CO	-	-
E2001	Review and upgrade Council signage and branding	Community Capacity	E2.5	Capital	15	15	15
E2002	Place making program to shape, activate and coordinate place making at a community level	Development & Regulatory Services	E2	Operating	CO	CO	CO
E4001	Additional Tree safety work required to support the Tour Down Under	Infrastructure & Operations	E4	Operating	30	30	30
E4002	UNESCO World Heritage Bid	Development & Regulatory Services	E4.4	Operating	5	5	-

Legend: **G** Grant funding **CO** resourced through the Core Operating expenditure - not resourced for this financial year



A valued Natural Environment



Our Aspiration

The natural environment of the Adelaide Hills contributes significantly to the character of the region and is greatly valued by our local community and visitors.

Some of the key highlights we have planned for 2021-22 include:

- Community education on the proposed cat confinement rules in preparation of 1 January 2022 implementation
- Exploring options for a cat facility
- Expanded incorporation of recycled materials into our Capital Works program
- Expanding on our emergency management response
- Property inspections and education as part of bushfire prevention strategies

How we will measure our success

The services we provide and the influence we have in the community will demonstrate our success in maintaining a healthy and resilient region. In particular this will be shown through community education outcomes, achieving biodiversity targets, and service driven performance in managing animals, waste and resources, and our natural spaces.

We have developed Corporate Performance Indicators (Appendix 3) which will be used in our reporting to Council each quarter, and in our Annual report for 2021-22.

Our Services

- **Sustainability**– Including climate change considerations into Council decision making, providing strategies for carbon neutrality, water management and renewable energy in response to climate change impacts.
- **Open Space Biodiversity**– Undertaking activities such as weed management, habitat conservation and expansion, research and knowledge development, and supporting community in their related activities.
- **Animal Management** - Promoting responsible dog and cat ownership, responding to nuisance and hazards caused by other animals including livestock, eradicating European wasp nests and conducting a Feral Cat Study.
- **Open Space Operations** – Maintaining parks and reserves, biodiversity activities, and fire breaks/tracks.
- **Fire Prevention**– Legislative function of ensuring identified properties are prepared for the bushfire season. Assessing the extent of bushfire hazards within the Council area and providing advice to land owners in respect of bushfire prevention and management.
- **Wastewater Systems Compliance** – working with landowners to ensure their on-site wastewater systems are compliant and operating correctly to minimise impact on the water catchment.
- **Waste** - Providing waste collections and recycling services to 16,500 properties, green waste organics kerbside collections in townships, ‘at call’ hard waste collection, and operates the Heathfield Resource Recovery Centre for community use.

Our Objectives and Priorities

Objectives					
	<i>N1 - Conserve and enhance the regional natural landscape character and amenity values of our region</i>	<i>N2 - Recognise the benefits of ecosystem services and improve environmental resilience by reducing environmental impacts</i>	<i>N3 - Nurture valuable partnerships and collaborations and engage the local community in the management of our natural environment</i>	<i>N4 - Reduce the impact of waste to landfill by maintaining a robust waste and resource management framework</i>	<i>N5 - Assist our community to reduce the impact of waste to landfill on the environment</i>
Priorities	N1.1 - Enhance and manage horticultural amenity, including succession planning for street trees that contribute to and reinforce our distinctive streetscapes and villages	N2.1 - Monitor and manage areas of high biodiversity or habitat value on Council reserves and Native Vegetation Marker Scheme (NVMS) sites using best practice methodologies	N3.1 - Increase knowledge and environmental awareness within the community through engagement and education	N4.1 - We will work with partners to analyse the benefits and feasibility of introducing a fee incentive to property owners to produce less waste in relation to the kerbside bin service	N5.1 - Encourage and educate the community to help minimise the generation of household waste by advocating the principles of the Waste Management Hierarchy to avoid, reduce and reuse
	N1.2 - Manage reserves and open space to support the community, whilst balancing biodiversity conservation, resource use and environmental impacts	N2.2 - Explore opportunities and take appropriate actions to monitor current and emerging threats to biodiversity including feral cats and Phytophthora	N3.2 - Collaborate and engage with public and private organisations, schools and community members (including the Aboriginal community as the first nation peoples), to improve biodiversity outcomes and land management practices.	N4.2 - We will explore more Green Organics options to achieve improved environmental and financial outcomes.	N5.2 - Support and assist the community to prevent valuable resources going to landfill and reduce contamination in kerbside recycling bins
		N2.3 - Mitigate bushfire risks across the landscape by undertaking fuel reduction activities including woody weed control, maintenance of asset protection zones and educate & enforcement to reduce fuels on private property	N3.3 - Continue to work in partnership with the Resilient Hills and Coasts region to build Council and community resilience to the impacts of climate change	N4.3 - We will provide specific education to the community to increase their level of food scrap recycling	
		N2.4 - Work with supporting organisations and agencies to foster the restoration of native flora and fauna habitat following the 2019-20 bushfire		N4.4 - Implement new or improved waste service opportunities whilst continuing to provide ongoing resource recovery and waste service to our community	

Natural Environment - Strategic Initiatives

Strategic Initiatives are specially funded and priority activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2021-22 (\$'000)	Long term financial plan (\$'000)	
						2022-23	2023-24
N1003	Long Term Strategic Tree Planting Program	Infrastructure & Operations	N1.1	Operating	20	20	20
N1004	Strategic Tree Planting - Avenue of trees	Infrastructure & Operations	N1.1	Operating	100	-	-
N1005	Internal resourcing of Tree Team	Infrastructure & Operations	N1.1	Operating	245	252	260
				Capital	400	-	-
N2002	Heritage Agreements for land under Council's care and control	Infrastructure & Operations	N2.3	Operating	5	5	5
N2003	Roadside Marker Program to protect and manage roadside vegetation	Infrastructure & Operations	N2.1	Operating	45	45	45
N2004	Review Unformed Public Roads to ascertain connectivity potential & habitat value	Infrastructure & Operations	N2.1	Operating	-	64	-
N2005	Develop Encroachment Policy	Infrastructure & Operations	N2.2	Operating	-	6	-
N2006	Develop and review Council Management Plans for high value reserves	Infrastructure & Operations	N2.1	Operating	3	3	3
N2008	Develop informative and attractive signage in Council reserves/playgrounds	Infrastructure & Operations	N2.1	Capital	10	10	10
N2010	Follow up weed control post-burn on Bushfire Management Area Plan sites	Infrastructure & Operations	N2.3	Operating	20	60	20

Legend: **G** Grant funding **CO** resourced through the Core Operating expenditure - not resourced for this financial year



Natural Environment - Strategic Initiatives continued...



Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2021-22 (\$'000)	Long term financial plan (\$'000)	
						2022-23	2023-24
N3001	Local Climate Adaptations for landscape conservation	Infrastructure & Operations	N2.1	Operating	10	10	10
N3002	Resilient community facilities and open space including water fountains	Infrastructure & Operations	N3	Capital	20	30	30
N4001	Explore feasibility and benefits of a User Pays Kerbside Bin Service	Infrastructure & Operations	N4.1	Operating	-	-	25
N5001	Undertake kerbside waste audits	Infrastructure & Operations	N5.1	Operating	10	10	-

Legend: **G** Grant funding **CO** resourced through the Core Operating expenditure - not resourced for this financial year



A progressive Organisation



Our Aspiration

Council is recognised for its skilled and agile workforce, for its representative and accountable governance, its commitment to cost effectiveness and efficient service delivery.

Some of the key highlights we have planned for 2021-22 include:

- Continuing to explore and implement digital solutions to improve the staff and customer experience
- Undertake a Cyber Security Audit to assess whether the necessary systems and strategies are in place to mitigate the threat of cyber attacks
- Implement the Service Review Framework to better analyse our services and how we allocate our resources

How we will measure our success

As an organisation, our measures of success include service-driven performance measures, achievement of financial targets, evidence of our corporate governance, implementation of innovative processes and technology, and organisational development achievements.

We have developed Corporate Performance Indicators (Appendix 3) which will be used in our reporting to Council each quarter, and in our Annual report for 2021-22.

Our Services

- **Customer Experience** – Driving organisational improvement and innovation to improve the customer experience.
- **Information, Communication and Technology** – Providing support for over 1300 devices, 250 system users and 100 public access devices for libraries and community centres. Manages system security, asset maintenance and renewal.
- **Financial services** – Providing accounting and financial activities including procurement support, payments, collection of rates and debt recovery, treasury management and support to Council in financial decision making.
- **Organisational Development and Work Health & Safety** – Providing support across the whole organisation including development, human resource management, work health and safety and payroll.
- **Governance** – Supporting elected Council Members, the Administration and community with their legislated roles and responsibilities including coordination of Council & Committee meetings, elections, risk management, audit and review activities, and corporate planning and reporting activities.
- **Property Services** – Ongoing maintenance and management of Council's service centres and operational sites.
- **Information Systems** – Systems for the capture, dissemination, storage, security, accessibility and management of information received and generated by Council.
- **Emergency Management** – Working collaboratively to prevent, prepare, respond and recover from natural disasters and other hazards.
- **Bushfire Recovery** – Planning, coordination and overall impact of the recovery effort related to the Cudlee Creek Bushfire.

Our Objectives and Priorities

Objectives	Priorities					
	<i>O1 - We have the right people with the right knowledge and skills in the right jobs and they are supported and developed</i>	<i>O2 - Our customers find it easier to interact and do business with Council and have an improved customer experience</i>	<i>O3 - Our organisation is financially sustainable for both current and future generations</i>	<i>O4 - We actively represent our community</i>	<i>O5 - We are accountable, informed, and make decisions in the best interests of the whole community</i>	<i>O6 - Technology and innovation is utilised to better meet our community's expectations and deliver value for money</i>
Priorities	O1.1 - Progressively enhance our safe systems of work to maintain emotional and physical safety of our people	O2.1 - Develop our digital channels to better meet customers' current and future needs	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	O4.1 - Optimise opportunities for the community to access and provide input into the decision-making processes	O5.1 - Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations	O6.1 - Progressively strengthen Council's systems security to minimise the impact of cyber attack
	O1.2 - Continue to develop a positive culture through supporting an equitable, diverse and continuously improving work environment	O2.2 - Modernise our services and enhance the customer experience by making service delivery faster, more convenient and more proactive	O3.2 - Ensure that renewal of assets and the associated maintenance is based on current asset management plans which consider reviewed service levels and whole of life costing	O4.2 - Attract and develop a diverse and capable elected body that represents, promotes and reflects the composition of the community	O5.2 - Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action.	O6.2 - Utilise technology to enable more evidence based and efficient delivery of services to the community
	O1.3 - Support our people leaders in further developing the skills necessary to lead engaged and productive teams	O2.3 - Build the capabilities of our people through a focus on two-way communication, cooperation and placing customers at the centre of everything we do	O3.3 - Actively pursue alternative funding opportunities to reduce reliance on rates income	O4.3 - Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region	O5.3 - Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community	O6.3 - Provide more resilient business systems by utilising cloud technologies where appropriate
	O1.4 - Continue to support all staff through training, mentoring, coaching and development to enable the achievement of organisational and community goals	O2.4 - Continuously strive to measure and improve performance and service delivery across all functions	O3.4 - Assess the range and level of services undertaken to ensure they fulfil Council's legislative and strategic intent	O4.4 - Explore council boundary reform options that best serve the community		O6.4 - Utilise our online engagement tools to reach a wider range of community members to obtain their views and input.
						O6.5 - Support the delivery of services to the community through improved utilisation and connectivity of existing business systems
						O6.6 - Ensure the way in which we provide our digital services delivers an enhanced experience for our community

Organisation - Strategic Initiatives

Strategic Initiatives are specially funded and priority activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2021-22 (\$'000)	Long term financial plan (\$'000)	
						2022-23	2023-24
O1001	Resource to manage Skytrust (WHS system) implementation following WHS Improvement Plan	Corporate Services	O1	Operating	35	-	-
O1002	Update of Business Continuity Plan and implementation	CEOs Office	O1.1	Capital	20	5	5
O1003	Heathfield Resource Recovery Centre (HRRC) - Concreting of Bays (G)	Infrastructure & Operations	O1.1	Capital	140	-	-
O1004	Heathfield Resource Recovery Centre (HRRC) - Pedestrian movement safety upgrade (G)	Infrastructure & Operations	O1.1	Capital	15	-	-
O2001	New Council website and e-services	Community Capacity	O2.1	Capital	200	-	-
O2002	Annual Council website licence subscription	Community Capacity	O2	Operating	-	60	60
O2003	Customer experience improvement projects	Community Capacity	O2	Operating	20	-	-
O2004	Customer Experience training	Community Capacity	O2.3	Operating	10	10	10
O2006	Cemetery mapping and imaging	Corporate Services	O2	Capital	25	-	-
O3001	Service Review Framework development	CEOs Office	O3.4	Operating	26	26	27
O4001	Local Government Election support	CEOs Office	O4.2	Operating	-	183	-
O4002	Council Member induction training	CEOs Office	O4.2	Operating	-	10	-
O4003	Develop or respond to boundary reform proposals	CEOs Office	O4.4	Operating	CO	CO	CO

Legend: **G** Grant funding **CO** resourced through the Core Operating expenditure - not resourced for this financial year



Organisation - Strategic Initiatives *continued...*



Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2021-22 (\$'000)	Long term financial plan (\$'000)	
						2022-23	2023-24
O4004	Council Member Honour Boards	CEOs Office	O4.2	Capital	20	-	-
O5001	Local Government legislative reform implementation	CEOs Office	O5.1	Operating	CO	CO	CO
O5004	Establishment of performance benchmarking program	CEOs Office	O5.3	Operating	-	10	10
O5005	Resource to manage building and swimming pool inspections to ensure legislative compliance	Development & Regulatory Services	O5	Operating	77	27	-
O6002	Cyber & Systems Security - Program Management	Corporate Services	O6.1	Operating	70	26	26
O6005	Records Management software (Record Point) subscription	Corporate Services	O6.3	Operating	-	70	72
O6007	Conduct of Community Perception Survey	Community Capacity	O6	Operating	-	10	-

Legend: **G** Grant funding **CO** resourced through the Core Operating expenditure - not resourced for this financial year

Financial Overview

Key financial information for 2021-22 is summarised below:



Budget Summary		\$'000
● General Rates Income (2.5% increase)		38,466
● All Other Operating Income (incl initiatives)		11,836
Total Operating Income		50,302
● Core Operating Expenses (excluding Initiatives)		46,699
● Operating Initiatives		1,582
Total Operating Expenditure		48,281
Operating Surplus		2,021
● Gross Capital Renewal Program Expenditure		10,766
● Gross capital expenditure on new /upgraded assets		6,979
Total Gross Capital Expenditure		17,745
Estimated New Borrowings		4,071
Repayment of Fixed Term Borrowings		1,000

Council's projected operating income is sufficient to meet projected operating expenses and means Council is financially sustainable.

The 2021-22 Operating Surplus of \$2.021m includes one off funding of \$1.572m relating to the Federal Government Local Roads and Community Infrastructure Project (LGCIP) Program to support jobs, businesses and the resilience of local economies.

Long Term Financial Plan

The *Local Government Act 1999* requires the Council to prepare a *Long Term Financial Plan* (LTFP) as part of its suite of strategic management plans.

Prior to the development of the *Annual Business Plan* a detailed review of the LTFP was undertaken in consultation with the community. The revised LTFP was adopted at Council's 27 April 2021 meeting and can be found at ahc.sa.gov.au.

The key objective of our LTFP is to demonstrate that the Council is financially sustainable over the 10 year term of the LTFP, while 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.

The LTFP has been used to set the context and targets for the development of the 2021-22 Budget

Elements of the Budget: Income and Expenses

Income

Rate revenue accounts for approximately 80% of Council's operating income, while grants, fees and charges make up the majority of the other operating income. We continue to pursue grant income and partnerships with external funders where possible to minimise the requirement for revenue via rates.

Fees and Charges

Section 188 of the *Local Government Act 1999* sets out how fees and charge are managed in Council. Council reviews its fees and charges each year, in conjunction with the development of the annual budget to ensure that the fees proposed:

- reflect (or move progressively toward) the cost of the services given
- are comparable with market rates, where appropriate
- take into account benefit derived by users of community facilities
- are consistent with Council directions articulated through existing policy or plans
- are consistent with Council's LTFP assumptions

Generally, this has resulted in proposed fee increases that are in line with CPI, insofar as this is practicable.

Expenses

40% of the Council's operating expenditure is attributable to the payment of salaries and wages and around 39% is applied to materials, contracts and other expenses.

Key financial targets and financial sustainability

Financial sustainability is demonstrated through adherence to Council's agreed target ranges in all of the three key ratios:

Indicator	Adopted Target	2021-22 Budget
Operating Surplus Ratio	1 - 5%	4.0%
Adjusted Operating Surplus Ratio	1 - 5%	0.9%
Net Financial Liabilities Ratio	25 - 75%	42%
Asset Renewal Funding Ratio	95– 105%	100%

The table above also shows an adjusted Operating Surplus Ratio which removes the distortion of the one off LRCIP funding of \$1.572m on Council's result. In conclusion, Council is in line with the targets for all ratios which provides a level of certainty to the community that financial sustainability will be maintained.

Impact on ratepayers

The overall amount existing ratepayers will pay in general rates will increase on average by 2.5%. For a residential property of average value, this equates to an increase of approximately \$50 for the 2021-22 year. Rate increases may vary from the average where there has been new development, capital improvements or other significant change to the value of the property.

To reduce the impact of significant valuation changes for 2021-22 Council is proposing:

- Applying a rate cap/rebate to all land use categories (expanding the cap from only principal place of residence)
- Setting the rate cap at 12.5%, being 10% on top of the proposed 2.5% increase – previously 15%
- Retaining the exclusion of the cap for changes in land use
- Adjusting the exclusion of change of ownership properties to those properties sold after 30 June 2020 (previously from 1 January 2020)
- Make automatic (previously by application) but also retain an application process subsequent to the issuance of a rate notice

Significant influences for the 2021-22 budget

A number of factors have influenced the preparation of Council's 2021-22 Annual Business Plan. These include:

- The ongoing impact of recent events including the COVID-19 pandemic and Cudlee Creek and Cherry Gardens fires on our community
- The inclusion of additional costs for tree management to mitigate the significant risks associated with the management of trees following a recent review
- Local Government Price Index increases on relevant goods and services, which in recent years has tracked above CPI
- Consideration of waste costs and volumes relating to recyclables, hard and green waste, including an increase in free green organic drop off days and anticipated movements in the solid waste levy imposed by the State Government
- Provision for Enterprise Development Agreements for staff which determines conditions of employment and provide for annual salary and wages increases, and a separate increase of 0.5% in the Superannuation Guarantee levy.
- Maintaining asset management (renewal) expenditure at a sufficient level to ensure long term maintenance of Council infrastructure, property and IT assets
- Increased maintenance requirements due to an increase in capital works and construction of new assets over recent years
- Ensuring key strategies from Council's Strategic Plan and Functional Strategies are costed appropriately
- The divestment of the southern side of Adelaide Hills Business and Tourism Centre at Lobethal resulting in reduced rental and reimbursement income but offset by reduced operating and capital costs
- The increased activation of an Arts and Heritage Hub resulting in a net cost of \$210k in 2021-22
- Insurance where the market has hardened resulting in increased premiums above CPI





Borrowings

Borrowing is an important funding source, especially for expenditure relating to new Capital and is undertaken in accordance with Council's *Treasury Policy*. The key objective of the Policy is to manage the finances of the Council holistically in accordance with the overall financial sustainability strategies and targets.

An independent local government report on financial sustainability encourages the increased use of borrowings to promote intergenerational equity. This involves spreading costs in relation to significant capital expenditure based on the pattern of benefits over time so that one generation is not excessively subsidising another.

Where there is a persuasive argument relating to intergenerational equity, Council will consider the appropriate use of borrowings. This will be managed within financial targets with the intention that future cash flows are sufficient to recoup borrowings with minimal impact on general operations over the medium term.

Estimated New Fixed Term Borrowing as shown in the following table for 2021-22 is \$4.0m and together with a small increase in Council's Cash Advance Debenture results in an estimated borrowings at 30 June 2022 of \$16.2m.

Borrowing	\$'000
Forecast Opening Balance of Borrowings July 2021	13,088
Estimated New Borrowing for 2021-22	4,071
Repayment of principal for 2021-22	(1,000)
Forecast Closing Balance of Borrowings June 2022	16,159
Split as follows:	
Cash Advance Debenture (Short Term Borrowings)	1,928
Fixed Term Borrowings	13,500
Lease Liabilities	731
Forecast Closing Balance of all Borrowings June 2022	16,159

Operating Budget by Directorate and Function

Directorate	Function	Revenue			Expenditure			Net Cost / (Revenue) 2021-22 Budget \$'000	Staff FTE 2021-22 Budget
		2021-22 LTFP Target \$'000	2021-22 Budget \$'000	Variance Fav/(Unfav) \$'000	2021-22 LTFP Target \$'000	2021-22 Budget \$'000	Variance Fav/(Unfav) \$'000		
CEO	CEO Office	-	-	-	323	315	7	315	1.0
	Governance and Performance	39	39	-	1,738	1,796	(20)	1,758	4.0
	CEO Total	39	39	-	2,099	2,112	(13)	2,073	5.0
Community Capacity	Communications, Engagement & Events	3	0	(3)	672	672	0	672	3.6
	Community Development (M&P)	0	0	0	368	378	(10)	378	2.3
	Cultural Development	0	0	0	180	180	0	180	1.0
	Customer Experience	0	0	0	174	165	9	165	1.0
	Community Resilience	140	140	0	140	140	0	0	1.3
	Customer Service	0	0	0	1,155	1,155	0	1,155	8.8
	Director's Office Community Capacity	0	0	0	309	304	5	304	1.7
	Economic Development	95	95	0	538	550	(13)	455	2.0
	FABRIK Arts & Heritage Hub	295	295	0	505	505	0	210	2.0
	Grants & Partnerships	0	0	0	237	237	0	237	0.0
	Hills Connected Communities Projects	65	65	0	70	70	0	5	0.6
	Library Services	343	337	(6)	1,577	1,572	6	1,234	16.1
	Positive Ageing (Collaborative)	82	87	5	82	87	(4)	0	0.6
	Positive Ageing (Home Support)	1,029	1,051	22	1,067	1,096	(30)	46	5.8
	The Summit Community Centre	15	15	0	179	177	2	163	1.6
	Torrens Valley Community Centre	37	37	0	178	179	(2)	143	1.6
	Volunteering	0	0	0	86	86	0	86	0.7
	Youth Development	2	2	0	161	161	0	159	1.0
	Community Capacity Total	2,104	2,123	19	7,676	7,713	(37)	5,590	51.7
Corporate Services	Cemeteries	217	301	84	163	163	0	-138	1.0
	Director's Office Corporate Services	3	3	0	331	331	0	328	1.8
	Financial Services	40,848	40,812	-37	411	315	96	-40,496	8.5
	General Property	106	107	1	1,782	1,776	6	1,669	6.7
	Information Services	0	0	0	2,769	2,738	31	2,738	12.0
	Old Woollen Mills Precinct - Lobethal	371	338	-33	249	246	4	-92	1.0
	Organisational Development & WHS	0	0	0	611	697	-86	697	5.3
	Corporate Services Total	41,546	41,561	15	6,318	6,267	51	(35,294)	36.2

Operating Budget by Directorate and Function

Directorate	Function	Revenue			Expenditure			Net Cost / (Revenue) 2021-22 Budget \$'000	Staff FTE 2021-22 Budget
		2021-22 LTFP Target \$'000	2021-22 Budget \$'000	Variance Fav/(Unfav) \$'000	2021-22 LTFP Target \$'000	2021-22 Budget \$'000	Variance Fav/(Unfav) \$'000		
Development & Regulatory Services	Animal Management	416	436	20	392	395	(2)	(21)	3.1
	Director's Office DRS	0	0	0	337	332	5	332	2.0
	Fire Prevention	14	14	0	100	81	19	67	0.9
	Mt Lofty Project	51	0	(51)	53	0	53	0	0.0
	Parking and By-Laws	47	47	0	198	196	2	150	1.3
	Planning & Development	569	552	(17)	1,943	2,008	(66)	1,457	16.4
	Policy Planning	0	0	0	157	146	11	146	1.0
	Public Health	170	179	9	484	500	(16)	321	3.8
	Development & Regulatory Services Total	1,267	1,228	(39)	3,664	3,658	6	2,450	28.6
Infrastructure & Operations	Civil Services	3,372	3,372	0	5,543	5,580	(38)	2,209	44.2
	CWMS	1,822	1,822	0	1,093	1,079	14	(742)	1.2
	Director's Office Infrastructure & Operations	0	0	0	335	332	2	332	2.0
	Emergency Management	0	0	0	83	112	(29)	112	0.4
	Open Space - Operations	0	0	0	5,079	5,108	(28)	5,108	26.8
	Open Space - Biodiversity	0	0	0	569	572	(4)	572	3.4
	Open Space - Sport & Recreation Planning	10	10	0	561	564	(3)	554	1.8
	Strategic Assets	0	0	0	9,904	9,873	31	9,873	3.8
	Sustainability	0	0	0	264	222	42	222	1.2
	Waste	73	149	76	4,969	5,088	(119)	4,939	1.4
	Infrastructure & Operations Total	5,277	5,353	76	28,400	28,532	(132)	23,179	86.2
ORGANISATION TOTAL		50,232	50,302	71	48,156	48,281	(126)	2,001	207.15

Capital Budget Overview

The 2021-22 Capital Budget continues to focus on the renewal of infrastructure. The Council has in excess of \$600m (Current Replacement Values) of infrastructure assets that it manages, to ensure that our current and future communities have access to the ongoing services these assets provide.

This year our capital works program will include:



- **\$10.766m** Capital renewal detailed in the Capital Expenditure Renewal Summary Table (to the right)
- **\$6.979m** in capital expenditure on new or upgraded assets, detailed in the strategic initiative pages (pg 6 -27)

The total of \$17.766m for the capital works program is more than the Long Term Financial Plan target of \$17.042m but is considered to be the appropriate level of sustainable investment to meet the Council strategic goal to have a proactive long term view regarding the renewal and maintenance of its infrastructure.

As in previous years, a significant portion of the program is applied to road works, with buildings, footpaths, stormwater and plant accounting for a large proportion of the remaining allocation.

To see a detailed listing of our Capital projects, refer to the *Capital Works Program 2021-22* published on our website.

Capital Expenditure Renewal Summary

Asset Category	2021-22 Allocation \$'000	LTFP Target Renewal \$'000	Variance to LTFP \$'000
Bridges	250	250	-
Buildings	1,100	1,100	-
CWMS	224	224	-
Footpaths	392	400	8
Kerb & Water	200	250	50
Other*	218	224	6
Road Pavement	953	954	1
Road Seal	1,861	1,864	3
Shoulders	250	250	-
Sport and Recreation (including Playgrounds)	740	740	-
Stormwater	60	60	-
Unsealed Roads	908	900	(8)
Plant and Fleet	1,683	1,632	(51)
Information, Communication & Technology	485	485	-
Minor Plant & Equipment (including Library)	80	80	-
Project Management Costs	1,362	1,362	-
NET RENEWALS	10,766	10,775	9

*Other includes Guardrail, Retaining Walls, Cemeteries, Street Furniture, and Traffic Control

Rates Overview

In setting the rates for 2021-22 Council proposes to continue with its current method of rating, which is two differential rates with a fixed charge, applied against the capital value of properties. Council considers this to be a fair and equitable method of rating for the Adelaide Hills Council.

Rates are used to deliver the services. Rates are a form of property taxation, and property values determine how much each property contributes. This system of taxation means that the rates paid may not directly relate to the services used by each ratepayer.

The 2021-22 budget was initially developed from Council's LTFP which had a rate revenue target that incorporated a general rates increase of 2.5% and estimated growth of 1.0%.

Growth represents new development (primarily related to the Woodforde, Mount Torrens and Inverbrackie developments), capital improvements to existing properties and changes to value as a result of land divisions and will be confirmed by the Valuer-General as part of completing the valuation of the Council area.

As a result of a Revaluation Initiative Project across the whole state undertaken by the Valuer-General, Council has noted increased variability in valuation increases within the Council area, particularly within the primary production land use. As such, Council is proposing to reduce the impact of significant valuation changes for 2021-22 by:

- Applying a rate cap/rebate to all land use categories (expanding the cap from only principal place of residence)
- Setting the rate cap at 12.5%, being 10% on top of the proposed 2.5% increase – previously 15%
- Make automatic (previously by application) but also retain an application process
- Adjusting the exclusion of change of ownership properties to those properties sold after 30 June 2020 (previously from 1 January 2020)

The table below provides a summary of the average rate increases that have been applied in recent years as well as the proposed increase for 2021-22 as discussed above.

Description	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
To meet inflation (CPI)	1.5%	1.25%	2.3%	1.8%	2.4%	1.5%
To fund increased capital renewal	1.0%	1.0%	1.0%	1.0%	0.55%	1.0%
Solid Waste Levy	-	-	-	\$10 (0.5%)	-	-
Sampson Flat Bushfire (one year only)	(1.0%)	-	-	-	-	-
TOTAL INCREASE	1.5%	2.25%	3.3%	3.3%	2.95%	2.5%



Summary Basis of Rating (*Rating Policy*)

Key elements of the Policy include:

Rating Structure

- A fixed charge rating structure that includes a fixed charge applying to all properties. This charge is to increase from \$682 to \$699 which represents a 2.5% increase in line with the average increase previously highlighted.
- The same rate in the dollar (see table below), based on capital value, being applied to all categories of ratepayer, except commercial and industrial ratepayers who pay a 15% premium.
- The ability of primary production ratepayers genuinely in the business of primary production but not benefitting from a notional capital value for their property to apply for a 10% rebate where they have previously applied.

Rate in the Dollar per Financial Year	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Commercial & Industrial	0.002806	0.002748	0.002784	0.002839	0.002821	0.002821
All Other Land Uses including Residential	0.002440	0.002390	0.002421	0.002469	0.002453	0.002453

Stirling Separate Rate

- A separate rate for businesses in Stirling that generates \$95k that is distributed to the Stirling Business Association (SBA) to promote Stirling as a destination, the "Gateway to the Hills" through a three year funding agreement to June 2023. Council also sets a maximum amount ('top') and a minimum amount ('tail') per property each financial year for this separate rate.
- Council also proposes in accord with Council's taxation principles to increase the top and tail of the separate rate in line with CPI to better maintain an even distribution across all separate ratepayers.

Other Rates and Levies

A separate rate to provide for the sealing in 2014-15 of the northern end of Verrall Road, Upper Hermitage. This rate is levied on those properties that actually adjoin this section of road.

Help when you need it

An empathetic and individually tailored approach to ratepayers who are experiencing financial difficulties as a result of COVID-19 and bushfire events through the provision of a number of alternative arrangements made available to ratepayers including:

- smaller, more regular payment options
- acceptance of reduced payments toward Council Rates arrangement
- Deferment or postponement of payment of rates in whole or in part for an agreed period
- consideration of the waiving of fines & interest where appropriate

The *Rating Policy* includes a number of options to address financial hardship specifically targeted to those ratepayers that have been significantly and permanently impacted by recent events.



Impact of Office of Valuer-General Revaluation Initiative Project

Council's valuations used for rating purposes are undertaken by the Office of the Valuer-General.

For 2021-22, the Valuer-General is completing a Revaluation Initiative Project across the majority of Councils within South Australia resulting in a reassessment of valuation assumptions. Data received recently from the Valuer-General indicates that this review has resulted in increased variability in valuation increases within the Council area, particularly within the primary production land use.

This is likely to result in many rate assessments experiencing a change in rates payable much higher or lower than the average rate increase proposed.

As a response to the impact of the Revaluation Initiative undertaken by the Valuer-General, Council's rating policy position for the 2021-22 Annual Business Plan consultation is proposed as follows to apply a Revaluation Relief Rebate to reduce the impact of significant valuation changes for 2021-22. This will effectively cap the maximum rate increase at 12.5%.

The table below shows the difference between the rebate and the previous rate cap.

Revaluation Relief Rebate	Previous Rate Cap
Applied automatically	By application only
Maximum rate increase 12.5%	Maximum rate increase 15%
Applied to <u>ALL</u> land use categories	Applied to principal place of residence
Does not apply to properties sold from 30 June 2020	Does not apply to properties sold from 1 January 2020

Rate Statistics

Council has just over **18,800** assessments split by land use as follows:



13 400
Residential



710
Commercial
and Industrial
differential rate



3,000 +
Primary
production



600 +
Vacant



800 +
Non-rateable



200
Other

Rates Modelling

The valuation of the Council area by the Valuer-General has been completed and information provided reflects an increase of over 3.6% in valuation for existing properties.

Analysis indicates that:

- Residential properties, representing over 70% of the overall valuation, had an average valuation **increase** of just over **3.7%**
- Primary production properties, being 17% of total assessments, have an average valuation **increase** of **5.2%**
- Commercial and Industrial properties had had an average valuation **decrease** of over **1%**
- Vacant land valuations have **increased** on average by just under **3.0%**.

The Budget has been formulated on the basis of retaining differential rates for all categories of ratepayer, including commercial and industrial ratepayers at the appropriate rate in the dollar to provide an overall increase in general rate revenue of 2.5% excluding growth.

Allocation of Rates Burden

The Council uses the capital value method of valuing properties. This method values the land and all improvements on the land. It is the most widely-used method across South Australian councils.

Council considers this valuation method the most equitable method to spread the rates burden across the measure of wealth within the Adelaide Hills Council area. It equates to the taxation principle that people should contribute to community, social and physical infrastructure in accordance with their capacity to pay as measured by property wealth.

Further, in determining how rates are applied, and the rate in the dollar (table above), Council has also made specific policy choices in relation to uses the differential rating rate and the option of a fixed charge rather than a minimum rate to allocate the rates burden across the community.

Differential Rates

Section 153 of *Local Government Act 1999* (the Act) allows councils to 'differentiate' rates based on the use of the land, the locality of the land, the use and locality of the land or on some other basis determined by the council. The application of a Differential General Rate is generally intended to alter the amount payable by particular land uses.

Council has determined to apply the same rate in the dollar, based on capital value, to all categories of ratepayer, except commercial and industrial ratepayers who pay a differential rate in the dollar that is 15% higher than the rate in the dollar charged for other categories of ratepayer.

Council has considered the higher amount payable by the Commercial & Industrial sector with reference to the Economic Development function as well as the services and activities that the sector does not regularly use.

Council has considered the principle of rate stability when assessing the rates burden across the above categories. Other considerations were given to the change in capital value across the land use categories and the rates income provided by each.

It is estimated that the Commercial & Industrial Differential General Rates will raise net rate revenue in the order of \$1.5m in 2021-22.

It is estimated that the Residential & Non Commercial and Industrial Differential General Rate will raise net general rate revenue in the order of \$37.0m in 2021-22.

Fixed Charge

Under the Act, Council has some mechanisms available to enable all ratepayers to contribute more equitably to the administration of Council's services and the development and maintenance of the community's infrastructure. Council considers a fixed charge (applying equally to all rateable properties) to be the most fair and equitable means of achieving this.

For the 2021-22 year, it is proposed to increase the fixed charge from \$682 to \$699, representing a 2.5% increase in line with the overall average increase in rates.

Community Wastewater Management System

The Council provides Community Wastewater Management System (CWMS) to some areas within the Council district. To fund the provision of this service Council imposes an annual service charge to recover the cost to the Council of establishing, operating, maintaining, improving and replacing infrastructure (taking into account depreciation of any assets and including future capital works).

Council undertakes a review of the annual service charge pricing in accordance with the guidelines set by the Essential Services Commission of South Australia (ESCOSA). For the 2021-22 financial year, CWMS revenue has currently been set with an increase in line with CPI to achieve the full cost recovery.

A photograph of a forest floor with tall grasses and tree trunks in the background. Overlaid on the lower half of the image is a large, colorful geometric pattern consisting of interlocking triangles in shades of orange, red, yellow, and green. The text 'Appendix 1: Budgeted Uniform Presentation of Finances' is written in white over the bottom portion of this pattern.

Appendix 1: Budgeted Uniform Presentation of Finances

Adelaide Hills Council

BUDGETED UNIFORM PRESENTATION OF FINANCES

2021-22 Proposed Budget

2020-21 Revised Budget \$'000		2021-22 Proposed Budget \$'000
	INCOME	
40,231	Rates	41,573
1,428	Statutory charges	1,197
704	User charges	869
8,104	Grants, subsidies and contributions	5,869
9	Investment income	17
231	Reimbursements	210
507	Other income	467
100	Net gain - equity accounted Council businesses	100
<u>51,314</u>	Total Income	<u>50,302</u>
	EXPENSES	
18,416	Employee costs	19,232
21,498	Materials, contracts & other expenses	18,810
9,237	Depreciation, amortisation & impairment	9,762
668	Finance costs	477
0	Net loss - equity accounted Council businesses	0
<u>49,816</u>	Total Expenses	<u>48,281</u>
<u>1,498</u>	NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS	<u>2,021</u>
	Net Outlays on Existing Assets	
(9,749)	Capital Expenditure on Renewal and Replacement of Existing Assets	(10,766)
646	Proceeds from Sale of Replaced Assets	665
9,237	Depreciation	9,762
<u>134</u>	NET OUTLAYS ON EXISTING ASSETS	<u>(339)</u>
	Net Outlays on New and Upgraded Assets	
(5,563)	Capital Expenditure on New and Upgraded Assets & Remediation costs	(6,979)
3,104	Capital Grants and Monetary Contributions for New and Upgraded Assets	2,000
1,486	Proceeds from Sale of Surplus Assets	1,304
<u>(972)</u>	NET OUTLAYS ON NEW AND UPGRADED ASSETS	<u>(3,675)</u>
<u>659</u>	NET LENDING/ (BORROWING) RESULT FOR FINANCIAL YEAR	<u>(1,993)</u>
(19,822)	Net Financial Liabilities at Beginning of Year	(19,263)
-	- Decrease / (increase) in Other	-
(100)	Non Cash Equity Movement	(100)
<u>(19,263)</u>	Net Financial Liabilities at End of Year	<u>(21,356)</u>

In any one 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

5,500	New Borrowings	4,000
(143)	Increase/(Decrease) in Short Term Draw Down	71
64	(Increase)/Decrease in Cash & Investments	-
-	(Increase)/Decrease in Working Capital	-
(5,000)	Principal Repayments on Borrowings	(1,000)
(200)	Reinstatement/Restoration Provision Payment	(978)
(780)	Debenture Payment	-
(100)	Non Cash Equity Movement	(100)
<u>(659)</u>		<u>1,993</u>

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 2021-22 Proposed Budget

2020-21 Revised Budget \$'000		2021-22 Proposed Budget \$'000
	INCOME	
40,231	Rates	41,573
1,428	Statutory charges	1,197
704	User charges	869
8,104	Grants, subsidies and contributions	5,869
9	Investment income	17
231	Reimbursements	210
507	Other income	467
100	Net gain - equity accounted Council businesses	100
51,314	Total Income	50,302
	EXPENSES	
18,416	Employee costs	19,232
21,498	Materials, contracts & other expenses	18,810
9,237	Depreciation, amortisation & impairment	9,762
668	Finance costs	477
-	Net loss - equity accounted Council businesses	-
49,816	Total Expenses	48,281
1,498	OPERATING SURPLUS / (DEFICIT)	2,021
780	Asset disposal & fair value adjustments	(35)
3,104	Amounts received specifically for new or upgraded assets	2,000
0	Physical Resources Received Free of Charge	-
5,383	NET SURPLUS / (DEFICIT)	3,986
5,130	Changes in revaluation surplus - infrastructure, property, plant & equipment	5,215
-	- Other Comprehensive Income	-
-	- Share of Other Comprehensive Income JV	-
5,130	Total Other Comprehensive Income	5,215
10,513	TOTAL COMPREHENSIVE INCOME	9,201

Adelaide Hills Council
STATEMENT OF FINANCIAL POSITION
2021-22 Proposed Budget

2020-21 Revised Budget \$'000		2021-22 Proposed Budget \$'000
	ASSETS	
	Current Assets	
454	Cash and cash equivalents	454
2,761	Trade & other receivables	2,761
18	Inventories	18
3,233		3,233
	- Non-current Assets held for Sale	-
3,233	Total Current Assets	3,233
	Non-current Assets	
	- Financial assets	-
1,591	Equity accounted investments in Council businesses	1,691
432,598	Infrastructure, property, plant & equipment	443,792
434,189	Total Non-current Assets	445,483
437,422	Total Assets	448,716
	LIABILITIES	
	Current Liabilities	
4,473	Trade & other payables	4,473
1,857	Borrowings - Short Term Draw Down	1,928
785	Borrowings - Other	1,000
3,388	Provisions	2,410
10,503	Total Current Liabilities	9,811
	Non-current Liabilities	
10,446	Borrowings	13,231
1,528	Provisions	1,528
11,974	Total Non-current Liabilities	14,759
22,477	Total Liabilities	24,570
414,945	NET ASSETS	424,146
	EQUITY	
144,028	Accumulated Surplus	148,014
270,336	Asset Revaluation Reserves	275,551
581	Other Reserves	581
414,945	TOTAL EQUITY	424,146
19,263	NET FINANCIAL LIABILITIES	21,356

Adelaide Hills Council

STATEMENT OF CHANGES IN EQUITY 2021-22 Proposed Budget

	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	TOTAL EQUITY
2021-22	\$'000	\$'000	\$'000	\$'000
Balance at end of previous reporting period	144,028	270,336	581	414,945
Net Surplus / (Deficit) for Year	3,986	-	-	3,986
Other Comprehensive Income				
Gain on revaluation of infrastructure, property, plant & equipment	-	5,215	-	5,215
Transfers between reserves	-	-	-	-
Balance at end of period	148,014	275,551	581	424,146

2020-21				
Balance at end of previous reporting period	138,645	265,206	581	404,432
Restated opening balance				
Net Surplus / (Deficit) for Year	5,383	-	-	5,383
Other Comprehensive Income				
Changes in revaluation surplus - infrastructure, property, plant & equipment	-	5,130	-	5,130
Share of Other Comprehensive Income JV				-
Transfers between reserves	-	-	-	-
Balance at end of period	144,028	270,336	581	414,945


FINANCIAL RATIOS

	2021-22 Proposed Budget
Operating Surplus Ratio	
<u>Operating Surplus</u>	4.0%
Total Operating Revenue	
Net Financial Liabilities Ratio	
<u>Net Financial Liabilities</u>	42%
Total Operating Revenue	
Asset Sustainability Ratio	
<u>Asset Renewals</u>	100%
Infrastructure & Asset Management Plan required expenditure	

Adelaide Hills Council

CASH FLOW STATEMENT 2021-22 Proposed Budget

2020-21 Revised Budget \$'000		2021-22 Proposed Budget \$'000
	<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>	
	<u>Receipts</u>	
40,231	Rates - general & other	41,573
1,428	Fees & other charges	1,197
704	User charges	869
8,104	Grants	5,869
9	Investments	17
231	Reimbursements	210
507	Other revenues	467
	<u>Payments</u>	
(18,416)	Employee costs	(19,232)
(21,698)	Materials, contracts & other expenses	(19,788)
(668)	Finance payments	(477)
10,433	NET CASH USED IN OPERATING ACTIVITIES	10,705
	<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>	
	<u>Receipts</u>	
5,500	Proceeds from Borrowings	4,000
	<u>Payments</u>	
(5,000)	Repayment from Borrowings	(1,000)
	Repayment of Lease Liabilities	
(780)	Repayments of Aged Care facility deposits	-
(280)	NET CASH USED IN FINANCING ACTIVITIES	3,000
	<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>	
	<u>Receipts</u>	
3,104	Grants for new or upgraded assets	2,000
646	Sale of replaced assets	665
1,486	Sale of surplus assets	1,304
	<u>Payments</u>	
(5,563)	Expenditure on new/ upgraded assets	(6,979)
(9,749)	Expenditure on renewal/ replacement of assets	(10,766)
(10,075)	NET CASH USED IN INVESTING ACTIVITIES	(13,776)
79	NET INCREASE / (DECREASE) IN CASH HELD	(71)
(1,482)	CASH AT BEGINNING OF YEAR	(1,403)
(1,403)	CASH AT END OF YEAR	(1,474)
454	Cash & Investments	454
(1,857)	Short Term Drawdown	(1,928)
(1,403)		(1,474)

A photograph of a forest floor with tall grasses and tree trunks in the background. Overlaid on the lower half of the image is a large, colorful geometric pattern consisting of interlocking triangles in shades of orange, red, yellow, and green. The text 'Appendix 2: Corporate Performance Indicators' is written in white, sans-serif font across the bottom right of the image.

Appendix 2: Corporate Performance Indicators

ID	Corporate Performance Indicator	Target	Strategic Objective	Reporting Frequency
Goal 1: A functional Built Environment				
CPI-B01	Inspections of footpaths in high priority zones	100%	B1	Quarterly
CPI-B02	Delivery of capital works program	90%	B1	Annually
CPI-B03	Compliance inspections completed within 5 business days of development completion notification	80%	B2	Quarterly
CPI-B04	Compliance inspections completed within 5 business days of notification of alleged unlawful development	80%	B2	Quarterly
CPI-B05	Comparison of Council's Energy Usage (Kwh) against previous financial year	Less than previous financial year	B3	Annually
CPI-B06	Tonnes of recycled plastic content in products purchased by Council	25	B3	Annually
CPI-B07	Operational tasks completed within the Civil Zone Maintenance Program	80%	B4	Quarterly
Goal 2: Community Wellbeing				
CPI-C01	Positive ageing wellbeing score	7 Average	C2	Quarterly
CPI-C02	Community Centre participants who feel better connected to others or community	85%	C2	Bi-annual
CPI-C03	Community centre participants who would use the knowledge/skills gained in the future	80%	C3	Bi-annual
CPI-C04	Number of volunteer hours contributed to AHC programs each year	4800	C3	Quarterly
CPI-C05	Library visits per capita compared with the state average	25% above state average	C3	Annually
CPI-C06	Library loans per capita compared with the state average	35% above state average	C3	Annually
CPI-C07	Attendance at programs, events and workshops at Fabrik Arts and Heritage Hub	8,000	C6	Annually
CPI-C08	Percent of available studio spaces occupied	50	C6	Annually
CPI-C09	Number of events and programs celebrating cultural diversity	8	C6	Annually

ID	Corporate Performance Indicator	Target	Strategic Objective	Reporting Frequency
Goal 3: A prosperous Economy				
CPI-E01	Net Easy Score of respondents who rated ease of getting assistance from Council as Easy or Very Easy v Difficult or Very Difficult	>0	E1	Every 2 Years
CPI-E02	Visitor numbers (visitor domestic day trips)	1.2mil	E1	Annually
CPI-E03	Average number of days for Building Rules Consents	20 or 60 business days*	E2	Quarterly
CPI-E04	Percentage of new development application decisions upheld in Council/CAPs favour under appeal	85%	E2	Quarterly
CPI-E05	Percentage of Planning Consents completed within statutory timeframes	85%	E2	Quarterly
CPI-E06	Number of local jobs in AHC area compared to previous financial year	Maintain 2019-20 Financial Year = 11200	E3	Annually
Goal 4: A valued Natural Environment				
CPI-N01	Number of Native Vegetation Marker System BushRAT Assessment sites complete (actual versus planned)	60 NVMS sites per annum	N2	Annually
CPI-N02	Woody Weed Control Program - no. of sites complete (actual versus planned)	17 sites per annum	N2	Quarterly
CPI-N03	Percent of nuisance and litter queries resolved	90%	N2	Quarterly
CPI-N04	Percent of private properties inspected prior to bushfire season that comply with fuel load management requirements	At least 90%	N2	Annually
CPI-N05	Tonnes of green organics collected on Green organic days	150	N4	Quarterly
CPI-N06	Percentage change in tonnes of waste disposed to landfill compared to previous financial year	Reduction in waste percentage	N5	Annual
CPI-N07	Number of community education actions delivered (Waste Management Strategy 2016-2021) – Actioned vs Planned	6	N5	Quarterly


*20 Business Days for dwellings, pools and outbuildings and 60 business days for other buildings

ID	Corporate Performance Indicator	Target	Strategic Objective	Reporting Frequency
Goal 5: A progressive Organisation				
CPI-001	Number of Lost time injuries	0	O1	Quarterly
CPI-002	Customer Net Ease Score (NES)	50	O2	Bi-annual
CPI-003	Overall customer satisfaction	75%	O2	Bi-annual
CPI-004	Operating Surplus Ratio	0-10%	O3	Annually
CPI-005	Net Financial Liabilities Ratio	0-100%	O3	Annually
CPI-006	Asset Renewal Funding Ratio	90-110%	O3	Annually
CPI-007	Decisions (Council resolutions) considered in open Ordinary & Special Council meetings during the reporting period	90%	O4	Quarterly
CPI-008	Council member attendance at Ordinary & Special meetings	90%	O4	Quarterly
CPI-009	FOI requests completed within the legislated timeframe	100%	O6	Quarterly
CPI-010	Ombudsman investigations upholding Council's decisions (general investigations and FOI external reviews)	100%	O6	Quarterly
CPI-011	Employee Turnover	7-15%	O1	Quarterly

A photograph of a forest floor with tall grasses and tree trunks in the background. Overlaid on the lower half of the image is a semi-transparent geometric pattern consisting of interlocking triangles in various colors: orange, red, green, and grey. The text 'Appendix 3: Rating Policy' is centered over this pattern in a white, sans-serif font.

Appendix 3: Rating Policy

COUNCIL POLICY

	RATING
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Policy Number:	FIN-02
Responsible Department(s):	Financial Services
Other Relevant Policies:	None
Relevant Procedure(s):	None
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Valuation of Land Act 1971</i> <i>Landscape South Australia Act 2019</i> <i>Aged Care Act 1987 (Commonwealth)</i> <i>Community Housing Providers National Law</i> <i>Community Titles Act 1996</i> <i>Education Act 1972</i> <i>Health Commission Act 1976</i>
Policies and Procedures Superseded by this policy on its Adoption:	Rating, 28 June 2016, Item 14.9, 1.11, 122 Rating, 27 June 2017, Item 14.3, 1.11, 130/17 Rating, 26 June 2018, Item 12.3, 1.11 , 138/18 Rating, 25 June 2019, Item 12.2, 1.11, 156/19 Rating, 30 June 2020, Item 7.1, 1.11, 124/20
Adoption Authority:	Council
Date of Adoption:	TBA
Effective From:	1 July 2021
Minute Reference for Adoption:	
Next Review:	

RATING POLICY

1. INTRODUCTION

- 1.1 In South Australia, council rates are a form of property tax levied by Local Government, as our primary source of funding for the many mandatory and discretionary services that are provided by councils. Rates are administered by each council in line with the *Local Government Act 1999* (the Act) which allows some flexibility for each council to make decisions that suit its local community. This document sets out the policy of the Adelaide Hills Council for setting and collecting rates from its community.

2. PURPOSE

- 2.1 The purpose of this policy is to outline Council's approach towards rating its communities and to meet the requirements of the Act with particular reference to Section 123 which requires Council to have a rating policy that must be prepared and adopted (as part of the Annual Business Plan) each financial year in conjunction with the declaration of rates.

3. DEFINITIONS

- 3.1 '**Act**' refers to the *Local Government Act 1999* (SA).
- 3.2 '**Capital value**' refers to the valuation methodology used in determining the value of land, as defined in the *Valuation of Land Act 1971*.
- 3.3 '**Council**' refers to the elected Council body.
- 3.4 '**CWMS**' refers to the Community Wastewater Management System within the Council area.
- 3.5 '**Differential rate**' refers to a rate that may be applied to a category of land that is different to the rate applied to other land categories (termed differential rates under the Act).
- 3.6 '**Fixed charge**' refers to a charge that must apply equally to each separate piece of rateable land in the area under Section 152(1) of the Act.

4. POLICY STATEMENT

Council's powers to raise rates are found in Chapter 10 of the Act which provides the framework within which the Council must operate, but also leaves room for the Council to make a range of policy choices. This document includes reference to compulsory features of the rating system, as well as the policy choices that the Council has made on how it imposes and administers the collection of rates.

All land within a Council area, except for land specifically exempt (e.g. Crown Land, Council occupied land and a few other limited categories under Section 150(a) of the Act, is rateable.

Rates are not fees for services. They constitute a system of taxation for Local Government purposes. Council considers the fairest and most equitable method of charging rates to our community is through the combined use of a fixed charge component and a variable rate per rateable property.

4.1 PRINCIPLES OF TAXATION

This Policy represents the Council's commitment to balancing the five main principles of taxation.

- i) **Benefits received** (i.e. services provided, or resources consumed). Reliance on this principle suggests that (all other things being equal) a person who received more benefits should pay a higher share of tax.
- ii) **Capacity to pay.** This principle suggests that a person who has less capacity to pay should pay less; and that persons of similar means should pay similar amounts.
- iii) **Administrative simplicity.** This principle refers to the costs involved in applying and collecting the tax and how difficult it is to avoid.
- iv) **Economic efficiency.** This refers to whether or not the tax distorts economic behaviour.
- v) **Policy consistency.** The principle that taxes should be internally consistent, and based on transparent, predictable rules that are understandable and acceptable to taxpayers.

Further, in achieving equity across the community, this policy has an overriding principle that all ratepayers should contribute an amount to basic service provision.

4.2 VALUATION OF LAND

Council is permitted to adopt one of three valuation methodologies to value the properties in its area (Section 151 of the Act):

- **Capital Value** – the value of the land and all of the improvements on the land.
- **Site Value** – the value of the land and any improvements which permanently affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements.
- **Annual Value** – a valuation of the rental potential of the property.

The Council has adopted the use of capital value as the basis for valuing land. Council considers that this method provides the fairest way to distribute the rate burden across all ratepayers on the following basis:

- the 'capacity to pay' principle of taxation requires that ratepayers of similar wealth pay similar taxes and ratepayers of greater wealth pay more tax than ratepayers of lesser wealth;

- the 'property value' is a relatively good indicator of wealth (when lifetime incomes, including incomes from capital gains, are taken into account). Capital value approximates the market value of a property, provides the best indicator of overall property value

Council does not determine property valuations but chooses to exercise the right under Section 151 of the Act to adopt the capital valuations as assessed by the Valuer-General through the State Valuation Office. If you are dissatisfied with the valuation made by the State Valuation Office your rates notice will include information about how to object to the valuation. The Council has no role in this process. The lodgement of an objection does not change the due date for the payment of rates.

4.3 COMPONENTS OF RATES

Fixed Charge or Minimum Rate

Council has discretion to apply either:

- a fixed charge (applying equally to all rateable properties); or
- a minimum rate (to lower-value properties)

but cannot use both of these mechanisms.

The Adelaide Hills Council will apply a fixed charge this financial year as in previous years. Council considers a fixed charge to be the most fair and equitable means of ensuring that all ratepayers contribute equally to the administration of Council's services and the development and maintenance of the community's infrastructure. In addition, the fixed charge provides a mechanism to adjust the rates contributions across high and low valued properties. This redresses the balance and equity of the rate system.

The Council is unable to raise more than 50% of total rate revenue by the imposition of a fixed charge component of general rates as per Section 151(10) of the Act.

A rate in the dollar

The largest component of rates levied is the component that is calculated by reference to the value of the property. Property values reflect, among other things, the relative availability of and access to Council services. This applies to all types of land use, and to land in all locations.

The Act allows councils to 'differentiate' rates based on the use of the land, the locality of the land, the use and locality of the land or on some other basis determined by the council. The Council applies different rates on the basis of land use.

Definitions of the use of the land are prescribed by regulation and are categorised as follows for rating purposes:

- Residential
- Commercial
- Industrial
- Primary Production
- Vacant Land
- Other

In accordance with Section 148 of the Act, Council assesses any piece or Section of land subject to separate ownership or separate occupation.

Commercial and Industrial Differential Rate:

Those properties categorised as commercial or industrial will pay a differential rate in the dollar that is 15% higher than the rate in the dollar charged for other categories of ratepayer.

Council has considered the higher amount payable by the Commercial & Industrial sector with reference to the commercial differential rates of other Councils, costs of the Economic Development function as well as the services and activities that the sector does not regularly use.

If a ratepayer believes that a particular property has been wrongly classified as to its land use, then an objection may be made with the Council.

Separate Rate

Stirling Business Separate Rate:

A separate rate for businesses in Stirling (Stirling Business Separate Rate) will be applied to carry out the activity of promoting and enhancing business viability, profitability, trade and commerce within the zone.

This rate is levied on all properties within the precinct known as the District Centre (Stirling) Zone and businesses fronting both sides of Mt Barker Road east of the District Centre (Stirling) Zone to Pine Street, excluding land attributed a land use category 1 (residential) and government owned land. Council also sets a maximum amount ('top') and a minimum amount ('tail') per property each financial year for this separate rate with the top and tail adjusted each year with reference to the Consumer Price Index. The amount raised is distributed to the Stirling Business Association to promote Stirling as a destination, the 'Gateway to the Hills'.

Verrall Road Separate Rate:

A separate rate for Verrall Road, Upper Hermitage at a value of \$858 will be applied for a period of 10 years to 2023-24. This rate which provided for the sealing of the northern end of the road in 2014-15 is levied on the properties that use that Section of road.

Regional Landscape Levy

The Regional Landscape (RL) Levy is a State tax.

Councils are required under the Landscape South Australia Act 2019 to collect the levy on all rateable properties on behalf of the State Government. The levy helps to fund the operations of regional landscape boards that have responsibility for the management of the State's natural resources. These responsibilities include regional landscape planning, water allocation planning, community capacity building, education and compliance activities.

Adelaide Hills Council falls within the Hills & Fleurieu Regional Landscape board region. The effect of the new regions and boundary changes on landscape levies is being managed through a levy transition scheme. For 2021-22, Adelaide Hills Council has been advised that Council will have a single landscape levy.

Community Wastewater Management System

The Council provides Community Wastewater Management System (CWMS) to some areas within the Council district. To fund the provision of this service Council imposes a service charge to recover the cost to the council of establishing, operating, maintaining, improving and replacing infrastructure (taking into account depreciation of any assets and including future capital works).

Annually, an independent consultant is engaged to provide a review of:

- Council's compliance with ESCOSA's Minor to Intermediate Retailers Price Determination and the National Water Initiative (NWI) Pricing Principles;
- The pricing model for future CWMS price setting.

This review included the annual service charge for both occupied and vacant properties. For the 2021-22 financial year, CWMS revenue has currently been set with an increase in line with CPI for occupied properties with vacant property remaining unchanged.

4.4 RATES CAPPING

Council's valuations used for rating purposes are undertaken by the Office of the Valuer-General.

In terms of legislation, the Act (Section 153 (3)) requires a council to decide each year whether to apply a maximum rate increase (or a rates cap) to a ratepayers principal place of residence. A cap is applied to provide relief against a substantial change in rates payable incurred due to rapid changes in valuations.

For 2021-22, the Valuer-General has undertaken a Revaluation Initiative Project across the majority of Councils within South Australia including the Adelaide Hills Council resulting in a reassessment of valuation assumptions. Data received from the Valuer-General indicates that this review has resulted in significant variability in valuation changes across the Council area, particularly within the primary production land use.

As such, many rate assessments have experienced a change in rates payable much higher or lower than the average rate increase proposed.

As Council considers that rate relief is required across all land uses and therefore more than a ratepayers principal place of residence, Council will not apply a rates cap under Section 153(3) but rather implement a discretionary rate rebate under Section 166 (1) (l) as referenced below.

4.5 REBATE OF RATES

Mandatory rebates

Councils are required to rebate (discount) the rates payable on some land.

The Adelaide Hills Council will act in accordance with the Local Government Act in providing mandatory rebates as referenced in Section 160 – 165 of the Act.

A 100% rebate must be applied to land used for:

- Health services,
- Religious purposes,
- Public cemeteries,
- The Royal Zoological Society.

A compulsory rebate of at least 75% must be applied to land used by:

- Community service organisations, and
- Schools and universities.

Where a “community services organisation” is eligible for a mandatory rebate, the residential rate must be applied to the land to which the rebate relates in accordance with Section 161 (2) of the Act. This is as a result of Council declaring differential rates according to land use and providing for a distinct residential rate.

Where the Council is satisfied from its own records, or from other sources, that a person or body meets the necessary criteria for a mandatory rate rebate, the Council will grant the rebate accordingly.

Where the Council is not satisfied based upon the information in its possession or otherwise does not hold relevant information it will require the person or body to lodge an application form with such information as stipulated and any other information that the Council may reasonably require.

Applicants who satisfy the criteria for a mandatory rebate will be granted the rebate at any time provided the application is lodged prior to the 30 June of the rating year and provided the entitlement to the rebate existed at 1 July of the rating year.

Council will confirm the continuation of a person or body's eligibility for a mandatory rebate on a regular basis (at least biennially) to ensure that rebates are only granted where they are warranted. This will require the relevant person or body to lodge an application form with such information as stipulated and any other information that the Council may reasonably require to confirm the continuation of eligibility.

Discretionary rebates

General

As identified in Section 166 of the Act Council may grant a discretionary rebate of rates up to and including 100% of the relevant rates under a number of criteria and for a period not exceeding the timeframe.

As required by legislation, Council should give reasonable consideration to the granting of rebates and does not adopt a policy that excludes the consideration of applications for rebates based on their merits.

Have considered this, Council is of the view that except in very specific circumstances outlined below, the maximum discretionary rebate should be 75% to ensure ratepayers contribute an amount towards basic service provision.

Section 166 covers a large number of different rebate categories, referred to as cases in the Act. Council in determining its rates structure has considered the following relevant in setting the policy position for Adelaide Hills Council

Discretionary Rate Rebates where it is Desirable for a Particular Purpose in an area of Council

Section 166 (1) provides Council with the discretion to implement rebates where the rebate is desirable for a particular purpose.

Council has determined pursuant to Section 166(1) (b) that those primary production properties genuinely in the business of primary production but not benefitting from a notional capital value for their property can apply for a 10% rebate on the differential rate.

Council considers this primary production rebate as part of its Annual Business Plan and Budget process. As this rebate was implemented in 2008-09 to address the removal of a primary production differential rate, it is considered that this rebate should continue to be made to those ratepayers in the business of primary production who do not have a notional capital value assessment of their property and who have applied for and been granted this rebate in any of the last three (3) rating years, namely 2018-19, 2019-20 and 2020-21 rating years.

These applications will be actioned by Administration in line with the eligibility criteria outlined above.

Discretionary Rate Rebates linked to Community Service or Need or Disadvantaged Persons

Section 166 (1a) identifies a number of discretionary rebates of rates made under Section 166(1)(d) to (j) covering activities linked to community services or community need or assistance or relief to disadvantaged persons.

Council has determined that applications in relation to those rebates identified under Section 166 (1a) should be brought to Council for decision and also that Council would receive a listing of these discretionary rate rebates for the next rating period annually.

Council in accordance with Section 166 (1a) will take the following matters into account in deciding whether to grant a discretionary rebate for land uses covered by Section 166 (1) (d to j):

- (a) the nature and extent of Council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in the Council's area;
- (b) the community need that is being met by activities carried out on the land for which the rebate is sought; and
- (c) the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons and
- (d) specific policy positions considered relevant by Council

Council's specific policy positions to meet discretionary rate rebates eligibility are as follows:

- An organisation needs to meet one of the criteria listed under Section 166 d) to i);
- An organisation needs to be not-for-profit;
- A rebate of 100% will only be granted where community organisations seeking a rebate provides a service that would be required to be provided by Council if not undertaken by the organisation;
- A rebate of 75% will be granted if the organisation provides a community service that support the disadvantaged or sections of the community that require assistance, as defined;
- Where an organisation does not meet the above criteria, it is still eligible for a 75% rebate where it meets all of the following criteria:
 - limited capacity to raise funds;
 - meets a “community need”, as defined; and
 - undertake services and activities that are not primarily the responsibility of Federal or State Government

Council has determined the following definitions to assist in the determination of eligibility for a discretionary rate rebate under these sections.

“Disadvantaged persons” refers to persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability. To meet this criteria the organisation would need to establish that the predominant extent of the activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons.

“community need” is defined as those services and activities that are aligned to achievement of one or more of Council's strategies resulting in:

- a direct benefit to the residents of Adelaide Hills Council; and
- a significant proportion of users are Adelaide Hills residents.

Discretionary Rate Rebates under Section 166 (1)(l) to (o)

Due to the complexities involved in the application of discretionary rate rebates under Section 166 (l) to (o), any application relating to these elements is subject to a separate report to Council to consider the appropriateness of such a rebate or dealt with as part of the Annual Business Plan and Budget process.

Discretionary Rate Rebates under Section 166 (l) relating to a substantial change in Rates Payable

Council can also use a discretionary rate rebate to address properties with substantial valuation increases under Sect 166 (l) of the Act where the rebate is considered by the council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to—

- (i) a redistribution of the rates burden within the community arising from a change to the basis or structure of the council's rates; or

- (ii) a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations

For 2021-22, Council will implement a Revaluation Relief discretionary rate rebate under Section 166 (1)(i) of the Act to reduce the impact of significant valuation changes for 2021-22 by:

- Applying to all land use categories (expanding the cap/rebate from only principal place of residence)
- Setting the rate cap at 12.5% (previously 15%)
- Make automatic (previously by application) but also retaining an application process
- Adjusting the exclusion of change of ownership properties (excluding family transfers) to those properties sold after 30 June 2020 (previously from 1 January 2020)

This agreed policy position and the application of the rebate will be actioned accordingly by the Administration under delegation as part of the rates generation process where Council considers that the ratepayer meets the eligibility criteria or by application from the ratepayer.

All Discretionary Rate Rebates

Persons who, or bodies which, seek a discretionary rebate will be required, where relevant to submit an application form to the Council and provide to the Council such information as stipulated on the application form and any other information that the Council may reasonably require.

All persons who or bodies which wish to apply to the Council for a discretionary rebate of rates must do so on or before 30 April prior to the rating year unless the application is a result of a change in eligibility for a mandatory rebate or rate exemption. In those circumstances where an application relates to a change in rebate/rate exemption in a relevant rating year, then the application will be applied for the full rating year if received within 2 months of the change in rebate/exemption being advised. The Council reserves the right to refuse to consider applications received after the specified date.

Persons or bodies who previously received a discretionary rebate greater than 75% may apply for a phasing in period (up to 2 years) in circumstances where the above change impacts significantly on the persons or bodies' financial capacity. In these circumstances, an application will be considered if received within 2 months of the change in rebate being advised. The Council reserves the right to refuse to consider applications received after the specified date.

Where there is no maximum timeframe specified for a rebate provided under Section 166, Council will grant a discretionary rebate to the last rating period commencing within a Council term to allow for a regular review of discretionary rate rebates.

A summary of all discretionary rebates applied for under Section 166 (1) (d) to (j), including whether they have been successful or not and the associated reasons will be reported to Council on an annual basis.

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

If a ratepayer wishes to apply for a discretionary rate rebate, they may apply by contacting the Council's Rate Administrator.

All rebates

As Council's CWMS service charges are set to recover the cost to the council of establishing, operating, maintaining, improving and replacing infrastructure (taking into account depreciation of any assets and including future capital works) no rebates are provided by Council.

If an entitlement to a rebate ceases or no longer applies during the course of a financial year, council will recover rates proportionate to the remaining part of the financial year.

If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases. If a person or body fails to do so that person or body is guilty of an offence.

The Council will, in writing, advise an applicant for the rebate of its determination of that application. The advice will state:

- if the application has been granted, the amount of the rebate; or
- if the application has not been granted, the reasons why.

Any person or body who is aggrieved by a determination of the delegated officer in respect of an application for a rebate may seek a review of that decision in accordance with Council's Internal Review of Council Decisions Policy.

Single Farming Enterprise

The Local Government Act 1999 provides that "if two or more pieces of rateable land within the area of the Council constitute a single farm enterprise, only one fixed charge may be imposed against the whole of the land".

A Single Farm Enterprise is defined in the Local Government Act -

"A reference to a single farm enterprise is a reference to two or more pieces of rateable land

(a) which –

- (i) are farm land; and*
- (ii) are farmed as a single enterprise; and*
- (iii) are occupied by the same person or persons,*

whether or not the pieces of land are contiguous; or

(b) which –

- (i) as to all the pieces except one, are farm land farmed as a single enterprise occupied by the same person or persons; and
- (ii) as to one piece contiguous with at least one of the other pieces, is the principal place of residence of that person or one of those persons."

In effect, this means that land can be recognised as a "single farming enterprise" and not attract a fixed charge to each of the assessments, provided:

- that if the occupier of all the land concerned is the same person, (this means that if there is a house being occupied that is not the principal place of residence, it cannot be part of the single farm enterprise)
- all of the land is used to carry on the business of primary production, and
- managed as a single unit for that purpose,

Primary producers can apply to the Council for the 'single farming enterprise' provisions of the Local Government Act.

Ratepayers should also be aware that if the grounds on which they have applied for a single farm enterprise cease to exist, the person or body who have the benefit of the provisions must immediately inform the Council of the fact.

4.6 **RATE RELIEF**

Council applies rate remissions and postponement in accordance with the Act.

Financial Hardship

If you are suffering financial hardship, you should contact the Council's Rates Administrator to discuss the matter. Such inquiries are treated confidentially, and any application will be considered on its merits. Options to address financial hardship can include:

Regular payments other than Quarterly

If you are experiencing financial hardship and anticipate difficulty paying the next rate instalment notice, we will work with you to make alternative arrangements. These arrangements will be treated in the strictest confidence.

In addition to quarterly instalments, ratepayers can arrange with Council to pay their rates weekly, fortnightly or monthly to provide for a smaller, more regular payment option via BPAY, phone or internet.

Waiving of Fines and Interest

Council can consider the waiving of fines and interest as part of addressing financial hardship. When a ratepayer has committed to a payment plan and adheres to a regular payment, Council will consider the waiving of fines and interest to assist the ratepayer.

Postponement of Rates

A ratepayer may apply to Council to postpone payment of rates in whole or in part for a period of due to hardship. Any such application must be made in writing and outline the reasons why postponement is requested.

If postponement is granted then Council will consider the waiving of fines and interest for the same period to assist the ratepayer.

In accordance with legislation, a postponement may, if Council thinks fit, be granted on condition that the ratepayer pays interest on the amount affected by the postponement at a rate fixed by the council (but not exceeding the cash advance debenture rate as defined in the Local Government Act).

As postponement may only delay financial hardship for a period of time, options involving a regular payment plan are more likely to be beneficial for ratepayers to assist in reducing rates balances outstanding over time.

Remission of rates

The Council has a discretion to partially or wholly remit (i.e. waive) rates on the basis of hardship.

Council has a charge over the land under Section 177 of the Act and therefore is likely to be able to recover rates outstanding upon sale. The granting of a remission forgoes this right and therefore is only considered as an option in circumstances where the ratepayer has demonstrated serious and long term hardship and where there is no chance of improvement in the ratepayers' financial circumstances.

Consideration must also be given to the tax burden redistribution effect on other rate payers of any remission.

For these reasons, and given the importance of ensuring fairness to other ratepayers, remission will only be considered as a last resort and only where there is no chance of improvement in the ratepayer's financial circumstances. As such, it is likely that postponement of payment of rates due to hardship has been occurred for some period to confirm the permanency of the ratepayer's situation.

Seniors Postponement

If you hold a State Seniors Card then (unless you have a mortgage entered before 2007 that is greater than 50% of your home's value) you are eligible to postpone, on a long-term basis, a large component of the rates on your principal place of residence. The postponed amount is subject to a monthly interest charge, with the accrued debt falling due for payment only when the property is sold or transferred to someone else, or no longer becomes the principal place of residence. However, some or all of the debt may be paid at any earlier time, at your discretion.

4.7 PAYMENT OF RATES

Rates are declared annually, and may be paid, at your discretion, either in one lump sum, or in quarterly instalments that fall due in September, December, March and June. The exact dates that rates fall due, and the various options for paying rates, are clearly indicated on your rates notice.

If you have (or are likely to have) difficulty meeting these payments, you should contact the Council's Rates Administrator to discuss alternative payment arrangements. Such inquiries are treated confidentially.

4.8 LATE PAYMENT OF RATES

The Act provides that councils must impose a penalty of 2% on any payment for rates by instalment, which is not paid on or before the due date. A payment that continues to be late is then charged a prescribed interest rate for each month it continues to be late.

When Council receives a payment in respect of overdue rates Council applies the money received in accordance with the Act as follows:

- First – to satisfy any costs awarded in connection with court proceedings;
- Second – to satisfy any interest costs;
- Third – in payment of any fines imposed;
- Fourth – in payment of rates, in chronological order (starting with the oldest account first).

4.9 NON- PAYMENT OF RATES

A separate Debt Recovery Policy has been adopted by Council and is available for review on the Adelaide Hills Council website.

The purpose of this policy is to set out Council's principles in regard to the management of debt and to ensure that money owed to Council is collected as soon as possible through efficient and effective debt recovery practices. This policy assists to ensure a strategic, equitable, accountable, consistent and transparent approach to Council's debt management, collection decisions and practices. Key principles under this Debt Recovery Policy for rates are as follows:

- Council undertakes recovery action for overdue rates debtors to ensure the **fair, equitable and consistent** collection of rates in an effective and timely manner.
- Council will **attempt to recover all costs, interest and expenses incurred by Council** while recognising the need to identify and consider individual cases of **genuine hardship**.
- Cases of financial hardship will be considered by application on an individual basis and always with a view to the ratepayer **re-establishing financial capability and, wherever possible, meeting their financial obligations**

It should be noted that Council may sell any property where the rates have been in arrears for three years or more. Council is required to notify the owner of the land of its intention to sell the land, provide the owner with details of the outstanding amounts, and advise the owner of its intention to sell the land if payment of the outstanding amount is not received within one month.

5. CONTACTING THE COUNCIL'S RATES ADMINISTRATOR

- 5.1 If you believe that Council has failed to properly apply this policy you should contact the Council's Rates Administrator to discuss the matter. (See contact details below). If after this, you are still dissatisfied then you should write to the Council's Chief Executive Officer at PO Box 44, Woodside SA 5244.

For further information, queries, or to lodge an application for rate postponement or remissions please contact the Council's Rates Administrator on:

Phone: 8408 0400
E-mail: mail@ahc.sa.gov.au
Post: PO Box 44, Woodside SA 5244

6. DELEGATIONS

- 6.1 As highlighted in this policy, Council has determined a policy position in relation to discretionary rates pursuant to Section 166(1) (b) relating to a primary production rebate and a revaluation relief discretionary rate rebate under Section 166 (1)(i) of the Act to reduce the impact of significant valuation changes for 2021-22. These policy positions and the application of the relevant rebates will be actioned accordingly by the Administration under delegation as part of the rates generation process where Council considers that the ratepayer meets the eligibility criteria or upon receipt of an application from the ratepayer.
- 6.2 The delegation for discretionary rate rebates as identified in Section 166 (1a) covering a number of discretionary rebates of rates made under Section 166(1)(d) to (j) relating to activities linked to community services or community need or assistance or relief to disadvantaged persons has not been delegated by Council and as such these applications will be brought to Council for decision.
- 6.3 The Chief Executive Officer has the delegation to approve, amend and review any procedures that shall be consistent with this Policy.

7. AVAILABILITY OF THE POLICY

- 7.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. 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.

Supplementary Information to Rating Policy

Differential Rates

Section 153 of the Act allows councils to 'differentiate' rates based on the use of the land, the locality of the land, the use and locality of the land or on some other basis determined by the council. The application of a Differential General Rate is generally intended to alter the amount payable by particular land uses.

Council has determined to apply the same rate in the dollar, based on capital value, to all categories of ratepayer, except commercial and industrial ratepayers who pay a differential rate in the dollar that is 15% higher than the rate in the dollar charged for other categories of ratepayer.

Council has considered the higher amount payable by the Commercial & Industrial sector with reference to the Economic Development function as well as the services and activities that the sector does not regularly use.

Council has considered the principle of rate stability when assessing the rates burden across the above categories. Other considerations were given to the change in capital value across the land use categories and the rates income provided by each.

It is estimated that the Commercial & Industrial Differential General Rates will raise net rate revenue in the order of \$1.5m in 2021-22.

It is estimated that the Residential & Non Commercial and Industrial Differential General Rate will raise net general rate revenue in the order of \$37m in 2021-22.

Council has applied the following rates in the dollar across recent years to determine the total rate levied against an assessment:

Financial Year	Commercial & Industrial	All Other Land Uses including Residential
<u>2021-22</u>	<u>0.002821</u>	<u>0.002453</u>
2020-21	0.002821	0.002453
2019-20	0.002839	0.002469
2018-19	0.002784	0.002421
2017-18	0.002748	0.002390
2016-17	0.002806	0.002440

Fixed Charge

Under the *Local Government Act 1999* (the Act), Council has some mechanisms available to enable all ratepayers to contribute more equitably to the administration of Council's services and the development and maintenance of the community's infrastructure. Council considers a fixed charge (applying equally to all rateable properties) to be the most fair and equitable means of achieving this.

The Council is unable to raise more than 50% of total rate revenue by the imposition of a fixed charge component of general rates as per Section 151(10) of the Act.

Council has applied the following fixed charges across recent years as part of the total rate levied against an assessment:

	Fixed Charge	Increase from Previous Year	% of Rate Revenue
2021-22	\$699	2.50%	31.5%
2020-21	\$682	2.95%	31.9%
2019-20	\$662	2.8% + \$10	32.0%
2018-19	\$634	3.3%	31.8%
2017-18	\$613.50	2.25%	31.8%
2016-17	\$600		31.8%

It should be noted that although a Joint Committee of Parliament considered potential changes to valuation policy that would remove the ability to levy individual fixed charges based on occupancy for retirement village, the final report tabled in November 2019 did not include any specific recommendations to remove this ability. However, Council is aware that an independent Member Bill has been tabled in Parliament which would prevent councils from levying a fixed charge on properties in a retirement village. Should this policy change be implemented this would reduce Fixed Charge revenue by approximately \$200k for Adelaide Hills Council.

Appendix 2

Capital Works Program 2021-22



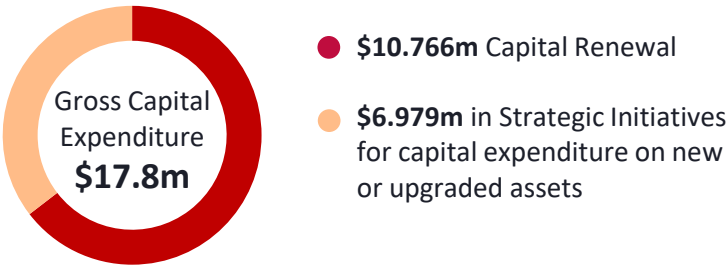
Capital Works Program

2021-22

Overview

The 2021-22 Capital Budget continues to focus on the renewal of infrastructure. The Council has in excess of \$600m (Current Replacement Values) of infrastructure assets that it manages, to ensure that our current and future communities have access to the ongoing services these assets provide.

This year our capital works program will include:



Strategic Initiatives (new and upgraded capital)

Within our *Annual Business Plan 2021-22*, we have identified specific Strategic initiatives which are specially funded and prioritised activities, projects and programs of work that are planned over the next three years. These generally relate to investment in upgrading or purchasing new assets and infrastructure.

Capital Renewal

The capital renewal relates to the replacement and/or maintenance works as set out in our *Asset Management Plans*.

Contents

3	Summary of Capital Expenditure			
4	Detailed Capital Expenditure by Asset Category			
4	Bridges	13	Other*	
5	Buildings	15	Plant and Fleet	
6	CWMS	16	Road Pavement	
7	Footpaths	19	Road Seal	
9	Information, Communication & Technology	23	Shoulders	
10	Kerbing	24	Sport and Recreation (including Playgrounds)	
11	Local Roads and Community Infrastructure Program (LRCIP)	25	Stormwater	
12	Minor Plant & Equipment (including Library fittings)	26	Unsealed Roads	

Renewal Summary

Asset Category	2021-22 Allocation \$'000	LTFP Target Renewal \$'000	Variance to LTFP Fav/(Unfav) \$'000
Bridges	250	250	-
Buildings	1,100	1,100	-
CWMS	224	224	-
Footpaths	392	400	8
Kerb & Water	200	250	50
Other*	218	224	6
Road Pavement	953	954	1
Road Seal	1,861	1,864	3
Shoulders	250	250	-
Sport and Recreation (including Playgrounds)	740	740	-
Stormwater	60	60	-
Unsealed Roads	908	900	(8)
Plant and Fleet	1,683	1,632	(51)
Information, Communication & Technology	485	485	-
Minor Plant & Equipment (including Library)	80	80	-
Project Management Costs	1,362	1,362	-
NET RENEWALS	10,766	10,775	9

Strategic initiatives (New & Upgraded Capital) Summary

Asset Category	2021-22 Allocation \$'000	LTFP Target Renewal \$'000	Variance to LTFP Fav/(Unfav) \$'000
Bridges	-	-	-
Buildings	3,354	3,399	45
CWMS	50	50	0
Footpaths	325	640	315
Kerb & Water	-	-	-
Local Roads & Community Infrastructure Program	1,472	-	(1,472)
Other*	133	333	200
Road Pavement	200	140	(60)
Road Seal	-	-	-
Shoulders	-	-	-
Sport and Recreation (including Playgrounds)	235	435	200
Stormwater	470	530	60
Unsealed Roads	-	-	-
Plant and Fleet	420	420	0
Information, Communication & Technology	265	265	0
Minor Plant & Equipment (including Library)	55	55	0
Project Management Costs	-	-	-
NET NEW & UPGRADED	6,979	6,267	(712)

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Proactive Structural Renewal of components	Planned Bridge Renewals - undertaken as an outcome of Level 2 Bridge Inspections	REGIONWIDE			
Bridgewater Oval Footbridge	Replace existing footbridge and raise to accommodate flood levels.	BRIDGEWATER			
Proactive Structural Renewal of components	Planned Bridge Renewals - undertaken as an outcome of Level 2 Bridge Inspections	REGIONWIDE			
Avenue Road Bridge	Restoration Works - Corrosion protection, Repairs to concrete spalling, crack sealing, Steel Beam Restoration & Headwall/Superstructure Works	STIRLING			
Proactive Structural Renewal of components	Proactive Major Maintenance Renewal (Programmed from 20-21 Bridge Audit)	REGIONWIDE			
PROGRAM PROPOSED		Totals ('000)	\$250	\$280	\$52

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Steamroller Park Rotunda	Steamroller Park Rotunda	STIRLING			
Stirling Theatre Seats	Stirling Theatre audience seat replacements	STIRLING			
Montacute Institute Structure	Salt damp rectification and completion works on the Institute Building	MONTACUTE			
Stirling Library Air-Conditioning	Replacement of the air-conditioning system	STIRLING			
Asbestos Removal Program	Asbestos removal and various buildings	REGIONWIDE			
Norton Summit Community Centre - Safety Upgrade	Undertake an upgrade to the centers fire system	NORTON SUMMIT			
Public toilet upgrades	Minor renewal upgrades across the public toilet assets	REGIONWIDE			
General Building Renewal	Various minor renewal projects across the building assets	REGIONWIDE			
	Allocations to be made following completion of building asset management plans	REGIONWIDE			
	Allocations to be made following completion of building asset management plans	REGIONWIDE			
	PROGRAM PROPOSED	Totals ('000)	\$1,100		

New & Upgraded

ID	Project Description	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
B3005	Energy Upgrades, Battery & Efficiency Actions from new Carbon Management Plan	170	50	50
B4007	Asset Management Plan for Buildings	100		
B4009	Building Upgrades	100	100	100
NEW06	Gumeracha Library upgrades	5	95	
C6001	Fabrik Activation - Capital	2,000	2,008	
C6003	Capital Divestment - Capital Cost	979	710	
	Totals ('000)	3,354	2,963	150

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Control Cabinet Renewals	Springhead Rd, Mount Torrens, Jacaranda Drive, Woodside, Verdun no.1, Mount Barker Rd, Verdun (By Car Yard)	REGIONWIDE			
CWMS Pump Renewals	CWMS Irrigation Pump Stn-Birdwood Oval, Irrigation Dosing Pump, Kersbrook Springhead Road, Mount Torrens Felix Street, Woodside North	BIRDWOOD/ KERSBROOK/ MT TORRENS/ WOODSIDE			
Birdwood Treatment Plant	Filtration Disinfectant Plant - Chlorine analyser Irrigation Pump Station - Flow Meter SBR Balance Tank - transfer Pump	BIRDWOOD			
Woodlot Management	Renewal of the necessary irrigation systems and tree harvest and renewal.	BIRDWOOD			
Air Valves	Air Valve Changeover	REGIONWIDE			
Control Cabinet Renewals	Verdun no. 2, Onkaparinga Valley Rd, Verdun Charleston, End of Golf Links Road, Stirling	REGIONWIDE			
CWMS Pump Renewals	Replacement to be reviewed on monitoring and performance investigation				
Woodlot Management	Renewal of the necessary irrigation systems and tree harvest and renewal.	BIRDWOOD			
Air Valves	Air Valve Changeover	REGIONWIDE			
Control Cabinet Renewals	Oval Road Mount Torrens	MOUNT TORRENS			
Pump Renewal	Replacement to be reviewed on monitoring and performance investigation	REGIONWIDE			
Woodlot Management	Renewal of the necessary irrigation systems and tree harvest and renewal.	BIRDWOOD			
PROGRAM PROPOSED		Totals ('000)	\$224	\$187	\$110

New & Upgraded

ID	Project Description	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
B4011	Community Wastewater Management System Capacity Upgrades (Birdwood and Woodside Gravity Mains)	50	510	540
Totals ('000)		50	510	540

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Strathalbyn Rd	39 Strathalbyn Road to Wycombe Road	ALDGATE			
Carey Gully Road	Fielding Road to Aust Rail (Footpath & Stairs)	BRIDGEWATER			
Churinga Road	Edgware Road to Bus Stop (Asphalt Section)	ALDGATE			
Mount Barker Rd	Aldgate Bus Stop (Kerb/Stormwater)	ALDGATE			
Gibb Road	Aldgate Valley Rd to Andrewartha Aged Hostel Drive	ALDGATE			
Longwood Road	Oval to Heathfield Rd (Kerb)	HEATHFIELD			
Mabel St	32 Mabel Street to Sevenoaks Entrance (Stormwater)	STIRLING			
Mount Barker Road	Wembley Road to End of Footpath	BRIDGEWATER			
Greenhill Road	Uraidla Township to Summertown (Rubble) (CBT)	URAILDA			
Mount Barker Road	Stirling Bus Stop Pavers (Stirling Lane)	STIRLING			
Norton Summit Toilets.	Norton Summit Toilet Access	NORTON SUMMIT			
Old Mount Barker Road	Arkaba Rd to Springwood Lane (Rubble)	ALDGATE			
Onkaparinga Valley Road	45 Onkaparinga Valley Rd to Beaumont Road	VERDUN			
Pflaum Street	Shannon Street to Bus Stop - Currently Cement Treated	BIRDWOOD			
Wattle Street	Main Street to Dearman Road (Stage 2) - Potential Main St Section Concrete	LOBETHAL			
Avenue Road	Avenue Road to Stonehenge Reserve (Rubble)	STIRLING			
Cricklewood Road	Longwood Road to Devonshire Road	HEATHFIELD			
Heathfield Road	Cricklewood Road to Longwood Rd (Various Sections)	HEATHFIELD			
Kingsland Road	Fenchurch Road to Surrey Rd	ALDGATE			
Longwood Road	House No. 33 to Rossiter (Renew with Seal/Kerb)	STIRLING			
Longwood Road	Willow Crt to May St (Renew with Seal/Kerb)	STIRLING			
Merrion Tce	Pomona Road to No.14 (Renew with Concrete)	STIRLING			
Mount Barker Rd	Stirling to Aldgate Trail Sealed Section - Rejuvenation	ALDGATE/ STIRLING			
Onkaparinga Valley Road	Balhannah Oval to Oakbank Hotel (Stage 1)	OAKBANK			
Onkaparinga Valley Road	126 Onkaparinga Valley Rd to Ilinga Ave (near School)	OAKBANK			
Victoria Street	Murray Street to Albert Street (Potentially Concrete)	GUMERACHA			
Waverley Ridge Road	Atkinson Road to Waverley Ridge Intersection (To Stirling)	CRAFERS			
Kurla Court	Junction Road to Corana Court (Renew with Concrete)	BALHANNAH			
Onkaparinga Valley Road	Balhannah Oval to Oakbank Hotel (Stage 2)	OAKBANK			
Various	To be allocated after Footpath Condition Audit 2021	REGION WIDE			
PROGRAM PROPOSED		TOTALS ('000)	\$392	\$386	\$400

New & Upgraded

ID	Project Name	Project Description	SUBURB	2020-21 Proposed ('000)	2021-22 Intended ('000)	2022-23 Intended ('000)
B1004	New and Upgraded Footpaths			250	250	250
	Mount Barker Road	Eton Rd to Bust Stop/266 Mt Barker Rd	ALDGATE			
	Morella Grove	Morella Gr to Bridgewater Carey Gully Rd	BRIDGEWATER			
	Elizabeth Street	No.4 Elizabeth St to Robert St	WOODSIDE			
	Braeside Avenue & Gould Road	No.1 Braeside Avenue to Existing Asphalt	STIRLING			
	Albert St Gumeracha	John Fisher Rd to Randell Tce (Beavis Court Footpath Connection)	GUMERACHA			
	Glover Street	Emma St to Existing Asphalt Section (Main St)	KERSBROOK			
	Churinga Road	51 Churinga Rd to Oval & to Old R/Way Station & Sthn Side	ALDGATE			
	North East Road	Inglewood PO to Blackhill Rd	INGLEWOOD			
	Various Locations	To be allocated following review and adoption of new footpath priority policy to be undertaken in 2021/22	REGIONWIDE			
	Various Locations	To be allocated following review and adoption of new footpath priority policy to be undertaken in 2021/22	REGIONWIDE			
B1001	Capital planning & delivery of cycle paths and walking trails			75	75	75
			Totals ('000)	325	325	325

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
General ICT Renewals	Projects Includes - ERP Solution, Telecommunication Systems, Digital Hub Program Devices, Multifunction Printing Devices	REGIONWIDE			
General ICT Renewals	Projects Includes - Cloud Migration RecordHub, SQL Servers, Microwave Radio, Digital Hub Program Devices, Council Member Devices	REGIONWIDE			
General ICT Renewals	Projects Includes - Mobility Devices, Digital Hub Program Devices, Library RFID Devices	REGIONWIDE			
PROGRAM PROPOSED		Totals ('000)	\$485	\$506	\$363

New & Upgraded

ID	Project Description	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
B4006	Asset Management Additional System Licenses and Field Devices	40	40	
O2001	New Council website and e-services	200		
NEW33	Cemetery mapping and imaging	25		
Totals ('000)		265	40	

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Bartholomew Ave	Copeland Road to Ridge Road	LOBETHAL			
Christie Street	Kerb Renewal (Combined with Stormwater)	BRIDGEWATER			
Driffield Road	No.36 Driffield Street to Eve Street (Seal)	BRIDGEWATER			
Glover Street	Renew Kerb Section and Access Ramps	KERSBROOK			
Heathfield Road	Crn Longwood & Heathfield Kerb & Ramps	HEATHFIELD			
Johns Road	Blackhill Road to End of Road	HOUGHTON			
Mabel Street	30-36 Mabel Street	STIRLING			
Mount Barker Road	Aldgate Bus Stop (Car Park)	ALDGATE			
Oak Ave	Mount Barker Road to Mt Barker Road	BRIDGEWATER			
Osterley Avenue	No. 2 to 42 Osterley Ave	BRIDGEWATER			
Reserve Terrace	Various sections	ALDGATE			
Rogers Court	Mount Barker Road to End of Road	ALDGATE			
Salem Court	John Fisher Road to End of Road (Seal)	GUMERACHA			
Strathalbyn Road	No. 220 Strathalbyn Road to Cross Street (DIT)	MYLOR			
Various	Renewal of Kerb in line with reseal program	REGIONWIDE			
Pepper Street & Braeside Ave	Replace Kerbing & Realign Access Ramps, amend one way alignment. (Footpath& Seal 20/21) Project)	BRIDGEWATER			
Various	To be allocated after Kerb Condition Audit 2021 and in line with reseal program	REGIONWIDE			
Various	To be allocated after Kerb Condition Audit 2021 and in line with reseal program	REGIONWIDE			
PROGRAM PROPOSED		Totals ('000)	\$200	\$250	\$250

New & Upgraded

ID	Project Description	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
NEW36	Crafers Village Main Street Traffic Calming and Open Space Upgrades	300		
NEW46	Aldgate Main Street amenity upgrade	38		
NEW20	Merchants Rd slip repair	60		
NEW02	Lobethal Bushland Park lookout tower	45		
NEW41	Mill Road, Lobethal - School Crossing	30		
NEW42	Public Toilet Upgrades – Stirling, Aldgate and Bridgewater	560		
NEW45	Mount Barker Road, Aldgate ' Park and Ride'	20		
NEW47	Upper Sturt Road Walking Path	15		
NEW48	Strathalbyn Rd - Service road Sealing	12		
NEW49	Hunters Road - Amenity Upgrade	10		
NEW44	Mount Lofty Gardens - Lampert Road Safety Upgrade	110		
NEW50	Birdwood footpath from Kindergarten to playground	25		
NEW03	Mylor BMX - Pump track at Sherry Park	50		
New43	Bridgewater Court Resurfacing	22		
NEW38	Heathfield Resource Recovery Centre (HRRC) - Concreting of Bays	140		
NEW39	Heathfield Resource Recovery Centre (HRRC) - Pedestrian movement safety upgrade	15		
New51	Bus Stop Replacement – Main street Stirling	20		
	Totals ('000)	1,472		

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Minor Plant - Small Plant	Minor Plant - Small Plant items				
Minor Plant - Other					
Furniture & Fittings Council	Fixtures and Furniture				
Furniture & Fittings - Library	Fixtures and Furniture				
Minor Plant - Small Plant	Minor Plant - Small Plant items				
Minor Plant - Other					
Furniture & Fittings Council	Fixtures and Furniture				
Furniture & Fittings - Library	Fixtures and Furniture				
Minor Plant - Small Plant	Minor Plant - Small Plant items				
Minor Plant - Other					
Furniture & Fittings Council	Fixtures and Furniture				
Furniture & Fittings - Library	Fixtures and Furniture				
	PROGRAM PROPOSED	Totals ('000)	\$80	\$80	\$80

New & Upgraded

ID	Project Description	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
B4015	Installation of further Electric Vehicle charging stations	35		
NEW35	Council Member Honour Boards	20		
	Totals ('000)	55		

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Street Litter Bin Replacement	Ongoing cage replacement	REGIONWIDE			
Bus Shelter Replacement	Replace 2 Shelters - Upper Sturt Rd & Piccadilly Rd (Opp Community Hall)	UPPER STURT & PICCADILLY			
Retaining Wall	Stirling Oval - Repoint and replace existing missing sections (Low Side)	STIRLING			
Retaining Wall	Stirling Institute - Repoint and replace existing missing sections	STIRLING			
Fence Renewal Program	Summertown - Township	SUMMERTOWN			
Fence Renewal Program	Stirling Early Learning Centre	STIRLING			
Cemetery Renewal Program	Renewal cemeteries to meet legislative requirements. Community expectations and safety.	REGIONWIDE			
Safety Barrier Renewal	Carey Gully Road - Fowler Road to Bridge	CAREY GULLY			
Safety Barrier Renewal	Hillcrest Avenue	CRAFERS WEST			
Street Litter Bin Replacement	Ongoing cage replacement	REGIONWIDE			
Bus Shelter Replacement	Greenhill Road Stop No. 19B- Renewal	GREENHILL			
Bus Shelter Replacement	Replacements across Councils Transport Network	REGIONWIDE			
Retaining Wall	Stirling Oval - Replace stone and repoint existing wall (High Side)	STIRLING			
Retaining Wall	Argyle Court - Renew existing pine wall	ROSTREVOR			
Retaining Wall	To be allocated after yearly inspection and investigations undertaken	REGIONWIDE			
Fence Renewal Program	Various - Pending Audit	REGIONWIDE			
Cemetery Renewal Program	Renewal cemeteries to meet legislative requirements. Community expectations and safety.	REGIONWIDE			
Safety Barrier Renewal	1231 Montecute Road	MONTECUTE			
Safety Barrier Renewal	Replacement of Substandard Barrier Ends	REGIONWIDE			
Street Litter Bin Replacement	Ongoing cage replacement	REGIONWIDE			
Bus Shelter Replacement	Replacements across Councils Transport Network	REGIONWIDE			
Retaining Walls	Retaining Wall allocations to bb allocation following inspections	REGIONWIDE			
Fence Renewal Program	Fencing allocations to be allocation following inspections	REGIONWIDE			
Safety Barrier Renewal	Safety Barrier allocations to be allocation following inspections	ROSTREVOR			
Retaining Wall	Heathfield Depot				
PROGRAM PROPOSED		Totals ('000)	\$218	\$182	\$144

New & Upgraded

ID	Project Name	Project Description	SUBURB	2020-21 Proposed ('000)	2021-22 Intended ('000)	2022-23 Intended ('000)
B1003	Program to install new bus shelters across our public transport network			20	40	40
	Mount Barker Road Bus Shelter	New Shelter (Near Ultra Tune/ Oval)	STIRLING			
	Onkaparinga Valley Road Bus Shelter	Stop 66 near Jacaranda Drive	WOODSIDE			
NEW30	The Summit Community Centre Natural Amenity Space			10		
E2001	Review and upgrade Council signage and branding			15	15	15
N2008	Develop informative and attractive signage in Council reserves/playgrounds			10	10	10
N3002	Resilient community facilities & open space including fountains			20	30	30
O1002	Update of Business Continuity Plan and implementation			20	5	5
B4010	Cemeteries Upgrades			38	39	40
C4012	Climate Change Adaptation Plan projects			-	20	30
		Totals ('000)		133	179	30

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Heavy Plant					
Civil Maintenance	Motor Grader				
Parks & Reserves	Mower/loader				
Woodside	12 Seat Bus				
The Hut	12 seat Bus				
Civil Maintenance	Tractor				
Civil Maintenance	Roller				
Parks & Reserves	Front Deck Mower				
Light Fleet	18 Vehicles				
Heavy Plant					
Civil Maintenance	Backhoe (Former P104)				
Civil Maintenance	Skid Steer Loader				
Civil Maintenance	Skid Steer Loader				
Civil Maintenance	Flocon				
Civil Maintenance	Trailer for Skidsteer				
Parks & Reserves	Front Deck Mower				
Light Fleet	18 Vehicles				
Heavy Plant					
Civil Maintenance	Motor Grader				
Civil Maintenance	Vacuum Trailer				
Open Space Operations	3 tonne Tipper				
Civil Maintenance	3 tonne Tipper				
Open Space Operations	Trailer to transport mower				
Civil Maintenance	Generator				
Civil Maintenance	Trailer for generator				
Open Space Operations	Hydraladder				
Light Fleet	19 Vehicles				
	PROGRAM PROPOSED	Totals ('000)	\$1,683	\$1,432	\$1,394

New & Upgraded

ID	Project Description	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
B4016	Top up to Purchase of Electric Vehicles for Council Fleet	20	20	20
NEW28	Elevated Work Platform for Tree Management	400		
	Totals ('000)	420	20	20

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Major Patching for Future Reseal 21/22 - 22/23					
Alan Street	Randell Terrace to Cul De Sac	GUMERACHA			
Bagshaw Road	Kersbrook Road to End of Seal	KERSBROOK			
Bracken Road	Ayers Hill Road to End of Road (100m section)	ALDGATE			
Braeside Avenue	Gould Road to Braeside Place	STIRLING			
Bridge Street	Charlton Street to End of Seal	BRIDGEWATER			
Cricklewood Road	Torode Place to Heathfield Road (Seal 22/23)	ALDGATE			
Dell Road	Pepper Avenue to End of Road	STIRLING			
Elizabeth Street	Onkaparinga Valley Road to Robert St	WOODSIDE			
Fenchurch Road	Edgware Road to Kingsland Road (Seal 22/23)	ALDGATE			
Gileston Court	Wicks Road to End of Seal (Rejuvenate)	BALHANNAH			
Harris Road	RPA 122 to 136 Bend - Asphalt	FOREST RANGE			
Hender Road	Eves Place to School Gates (Seal 22/23)	HEATHFIELD			
High Street	Scott Street to Spring Street	KERSBROOK			
Hill Road	South Para Road to 350m (Seal 22/23)	KERSBROOK			
Leamington Road	Ludgate Hill Road (West) to Ludgate Hill Road	ALDGATE			
Ludgate Hill Road	Leamington Road to Eton Road	ALDGATE			
Mappinga Road	Rural Property Address 260 to Woodside Nairne Rd	BALHANNAH			
Memorial Court	South Para Road to End of Road	KERSBROOK			
Millar Road	Lower Hermitage Rd to End of Cul-de-sac	LOWER HERMITAGE			
Oakwood Court	Heathfield Road to Oakdale Drive	HEATHFIELD			
Pirilla Place	Change of Seal to End	STIRLING			
Rosewarne Crescent	Carey Gully Road to First T Junction (Seal 22/23)	BRIDGEWATER			
Ross Road	Sprigg Road to Piccadilly Crescent	PICCADILLY			
Shierlaw Avenue	Longwood Road to Spencer Street	STIRLING			
Sharrad Court	Cox Creek Road to End of Road	CRAFERS			
Smokes Hill	Bonython Road to Between 47 & 32 RP Marke	PICCADILLY			
Sprigg Road	26 Sprigg Rd to Gores Road (Seal 22/23)	PICCADILLY			
Sprigg Road	Lampert Road to Ross Road	PICCADILLY			
Springhead Road	Intersection Only with Sheoak Hill Road	MT TORRENS			
Ti-Tree Road	Bracken Road to Melrose Avenue	STIRLING			
Woodland Way	Coach House Drive to Swiss Place	TERINGIE			
Wycombe Road	Strathalbyn Road to Ludgatehill Road	ALDGATE			
Yappo Road	Old Mount Barker Road to Kanmantoo (Seal 22/23)	ALDGATE			
Partial Renewal/Heavy Patch Program					
Alexander Forrest Road	End of Unsealed Section to Forreston Road (Internal)	FORRESTON			
Alderley Road	Edgware Road Intersection	ALDGATE			
Devonshire Road	Cricklewood Road to Carrol Road	HEATHFIELD			
Graeber Road	Woodside Lobethal Road to Rural Property Address 9	LOBETHAL			
Graeber Road	Rural Property Address 99 to Juers Road	LOBETHAL			
Lower Hermitage Road	Heavy Patching @ bends 329 Lower Hermitage Road	LOWER HERMITAGE			
Old Carey Gully Road	Mount Barker Road Junction and 300m along Carey Gully Road				
Plummers Road	Mawsons Road to Hewletts Road	FOREST RANGE			
Plummers Road	Hewletts Road to Lobethal Road (Seal 22/23)	FOREST RANGE			
South Ridge Road	Pfeiffer Road to Tolmer Road	WOODSIDE			
Wattle Road	Junction with South Para Road (Intersection)	KERSBROOK			

Renewal *Continued...*

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Full Pavement Renewal					
Tiers Road	Vickers to Kumnick Hill Road	LENSWOOD			
Pavement Investigations					
Longwood Road & Miller Road	Investigate and pavement design	HEATHFIELD/ LOBETHAL			
Major Patching for Reseal in 22/23 - 23/24					
Beasley Road	Wenzel to 200m North of Beasley Int Only	BALHANNAH			
Bennetts Road	Onkaparinga Valley Road to End of Road (Seal 22/23)	MOUNT TORRENS			
Charlick Road	Wyly Lane to Gulfview Street	CRAFERS WEST			
Ebenezer Place	Cul de sac to Ivan Drive	GUMERACHA			
Ebenezer Place	Albert Street to Ebenezer Place	GUMERACHA			
Honeysuckle Drive	Mount Barker Road to End of Road	BRIDGEWATER			
Ivan Drive	Ebenezer Place to End of Road	GUMERACHA			
Jamieson Street	Forreston Road to End of Road	FORRESTON			
Marble Hill Road	Lobethal Road to Monomeith Road (Seal 23/24)	ASHTON			
Paratoo Road	Wakefield Court to Braeside Road	ALDGATE			
Paratoo Road	Azalea Place to Wakefield Court	ALDGATE			
Paratoo Road	Snows Road to Azalea Place	ALDGATE			
Smiths Road	Lobethal Road to Masons Road	FOREST RANGE			
Stentiford Road	Lobethal Road to Rural Property Address 98 (Seal 22/23)	FOREST RANGE			
Suffolk Road	Beverley Road to Rugby Road	ALDGATE			
Suffolk Road	Beverley Road to Rugby Road	CAREY GULLY			
The Crescent	The Crescent to Piccadilly Road	CRAFERS			
Walker Street	Howe Street to End	PICCADILLY			
Wenzel Road	Beasley to 200m West of Wenzel - P & R Int Only (Seal 22/23)	BALHANNAH			
Willow Lane	Mount Barker Road to End of Road	STIRLING			
Partial Renewal/Heavy Patch Program					
Deviation Road	Boundary Road to Ranns Road	CAREY GULLY			
Merrion Terrace	Vista Terrace to Alta Crescent	STIRLING			
Merrion Terrace	Alta Crescent to Mount Barker Road	STIRLING			
Miller Road	Schapel Road to Staffords Road	LOBETHAL			
Miller Road	Rural Property Address 140 to Schapel Road	LOBETHAL			
Kingsland Road	Strathalbyn Road to Edgeware Road (Seal 22/23)	ALDGATE			
Lower Hermitage Road	Millbrook Road to Millar Road	LOWER HERMITAGE			
Leslie Road	Rural Property Address 90 to Swamp Road (Seal 22/23)	FORREST RANGE			
Full Pavement Renewal					
Longwood Road	Heathfield Road to Heathfield High section.	HEATHFIELD			
Tiers Road	Baldocks to Woodroofe Road	WOODSIDE			
Pavement Investigations/ Design		REGIONWIDE			

Renewal *Continued...*

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Major Patching for Reseal in 23/24 - 24/25					
Allendale Grove	Jacaranda Drive to Cul de sac (likely to required pavement works)	WOODSIDE			
Bradshaw Road	Piccadilly Road to Davidson Avenue	CRAFERS			
Bradshaw Road	Davidson Avenue to Millar Avenue	CRAFERS			
Grevillea Way	Jacaranda Drive to Banksia Court	WOODSIDE			
Jacaranda Drive	Allendale Grove to Sandalwood Drive (likely to require pavement works)	WOODSIDE			
Jacaranda Drive	Onkaparinga Valley Road to Start Pavers (likely to require pavement works)	WOODSIDE			
Milford Avenue	Twin Street to Pine Street	STIRLING			
Towers Road	Beadnall Crescent to Mount Barker Road	BRIDGEWATER			
Quarry Road	Harrison Road to Woodside Road (S Bend Section)	WOODSIDE			
Walker Street	Old Mount Barker Road to Howe	PICCADILLY			
Partial Renewal/Heavy Patch Program					
Schuberts Road	Mount Torrens Road to Kenton Valley Road	LOBETHAL			
Milan Terrace	Twin Street to Oakbank Street	STIRLING			
Military Road	Nairne Woodside Road to change of seal	WOODSIDE			
Longwood Road	Heather Road to Willow Road	HEATHFIELD/ STIRLING			
Full Pavement Renewal					
Carey Gully Road	Fowler Road (middle of Bridge) to Waters Road	MT GEORGE			
Carey Gully Road	Jarrett Road to Worden Road	MT GEORGE			
Pavement Investigations/ Design		REGIONWIDE			
	PROGRAM PROPOSED	Totals ('000)	\$953	\$1,350	\$1,048

New & Upgraded

ID	Project Name	Project Description	SUBURB	2020-21 Proposed ('000)	2021-22 Intende d ('000)	2022-23 Intended ('000)
B4014	Road Safety Program including co-contribution to Road Blackspot			200	200	150
	Montacute Road Black Spot	Contribution toward shoulder sealing and delineation on Montacute Road.	MONTACUTE			
	Woodshill Road Black Spot	Contribution toward to shoulder sealing, delineation from Greenhill Road to Tragarthen Road and upgrade to the Tragarthen Road intersection.	SUMMERTOWN			
			Totals ('000)	200	200	150

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Alan Street	Randell Terrace to Cul De Sac	GUMERACHA			
Alexander Forrest Road	End of Unsealed Section to Forreston Road	FORRESTON			
Ayers Hill Road	Waverly Ridge Road (after Roundabout) to Rostrevor	STIRLING			
Ayers Hill Road	Rostrevor Road to Birch Road	STIRLING			
Bagshaw Road	Kersbrook Road to End of Seal	KERSBROOK			
Beaumont Road	Greenhill Road to Tanahmerah Road	BALHANNAH			
Blumel Road	Shannon Street to Wegener Road	BIRDWOOD			
Bracken Road	Ayers Hill Road to End of Road (100m section)	ALDGATE			
Braeside Avenue	Gould Road to Braeside Place	STIRLING			
Bridge Street	Charlton Street to End of Seal	BRIDGEWATER			
Burfords Hill Road	Formby Road to Woodlands Road	KENTON VALLEY			
Charles Street	Evans Street to Henry Street	WOODSIDE			
Charles Street	Onkaparinga valley Road to Evans Street	WOODSIDE			
Church Street	Wegener Road to End of Road	BIRDWOOD			
Dell Road	Pepper Avenue to End of Road	STIRLING			
Drifffield Road	Eve Street to Wembley Avenue	BRIDGEWATER			
Edward Street	Pool Street to Olivedale Street	BIRDWOOD			
Elborough Avenue	Basket Range Road to End of Road	URAILDA			
Erica Road	Longwood Road to Heathfield Road	HEATHFIELD			
Eton Road	Mount Barker Road to Ludgate Hill Road	ALDGATE			
Gileston Court	Gillaston	BALHANNAH			
Green Valley Road	Valley View Crescent to Cul de sac	NORTON SUMMIT			
Green Valley Road	Gum Tree Glade to Valley View Crescent	NORTON SUMMIT			
Harris Road	Lobethal Road to Marshall Road	FOREST RANGE			
High Street	Scott Street to Spring Street	KERSBROOK			
James Crescent	Osborn Road to Cul de sac	KERSBROOK			
Jones Road	Johnson Road to Pain Road	BALHANNAH			
Jones Road	Rural Property Address 94 to Johnson Road	BALHANNAH			
Jones Road	Junction Road to Rural Property Address 94	BALHANNAH			
Kersbrook Forest Road	Rake Road to Devils Gully Road	KERSBROOK			
Kersbrook Forest Road	Wattle Road to Rake Road	KERSBROOK			
Lange Crescent	Shannon Street to Cul de sac	BIRDWOOD			
Leamington Road	Ludgate Hill Road (West) to Ludgate Hill Road	ALDGATE			
Lower Hermitage Road	North East Road to Airstrip Road - Various Sections	LOWER HERMITAGE			
Ludgate Hill Road	Leamington Road to Eton Road	ALDGATE			
Mappinga Road	Onkaparinga Valley Road to Rural Property Address COS 1km	BALHANNAH			
Martin Hill Road	Forreston to RPA150	FORRESTON			
Maxton Street	Onkaparinga Road to Shannon Court	BRIDGEWATER			
Memorial Court	South Para Road to End of Road	KERSBROOK			
Neudorf Road	Lobethal Road to Post Office Road	LOBETHAL			
Oakwood Court	Heathfield Road to Oakdale Drive	HEATHFIELD			
Osborn Road	Kent Road to End of Seal	ALDGATE			
Pirilla Place	Change of Seal to End	STIRLING			
Pound Road	Marble Hill Road to Osborne Road	ASHTON			
Rosewarne Crescent	Carey Gully Road to First T Junction (Seal 22/23)	BRIDGEWATER			
Rubinda Grove	Small Sect Sunny Glen - Monarto Road to Sunny Spring Glen Road	ALDGATE			
Schirmer Avenue	Arcoona Ave to Marola Ave	ROSTREVOR			

Renewal *Continued...*

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Sharrad Court	Cox Creek Road to End of Road	CRAFERS			
Shierlaw Avenue	Longwood Road to Spencer Street	STIRLING			
Smiths Road	Lobethal Road to Masons Road	FOREST RANGE			
Tanahmerah Road	Beaumont to Rural Address 110	BALHANNAH			
Theel Avenue	Wegener Avenue to Blumel Road	BIRDWOOD			
Ti-Tree Road	Bracken Road to Melrose Avenue	STIRLING			
Valley View Crescent	Nicholls Road to Green Valley Road	NORTON SUMMIT			
Verrall Road	Range Road North to Intersection of Verrall Road	UPPER HERMITAGE			
Wegener Road	Theel Avenue to Church Street	BIRDWOOD			
Western Branch Road	Rural Property Address 90 to Farnham Road (Segment 20 - Western Branch Road, Lobethal)	LOBETHAL			
Wicks Road	Grasby Road to Oakwood Road	BALHANNAH			
Woodland Way	Coach House Drive to Swiss Place	TERINGIE			
Woolcock Road	Scott Creek Road to Woolcock Lane	SCOTT CREEK			
Atkinson Avenue	Piccadilly Road to Carinya Road	PICCADILLY			
Beasley Road	Wenzel to 200m North of Beasley Int Only	BALHANNAH			
Carey Gully Road	Fowler Road to Freeway Entrance	MOUNT GEORGE			
Carinya Road	Piccadilly Road to End of Sealed Section	PICCADILLY			
Christie Street	Driffield Road to Wembley Avenue	BRIDGEWATER			
Collins Hill Road	Lobethal Road to Stentiford Road	LENSWOOD			
Cricklewood Road	Torode Place to Heathfield Road	ALDGATE			
Cup Gum Grove	Oakwood Court to End of Road	HEATHFIELD			
Deviation Road	Minor Widening @405 Deviation Road Pav & Seal	FOREST RANGE			
Devonshire Road	Cricklewood Road to Andrewartha Place	ALDGATE			
Devonshire Road	Andrewartha Place to Carroll Road	ALDGATE			
Ebenezer Place	Cul de sac to Ivan Drive	GUMERACHA			
Ebenezer Place	Albert Street to Ebenezer Place	GUMERACHA			
Fenchurch Road	Edgeware Road to Kingsland Road	ALDGATE			
Five Lanes	Newman to Teakles	CHARLESTON			
Graeber Rd	Woodside Lobethal Road to Rural Property Address 9	LOBETHAL			
Graeber Rd	Rural Property Address 99 to Juers Road	LOBETHAL			
Harris Road	Lobethal Road to Marshall Road	FOREST RANGE			
Hender Road	Eves Place to School Gates	HEATHFIELD			
Hill Road	South Para Road to 350m	KERSBROOK			
Honeysuckle Drive	Mount Barker Road to End of Road	BRIDGEWATER			
Hutchens Road	Onkaparinga Valley Road to End of Road	WOODSIDE			
Ivan Drive	Ebenezer Place to End of Road	GUMERACHA			
Jamieson Street	Forreston Road to End of Road	FORRESTON			
Johns Road	Blackhill Road to End of Road (Kerb 21/22)	HOUGHTON			
Kerria Place	Emmett Road to End of Road	CRAFERS WEST			
Leslie Road	Rural Property Address 90 to Swamp Road	LENSWOOD			
Mappinga Road	Rural Property Address 260 to Woodside Nairne Rd	BALHANNAH			

Renewal *Continued...*

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Martins Road	Oakwood Road to Linders Road	OAKBANK			
Martins Road	Linders Road to End of Seal	OAKBANK			
Ostigh Road	Greenhill Road to End of Seal	BALHANNAH			
Oxford Road	Cambridge Road to Hampstead Hill Road	ALDGATE			
Paratoo Road	Wakefield Court to Braeside Road	ALDGATE			
Paratoo Road	Azalea Place to Wakefield Cour	ALDGATE			
Paratoo Road	Snows Road to Azalea Place	ALDGATE			
Red Hill Road	Nicholls Road to Allen Hill Road	BRADBURY			
Red Hill Road	Allen Hill Road to Longwood Road	BRADBURY			
Red Hill Road	Nicholls Road to Allen Hill Road (Seal 22/23)	BRADBURY			
Red Hill Road	Allen Hill Road to Longwood Road(Seal 22/23)	BRADBURY			
Ross Road	Sprigg Road to Piccadilly Crescent (Seal 22/23)	PICCADILLY			
Salem Court	John Fisher Avenue to End of Road (Kerb)	GUMERACHA			
South Ridge Road	Pfeiffer Road to Tolmer Road (Seal 22/23)	WOODSIDE			
Sprigg Road	26 Sprigg Rd to Gores Road	PICCADILLY			
St Barberie Drive	Blackburn Drive to Vantage Way	CRAFERS			
Stentiford Road	Lobethal Road to Rural Property Address 98	FOREST RANGE			
The Crescent	The Crescent to Piccadilly Road	CRAFERS			
Wattle Road	South Para Road to Rake Road	KERSBROOK			
Wembley Avenue	Christie Street to Charlton Street	BRIDGEWATER			
Wembley Avenue	Rosenthal Road to Driffield Road	BRIDGEWATER			
Wenzel Road	Beasley to 200m West of Wenzel - P & R Int Only (Seal 22/23)	BALHANNAH			
Willow Lane	Mount Barker Road to End of Road	STIRLING			
Worden Road	Muller Road to Carey Gully Road	MOUNT GEORGE			
Yappo Road	Old Mount Barker Road to Kanmantoo	ALDGATE			
Yatina Road	Mount Barker Road to Kanmantoo Road	ALDGATE			
Yanagin Road	Greenhill Road to End of Seal				
Allendale Grove	Jacaranda Drive to Cul de sac (likely to required pavement works)	WOODSIDE			
Amberdale Road	Range Road to End of Road	HOUGHTON			
Bennetts Road	Onkaparinga Valley Road to End of Road	MOUNT TORRENS			
Bradshaw Road	Piccadilly Road to Davidson Avenue	CRAFERS			
Bradshaw Road	Davidson Avenue to Millar Avenue	CRAFERS			
Burfords Hill Road	Footers Road to Onkaparinga Valley Road	MOUNT TORRENS			
Burfords Hill Road	Footers Road to Rural Property Address 565	MOUNT TORRENS			
Charlick Road	Wyly Lane to Gulfview Street	CRAFERS WEST			
Church Street	Wegener Road to End of Road (East)	BIRDWOOD			
Constance Ave	Campbell Avenue (top, No 7) to Campbell Ave	CRAFERS			
Emmett Road	Hillcrest Avenue to Property No 23 Emmett Road	CRAFERS WEST			
Emmett Road	Property No 23 Emmett Road to Sedum Place	CRAFERS WEST			
Emmett Road	Sedum Place to Kerria Place	CRAFERS WEST			
Emmett Road	Kerria Place to End of Road	CRAFERS WEST			
Grevillea Way	Jacaranda Drive to Banksia Court	WOODSIDE			
Harrison Road	Quarry Road to Dump Access	WOODSIDE			
Hawk Hill Road	Start 1 Laned Part of Hawk Hill Road to End of Road	CRAFERS WEST			

Renewal *Continued...*

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Jacaranda Drive	Allendale Grove to Sandalwood Drive (likely to require pavement works)	WOODSIDE			
Kingsland Road	Strathalbyn Road to Edgeware Road	ALDGATE			
Marble Hill Road	Lobethal Road to Monomeith Road (Seal 23/24)	ASHTON			
Milan Terrace	Pine Street to Branch Road	STIRLING			
Milan Terrace	Twin Street to Oakbank Street	STIRLING			
Milford Avenue	Twin Street to Pine Street	STIRLING			
Mount View Road	Onkaparinga Valley Road to End of seal	MOUNT TORRENS			
Plummers Road	Mawsons Road to Hewletts Road	FOREST RANGE			
Plummers Road	Hewletts Road to Lobethal Road	FOREST RANGE			
Pottery Road	Longwood Road to Bradbury Road	BRADBURY			
Towers Road	Beadnell Crescent to Mount Barker Road	BRIDGEWATER			
Redden Drive	Prairie Road to Banks Road	CUDLEE CREEK			
Teakles Road	Pfeiffer Road to Sandy Waterhole Road	CHARLESTON			
Walker Street	Howe Street to End	PICCADILLY			
Walker Street	Old Mount Barker Road to Howe	PICCADILLY			
William Street	Lower North East Road to End of Road at Driveway to No 11 m Street, Houghton)	HOUGHTON			
Yacka Road	Arkaba Road to Coromandel Road	ALDGATE			
Various	To be allocated once Road Audit Completed 22/23	REGIONWIDE			
PROGRAM PROPOSED		Totals ('000)	\$1,861	\$1,808	\$1,924

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
South Ridge Road	Pfeiffer Road to Tolmer Road	WOODSIDE			
Carey Gully Road	Gum Flat Road to Rangeview Road	CAREY GULLY			
Martin Hill Road	Targetted curves along road.	FORRESTON			
Norsworthy Road	Forreston Road to Hill Road	FORRESTON			
Hill Road	Norsworthy Road to South Parra Road	KERSBROOK			
Schuberts Road	Mount Torrens Road to Kenton Valley Road	LOBETHAL			
Various	To be determined following review of maintenance grading program and updated condition audit during 2021/22	REGIONWIDE			
Various	To be determined following review of maintenance grading program and updated condition audit during 2021/22	REGIONWIDE			
PROGRAM PROPOSED		Totals ('000)	\$250	\$250	\$250

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Yarabee Road	Local Playspace Renewal	GREENHILL			
Lenswood Oval	Local Playspace Renewal	LENSWOOD			
Court Resurfacing, Car Parks, Driveway and Oval Surface including oval drainage.	Priority sites determined by new Framework positon	REGIONWIDE			
Local Playspace Renewal	Specific allocations in year 2 to be considered following review of framework strategy	REGIONWIDE			
Court Resurfacing, Car Parks, Driveway and Oval Surface including oval drainage.	Priority sites determined by new Framework positon	REGIONWIDE			
Local Playspace Renewal	Specific allocations in year 3 to be considered following review of framework strategy	REGIONWIDE			
Court Resurfacing, Car Parks, Driveway and Oval Surface including oval drainage.	Priority sites determined by new Framework positon	REGIONWIDE			
PROGRAM PROPOSED		Totals ('000)	\$740	\$650	\$648

New & Upgraded

ID	Project Description	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
C4006	Play space Upgrades linked to Renewal	120	70	70
B2001	Federation Park and oval masterplan implementation	-	50	50
B3002	Implementing water efficiencies through irrigation renewals / Upgrades	100	100	100
B3003	Investigate and implement central irrigation control system		50	100
NEW12	Stirling region Skate Park	15		
Totals ('000)		235	270	320

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Mabel Street	30 Mabel Street (Footpath & Drain)	ALDGATE			
Onkaparinga Valley Road	174 Onkaparinga Valley - Realign open drain (route around pump station)	WOODSIDE			
Christie Street	Renewal side entry pit & drainage	BRIDGEWATER			
Mount Barker Road	Aldgate Bus Stop (Car Park) - Renew Pipe & Pit	ALDGATE			
Minor Stormwater Projects	Unspecified allocation for small stormwater issue that arise during the year. Typical value of individual project \$ 5k to \$ 20k)	REGIONWIDE			
Minor Stormwater Projects	Unspecified allocation for small stormwater issues that arise during the year. Typical value of individual project \$ 5k to \$ 20k)	REGIONWIDE			
Minor Stormwater Projects	Unspecified allocation for small stormwater issues that arise during the year. Typical value of individual project \$ 5k to \$ 20k)	REGIONWIDE			
	PROGRAM PROPOSED	Totals ('000)	\$60	\$81	\$104

New & Upgraded

ID	Project Description	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
B2004	Gumeracha Main Street Stormwater	100		
B3001	Water reuse for Woodside Recreation Ground irrigation	200	200	
New16	Woodside Rec Ground - Driveway & Carpark Upgrade	40		
New17	Woodside Recreation Ground - Masterplan progression	20		
New19	Aldgate Bridgewater Crafers Stormwater Master Plan	50		
New21	Western Branch Creek erosion protection - design only.	20		
NEW14	Bridgewater Oval Drainage	40		
	Totals ('000)	470	200	

Renewal

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Borehamwood Road, Mount Torrens	End of seal to Rural Property Address 48	MOUNT TORRENS			
Devils Gully Road, Kersbrook	Kersbrook Forest Road to Rural Property Address 99	KERSBROOK			
Drivers Road, Summertown	End of Sealed Section of Drivers Road to End Of Road	SUMMERTOWN			
Maidstone Road, Kersbrook	End of Sealed Section of Road to Smith Road	KERSBROOK			
Merchants Road, Basket Range	Blockers Road to Rural Property Address 66	BASKET RANGE			
Merchants Road, Basket Range	Rural Property Address 66 to Rural Property Address 109	BASKET RANGE			
Monkhouse Road, Oakbank	Downers Road to White Gum Road	OAKBANK			
Monkhouse Road, Oakbank	Rural Property Address 104 to Woodside Roa	OAKBANK			
Monkhouse Road, Oakbank	Whitegum Road to Rural Property Address 104	OAKBANK			
Brooks Lane, Piccadilly	Swamp Road to Rural Property Address 34	PICCADILLY			
Rake Road, Kersbrook	Wattle Road to Crispin Road	KERSBROOK			
Manna Gum Lane, Crafers West	Charlicks Road to End Of Road	CRAFERS WEST			
Mawson Road, Forest Range	Norton Road to Blockers Road	FOREST RANGE			
Mawson Road, Forest Range	Lobethal Road to Norton Road	FOREST RANGE			
Rake Road, Kersbrook	Crispin Road to Kersbrook Forest Road	KERSBROOK			
Range Road, Woodside	Bird In Hand Road to Mount Barker DC Border	WOODSIDE			
Scottsburn Road, Woodside	Donaghue Road to Rural Property Address 107	WOODSIDE			
Sheoak Hill Road, Mount Torrens	Wilhelm Road to Warmington Run	MOUNT TORRENS			
Sheoak Hill Road, Mount Torrens	Springhead Road to Wilhelm Road	MOUNT TORRENS			
Smith Road, Kersbrook	Welsh Road to Glover Street	KERSBROOK			
Smith Road, Kersbrook	Glover Street to Maidstone Road	KERSBROOK			
Arbury Park Road, Aldgate	Rural Property Address 79 (end of seal)	ALDGATE			
Corkscrew Deviation Road, Montacute	Corkscrew Road to 29 Montacute Road	MONTACUTE			
Downers Road, Oakbank	Mappinga Road to Gillman Road	OAKBANK			
Downers Road, Oakbank	Gillman Road to Monkhouse Road	OAKBANK			
Fenwick Road, Balhannah	Swamp Road to Rural Property Address 70	BALHANNAH			
Kyle Road, Mylor	Shanks Road to Rural Property Address 38	MYLOR			
Lee Road, Kenton Valley	Kenton Valley Road to Rural Property Address 86	KENTON VALLEY			
Peacock Road, Mount George	Carey Gully Road to End Of Road	MOUNT GEORGE			

Renewal *Continued...*

Proposed Project Name	Project Description	Suburb	2021-22 Proposed ('000)	2022-23 Intended ('000)	2023-24 Intended ('000)
Pinkerton Gully Road, Montacute	Corkscrew Deviation Road to RA 17B Pinkerton Gully	MONTACUTE			
Quinns Road, Kersbrook	Forreston Road to End	KERSBROOK			
Scottsburn Road, Woodside	Rural Property Address 107 to Rural Property Address 214	WOODSIDE			
Scottsburn Road, Woodside	Rural Property Address 214 to Beginning of Sealed	WOODSIDE			
Sires Road East, Kersbrook	South Para Road to Rural Property Address 104	KERSBROOK			
Wyes Road, Basket Range	Merchants Road to Rural Property Address 108	BASKET RANGE			
Various	Subject to yearly inspections	REGIONWIDE			
Adelaide Gully Road, Millbrook	Millbrook Road to Mount Gawler Road	MILLBROOK			
Adelaide Gully Road, Millbrook	Bagshaw Road to Bridge	MILLBROOK			
Drummond Road, Woodside	End of Sealed Section (Bird in Hand Road) to Nairne Road	WOODSIDE			
Gallasch Road, Balhannah	Beaumont Road to Rural Property Address 16	BALHANNAH			
Hannaford Road, Cudlee Creek	Cudlee Creek Road to Rural Property Address 68	CUDLEE CREEK			
Millbrook Road, Inglewood	Adelaide Gully Road to End of Seal (southern end)	INGLEWOOD			
Pye Road, Balhannah	End of Sealed Section to Swamp Road	BALHANNAH			
Western Branch Road, Woodside	Farnham Road to Burns Road	WOODSIDE			
Various	Subject to yearly inspections	REGIONWIDE			
	PROGRAM PROPOSED	Totals ('000)	\$908	\$1,058	\$1,185

Appendix 3

Council Resolutions relating to 2020-21 Expenditure

Appendix 3 – Council Resolutions relating to 2020-21 Expenditure

Operating

Proj #	Project Name	Project Description	Carry Forward to 2021-22 Budget
215215329	Bushfire Recovery Strategic Initiative	Resource commitment for Year 2 (2021-22) to fund two resources in Development Services to manage the workload relating to the Cudlee Creek development applications. As such an amount of \$192k was quarantined to fund these resources	\$192,000
149182120 Previously #3939	Heathfield High School Sport Courts Redevelopment	Heathfield High School Sport Courts Redevelopment. As this is a Heathfield High School Asset and not Council's, Council's contribution to the Project is treated as Operating under Accounting Standards	\$485,000
TOTAL OPERATING CARRY FORWARDS			\$677,000

Renewals Capital Expenditure

Proj #	Project Name	Project Description	Carry Forward to 2021-22 Budget
Buildings			
3903	Stirling Rotunda Replacement	Consult, design and install replacement Rotunda in Stirling	\$120,000
Sports and Recreation			
3858	Irrigation Systems Implementation	Renewal and upgrade of irrigation systems across the district.	\$40,000
Fleet			
3160	Plant Replacement Program	Renewal of heavy plant.	\$230,000
ICT			
3955	Council Website		\$95,000
Library			
3994	Mobile Library	Replacement of the mobile library truck. Carry Forward adjusted downwards to reflect Council Decision 22 June 2021	\$200,000
TOTAL RENEWAL CARRY FORWARDS			\$685,000

New & Upgraded Capital Expenditure

Proj #	Project Name	Project Description	Carry Forward to 21-22 Budget
Buildings			
3741	Activation of Arts & Heritage Hub	Redevelopment of Fabrik site	\$167,126
3742	AHBTC-Capital Divestment	Negotiate, design and implement required upgrades to obtain land division to enable sale of property	\$328,000
Footpaths			
3625	Crafers to Stirling Bikeway	undertake works to improve cycling access between Crafers and Stirling.	\$322,500
LRCIP			
3960	LRCIP Stirling to Crafers Bikeway		\$66,500
Other			
3628	Coolamon sculpture	Installation of a Coolamon sculpture in Federation Park.	\$5,285
3843	Gumeracha Stage 2 Residents win	Streetscape works in the main street of Gumeracha associated with the undergrounding of power lines.	\$679,800
3844	LED Street Lighting	Replace existing lights with LED	\$175,000
3923	Confirm Asset Management License Expansion	Purchase of Additional Licences and Devices to roll-out to Field.	\$19,223
Sports and Recreation			
3935	Sporting Surfaces Program - ORSR	Renewal and upgrade of the Heathfield Netball Courts.	\$296,000
3936	Heathfield Oval Change Rooms	Upgrade of the change rooms and sporting clubrooms at Heathfield Oval.	\$700,000
3937	Heathfield Oval Change Rooms - Sports Australia	Heathfield oval change rooms upgrade - Sports Australia grant funding.	\$584,750
3940	Gumeracha Court Resurfacing	Renewal and upgrade of the Gumeracha tennis courts.	\$386,300
3962	Playspace Lobethal Bushland Park	Renewal and upgrade of the Lobethal Bushland Park playspace.	\$439,065
Stormwater			
3611	Gumeracha Stormwater	Additional underground stormwater infrastructure in the main street of Gumeracha, as per the Gumeracha Stormwater Masterplan	\$291,300
3619	Aldgate Stormwater Management Plan	Develop a Stormwater Management plan for the Aldgate Bridgewater, Crafers and Stirling catchments.	\$33,000
TOTAL NEW & UPGRADED CARRY FORWARDS			\$4,493,849

TOTAL CAPITAL EXPENDITURE CARRY FORWARDS TO 2021-22

\$5,178,849

Additional New and Upgraded Capital Budget Approvals (Council Meeting 8 June 2021)

Proj #	Project Name	Project Description	Additional 21-22 Budget
3936	Heathfield Oval Change Rooms	Upgrade of the change rooms and sporting clubrooms at Heathfield Oval.	\$350,000
TOTAL ADDITIONAL BUDGET REQUESTS			\$350,000

TOTAL BUDGET ADJUSTMENTS RELATING TO 2020-21 COUNCIL RESOLUTIONS TRANSFERRED TO 2021-22 BUDGET

\$6,205,849

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item: 12.7

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: Draft 2021-22 Fees and Charges

For: Decision

SUMMARY

Prior to the adoption of the Annual Business Plan each year a review is undertaken of all fees and charges to enable budgeted income to be adjusted if necessary.

As a result of undertaking this process, the recommended schedule of fees and charges to apply for the financial year 2021-22 is attached (**Appendix 1**). Generally, this has resulted in proposed fee increases that are in line with forecast CPI where relevant, insofar as this is practicable. It is also noted that in applying the increase, fees have been rounded to an appropriate amount for ease of application.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To adopt the 2021-22 Fees and Charges Schedule included at Appendix 1 to apply on and from 1 July 2021.
 3. Council notes that the statutory fees will be included on the fees and charges register available for public inspection subsequent to being gazetted.
-

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

The Adelaide Hills Council has consistently met its financial sustainability targets and is on track to continue this trend into the foreseeable future. An annual review of fees and charges seeks to contribute to ongoing financial sustainability through ensuring the organisation operates within its means and assists in keeping rate increases low.

➤ **Legal Implications**

Section 188 of the *Local Government Act 1999* (LG Act) provides for Council to impose fees and charges:

- (a) for the use of any property or facility owned, controlled, managed or maintained by the council
- (b) for services supplied to a person at his or her request
- (c) for carrying out work at a person's request
- (d) for providing information or materials, or copies of, or extracts from, council records
- (e) in respect of any application to the council
- (f) in respect of any authorisation, licence or permit granted by the council
- (g) in respect of any matter for which another Act provides that a fee fixed under this Act is to be payable
- (h) in relation to any other prescribed matter.

The power to set fees and charges under s188 has been delegated to the Chief Executive Officer and sub-delegated to other members of the Administration with functional responsibilities. Nevertheless, custom and practice is that the proposed fees and charges for the forthcoming year are provided to Council for adoption. These may however be altered under delegation as circumstances demand.

In addition, Council applies a number of fees (Statutory Fees) set by the State Government under the following Acts.

- *Development Act 1993*
- *Expiation of Offences Act 1996*
- *Food Act 2001*
- *Freedom of Information Act 1991*
- *Land and Business (Sale and Conveyancing) Regulations 2010.*
- *Local Government Act 1999 pursuant to Section 169(9)(c) Objections to valuations made by Council and Section 187 (3)(e) Certificate of Liabilities*
- *Private Parking Areas Act 1986 and Private Parking Areas Regulations 2014*
- *SA Public Health Act 2011 (Wastewater) and (Legionella)*
- *Valuation of Land Act 1971*

These statutory fees and charges determined by an Act of Parliament or by Local Government Regulations are normally gazetted in June and July of each year and often after the adoption of the Council set fees and charges.

As they are set by the State Government, Council has no discretion in determining those fees. It is therefore proposed that these statutory fees be added to the Fees and Charges Register available for public inspection once they have been gazetted. This is anticipated to be in July 2021.

Fees for Dog Registrations are determined by Council within requirements and principles in accordance with the *Dog and Cat Management Act 1995*.

➤ **Risk Management Implications**

An annual review of the fees and charges, and informing the community of the endorsed changes, will assist in mitigating the risk of:

Undercharging, misleading service users as to the cost of Council services, resulting in inaccurate budgets, un-forecasted deficits and inadequate resourcing for current and future activities.

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

Fees and charges are set at a level that reflects current market conditions, or to ensure cost recovery where possible, and hence sustainability of those discretionary services provided by Council.

➤ **Financial and Resource Implications**

Fees and charges (including statutory charges) contribute to Council's income stream with approximately \$2 million received annually (i.e. 4% of total operating income). Failing to adopt updated fees and charges could increase the burden on Council's rate income to subsidise services which should be self-funding or attract a reasonable contribution charge.

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

Customers expect to be able to look up Council's fees and charges and for the information to be current.

➤ **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: All Fees and Charges have been proposed through the relevant functional area, reviewed by the appropriate Departmental Manager and approved by the relevant Director.

External Agencies: Not Applicable

Community: The community was informed of the proposal to generally increase Fees and Charges in line with CPI insofar as this is practicable as part of the draft *Annual Business Plan* document endorsed by Council in April 2021.

2. BACKGROUND

Council reviews its fees and charges in each year, in conjunction with the development of the annual budget. As part of this process, a detailed review has been undertaken to ensure that the fees proposed:

- reflect (or move progressively toward) the cost of the services given
- are comparable with market rates, where appropriate
- take into account benefit derived by users of community facilities
- are consistent with Council directions articulated through Council's Strategic Plan, existing strategies, policies and plans
- are in accordance with legislative requirements, where relevant
- are consistent with Council's Long Term Financial Plan assumptions

As a result of this review, the recommended fees and charges register to apply for the 2021-22 financial year is attached (**Appendix 1**).

The relevant CPI referenced for fees and charges is 1.5% which was the forecast CPI from SA Treasury documents and has been used in Council's Long Term Financial Plan and 2021-22 Draft Annual Business Plan. Given that this percentage has been used in community consultation in recent months, it is considered that this should continue to be used for 2021-22 fee setting purposes.

3. ANALYSIS

Fees and charges are generally adjusted in line with market conditions, to make common fees comparable across localities or in line with the cost to provide the service. Generally, fees and charges are set at a level to ensure cost recovery, and hence sustainability of those discretionary services provided by Council on a user-pays basis.

Generally, this has resulted in proposed fee increases that are in line with the forecast CPI where relevant, insofar as this is practicable.

Each fee is then reviewed by staff responsible for that fee or charge to ensure that users are paying an amount that is fair and reasonable and reflects the consumption of the program or service used. It is also noted that in applying the increase, fees have been rounded where appropriate for ease of application. Some minor wording changes have also been made to some of the fees to provide extra clarification to staff and users of Council's services.

Specific points of note relevant to consideration of overall fees and charges are as follows.

Animal Management

Dog Registration Fees

The *Dog and Cat Management Act 1995* (the Act) states under Section 33(1) that all dogs and cats over the age of three months must be registered. Under the Act, councils are required to collect registration fees for dogs and cats within their area. Section 26 of the Act requires money received by a council under the Act to be expended in the administration or enforcement of provisions of the Act relating to dogs.

Dog and cat management is budgeted to achieve a break-even or a cost neutral position each financial year while ensuring the economic impact on the community is minimised and maintaining expected service levels. The current forecast indicates that the 2021-22 budget will achieve a cost neutral position.

Predicted budgeting for the 2021-22 financial year indicates that dog registration fees should increase in line with CPI in order to align to expenditure requirements under legislation including increased costs for dog litter bags, signage and future cat confinement requirements.

As such, it is proposed to increase registration fees for 2021-22 in the order of the CPI (an increase of between \$1 to \$2 per fee type) notwithstanding that in applying the increase, fees have been rounded to an appropriate amount for ease of application.

This includes a fee increase for working dogs, with a proposed increase of \$1 from \$36 to \$37.

Cat Registration Fees – New Fees

In preparation for the implementation of Council's Cat Bylaw which commences on 1 January 2022, new fees have been established for the registration of cats. A new fee of \$100 is proposed for the registration of a non-standard (i.e. not desexed) and \$30 for a standard cat (i.e. desexed). Note that a 50% discount of these fees is applied for concession card holders and pensioners. Note that these fees are comparable to what other councils in the region charge for cat registration.

European Wasp Eradication Service – New Fee

It is noted from the responses to the 2021-22 ABP survey on this matter that the majority of respondents indicated that Council should continue to provide this European Wasp eradication service and that they would be willing to pay for this service. With this in mind, Administration have included a new fee of \$50 per nest for this service, with a 50% discount for Concession Card holders and pensioners (as suggested by some of the respondents). In the 2020-21 Financial Year to date, the Rangers have removed 464 nests at 421 properties. In 90% of the cases there was only one wasp nest per property with one property having 5 nests. Note that as this will be the first time that this fee will be charged, Administration will review it when setting the fees and charges for the 2022-23 Financial Year if necessary.

Community Waste Management Scheme (CWMS) Charges

From 2019-20, the CWMS capital connection fee has been set using a system buy-in approach as recommended in an independent review of CWMS's pricing, where the new customer pays an amount equal to the net investment already made by existing users. The CWMS capital connection fee represents a contribution by the owner of a newly created allotment of their share of the capital cost of the scheme. Contributions received will reduce the value of the Regulated Asset Base (RAB) and reduce the cost of capital in future years thereby providing a benefit to existing property owners. After consideration and review of an independent consultant report on CWMS pricing and the adjustments in the RAB in recent years, it is proposed to maintain the CWMS capital connection fee for 2021-22 at \$6,250.

The annual services charges for Occupied and Unoccupied CWMS are set and adopted as part of the Annual Business Plan Council Report and as such do not form part of Council's fees & charges.

Development Application Fees

As per Council's resolution on 23 February 2021 (Item 12.7), a new fee is charged for the placement of a sign(s) on land for the purposes of advertising a proposed development in accordance with the new provisions of the *Planning, Development and Infrastructure Act, 2016*. Council set a fee of \$350 with the provision that the CEO was "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." Administration have since tendered for this service to be undertaken by a contractor. As a result of this, the fee needs to be increased by \$46 to \$396. This will make this service cost neutral. Note that this fee is still well below the \$636 public notification advertising fee charged by Council for Category 3 applications under the *Development Act 1993*, and is in line with, and in some instances lower than, what other councils are charging for these signs.

Other development application fees set by Council have been increased in line with CPI and rounded to an appropriate amount for ease of application.

Hard Waste and Mattress Collection Services

As resolved by Council as part of adoption of the 2021-22 Annual Business Plan and Budget a \$44 user contribution fee for the Hard Waste Collection Service and a \$23 user contribution fee for the Mattress Collection Service fee has been included in Council's proposed Fees and Charges Register.

It is also proposed that bookings that have already been made in 2020-21 for hard waste and mattress collection to occur in the 2021-22 financial year will be honoured at no cost to the user. This has been factored into the amount budgeted as income for the 2021-22 financial year. Once advertising of the hard waste and mattress user contribution fees begins bookings will be made with the respective contribution fees applying.

Cemetery Fees

Cemetery fees and charges have been further reviewed and benchmarked against other providers and discussed with the Council's Cemetery Advisory Group. Some minor alterations have been made to the non-resident fee and the 'in-perpetuity' fees.

Village Fees (Bridgewater)

Retirement village legislation requires these fees to recover cost and given the current under recovery, Council is required to increase costs to achieve compliance. As agreed with residents, fees will be increased gradually until the costs and recovery break even. This has resulted in a higher than CPI increase of \$7 per week from \$85 to \$92 per week for the 21-22 FY.

Public Road Encroachment Permits (S221 & S222)

A change of fee structure is proposed to recognise the differences between applications that seek to undertake works on public road to put in driveway crossovers and vegetation management, to those that seek to undertake more substantial works or permanent type improvements on public road such as retaining walls, fencing or use for business purposes.

There is a new fee proposed for a permit where the use is to be for business purposes that reflect the use of Council owned public road for a private business use, for example where a commercial building or structure wholly or partially encroaches onto the road reserve.

Summary

In summary, as a result of the review as part of the 2021-22 budget development the attached 2021-22 Fees and Charges Register (**Appendix 1**) presents the proposed fees along with the percentage increases. Where considered appropriate rounding has been applied for ease of payment and may have resulted in a movement that varies from CPI.

Council has delegated the powers to set and waive fees and charges to the CEO and on this basis, the fees and charges may be amended during the financial year in response to new service offerings or changes to the cost base of providing existing services.

4. OPTIONS

Council can:

- Adopt the recommended 2021-22 Fees and Charges Register to apply on and from 1 July 2021 (Recommended), or
- Defer adopting one or more of the recommended fees and charges to allow further review or consultation to be carried out.

5. APPENDIX

- (1) Draft 2021-22 Fees and Charges Register

Appendix 1

Draft 2021-22 Fees and Charges Register

ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2021-22

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2020/21 (incl. GST)	Proposed Fees & Charges 2021/22 (incl. GST)	% Increase	Comment
1. STATUTORY RELATED FEES						
1.1 Development Act 1993						
Development Application Fees						
Public Notification Fee for Development Application	YES		\$636.00	\$650.00	2.2%	
Certificate of Title Search Fee	YES		\$41.00	\$42.00	2.4%	
Community Wastewater Management Systems (CWMS)						
CWMS Capital Connection fee	N/A		\$6,250.00	\$6,250.00	0.0%	
<i>(Refer to CWMS Pricing Policy Statement on Council website. * Applied under Sect 155 of Local Government Act 1999.)</i>						
Access to Development Records (Reduction for pensioners and other concession card holders may be applicable)						
Application Fee	YES		\$29.00	\$29.00	0.0%	
Search and processing fee (for each 30 minute block or part there of)	YES		\$24.00	\$25.00	4.2%	Fee increased every two years
Development Records Copying A4 / A3 / A1 / A0	YES	per sheet	\$0.50 / \$1.00 / \$1.50 / \$2.00	\$0.50 / \$1.00 / \$1.50 / \$2.00		
1.1a Planning Development and Infrastructure Act 2016						
Development Application Fees						
Sign on Land Fee	YES		\$350.00	\$396.00	13.1%	New Fee
Certificate of Title Search Fee	YES		\$41.00	\$42.00	2.4%	
Assessment of Class 7 Farm Buildings with floor area up to 500 square metres charge applicable Class 10 fee	YES		0.25% development cost, minimum \$130	0.25% development cost, minimum \$130		
Amendment of Land Management Agreement (administration charge excludes legal costs)	YES		\$161.00	\$163.00	1.2%	
1.2 Local Government Act 1999 - Searches (section 188)						
Application Fee	YES		\$29.00	\$29.00	0.0%	
Search and processing fee (for each 30 minute block or part there of)	YES		\$24.00	\$25.00	4.2%	Fee increased every two years
Fee for copying the documents	YES		Refer to Library Services Photocopying	Refer to Library Services Photocopying		
1.3 Dog & Cat Management Act 1995 (fees are set by Council)						
Dangerous dog sign	N/A		\$36.00	\$37.00	2.8%	
Dog expiation & fine (legislative charge)			As per legislation	As per legislation		
Dog impounding fee (business hours)	N/A		\$79.00	\$80.00	1.3%	
Dog impounding fee (after hours)	N/A		\$104.00	\$106.00	1.9%	
Daily holding fee	N/A		\$43.00	\$44.00	2.3%	
Dog Registration (amended D&CMA 1995)						
Standard dog (Desexed AND Microchipped)	N/A		\$46.00	\$47.50	3.3%	
Non standard dog	N/A		\$92.00	\$95.00	3.3%	
Concession standard dog (Desexed AND Microchipped)	N/A		\$23.00	\$23.75	3.3%	
Concession non standard dog	N/A		\$46.00	\$47.50	3.3%	
Puppy Fee Dogs under 6 months of age	N/A		\$36.00	\$37.00	2.8%	

ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2021-22

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2020/21 (incl. GST)	Proposed Fees & Charges 2021/22 (incl. GST)	% Increase	Comment
<u>Other</u>						
Working Dog	N/A		\$36.00	\$37.00	2.8%	
Guide, Hearing or Assistance dog			Nil	Nil		
Animal Tag Replacement	N/A		\$10.00	\$10.00	0.0%	
Businesses Involving Dogs (per dog)	N/A		\$92.00	\$95.00	3.3%	
Annual Inspection of Kennels			Nil	Nil		
SES, search & rescue, Military dogs			Nil	Nil		
<u>Rebate for Partial Year Registration</u>						
Registrations of new dogs to the area after 1 May attract a 50% rebate (this does not apply where the dog has resided in the area for longer than one month or the dog has been detected as being unregistered.	N/A	of initial fee	50%	50%	0.0%	
Registrations of new dogs to the area after 1 June			Nil	Nil		
Penalty fee for late registrations	N/A		\$18.00	\$18.00	0.0%	
Impounding livestock	N/A		As per contractor cost	As per contractor cost		
Cat Registration (amended D&CMA 1995)						
Non-standard Cat	N/A		N/A	\$100.00		New Fee
Standard Cat	N/A		N/A	\$30.00		New Fee
Concession Non-standard Cat	N/A		N/A	\$50.00		New Fee
Concession Standard Cat	N/A		N/A	\$15.00		New Fee
Cat Trap - Deposit	N/A		\$52.00	\$53.00	1.9%	
Cat Trap - Hire Fee (per week or part thereof)	N/A		\$20.00	\$25.00	25.0%	
1.4 By-Laws and Local Government Act 1999 - (fees are set by Council)					#DIV/0!	
By Law No.1 - Permit Application	N/A		\$57.00	\$58.00	1.8%	
By Law No.2 - Moveable Signs Expiation Fee	N/A		As per legislation	As per legislation		
By-Law No.3 - Local Government Land Expiation Fee	N/A		As per legislation	As per legislation		
By-Law No.4 - Roads Expiation Fee	N/A		As per legislation	As per legislation		
By-Law No.5 - Dogs Expiation Fee	N/A		As per legislation	As per legislation		
By-Law No.6 - Cats Expiation Fee	N/A		As per legislation	As per legislation		
1.5 South Australian Public Health Act 2011					#DIV/0!	
Sale of Sharps (needle) containers (2.8L container)	YES		\$8.50	\$8.50	0.0%	
Sale of Sharps (needle) containers (1.4L container)	YES		\$5.50	\$5.50	0.0%	

ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2021-22

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2020/21 (incl. GST)	Proposed Fees & Charges 2021/22 (incl. GST)	% Increase	Comment
2. COMMUNITY						
2.1 Library Services						
Computer print out / Photocopying B&W A4	YES	per sheet side	\$0.10	\$0.10	0.0%	
Photocopying / Printing B&W A3	YES	per sheet side	\$0.20	\$0.20	0.0%	
Photocopying / Printing Colour A4 /A3	YES	per sheet side	\$0.50 / \$1.00	\$0.50 / \$1.00		
3D printing (per item printed)	YES		\$5.00 plus cost of filament used (by weight)	\$5.00 plus cost of filament used (by weight)		
Replacement of borrowers cards	N/A		\$2.00	\$2.00	0.0%	
Miscellaneous minor items (under \$15)	YES		As determined by staff based on fair value and cost recovery.	As determined by staff based on fair value and cost recovery.		
Second hand books	YES		As determined by staff based on fair value.	As determined by staff based on fair value.		
Library Bag	YES		\$3.00	\$3.00	0.0%	
Other fees						
Inter Library fees	YES		as per fee charged	as per fee charged		
Lost / damaged library material (once debt collection notices have been issued Council will not accept return of lost / damaged material)	YES		assessed at replacement cost	assessed at replacement cost		
Processing Fee for lost/damaged library material	YES		\$5.00	\$5.00	0.0%	
Exam supervision	YES	per hour	\$15.00	\$15.00	0.0%	
Faxes - First Page	YES		\$1.00	\$1.00	0.0%	
Faxes - Subsequent Page	YES		\$1.00	\$1.00	0.0%	
A4 Laminating	YES		\$5.00	\$5.00	0.0%	
A3 laminating	YES		\$6.00	\$6.00	0.0%	
Coventry Library Community Room (up to 8 hours during normal business hours)						
Commercial hire per day	YES		\$130.00	\$130.00	0.0%	
Commercial hire per hour	YES		\$45.00	\$45.00	0.0%	
Government agency hire per day	YES		\$190.00	\$190.00	0.0%	
Government agency hire per hour	YES		\$60.00	\$60.00	0.0%	
Coventry Library Community Room and/or foyer space - after hours hire (up to 5 hours)						
Community groups	YES		\$155.00	\$155.00	0.0%	
Commercial hire	YES		\$270.00	\$270.00	0.0%	
Private hire (functions, etc)	YES		\$270.00	\$270.00	0.0%	
Government agency hire	YES		\$385.00	\$385.00	0.0%	
Additional hours (after 5 hour included time)	YES		at cost of staff attendance	at cost of staff attendance		
Coventry Library Art Wall						
			Nil	Nil		
Coventry Library Display Cabinet						
			Nil	Nil		

ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2021-22

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2020/21 (incl. GST)	Proposed Fees & Charges 2021/22 (incl. GST)	% Increase	Comment
2.2 Halls and Community Centres Hire						#B19/201
Torrens Valley Community Centre - (Sessions = 4 hours)						
Community Room - (am, pm or evening)						
Unfunded community groups - 1 session/room	YES		\$20.00	\$20.00	0.0%	
Unfunded community groups - 2 sessions/room	YES		\$38.00	\$39.00	2.6%	
Unfunded community groups - 3 sessions/room	YES		\$54.00	\$55.00	1.9%	
Funded community groups - 1 session/room	YES		\$38.00	\$39.00	2.6%	
Funded community groups - 2 sessions/room	YES		\$70.00	\$71.00	1.4%	
Funded community groups - 3 sessions/room	YES		\$102.00	\$104.00	2.0%	
Corporate use (incl. kitchen) - 1 session/room	YES		\$81.00	\$82.00	1.2%	
Corporate use - (incl. kitchen) - 2 sessions/room	YES		\$162.00	\$164.00	1.2%	
Corporate use - (incl. kitchen) - 3 sessions/room	YES		\$243.00	\$247.00	1.6%	
Private party - max 50-60 people (Kitchen extra charge - see below)	YES		\$188.00	\$191.00	1.6%	
Small Meeting Room - (am, pm or evening)						
Unfunded community groups - 1 session/room	YES		\$15.00	\$15.00	0.0%	
Unfunded community groups - 2 sessions/room	YES		\$27.00	\$27.00	0.0%	
Unfunded community groups - 3 sessions/room	YES		\$38.00	\$39.00	2.6%	
Funded community groups - 1 session/room	YES		\$27.00	\$27.00	0.0%	
Funded community groups - 2 sessions/room	YES		\$54.00	\$55.00	1.9%	
Funded community groups - 3 sessions/room	YES		\$75.00	\$76.00	1.3%	
Corporate use - (incl. kitchen) - 1 session/room	YES		\$49.00	\$50.00	2.0%	
Corporate use - (incl. kitchen) - 2 sessions/room	YES		\$97.00	\$98.00	1.0%	
Corporate use - (incl. kitchen) - 3 sessions/room	YES		\$145.00	\$147.00	1.4%	
Kitchen usage - in addition to rates above unless otherwise stated (Inc. urn, crockery, oven and appliances) All supplies are the responsibility of the hirer e.g. coffee etc.	YES		\$20.00	\$20.00	0.0%	
Equipment usage - sound system, electronic screen and data projector	YES		\$59.00	\$60.00	1.7%	
Hire Bond	N/A		\$54.00	\$55.00	1.9%	
Bond for key	N/A		\$54.00	\$55.00	1.9%	
Bond for private function/ party	N/A		\$209.00	\$215.00	2.9%	Rounded up to \$215 (more practicable amount to assist when accepting over the counter payment)
The Summit Community Centre (Norton Summit) - (Sessions = 4 hours)						
Community Room - (am, pm or evening)						
Unfunded community groups - 1 session/room	YES		\$20.00	\$20.00	0.0%	
Unfunded community groups - 2 sessions/room	YES		\$38.00	\$39.00	2.6%	
Unfunded community groups - 3 sessions/room	YES		\$54.00	\$55.00	1.9%	
Funded community groups - 1 session/room	YES		\$38.00	\$39.00	2.6%	
Funded community groups - 2 sessions/room	YES		\$70.00	\$71.00	1.4%	
Funded community groups - 3 sessions/room	YES		\$102.00	\$104.00	2.0%	
Corporate use (incl. kitchen) - 1 session/room	YES		\$81.00	\$82.00	1.2%	
Corporate use (incl. kitchen) - 2 sessions/room	YES		\$162.00	\$164.00	1.2%	
Corporate use (incl. kitchen) - 3 sessions/room	YES		\$243.00	\$247.00	1.6%	
Private party (max 50-60 people) community room only (Kitchen extra charge - see below)	YES		\$188.00	\$191.00	1.6%	

ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2021-22

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2020/21 (incl. GST)	Proposed Fees & Charges 2021/22 (incl. GST)	% Increase	Comment
Small Meeting Room - (am, pm or evening)						
Unfunded community groups - 1 session/room	YES		\$15.00	\$15.00	0.0%	
Unfunded community groups - 2 sessions/room	YES		\$27.00	\$27.00	0.0%	
Unfunded community groups - 3 sessions/room	YES		\$38.00	\$39.00	2.6%	
Funded community groups - 1 session/room	YES		\$27.00	\$27.00	0.0%	
Funded community groups - 2 sessions/room	YES		\$54.00	\$55.00	1.9%	
Funded community groups - 3 sessions/room	YES		\$75.00	\$76.00	1.3%	
Corporate use (incl. kitchen) - 1 session/room	YES		\$49.00	\$50.00	2.0%	
Corporate use (incl. kitchen) - 2 sessions/room	YES		\$97.00	\$98.00	1.0%	
Corporate use (incl. kitchen) - 3 sessions/room	YES		\$145.00	\$147.00	1.4%	
Kitchen usage - in addition to rates above unless otherwise stated (Inc. urn, crockery, oven and appliances) All supplies are the responsibility of the hirer e.g. coffee etc.	YES		\$20.00	\$20.00	0.0%	
Equipment usage - screen and data projector	YES		\$33.00	\$33.00	0.0%	
Hire Bond	N/A		\$54.00	\$55.00	1.9%	
Bond for key	N/A		\$54.00	\$55.00	1.9%	
Bond for private function/ party	N/A		\$209.00	\$215.00	2.9%	Rounded up to \$215 (more practicable amount to assist when accepting over the counter payment)
* Council owned Community Halls that are managed by Community Associations - fees are determined by the Association Management Committee						
2.3 Retirement Villages					RDV/01	
Bridgewater						
Debenture Loan	N/A		As per annual valuation	As per annual valuation		
Rental per week	N/A		As per annual valuation	As per annual valuation		
Maintenance per week	N/A		\$85.00	\$92.00	8.2%	
2.4 Cemeteries Fees						
Interment Right - Burial Plots (Excluding Lawn Plots) Interment Rights will not be charged for new or renewal burial plots in Council owned and managed cemeteries for those people who have received distinguished services medals: the Victoria Cross, Conspicuous Gallantry Cross and the Royal Red Cross						
Stirling Cemetery						
Interment Right - 50 year	YES		\$3,656.00	\$3,711.00	1.5%	
Interment Right - 100 year	YES		\$7,311.00	\$7,421.00	1.5%	
Interment Right - in perpetuity	YES		\$15,928.00	\$18,553.00	16.5%	Adjusted to be 2.5 x the 100 year fee
All other cemeteries						
Interment Right non-resident - 50 year	YES		\$3,295.00	\$3,380.00	2.6%	
Interment Right non-resident - 100 year	YES		\$6,580.00	\$6,745.00	2.5%	
Interment Right non-resident - in perpetuity	YES		\$15,928.00	\$16,863.00	5.9%	Adjusted to be 2.5 x the 100 year fee
Interment Right resident - 50 year	YES		\$2,956.00	\$3,000.00	1.5%	
Interment Right resident - 100 year	YES		\$5,901.00	\$5,990.00	1.5%	
Interment Right resident - in perpetuity	YES		\$12,795.00	\$14,975.00	17.0%	Adjusted to be 2.5 x the 100 year fee
Interment Right crypt (Summertown)	YES		\$4,784.00	\$4,856.00	1.5%	
Interment Right - Lawn Burial Plots Interment Rights will not be charged for new or renewal burial plots in Council owned and managed cemeteries for those people who have received distinguished services medals: the Victoria Cross, Conspicuous Gallantry Cross and the Royal Red Cross						

ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2021-22

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2020/21 (incl. GST)	Proposed Fees & Charges 2021/22 (incl. GST)	% Increase	Comment
Interment Right non-resident - 50 year	YES		\$4,319.00	\$4,427.00	2.5%	
Interment Right non-resident - 100 year	YES		\$8,628.00	\$8,843.00	2.5%	
Interment Right non-resident - in perpetuity	YES		\$20,480.00	\$22,108.00	7.9%	Adjusted to be 2.5 x the 100 year fee
Interment Right resident - 50 year	YES		\$3,980.00	\$4,040.00	1.5%	
Interment Right resident - 100 year	YES		\$7,949.00	\$8,068.00	1.5%	
Interment Right resident - in perpetuity	YES		\$17,403.00	\$20,170.00	15.9%	Adjusted to be 2.5 x the 100 year fee
Interment Right - Ashes (not including the plaque and pedestals which will be charged at cost)						
Rose Garden - double memorial - 50 year	YES		\$2,559.00	\$2,597.00	1.5%	
Rose Garden - double memorial - 100 year	YES		\$5,118.00	\$5,195.00	1.5%	
Rose Garden - double memorial - in perpetuity	YES		\$10,622.00	\$10,781.00	1.5%	
Niche Wall - 50 year	YES		\$1,598.00	\$1,622.00	1.5%	
Niche Wall - 100 year	YES		\$3,186.00	\$3,234.00	1.5%	
Memorial Fees						
Memorial Permit/Licence	YES		\$318.00	\$150.00	-52.8%	Adjusted following benchmarking and request from industry, discussed with CAG
Curator Fees						
Attendance at burial						
Monday to Friday	YES		\$266.00	\$270.00	1.5%	
Saturday	YES		\$371.00	\$377.00	1.6%	
Sunday & Public Holidays	YES		\$532.00	\$540.00	1.5%	
Interment of Ashes & Installation of Plaque (including in burial plot)						
Monday to Friday	YES		\$402.00	\$408.00	1.5%	
Saturday	YES		\$532.00	\$540.00	1.5%	
Sunday & Public Holidays	YES		\$637.00	\$647.00	1.6%	
Pegging of plot for burial or memorial (if required)	YES		\$266.00	\$270.00	1.5%	
Administration Fees						
Application for Interment Right (new or renewed)	YES		\$160.00	\$162.00	1.3%	
Application for Transfer or Surrender of Interment Right	YES		\$160.00	\$162.00	1.3%	
Application for Burial	YES		\$160.00	\$162.00	1.3%	
Application for Interment of Ashes	YES		\$160.00	\$162.00	1.3%	
Application for Memorial Permit (new)	YES		\$160.00	\$162.00	1.3%	
Application for Amendment of Memorial Permit	YES		N/A	\$100.00		New fee following industry request and benchmarking, discussed with CAG
Historical Search per hour	YES		\$45.00	\$46.00	2.2%	
<i>* Curator and Administration Fees are waived for interment rights or interments for children 16yrs and under</i>						

ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2021-22

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2020/21 (incl. GST)	Proposed Fees & Charges 2021/22 (incl. GST)	% Increase	Comment
2.5 Reserves and Sporting Facilities						
Hiring of Bushland Park						
Day & a half	YES		\$397.00	\$403.00	1.5%	
Full Day	YES		\$266.00	\$270.00	1.5%	
Half Day	YES		\$133.00	\$135.00	1.5%	
Bond	N/A		\$500.00	\$500.00	0.0%	Refundable Bond
Not for Profit Community Group use (per session)	YES		N/A	\$20.00		New fee for community groups
Hiring of Gillman Reserve						
Key Deposit	N/A		\$55.00	\$55.00	0.0%	Refundable key deposit
General Hiring (per 3 hour session)	YES		\$30.00	\$30.00	0.0%	
Hiring of Stirling Oval						
Key Deposit (casual hirer)	N/A		\$55.00	\$55.00	0.0%	Refundable key deposit
Key Deposit (seasonal hirer - per key)	N/A		\$55.00	\$55.00	0.0%	Refundable key deposit
General Oval Hire (per 3 hour session)	YES		\$30.00	\$30.00	0.0%	
Deposit for General Oval Hire where vehicles have been approved on Oval (if turf remediation is required after event)	N/A		N/A	\$500.00		New fee to cover turf damage from vehicles
Hiring of Woorabinda (note that the Woorabinda Building is managed by The Hut and all booking enquiries should be directed to them)						
Toilets Only Per Day	YES		\$15.00	\$15.00	0.0%	
Key Deposit	N/A		\$55.00	\$55.00	0.0%	Refundable key deposit
Toilet Use Bond	N/A		\$150.00	\$150.00	0.0%	Refundable bond
2.6 Outdoor Dining						
Outdoor Café Licence Application Fee	N/A		\$138.00	\$140.00	1.4%	
Fee per snack bars/pizza shops etc outdoor seat	N/A		\$35.00	\$36.00	2.9%	
Fee per restaurant/café outdoor seat	N/A		\$46.00	\$47.00	2.2%	
Fee per hotel outdoor seat	N/A		\$57.00	\$58.00	1.8%	
2.7 Use of Public Road for Business Purpose - Townships and Urban Area						
Display and sale of horse manure adjacent to a residential property						
Small temporary/seasonal from adjacent property			Nil	Nil		
Small temporary/imported			Nil	Nil		
Large temporary/seasonal from adjacent property or imported - annual fee	YES		\$189.00	\$192.00	1.6%	
Small permanent			Nil	Nil		
Large permanent - annual fee	YES		\$189.00	\$192.00	1.6%	
Display & sale of seasonal goods & produce adjacent to a residential property (flowers, fruit & vegetables, hay, firewood, jams, other)						
Small temporary/seasonal from adjacent property			Nil	Nil		
Small temporary/imported - annual fee	YES		\$101.00	\$103.00	2.0%	
Large temporary/seasonal from adjacent property or imported - annual fee	YES		\$195.00	\$198.00	1.5%	
Small permanent - annual fee	YES		\$100.00	\$102.00	2.0%	
Large permanent - annual fee	YES		\$195.00	\$198.00	1.5%	

ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2021-22

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2020/21 (incl. GST)	Proposed Fees & Charges 2021/22 (incl. GST)	% Increase	Comment
Display and sale of manufactured or imported goods, or use of road for promotional purposes and other similar purposes adjacent to commercial premises (includes itinerant traders)						
Day (one day only, maximum five days per annum)			Nil	Nil		
Week (up to one week at a time) – weekly fee	YES		\$100.00	\$102.00	2.0%	
Month (up to one month at a time) – monthly fee	YES		\$195.00	\$198.00	1.5%	
Year (up to daily) – annual fee	YES		\$389.00	\$395.00	1.5%	
Fundraising stalls						
			Nil	Nil		
Mobile food vending Business permits						
Monthly Permit Fee	N/A		\$106.00	\$108.00	1.9%	
Annual Permit Fee	N/A		\$1,062.00	\$1,078.00	1.5%	
2.8 Temporary Road Closures						
Application Fee (commercial applicants only) including 1 day closure						
Local Streets	N/A		\$863.00	\$876.00	1.5%	
Major Roads	N/A		\$1,420.00	\$1,441.00	1.5%	
Daily event fee (commercial applicants only) for additional days						
Local Streets	N/A		\$371.00	\$377.00	1.6%	
Major Roads	N/A		\$710.00	\$721.00	1.5%	
Set-up, management and removal of traffic control						
	YES		at cost	at cost		
3. CORPORATE SERVICES						
Voters Roll	N/A		\$28.00	\$28.50	1.8%	
Extract from assessment book	YES		\$8.00	\$8.00	0.0%	Proposed increase every three years to ensure ease of application taking into account appropriate rounding.
Current Financial Year Rate Notice reprint			Nil	Nil		
Previous Year/s Rate Notice reprint	YES		\$8.00	\$8.00	0.0%	Proposed increase every three years to ensure ease of application taking into account appropriate rounding.
Salaries Register	N/A		\$0.00	\$0.00		
Annual Report (copy of)	N/A		\$15.00	\$15.00	0.0%	
Community Loan Annual Administration fee	N/A		\$0.00	\$0.00		
Photocopying						
Photocopying B&W A4/A3	YES	per sheet side	Refer to Library Services Photocopying	Refer to Library Services Photocopying		
Photocopying Colour A4/A3	YES	per sheet side	Refer to Library Services Photocopying	Refer to Library Services Photocopying		
Hiring of Council Meeting Rooms						
Hire per day	YES		\$133.00	\$135.00	1.5%	

ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2021-22

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2020/21 (incl. GST)	Proposed Fees & Charges 2021/22 (incl. GST)	% Increase	Comment
4. OTHER CHARGES						
4.1 Fire Prevention						
Administration Fee - Block Slashing Properties not complied with Section 105 Notice	YES		\$144.00	\$146.00	1.4%	
Administration Fee - Private Block Slashing Arranged	YES		\$62.00	\$63.00	1.6%	
Block Slashing Costs - Properties not complied with Section 105 Notice	YES		Cost of works	Cost of works		
Block Slashing Costs - Arranged with Council	YES		Cost of works	Cost of works		
4.2 General Inspectors						
Abandoned Vehicles						
Impounding Fee	N/A		\$258.00	\$262.00	1.6%	
Holding Fee (per day)	N/A		\$15.00	\$15.00	0.0%	
Administration and Release Fee	N/A		\$77.00	\$78.00	1.3%	
Parking						
Stirling Family Church-carpark fee	N/A		\$205.00	N/A		No longer administered by Council
Part Annual permit available per month	N/A		\$30.00	N/A		No longer administered by Council
Rubbish						
Clearing of Dumped Rubbish - Administration Charge	YES		\$58.00	\$59.00	1.7%	
Clearing of Dumped Rubbish	YES		At Cost	At Cost		
Signs						
Impound moveable signs	YES		\$65.00	\$66.00	1.5%	
Mini Skips/Containers on Council Land						
Application Fee (includes permit fee for first week)	YES		\$62.00	\$63.00	1.6%	
Permit Fee for Occupation of Land per week thereafter	YES		\$32.00	\$32.00	0.0%	
European Wasps						
Full Fee Eradication Service	YES		N/A	\$50.00		New Fee
Concession Fee Eradication Service	YES		N/A	\$25.00		New Fee
4.3 Traffic Control						
Local Streets	YES		at cost	at cost		
Major Roads	YES		at cost	at cost		
4.4 Road Rent & Encroachment Permits						
Application Fee for Road Rent or Encroachment Permits (\$221/222)	YES		\$91.00	\$92.00	1.1%	
Road Rents (\$ per hectare or part thereof)	N/A		\$69.00	\$70.00	1.4%	
Petaluma - Smokes Hill Road (per annum)	N/A		\$172.00	\$175.00	1.7%	
Purchasing Application Fee - Road Reserve	YES		\$1,092.00	\$1,108.00	1.5%	
Purchasing Application Fee - Unmade Public Road	YES		\$1,092.00	\$1,108.00	1.5%	
Encroachment Permit Residential (annual fee)	N/A		\$69.00	\$70.00	1.4%	
Encroachment Permit Business or Commercial (annual fee)			N/A	\$500.00		New fee for commercial/business encroachments

ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2021-22

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2020/21 (incl. GST)	Proposed Fees & Charges 2021/22 (incl. GST)	% Increase	Comment
5. WORKS AND INFRASTRUCTURE						
5.1 Private Works						
Alterations to Road Reserves - Section 221 Applications (include the fees below)	YES		\$91.00	\$49.00	(46.2%)	Reduce to bring in line with neighbouring councils. Does not include Road Rent or built encroachment permits
Access applications	YES		see above	see above		
Underground electrical/water pipes	YES		see above	see above		
Application to lay water pipes in roads	YES		see above	see above		
Construction of bitumen crossovers	YES		at cost + 20% (inc overheads)	at cost + 20% (inc overheads)		
Construction of concrete crossovers including kerb and water table	YES		at cost + 20% (inc overheads)	at cost + 20% (inc overheads)		
Other works	YES		at cost + 20% (inc overheads)	at cost + 20% (inc overheads)		
5.2 Waste and Resource Recovery						
Hard Waste Collection Service Contribution	YES		N/A	\$44.00		New Fee
Mattress Collection Service Contribution	YES		N/A	\$23.00		New Fee
Additional set of Bins (delivery, collection and disposal of any 2 bin combination)			Nil	Nil		
Additional 140 Litre Blue bin collection (per year)	N/A		\$102.00	\$104.00	2.0%	Rounded up (more practicable amount to assist with payments)
Additional 240 Litre Yellow bin	N/A		\$63.00	\$64.00	1.6%	
Additional 240 Litre Green bin	N/A		\$51.00	\$52.00	2.0%	
Commercial Premises, green bin, annual fee. Initial bin only			Nil	Nil		
Bin replacement any size/colour	N/A		\$52.00	\$53.00	1.9%	
Kitchen caddy			Nil	Nil		
Compostable bags - 75 bags/roll	YES		\$4.50	\$5.00	11.1%	
Tow Ball Hitches for waste bins	YES		\$49.00	\$50.00	2.0%	

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item: 12.8

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

Subject: Draft Adelaide Hills Region Waste Management Authority
Annual Business Plan and Budget 2021-22

For: Decision

SUMMARY

At its 20 May 2021 Board meeting, the Adelaide Hills Region Waste Management Authority (the Authority) adopted its draft *Annual Business Plan and Budget 2021-22* (refer to **Appendix 1**) for referral to Constituent Councils.

The Authority prepares an annual business plan and budget in consultation with its Constituent Councils. The draft *Annual Business Plan and Budget 2021-22* (ABP&B) has been prepared in order to be consistent with the activities and recommended actions as identified in the document.

Endorsement of the draft ABP enables the Authority to continue providing an efficient and effectively managed and operated shared landfill site at Brinkley, located within and owned by the Rural City of Murray Bridge. The draft ABP&B is proposed to be formally adopted at the Authority's Annual General Meeting to be held in June 2020 following the receipt of feedback from Constituent Councils.

The purpose of this report is to seek Council's consideration of, and to approve the Authority's draft *Annual Business Plan and Budget 2021-22*.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. To approve the Adelaide Hills Region Waste Management Authority Draft Annual Business Plan and Budget 2021-22.
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

Objective O4 We actively represent our community

Priority O4.3 Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region

Goal 4 A Valued Natural Environment

Objective N4 Reduce the impact of landfill by maintaining a robust waste and resource management framework

Priority N4.4 Implement new or improved waste service opportunities whilst continuing to provide ongoing resource recovery and waste services to our community.

Adoption of the report recommendation will ensure Council continues to be a responsive and diligent partner in fulfilling its obligations as a Constituent Council of the AHRWMA Regional Subsidiary. Further, ensuring the AHRWMA continues to be a viable and effective partner assists Council to deliver strategic outcomes relating to waste and recycling services provided to our community.

➤ Legal Implications

The Adelaide Hills Region Waste Management Authority (AHRWMA) is a Regional Subsidiary established under Section 43 and Schedule 2 of the *Local Government Act 1999*.

Schedule 2 requires that a regional subsidiary must prepare and adopt a business plan. The plan must set out the performance targets, a statement of the financial and other resources, and the performance measures to be used to monitor and assess performance against the performance targets. The plan can be a multi-year plan but the regional subsidiary must review its business plan on an annual basis in consultation with its Constituent Councils. In accordance with Clause 5.2.3 of the Charter the Business Plan must be approved by Constituent Councils.

The Authority's Charter states that the Authority shall, prepare and after 31 May of each year adopt an annual budget for the ensuing financial year in accordance with the Act. Further, this annual budget must be submitted to the CEO of each Constituent Council within 5 business days after adoption. Clause 4 of the Charter requires approval of the Budget from the Constituent Councils.

➤ Risk Management Implications

Review and consent of the AHRWMA ABP&B will assist in mitigating the risk of:

Failure to approve the AHRWMA Annual Business Plan and Budget leading to the reduced ability of the Authority to discharge its role as set out in its Charter.

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

The report recommendation does not result in a new mitigating action. The CEO will however need to formally advise the AHRWMA Executive Officer of the outcome of Council's consideration of this matter.

➤ **Financial and Resource Implications**

The total waste disposal fee budgeted by the AHRWMA for all Constituent Councils in 2021-22 inclusive of the State Government's Solid Waste Levy (SWL) is \$2,963m. Of this amount, the SWL (assuming a 1.5% increase) accounts for 69% or \$2.031m.

Specific to Adelaide Hills Council for the 2021-22 financial year Council's landfill disposal costs from the kerbside bin for residual waste has been budgeted at \$1,130m. This forecast has been based on year to date 2020-21 actuals and is subject to change based on residual waste volumes generated by the community through the kerbside bin service. Of this amount, \$835,000 has been allowed for the SWL with landfill costs payable to the AHRWMA budgeted at approximately \$295,000.

In addition to the landfill service the AHRWMA also manages Council's Heathfield Resource Recovery Centre (HRRC). The net cost to manage the HRRC has been budgeted at \$40,000 for the 2021-22 financial year. This cost is inclusive of landfill disposal costs, Solid Waste Levy and provision of all services including polystyrene recycling and household paint and chemical drop off.

Council's draft 2021-22 budget also includes an amount of \$51,700 for the existing Strategic Resource Recovery Coordinator role that works across Adelaide Hills Council, The Mount Barker District Council and the Rural City of Murray Bridge. In total, the AHRWMA have budgeted \$149,500 for this role, including overheads. The AHRWMA budget includes an education budget of \$30,000 to support activities undertaken by the Strategic Resource Recovery Coordinator role. AHC's contribution to this education budget is \$10,000.

Finally, Council's draft budget includes an amount of \$48,600 for the strategic management contribution. All Member Councils pay a strategic management contribution totalling \$125,000 which is applied to partially resource AHRWMA roles that are strategically focused. This contribution enables the AHRWMA to undertake activities outside the scope of the landfill and represent Member Councils within and across the waste and resource recovery sector. It includes the provision of advice to Member Councils regarding industry and legislative changes and undertake regional and strategic planning.

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

There are no direct customer service or community/cultural implications relating to this report. Indirectly, adoption of the report recommendation will ensure ongoing efficient and effective waste management services are maintained for the disposal of community residual waste.

➤ **Sustainability Implications**

The services provided by the AHRWMA have a strong influence on improving environmental outcomes. Accordingly, a sound and well considered annual business plan and sufficient financial resources to deliver intended outcomes is necessary to maximise environmental benefits through the services provided by the Authority.

➤ **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: A workshop on the draft AHRWMA ABP was conducted on 15 June 2021 including a presentation from the Authority's Executive Officer.

Advisory Groups: Not Applicable

Administration: Manager Sustainability, Waste and Emergency Management
Manager Financial Services

External Agencies: Adelaide Hills Region Waste Management Authority

Community: Not Applicable

2. BACKGROUND

The Authority is a regional subsidiary established pursuant to Section 43 of the *Local Government Act 1999* to undertake sustainable waste management through shared services for the communities of the Adelaide Hills, Alexandrina, Mt Barker and Murray Bridge Council areas. The Constituent Councils which comprise the Authority are the Adelaide Hills Council, the Alexandrina Council, Mount Barker District Council and the Rural City of Murray Bridge.

The Authority's Board approved the draft Annual Business Plan and Budget for 2020-21 at its ordinary meeting held on 20 May 2021 for referral to Constituent Councils

3. ANALYSIS

The AHRWMA 10 Year Strategic Plan (under review) contains the following objectives:

- To take a leadership role in resource recovery & community education
- To responsibly develop & manage the Landfill
- To provide financial sustainability in waste services for Constituent Councils by pursuing a shared services model
- To advocate research & promote best practice waste management & actively represent Constituent Councils in all forums
- To be a fully compliant Regional Subsidiary that meets the highest standards in governance, financial & human resource management.

The draft ABP&B supports the objectives of the 10 Year Strategic Plan outlined above. Specifically, the draft ABP&B contains a total of 18 performance targets and measures (refer **Appendix 1**) including:

- Implementation of a Regional Waste and Resources Management Plan
- Finalisation of the 10-year Strategic Plan
- Implementation of staged capping and closure of Brinkley landfill cells in accordance with the capping and closure plan
- Continue to explore options to coordinate Member Council waste services where cost savings can be identified and progressively implement approved shared services across Member Councils
- Continue to operate the Resource Recovery Centres efficiently, with a focus on resource recovery, waste hierarchy and cost effectiveness

In addition to the performance targets outlined above the AHRWMA will implement the revised and recently adopted Charter. Significantly, this will result in a new Board being appointed comprising one person appointed by each Member Council who can be a Council Member, employee or an Independent Member. These appointees are to have skills and or knowledge in areas relevant to the operations and management of the Authority. Further, an independent chairperson with relevant professional expertise is to be appointed by the absolute majority of the Member Councils.

4. OPTIONS

Council has the following options:

- I. Approve the draft ABP&B for the 2021-22 financial year (recommended).
This option is recommended as it will allow the AHRWMA to continue to provide efficient and cost effective waste and recycling services to the Constituent Councils.
- II. Not approve the draft ABP&B for the 2021-22 Financial Year.
This option is not recommended as it may lead to delays in the AHRWMA adopting their budget and in turn potentially effecting service delivery either short or long term.
- III. Note the draft ABP&B for the 2021-22 with suggested amendments.
This option is not recommended as any suggested amendments to the ABP&B will need the endorsement of the other Constituent Councils and the Board before they can be accepted. This outcome would delay the adoption of the AHRWMA Annual Business Plan by the Board and potentially may not result in any changes being agreed to by the other Constituent Councils or the Board. The Staff are therefore recommending that Council endorse Option 1 above in order for the Authority to continue to provide landfill and other waste and recycling services for Constituent Councils.

5. APPENDIX

- (1) Adelaide Hills Region Waste Management Authority Draft Annual Business Plan and Budget 2021-22

Appendix 1

*Adelaide Hills Region Waste Management Authority
Draft Annual Business Plan and Budget
2021-22*

ADELAIDE HILLS REGION WASTE MANAGEMENT AUTHORITY

DRAFT ANNUAL BUSINESS PLAN & BUDGET 2021/22



The Rural City of
MURRAY
BRIDGE



AHRWMA

"Sustainable Waste Management Through Shared Services"

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About AHRWMA

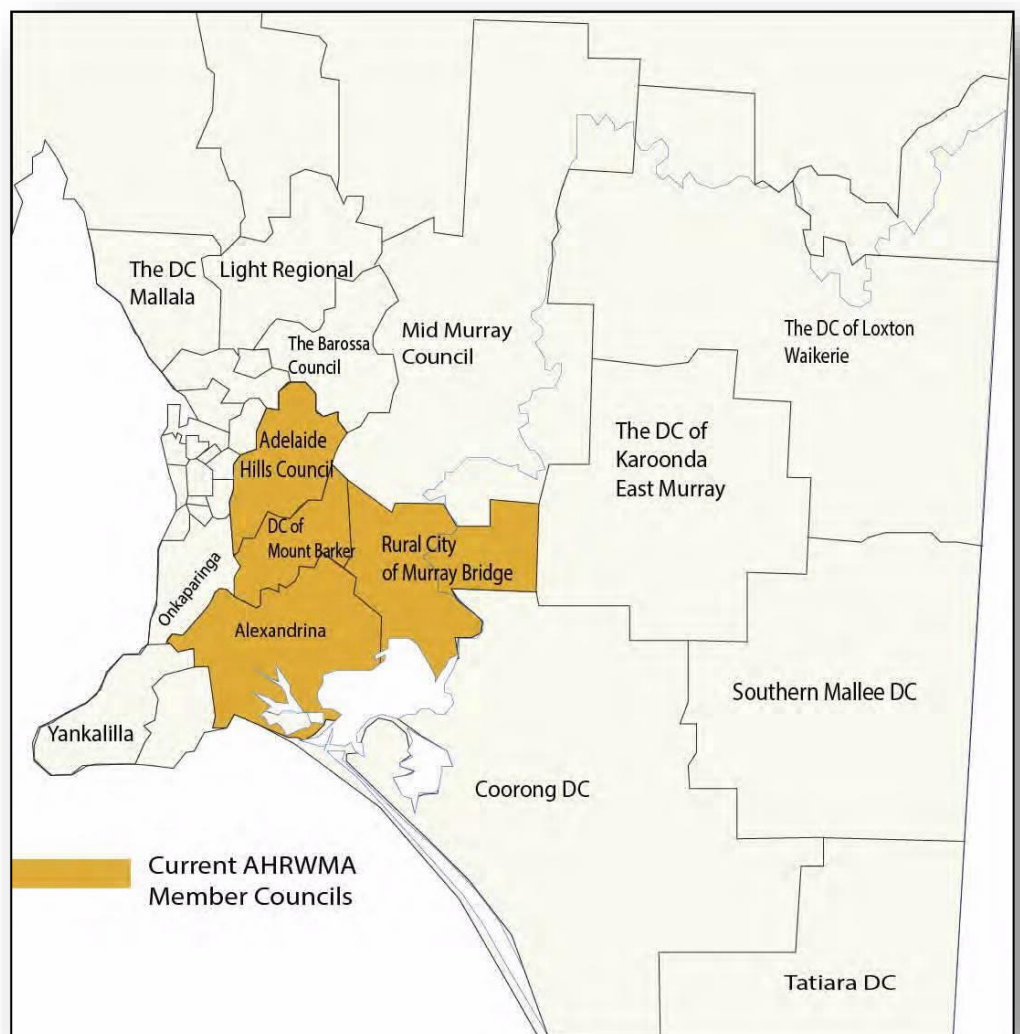
The Adelaide Hills Region Waste Management Authority (AHRWMA) is a Local Government Regional Subsidiary established by its Constituent Councils – the Adelaide Hills Council, The Alexandrina Council, The Mount Barker District Council and The Rural City of Murray Bridge (Member Councils).

Waste management and recycling services for local ratepayers, residents and visitors is a key Local Government function. The Member Councils resolved to work together through the AHRWMA (the Authority) to coordinate waste management and recycling within the region.

The Authority undertakes landfill operations, transfer station management, hooklift truck transport services, mobile crushing and recyclables baling for the benefit of its Member Councils. The AHRWMA provides an avenue for Member Councils to be represented in relevant forums and provides technical waste and resource management advice to Member Councils when required, along with coordinated education services to Member Council communities.

The Authority also facilitates a shared Strategic Resource Recovery Coordinator for three of the Member Councils.

The Authority continues to focus on evaluating waste and recycling services throughout the region to determine where it can add value to Member Councils by applying a resource sharing model.



Introduction

Welcome to the AHRWMA Annual Business Plan and Budget for the 2021/22 financial year. In accordance with the requirements set out in the Local Government Act, this business plan outlines the performance targets that the Authority aims to pursue, performance measures and an associated budget. The plan builds on the Authority's Strategic Plan, which is currently under review, however still highly relevant in terms of our vision, mission and objectives.

The process of preparing and adopting the Annual Business Plan and Budget meets the requirements included within the Authority's Charter and the Local Government Act. The AHRWMA Charter includes the following sections regarding the budget;

- Section 4: the AHRWMA is required to adopt the annual budget after 31 May and provide a copy to the CEO of Constituent Councils within 5 days after adoption.
- Section 4.2.1 The Board will determine annually and will include within the budget submitted to the Constituent Councils for approval the funds required to enable the Authority to operate and to fulfil its objects and purposes.
- Section 5.2.2 the AHRWMA is to consult with Councils to review its business plan annually.

Section 24 (5) (6) of the Local Government Act specifies that the Business Plan is to be developed following consultation with Member Councils and is to include;

- Performance targets
- Statement of financial and resources
- Performance measures

The Authority aims to achieve economies of scale and provide cost effective waste and resource recovery services for Member Councils. Fees for landfilling services for 2021/22 are proposed to increase by 1.5%. In addition to this increase the Authority's budget also includes the recovery of the Solid Waste Disposal Levy on behalf of State Government, which is paid on every tonne of waste disposed to landfill. At the time of preparing the budget we have predicted a levy increase of 1.5%. This levy will be subject to change in accordance with State Budget announcements.

The principles of the waste hierarchy and circular economy are key drivers for the Authority. We will embrace these principles within our operations wherever we can.

Our Vision, Mission and Objectives

THE VISION

“Sustainable Waste Management through Shared Services for the communities of Adelaide Hills, Alexandrina, Mt Barker and Murray Bridge”

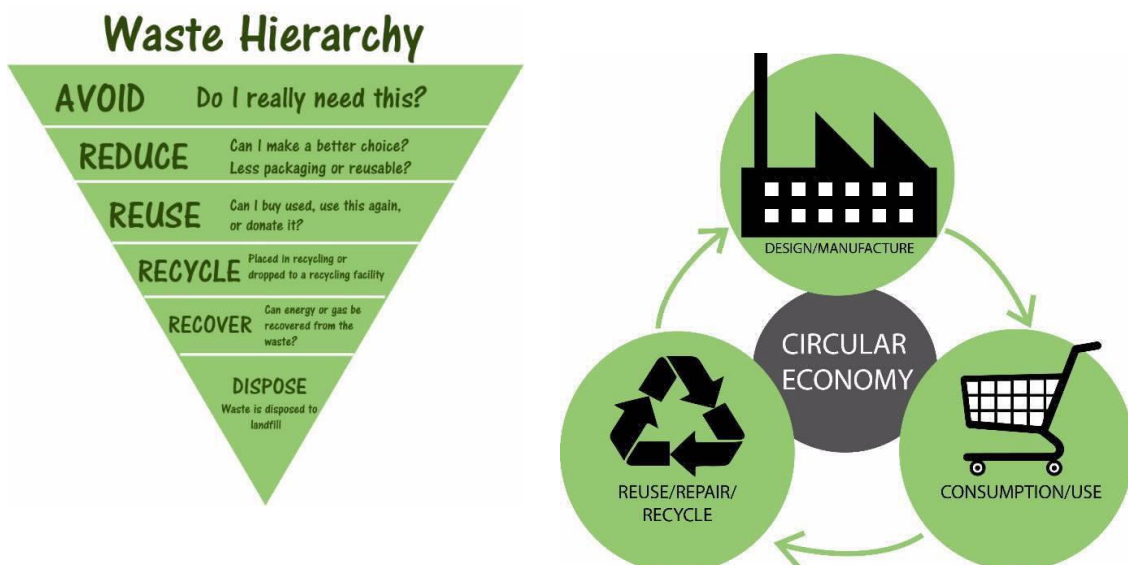
THE MISSION

- To meet the Zero Waste SA Resource Recovery Targets across the region where economically and environmentally justified.
- To continue to develop and manage The Authority’s landfill as an EPA compliant model regional landfill that provides the most cost-effective disposal option for Member Councils and commercial customers.
- To educate the regional community on responsible waste choices that enhance and maintain their environment.

THE OBJECTIVES

The Authority’s vision and mission will be achieved through five key objectives:

1. To take a leadership role in resource recovery and community education.
2. Responsibly develop and manage The Authority’s landfill to be a model regional landfill meeting all legislative requirements and operating benchmarks.
3. Financial sustainability in waste services for Member Councils by pursuing a shared services model.
4. Advocate, research and promote best practice waste management and actively represent Member Councils in all forums.
5. A fully compliant Regional Subsidiary that meets the highest standards in governance, financial and human resource management.





Governance

In 2020/21 the Authority finalised a significant review of its Charter which will see a change in the composition of the Authority's Board. The Authority's current Board consists of 8 Member Council representatives, including one Elected Member and one Council staff member from each Member Council. The Chair is appointed by the Board and must be a Board Member and an Elected Member. The Authority also has an Audit Committee, consisting of an Independent Chair and two Board Members.

With the introduction of the revised Charter the Authority's Board will be comprised of five (5) members appointed as follows:

- One (1) person (who may be an elected member, an employee or an Independent Member) appointed by each Constituent Council with skills and/or knowledge in any of the following:
 - a. financial management
 - b. legal / corporate governance
 - c. marketing & promotions
 - d. waste management
 - e. business management
- One (1) person appointed jointly by Absolute Majority of the Constituent Councils, with relevant professional expertise, who is not a member or officer of a Constituent Council to be the chairperson of the Board.

The Authority will continue to maintain an Audit Committee in accordance with Schedule 2 of the Local Government Act.

A significant project in the 2021/22 financial year will be the implementation of the new Charter and Board structure.

Performance Targets & Measures

In 2021/22 the AHRWMA will

1. Embrace the waste hierarchy and circular economy principles - the AHRWMA will aim to assist and positively influence the recycling markets as much as possible via its operations and services.
2. Represent Member Councils in the Waste and Resource Recovery sector.
3. Implement the revised and recently adopted Charter including board and independent Chair selection.
4. Implement a Regional Waste and Resources Management Plan.
5. Finalise the 10-year Strategic Plan.
6. Implement staged capping and closure of Brinkley landfill cells in accordance with capping and closure plan.
7. Continue to manage the Brinkley Landfill site and cell construction to maintain adequate airspace for waste disposal needs.
8. Manage the Brinkley Landfill as a compliant facility.
9. Establish the landfill to be a model and leading-edge regional facility. Utilise the landfill and transfer stations as educational tools where possible.
10. Continue to establish itself as an expert in the field of waste and resource management and act as an information source for Member Councils and their communities.
11. Continue to implement media and advertising programs aiming to increase education across the region.
12. In conjunction with Member Councils continue services across Member Councils via the Strategic Resource Recovery Coordinator role and implement an additional shared resource across the Members that require this service.
13. Continue to explore options to coordinate Member Council waste services where cost savings can be identified and progressively implement approved shared services across Member Councils.
14. Establish quarterly meetings with key senior staff from each of the Member Councils to consider Member Council priorities.
15. Continue to operate the Resource Recovery Centres efficiently, with a focus on resource recovery, waste hierarchy and cost effectiveness.
16. Continue to review and update WHS policies and systems.
17. Work with the LGA Mutual Liability Scheme to ensure the AHRWMA is meeting requirements.
18. Work with Member Councils to consider upcoming opportunities for kerbside collection and recycling contracts – particularly across Mount Barker and Murray Bridge Councils.

Key Financial Indicators

Key Financial Indicators enable an assessment of the Authority's long-term financial performance and position and will place the Authority on a path to deliver long term sustainability of operations.

The Key Financial Indicators support a positive forward outlook and adherence over the longer term to the Authority's financial sustainability. The Authority has set targets for its Key Financial Indicators to guide revenue and expenditure decisions, overall budget strategies and future decision making.

Where changes result in a variance from these targets they will be considered and reported to the Board.

Indicator	Short Term Target	Long Term Target (Average over 10 year LTFP)
Operating Surplus Ratio Indicator	>0%	2%
Net Financial Liabilities Ratio	70%	55%
Interest Cover Ratio	1.5%	1%
Asset Renewal Funding Ratio	100%	100%

Indicator: Operating Surplus Ratio Indicator

A positive ratio indicates the percentage of total revenue available (from commercial customers and Member Councils) to help fund proposed capital expenditure. If the relevant amount is not required for this purpose in a particular year, it can be held for future capital expenditure needs by either increasing financial assets or preferably, where possible, reducing debt in the meantime.

A negative ratio indicates the percentage increase in total revenue (or additional financial input from Member Councils) would be required to achieve a break-even operating result.

If the Authority consistently achieves operating surpluses and estimates that it can do so in future, having regard to asset management and Member Council service level needs, then it is financially sustainable. Favourable trend results measured against the other financial indicators described below will assist, but not in themselves ensure, that the Authority operates sustainably.

The Authority's Operating Surplus Ratio for the 2021/22 budget is 6% and the surplus ratio averages 2% over the 10-year financial plan period.

Indicator 2: Net Financial Liabilities Ratio

This ratio indicates the extent to which net financial liabilities of the Authority can be met by its operating revenue.

Where the ratio is falling over time it indicates that the Authority's capacity to meet its financial obligations from operating revenue is strengthening.

An increase in the net financial liabilities ratio will sometimes mean that the Authority is incurring higher net operating costs (e.g. as a result of additional maintenance and depreciation costs associated with acquiring new assets). This will detract from the Authority's overall operating result.

Nevertheless, if the Authority has a healthy operating surplus it could quite appropriately decide to allow its net financial liabilities ratio to increase in order to provide additional services to its community/Member Councils through acquisition of additional assets without detracting from its financial sustainability.

The Authority's Net Financial Liabilities Ratio is 38% for the 2021/22 budget and falls to 9% in 2031. Targets have been set at 70% in the short term and 55% longer term, to enable some flexibility.

Indicator 3: Interest Cover Ratio

This ratio indicates the extent to which the Authority's operating revenues are committed to interest expenses.

The Authority's Interest Cover Ratio for 2021/22 is 0.2% and this stays relatively steady until loans are paid out. Targets have been set at 1.5% in the short term and 1% longer term.

Indicator 4: Asset Renewal Funding Ratio

This ratio indicates whether the Authority is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out.

The Authority has recently drafted its Asset Management Plan and therefore the expenditure estimates included within this Draft AMP, which align with our LTFP have been used in calculating this indicator.

The ratio is calculated by measuring capital expenditure on renewal or replacement of assets relative to the expenditure estimates as set out in the AMP.

The Authority aims for 100% Asset Renewal Funding Ratio and will monitor actuals compared to LTFP/AMP.

Actions Summary Table – Targets and Measures

Action	Rationale	Target Date	Responsibility	Measurable outcomes
1. Embrace the waste hierarchy and circular economy principles - the AHRWMA will aim to assist and positively influence the recycling markets as much as possible via its operations and services.	The Waste Hierarchy and Circular Economy principles focus on reducing consumption, increasing recycling and reducing waste to landfill, which directly aligns with The Authority and its Member Councils objectives. With the current uncertainty in the recycling market, these principles are highly relevant. The Authority has some ability to influence markets and will ensure these principles are considered within our operations and services.	Ongoing	EO, Ops Manager, WSC	AHRWMA activities, operations and projects align with waste hierarchy and circular economy.
2. Represent Member Councils in the waste and resource recovery sector.	The Authority is to establish itself as a credible Regional Waste Authority reflecting the views of its Member Councils in all forums.	Ongoing	EO	Provide responses on behalf of Member Councils to State, Federal and other communications regarding legislation/policy changes etc. Attend WMRR meetings and actively participate in State and Federal waste/resource recovery LGA/State/Federal/industry groups.

3. Implement the revised and recently adopted Charter including board and independent Chair selection.	The recently approved Charter will be implemented, including anew Board and Independent Chair.	July 2021	EO	Charter implemented and Board established/inducted.
4. Implement a Regional Waste and Resources Management Plan.	The Authority will implement a regional waste and resources management plan.	June 2022	EO	Final plan Implemented
5. Review and finalise the 10 Year Strategic Plan with the new Board.	The Authority's 10 Year Strategic Plan will be reviewed with the new Board when established.	Feb 2022	EO	Final Draft 10 year Strategic Plan presented to Constituent Councils for approval.
6. Implement staged capping and closure of Brinkley landfill cells in accordance with capping and closure plan.	Completing this action ensures a compliant and best practice landfill.	Ongoing	Operations Manager/ EO	Capping completed in accordance with plan.
7. Continue to manage the Brinkley Landfill site and cell construction to maintain adequate airspace for waste disposal needs.	The Authority will continue to consider construction stages to ensure the landfill is developed in a financially responsible manner.	Ongoing	EO / Ops Manager	Ongoing review and assessment completed.
8. Manage the Brinkley Landfill as a compliant facility.	The Brinkley Landfill meets EPA compliance requirements.	Ongoing	EO / Ops Manager	All EPA compliance requirements are met.

9. Establish the landfill to be a model and leading-edge regional facility. Utilise the landfill and transfer stations as educational tools where possible.	The Authority aims to take a leadership role in resource recovery and community education and will utilise its sites for educational purposes where possible.	Ongoing	EO, SRRC	Site used for educational purposes (tours/presentations/photos and articles)
10. Continue to establish itself as an expert in the field of waste and resource management and act as an information source for Member Councils and their communities.	The Authority will ensure it is well informed and monitor trends & policies in Local Government waste management. The Authority must provide advice on waste matters to its Member Councils and establish itself as an information source for Member Councils communities.	Ongoing	EO, SRRC	Information provided to Member Councils and communities on an ongoing basis.
11. Continue to implement media and advertising programs aiming to increase education across the region.	The Authority will continue to establish itself as a leader in the waste and resource recovery industry and will increase its presence within the sector and community. The Authority will use avenues, such as social media, web and print and will take advantage of the Green Industries SA state wide education campaign currently being developed for advertising and education purposes.	Ongoing	EO, WSC	Facebook page established, website reviewed and advertising undertaken.

12. In conjunction with Member Councils continue services across Member Councils via the Strategic Resource Recovery Coordinator role and consider resourcing requirements in relation to this service provision.	The Authority provides a Waste Strategy Coordinator who works across three of the Member Councils and is 90% funded by those Councils. The Authority will continue to coordinate this role and will communicate with Councils regarding adequately resourcing this position.	Ongoing	EO, SRRC, Member Council senior staff	SRRC role in place and adequately resourced to meet Councils needs.
13. Continue to explore options to coordinate Member Council waste services where cost savings can be identified and progressively implement approved shared services across Member Councils.	The Authority will continue to assess opportunities for collaboration across the Member Councils and will address this within its Regional Plan and 10 Year Strategic Plan.	Ongoing	EO, WSC, Ops Manager	Shared services implemented, where there is benefit to Member Councils.
14. Establish quarterly meetings with key senior staff from each of the Member Councils to consider Member Council priorities.	The SRRC & EO will establish quarterly meetings with key senior staff from Member Councils to ensure adequate communication and consider Member Council priorities.	Ongoing	SRRC/EO	Quarterly meetings established and undertaken.

15. Continue to operate the Resource Recovery Centres efficiently, with a focus on resource recovery, waste hierarchy and cost effectiveness.	The Authority operates the Brinkley and Heathfield Resource Recovery Centers and will continue to manage these facilities and in economic and environmentally sustainable manner.	Ongoing	EO, Ops Manager, WSC	Achieve a 75% recovery rate across the sites. Maintain the net result where possible and work towards a break-even position.
16. Continue to review and update WHS policies and systems.	The Authority aims to be a compliant Regional Subsidiary that meets the highest standards in governance, financial and human resource management. Reviewing WHS, policies and systems will ensure The Authority meets this aim.	Ongoing	EO	WHS and policies reviewed.
17. Work with the LGA Mutual Liability Scheme to ensure the AHRWMA is meeting requirements.	The Authority is insured via the LGA Mutual Liability Scheme. The Authority will work with the scheme to ensure we are meeting scheme requirements and undertaking assessments etc. that are encouraged via the scheme.	Ongoing	EO, Ops Manager	Meeting held with scheme reps and programs implemented where required.
18. Work with Member Councils to consider upcoming opportunities for kerbside collection and recycling contracts – particularly across Mount Barker and Murray Bridge Councils.	The Authority previously assisted with a regional contract across Murray Bridge and Mount Barker Councils and the Authority will consider where it may assist Member Councils with future contracts.	June 2022	SRRC/ EO	Review and scoping / planning study completed.

Budget 2021/2022

Key Budgetary Assumptions

1. Indexation estimated at 1.5% for 2021/22 (This is based on information received from Member Councils regarding the CPI estimates being used for their budgeting purposes). CPI movement from March 2020 to March 2021 is 1.1% (ABS March 2021) and therefore we have used an indexation rate slightly higher than this. The pricing proposed with an indexation increase of 1.5% ensures we are adequately covering costs for landfill operations in accordance with our LTFFP.
2. Gate rate (landfill fees) increased by 1.5%.
3. Interest rate on short term borrowings estimated at 2% for 2021/22.
4. Employee Costs increase in line with current EB's and increase as per SA wage price index thereafter.
5. Superannuation increase annually as per current legislation.
6. An estimate of 1.5% has been used for the increase in the solid waste disposal levy. This is an estimate only and will be adjusted in line with State Government Budget announcements.
7. Continued shared Strategic Resource Recovery Coordinator (SRRC) across Adelaide Hills, Mount Barker and Murray Bridge Councils – 90% directly charged to those Councils with 10% paid by AHRWMA.
8. Shared Waste to Resources Officer across Mount Barker and Murray Bridge Councils, 100% directly charged to those Councils – position to be filled.
9. A shared \$30,000 SRRC education budget, 100% directly charged to those Councils.
10. Resource Recovery Centre Operations (RRC) for AHC and RCMB – 100% directly charged to those Councils – cost neutral to the Authority.

2021/2022 Capital

Vehicles – vehicle change over	\$50,000
General Plant – Litter collection machine change over	\$25,528
Landfill Compactor changeover	\$900,000
Hooktruck Bins – replenishment	\$46,080
Backhoe – changeover Heathfield RRC	\$167,393
Excavator changeover landfill	\$275,000
Total capital	\$1,464,001

The Budget 2021/22 is based on the following fees from Member Councils for services provisions.

	Member Council Waste Disposal	Solid Waste Disposal Levy (collected on behalf of State Government)**	Transfer Station Operation	SRRC Contribution	WTR Officer	WSC Education Budget	Strategic Management Contribution
RCMB	\$223,743	\$414,554	\$34,000	\$49,853	\$43,132	\$10,000	\$21,625
AHC	\$348,358	\$1,049,144*	\$50,000	\$49,853	N/A	\$10,000	\$47,125
MBDC	\$383,538	\$710,608	N/A	\$49,853	\$64,697	\$10,000	\$44,625
Alexandrina	\$93,368	\$172,898	N/A	N/A	N/A	N/A	\$11,625
Total	\$1,049,007	\$2,347,204					\$125,000

**The Adelaide Hills Council includes the non-metro and metro waste disposal levy and therefore their levy contribution is higher than the other non-metro Member Councils.*

Member Councils also have access to the following services on an at cost basis;

- Concrete crushing service
- Hooklift truck transport services
- Mobile bailing services
- Green organics services (Eg. Free greens at the Adelaide Hills Council) Specific pricing for Members is available on a job by job basis.

AHRWMA

2021/22 Draft Budget & LTFP

UNIFORM PRESENTATION OF FINANCES

	Note	Forecast EOY 2021 \$000	Y1 2022 \$000	Y2 2023 \$000	Y3 2024 \$000	Y4 2025 \$000	Y5 2026 \$000	Y6 2027 \$000	Y7 2028 \$000	Y8 2029 \$000	Y9 2030 \$000	Y10 2031 \$000
OPERATING ACTIVITIES												
Operating Revenues		8,142	8,317	8,646	8,540	8,695	8,956	9,294	9,667	10,066	10,505	10,933
less Operating Expenses		(7,644)	(7,826)	(8,135)	(8,384)	(8,671)	(8,918)	(9,175)	(9,527)	(9,974)	(10,305)	(10,631)
Operating Surplus/ (Deficit)		498	491	511	156	24	38	119	140	92	200	302
CAPITAL ACTIVITIES												
Net Outlays on Existing Assets												
Capital Expense on renewal and replacement of Existing Assets		(722)	(1,464)	(276)	(928)	(916)	(1,135)	(146)	(773)	(280)	(1,429)	(312)
less Depreciation, Amortisation and Impairment		647	777	834	848	880	862	842	906	1,043	1,032	1,032
less Proceeds from Sale of Replaced Assets		70	528	20	302	207	556	30	282	66	543	101
Net Outlays on Existing Assets		(5)	(159)	578	222	171	283	726	415	829	146	821
Net Outlay on New and Upgraded Assets												
Capital Expenditure on New and Upgraded Assets		-	-	(400)	-	-	-	-	(600)	(600)	(600)	(600)
less Amounts received specifically for New and Upgraded Assets		-	-	-	-	-	-	-	-	-	-	-
less Proceeds from Sale of Surplus Assets		-	-	-	-	-	-	-	-	-	-	-
Net Outlays on New and Upgraded Assets		-	-	(400)	-	-	-	-	(600)	(600)	(600)	(600)
Net Lending/ (Borrowing) for Financial Year		493	332	689	378	195	321	845	(45)	321	(254)	523
Financing transactions associated with the above net overall deficit, or applying the overall net funding surplus are as follows:												
New Borrowings		-	-	-	-	-	-	-	-	-	-	-
Repayment of Principal		(375)	(500)	(552)	-	-	-	-	-	-	-	-
(Increase)/Decrease in Cash and Investments		(141)	352	(69)	(307)	(166)	(292)	(815)	79	(39)	285	(477)
Net Balance Sheet funding (debtors & creditors etc)		23	(184)	(68)	(71)	(29)	(29)	(30)	(34)	(282)	(31)	(46)
Financing Transactions		(493)	(332)	(689)	(378)	(195)	(321)	(845)	45	(321)	254	(523)

AHRWMA

2021/22 Draft Budget & LTFP

STATEMENT OF COMPREHENSIVE INCOME

	Forecast EOY 2021 \$000	Y1 2022 \$000	Y2 2023 \$000	Y3 2024 \$000	Y4 2025 \$000	Y5 2026 \$000	Y6 2027 \$000	Y7 2028 \$000	Y8 2029 \$000	Y9 2030 \$000	Y10 2031 \$000
INCOME											
User Charges	5,422	5,326	5,638	5,848	6,067	6,266	6,540	6,847	7,179	7,549	7,906
Grants, subsidies and contributions	20	-	-	-	-	-	-	-	-	-	-
Other Income	2,700	2,991	3,008	2,692	2,628	2,690	2,754	2,820	2,887	2,956	3,027
Net gain - joint ventures & associates											
TOTAL INCOME	8,142	8,317	8,646	8,540	8,695	8,956	9,294	9,667	10,066	10,505	10,933
EXPENSES											
Employee Costs	1,482	1,899	1,940	1,982	2,026	2,073	2,115	2,159	2,207	2,258	2,312
Materials, contracts & other expenses	5,477	5,137	5,350	5,554	5,765	5,983	6,218	6,462	6,724	7,015	7,287
Depreciation, amortisation & impairments	647	777	834	848	880	862	842	906	1,043	1,032	1,032
Finance Costs	38	13	11	-	-	-	-	-	-	-	-
Net loss - joint ventures & associates											
TOTAL EXPENSES	7,644	7,826	8,135	8,384	8,671	8,918	9,175	9,527	9,974	10,305	10,631
OPERATING SURPLUS/(DEFICIT)	498	491	511	156	24	38	119	140	92	200	302
Amounts specifically for new or upgraded assets	-	-	-	-	-	-	-	-	-	-	-
Asset disposal & fair value adjustments	16	26	-	(2)	1	-	-	-	-	-	-
Physical resources received free of charge	-	-	-	-	-	-	-	-	-	-	-
NET SURPLUS/(DEFICIT)	514	517	511	154	25	38	119	140	92	200	302

AHRWMA

2021/22 Draft Budget & LTFP

STATEMENT OF FINANCIAL POSITION

	Forecast EOY 2021 \$000	Y1 2022 \$000	Y2 2023 \$000	Y3 2024 \$000	Y4 2025 \$000	Y5 2026 \$000	Y6 2027 \$000	Y7 2028 \$000	Y8 2029 \$000	Y9 2030 \$000	Y10 2031 \$000
ASSETS											
Current Assets											
Cash & Cash Equivalents	408	56	125	432	598	890	1,705	1,626	1,665	1,380	1,857
Trade & Other Receivables	415	422	432	442	453	464	475	486	498	510	510
Inventories	-	-	-	-	-	-	-	-	-	-	-
TOTAL CURRENT ASSETS	823	478	557	874	1,051	1,354	2,180	2,112	2,163	1,890	2,367
Non-current Assets											
Infrastructure, Property, Plant & Equipment	4,941	5,201	5,100	4,954	4,863	4,663	4,021	4,292	4,152	4,696	4,569
TOTAL NON-CURRENT ASSETS	4,941	5,201	5,100	4,954	4,863	4,663	4,021	4,292	4,152	4,696	4,569
Total Assets	5,764	5,679	5,657	5,828	5,914	6,017	6,201	6,404	6,315	6,586	6,936
LIABILITIES											
Current Liabilities											
Trade and Other Payables	873	886	908	930	951	975	999	1,019	1,044	1,070	1,073
Short Term Borrowings	1,052	552	-	-	-	-	-	-	-	-	-
Short Term Provisions	278	283	289	296	303	311	318	326	334	342	350
TOTAL CURRENT LIABILITIES	2,203	1,721	1,197	1,226	1,254	1,286	1,317	1,345	1,378	1,412	1,423
Non-Current Liabilities											
Long Term Provisions	2,021	1,901	1,892	1,880	1,913	1,946	1,980	2,015	1,801	1,838	1,875
TOTAL NON-CURRENT LIABILITIES	2,021	1,901	1,892	1,880	1,913	1,946	1,980	2,015	1,801	1,838	1,875
Total Liabilities	4,224	3,622	3,089	3,106	3,167	3,232	3,297	3,360	3,179	3,250	3,298
NET ASSETS	1,540	2,057	2,568	2,722	2,747	2,785	2,904	3,044	3,136	3,336	3,638
EQUITY											
Accumulated Surplus	1,540	2,057	2,568	2,722	2,747	2,785	2,904	3,044	3,136	3,336	3,638
TOTAL EQUITY	1,540	2,057	2,568	2,722	2,747	2,785	2,904	3,044	3,136	3,336	3,638

AHRWMA

2021/22 Draft Budget & LTFP

STATEMENT OF CHANGES IN EQUITY

	Forecast EOY 2021 \$000	Y1 2022 \$000	Y2 2023 \$000	Y3 2024 \$000	Y4 2025 \$000	Y5 2026 \$000	Y6 2027 \$000	Y7 2028 \$000	Y8 2029 \$000	Y9 2030 \$000	Y10 2031 \$000
Accumulated Surplus											
Balance at Beginning of Period	1,026	1,540	2,057	2,568	2,722	2,747	2,785	2,904	3,044	3,136	3,336
Change in financial position resulting from operations	514	517	511	154	25	38	119	140	92	200	302
Balance at End of Period	1,540	2,057	2,568	2,722	2,747	2,785	2,904	3,044	3,136	3,336	3,638
TOTAL EQUITY AT END OF REPORTING PERIOD	1,540	2,057	2,568	2,722	2,747	2,785	2,904	3,044	3,136	3,336	3,638

AHRWMA

2021/22 Draft Budget & LTFP

STATEMENT OF CASH FLOWS

	Forecast EOY	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
CASH FLOWS FROM OPERATING ACTIVITIES											
Receipts	8,092	8,310	8,636	8,529	8,684	8,946	9,283	9,653	10,055	10,494	10,934
Payments	(6,924)	(7,076)	(7,319)	(7,553)	(7,809)	(8,075)	(8,352)	(8,641)	(8,951)	(9,293)	(9,645)
Net Cash provided by (or used in) Operating Activities	1,168	1,234	1,317	976	875	871	931	1,012	1,103	1,201	1,288
CASH FLOWS FROM INVESTMENT ACTIVITIES											
Receipts											
Sale of replaced assets	70	528	20	302	207	556	30	282	66	543	101
Payments											
Purchase of Renewal/Replacement Assets	(722)	(1,464)	(276)	(928)	(916)	(1,135)	(146)	(773)	(280)	(1,429)	(312)
Purchase of New/Expansion Assets	-	-	(400)	-	-	-	-	(600)	(600)	(600)	(600)
Capping payments	-	(150)	(40)	(43)	-	-	-	-	(250)	-	-
Net Cash provided by (or used in) Investing Activities	(652)	(1,086)	(696)	(669)	(709)	(579)	(116)	(1,091)	(1,064)	(1,486)	(811)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Proceeds from Borrowings	-	-	-	-	-	-	-	-	-	-	-
Payments											
Repayment of Borrowings	(375)	(500)	(552)	-	-	-	-	-	-	-	-
Net Cash provided by (or used in) Financing Activities	(375)	(500)	(552)	-	-	-	-	-	-	-	-
Net Increase (Decrease) in Cash Held	141	(352)	69	307	166	292	815	(79)	39	(285)	477
Cash & cash equivalents at beginning of period	267	408	56	125	432	598	890	1,705	1,626	1,665	1,380
Cash & cash equivalents at end of period	408	56	125	432	598	890	1,705	1,626	1,665	1,380	1,857

Assumptions

Indexation of 1.5% for 2021/22 (Member Council recommendation)

IR on short term borrowings estimated at 2.0% for 2021/22

Gate rate increased by 1.5%

EPA rate increased by 1.5% 2021/22

Employee Costs in line with current EB's and increase as per SA wage price index thereafter

Employee Costs increase due to movement from contract labour to staff

Superannuation increase annually as per current legislation

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item: 12.9

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

Subject: Confidential Items Review June 2021

For: Decision

SUMMARY

Section 91 of the *Local Government Act 1999* requires Council to review confidential orders at least once every year.

A review of the Register of Confidential Items has been undertaken and there is five (5) items that require a new confidentiality order. Council must determine the period of confidentiality for these items.

NB: If the meeting wishes to discuss the status of any items in a manner that will result in the disclosure of information currently under an s91(7) confidentiality order, it should first consider making a s90 order to move into confidence.

RECOMMENDATION

Council resolves:

DECISION 1

1. That the report be received and noted.
2. That the items held as confidential in the Confidential Items Register (Appendix 1) be noted.

DECISION 2

3. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(j) of the Act:
 - The Report of 23 June 2020 Item No. 18.1, Event Opportunity, 122/20 remain confidential until the SATC publically release the official race routes for 2022 and that this order be reviewed every twelve (12) months.

On the grounds that the document(s) (or part) relates to information the disclosure of which—
(i) would divulge information provided on a confidential basis by or to a Minister of the Crown,

or another public authority or official (not being an employee of the council, or a person engaged by the council); and (ii) would, on balance, be contrary to the public interest.

4. 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.

DECISION 3

5. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act:

- The Report of 27 January 2021, Item No. 18.2, CWMS Review, 20/21 remain confidential until 30 July 2023 and that this order be reviewed every twelve (12) months.

On the grounds that the document(s) (or part) relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party and would, on balance, be contrary to the public interest.

6. 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.

DECISION 4

7. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act:

- The Report of 07 May 2019, Item No. 19.1, Unsolicited Approach to Purchase Community Land, 103/19 until the matter is further presented to Council and that this order be reviewed every twelve (12) months.

On the grounds that the document(s) (or part) relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.

8. 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.

DECISION 5

9. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(b) of the Act:

- **Clause 8 and Appendix 2 of the Report of 01 August 2018, Item No. 7.2.1, Retirement Village Review, 183/18 remain confidential until 31 July 2023 and that this order be reviewed every twelve (12) months.**

On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest.

- 10. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.**

DECISION 6

- 11. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(b) of the Act:**

The Report of 22 April 2014, Item No. 18.2.1, AHRWMA, 85/14 remain confidential until the matter is determined and that this order be reviewed every twelve (12) months.

On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest.

- 12. 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.**

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5	A Progressive Organisation
Objective O4	We actively represent our community
Priority O4.3	Attract and develop a diverse and capable elected body that represents, promotes and reflects the composition of the community
Priority O4.3	Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region
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 review of Council's *Confidential Items Register* is an important element of Council's commitment to open and transparent decision making which facilitates public accountability.

➤ **Legal Implications**

Section 91(7) of the *Local Government Act 1999* sets out the provisions regarding the making of orders to retain documents and discussions considered at Council and Council Committees in confidence.

Section 91(9) requires that these orders must specify the duration of the order or the circumstances in which the order will cease to apply or must be reviewed. Any order that operates for a period exceeding 12 months must be reviewed at least once in every year.

To enable management of any order made under Section (90) a Confidential Orders Register is maintained.

➤ **Risk Management Implications**

Reviewing confidentiality orders assists with mitigating the risks of:

Confidential information is released which prejudices Council's and/or third parties' interests.

Inherent Risk	Residual Risk	Desired Risk
Extreme (3A)	Low (3E)	Low (3E)

Information scheduled for release under a confidentiality order is not duly released resulting in a breach of legislation and depriving the community of public information.

Inherent Risk	Residual Risk	Desired Risk
Extreme (3A)	Low (3E)	Low (3E)

Note: there are a number of other controls that assist with managing these risks.

➤ **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**

Consultation on the development of this report was as follows:

Council Committees: Not applicable

Council Workshops: Not applicable

<i>Advisory Groups:</i>	Not applicable
<i>Administration:</i>	Director Infrastructure & Operations Director Development & Regulatory Services Director Corporate Services Executive Manager Governance & Performance Manager Waste and Emergency Management Manager Property Services Manager Communications Engagement and Events
<i>External Agencies:</i>	Not applicable
<i>Community:</i>	Not applicable

2. BACKGROUND

An Extract of the Confidential Items Register is contained on Council's website and is reviewed on a monthly basis. Items that have progressed to the specified point and are no longer of a confidential nature are released in accordance with the respective council resolution. Items that remain in confidence are displayed on the Register.

For administrative and Council efficiencies, items may be included in reviews even though they may not be due for such. Processing items in this way eliminates the need for additional reports to Council whilst maintaining the confidential status of items.

3. ANALYSIS

The Register of Confidential Items has been reviewed and there are ten (10) items that require a new confidentiality order applied at this time. An extract of the register is attached (**Appendix 1**) which provides a summary of all existing confidential orders highlighting those orders that require new confidentiality provisions, as follows:

- ***No 373 – CWMS Review***

The Period of Confidentiality for this item concludes 30 July 2021.

It is recommended that a new confidentiality order be applied and that the item remain confidential until the matter is further presented to Council and that this order be reviewed every twelve (12) months.

- ***No 360 Event Opportunity***

The Period of Confidentiality for this item concludes 23 June 2021.

It is recommended that a new confidentiality order be applied and that the item remain confidential until the SATC publically release the official race routes for 2022 and that this order be reviewed every twelve (12) months.

- **No 343 – Unsolicited Approach to Purchase Community Land**

The Period of Confidentiality for this item concludes 27 October 2021.

It is recommended that a new confidentiality order be applied and that the item remain confidential until the matter is further presented to Council and that this order be reviewed every twelve (12) months.

- **No 331 – Retirement Village Review**

The Period of Confidentiality for this item concludes 27 October 2021.

This item has been partially released, although the item is due for an annual review given Council's original resolution detailed '*Until settlement with the exception of Clause 8 and Appendix 2 which shall be retained in confidence until 31 July 2023*'.

While the settlement component has now occurred, it is recommended that a new confidentiality order be applied in relation to Clause 8 and Appendix 2 and that the item remain confidential until 31 July 2023 and that this order be reviewed every twelve (12) months.

- **No 240 – AHRWMA**

The Period of Confidentiality for this item concludes 27 October 2021.

It is recommended that a new confidentiality order be applied and that the item remain confidential until legal proceedings and deliberations have concluded and that this order be reviewed every twelve (12) months.

4. OPTIONS

Council has the following options:

- I. To extend the period of confidentiality as per the recommendations. (Recommended)
- II. Determine an alternative period of confidentiality. (Not Recommended)
- III. Allow the confidentiality order to expire thus releasing the information. (Not Recommended)

NB: If the meeting wishes to discuss the status of any items in a manner that will result in the disclosure of information currently under an s91(7) confidentiality order, it should first consider making a s90 order to move into confidence.

5. APPENDIX

- (1) Extract of Confidential Items Register

Appendix 1

Extract of Confidential Items Register

Extract of Confidential Items Register June 2022

Register No	Date of Meeting	Council/Committee	Agenda No	Resolution Number	Officer	Responsible People Leader	Report Title	LG Act S90 Provision	Release date (no longer than 12 mths)	Original Resolution regardingPeriod of Confidentiality	Revised Period of Confidentiality	Next Review Date (3 mths less than release date)	Notes for Update	Still in confidence
377	25/05/2021	Ordinary Council	18.1.1	105/21	Jennifer Blake	David Waters	Multi-Year Road Rally Proposal	90(3)(d)	31/12/2023	that the report and related attachments of Council and the discussion and considerations of the subject matter be retained in confidence until 31 December 2023.		25/02/2022		Yes
376	24/05/2021	Audit Committee	8.1.1	AC32/21	James Sinden	James Sinden	Cyber Security Report	90(3)(e)	30/06/2023	that the report, related attachments and the minutes of the Audit Committee and the discussion and considerations of the subject matter be retained in confidence until the control deficiencies are mitigated but no longer than 30 June 2023.		24/02/2022		Yes
374	23/03/2021	Ordinary Council	18.1	63/21	Marc Salver	Marc Salver	Sale of Land for Recovery of Debt, Lenswood	90(2) 90(3)(i)	22/03/2022	that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until either the Warrant of Sale process for the land in question is completed and a settlement reached or until legal proceedings have concluded, but no longer than 12 months.		1/12/2021		Yes
373	27/01/2021	Ordinary Council	18.2	20/21	David Collins	Peter Bice	CWMS Review	90(3)(d)	30/07/2021	that the report, related attachments and the discussion and considerations of the subject matter be retained in confidence until 30 July 2021.		19/04/2021		Yes
372	27/01/2021	Ordinary Council	18.1	17/21	Ashley Curtis	Peter Bice	AHC Tender 202021-12 Supply of Limestone Rubble	90(3)(k)	27/01/2022	• 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.		1/11/2021		Yes
365	19/10/2020	Audit	7.2	51/AC20	Terry Crackett	James Sinden	Cyber Security Audit	90(3)(e)	19/10/2021	that the report related attachments and the minutes of the Committee and the discussion and considerations of the subject matter be retained in confidence until the control deficiencies are mitigated		19/07/2021		Yes
360	23/06/2020	Ordinary Council	18.1.1	122/20	Jennifer Blake	David Waters	Event Opportunity	90(3)(i)	23/06/2021	That the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the event agreements are signed and the relevant event details are announced by the relevant Minister, but not longer than 31 December 2021. 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.	This item will need to stay in confidence until SATC release the official race routes for 2022. The timing for public release is to be determined so it is recommended that the period of confidentiality be extended to 31 December 2021.	23/03/2021	Please extend the period of confidentiality to 31 December 2021	Yes
343	43592	Special Council	19.1	103/19	Terry Crackett	Andrew Aitken	Unsolicited Approach to Purchase Community Land	90(3)(d)	27/10/2021	That the Report of 07 May 2019, Item No. 19.1, Unsolicited Approach to Purchase Community Land on the grounds that the document(s) (or part) relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party. 2. 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.	1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act: • The Report of 07 May 2019, Item No. 19.1, Unsolicited Approach to Purchase Community Land until the matter is further presented to Council and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party. 2. 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.	27/07/2021	Last Reviewed 27 October 2020 Item 12.12	Yes
331	1/08/2018	Special Council	7.2.1	183/18	Terry Crackett	Andrew Aitken	Retirement Village Review	90(3)(b)	27/10/2021	This item has been partially released, given Council's original resolution detailed 'Until settlement with the exception of Clause 8 and Appendix 2 which shall be retained in confidence until 31 July 2023'. The Report of 01 August 2018, Item No. 7.1, Retirement Village Review, on the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. 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.	Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(b) of the Act: • Clause 8 and Appendix 2 of the Report of 01 August 2018, Item No. 7.2.1, Retirement Village Review, remain confidential until 31 July 2023 and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. 2. 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.	27/07/2021	Last Reviewed 27 October 2020 Item 12.2	Yes
328	43270	Special Council	6.1.1	131/18	David Collins	Peter Bice	CWMS Expression of Interest Outcomes	90(3)(b)	27/10/2021	The Report of 19 June 2018, Item No. 6.1, CWMS Expression of Interest Outcomes on the grounds that the document(s) (or part) relates to tenders for the supply of goods, the provision of services or the carrying out of works. Specifically, the present matter relates to a tender for CWMS Services. This order shall operate until further order of the Council and will be reviewed at least annually in accordance with the Act. 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.	1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(b) of the Act: • The Report of 19 June 2018, Item No. 6.1.1, CWMS Expression of Interest Outcomes remain confidential until Council determines its position in relation to the CWMS operating model and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. 2. 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.	27/07/2021	Last Reviewed 27 October 2020 Item 12.12	Yes
311	43004	Ordinary Council	19.2	233/17	David Collins	Peter Bice	Community Wastewater Management Systems Review	90(3)(b)	27/10/2021	Partially released 13 February 2017 (Resolution 3) That the Report of 26 September 2017, Item No. 19.2, Community Wastewater Management Systems Review on the grounds that the document(s) (or part) relates to tenders for the supply of goods, the provision of services or the carrying out of works. Specifically, the present matter relates to a tender for CWMS Services. This order shall operate until further order of the Council and will be reviewed at least annually in accordance with the Act. 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.	1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(b) of the Act: • The Report of 26 September 2017, Item No. 19.2, Community Wastewater Management Systems Review remain confidential until Council determines its position in relation to the CWMS operating model and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. 2. 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.	27/07/2021	Last Reviewed 27 October 2020 Item 12.12	Yes
309	42969	Ordinary Council	19.1	195/17	John McArthur	Peter Bice	Adelaide Hills Region Waste Management Authority Tender Landfill Compactor	90(3)(d)	27/10/2021	That the Report of 22 August 2017, Item No. 19.1, Adelaide Hills Region Waste Management Authority Tender Landfill Compactor on the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. 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.	1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act: • The Report of 22 August 2017, Item No. 19.1, Adelaide Hills Region Waste Management Authority Tender Landfill Compactor until the matter is determined and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. 2. 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.	27/07/2021	Last Reviewed 27 october 2020 Item 12.12	Yes
301	42794	Ordinary Council	19.1	52/17	David Collins	Peter Bice	Community Wastewater Management Systems Review	90(2)(b)	27/10/2021	That the Report of 28 February 2017, Item No. 19.2, Community Wastewater Management Systems Review on the grounds that the document(s) (or part) relates to tenders for the supply of goods, the provision of services or the carrying out of works. Specifically, the present matter relates to a tender for CWMS Services. This order shall operate until further order of the Council and will be reviewed at least annually in accordance with the Act. 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.	1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(b) of the Act: • The Report of 28 February 2017, Item No. 19.1, Community Wastewater Management Systems Review remain confidential until Council determines its position in relation to the CWMS operating model and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. 2. 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.	27/07/2021	Last Reviewed 27 October 2020 Item 12.12	Yes
290	42668	Ordinary Council	19.1	219/16	David Collins	Peter Bice	CWMS Expression of Interest	90(3)(d)	27/10/2021	That the Report of 25 October 2015, Item No. 19.1, CWMS Expression of Interest on the grounds that the document(s) (or part) relates to tenders for the supply of goods, the provision of services or the carrying out of works. Specifically, the present matter relates to a tender for CWMS Services. This order shall operate until further order of the Council and will be reviewed at least annually in accordance with the Act. 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.	1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act: • The Report of 25 October 2015, Item No. 19.1, CWMS Expression of Interest remain confidential until Council determines its position in relation to the CWMS operating model and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. 2. 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.	27/07/2021	Last Reviewed 27 October 2020 Item 12.12	Yes
240	41751	Ordinary Council	18.2.1	85/14	John McArthur	Peter Bice	AHRWMA	90(3)(b,d,i)	27/10/2021	That the Report of 22 April 2014, Item No. 18.2Adelaide Hills Regional Waste Management Authority on the grounds that the document(s) (or part): (i) could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting or proposing to conduct business, or to prejudice the commercial position of the Council; and (ii) would, on balance, be contrary to the public interest. 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. Specifically, the present matter relates to Council considering an offer from a competitor with regard to where to take its waste stream, and to consider the long term implications and options in relation to the Regional Waste Management Authority of which it is a member, and due to the fact that the competitor has initiated legal proceedings against the aforementioned Authority where Council disposes of its waste. This order shall operate until further order of the Council and will be reviewed at least annually in accordance with the Act. 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.	1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act: • The Report of 22 April 2014 Item No. 18.2, Adelaide Hills Region Waste Management Authority (AHRWMA) until legal proceedings and deliberations have concluded and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. 2. 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.	27/07/2021	Last Reviewed 27 October 2020 Item 12.12	Yes

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item: 12.10

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

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

For: Decision

SUMMARY

The Action List is updated each month by the responsible officer and outlines actions taken on resolutions passed at Council meetings. In some cases actions can take months or years to be completed due to the complexity and/or the level of influence Council has in the matter.

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

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

RECOMMENDATION

Council resolves:

1. That the report be received and noted
2. The following completed items be removed from the Action List:

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
28/07/2020	Ordinary Council	148/20	Road Closure adj Posen Road Birdwood	None declared
23/02/2021	Ordinary Council	31/21	Tree Management	None declared
27/04/2021	Ordinary Council	68/21	GAROC Business Item - Boundary Reform Legislation Change	None declared
27/04/2021	Ordinary Council	72/21	2021-22 Annual Business Plan & Budget Consultation	None declared

27/04/2021	Ordinary Council	73/21	Grant Giving Policy Review	None declared
27/04/2021	Ordinary Council	84/21	Advisory Group Independent Members - CONFIDENTIAL	None declared
27/04/2021	Ordinary Council	86/21	Advisory Group Independent Members Period of Confidentiality	None declared
27/04/2021	Ordinary Council	73/21	Grant Giving Policy Review	None declared
25/05/2021	Ordinary Council	89/21	Gumeracha Medieval Fair	None declared
25/05/2021	Ordinary Council	91/21	Budget Review 3	Linda Green - Perceived
25/05/2021	Ordinary Council	93/21	Burning Permit Policy Review	None declared
25/05/2021	Ordinary Council	94/21	Order Making Policy Review	None declared
25/05/2021	Ordinary Council	96/21	East Waste 2021-22 Annual Business Plan	None declared
25/05/2021	Ordinary Council	97/21	SHLGA Governance Arrangements - Exemption for Audit Committee	None declared
25/05/2021	Ordinary Council	98/21	SHLGA Governance Arrangements - Draft Charter and 2021-22 Key Action Plan/Budget	None declared
25/05/2021	Ordinary Council	99/21	Delegations Review May 2021	None declared
25/05/2021	Ordinary Council	102/21	MWN Condolence Motion Dennis Michalk (Gumeracha)	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	Date of Update	Due Date	Status (for Council reporting)	Confidential
22/03/2016	Ordinary Council	69/16	Land Acquisition Colonial Drive Norton Summit	None declared	Negotiate with the Anglican Church and CFS regarding the proposed boundary realignment and the preparation of preliminary plans	Terry Crackett	In Progress	9/06/2021	30/09/2021	April 21 - The State Dioceses has advised that they are ready to progress and have engaged a valuer to provide an updated valuation. Council has engaged a valuer to undertake a valuation. A report will be presented to Council for consideration once the valuation process is completed. June 21 - The State Dioceses has advised that there has been a delay in progressing and they expect to be in a position to further engage with Council in July/August.	TRUE
26/04/2016	Ordinary Council	83/16	Croft & Harris Road Precinct, Lenswood	None declared	2. That the Office for Recreation and Sport and Department of Planning, Transport and Infrastructure be approached to discuss any potential funding opportunities to undertake bituminising works up to where the bicycle access occurs. 3. That a further report be presented on potential road treatments for Croft Road Lenswood and the surrounding road network once additional data has been collected on peak traffic numbers generated through a major event and staff continue negotiations with Forestry SA regarding infrastructure improvements for Cudlee Creek Forest Reserve.	Peter Bice	In Progress	9/06/2021	31/12/2021	Following a successful funding application by Forestry SA, where \$2.5M has been committed to rebuild and improve visitor facilities at Fox Creek Bike Park, via Local Economic Recovery (LER) support under the National Bushfire Recovery Fund, we are now exploring where the local road infrastructure fits into priorities moving forward. A partial re-opening of some key trails at Fox Creek took place on Sunday 11th April, and was extremely well attended, with positive commentary on the day and on Social Media.	FALSE
24/01/2017	Ordinary Council	7/17	Cromer Cemetery Revocation of Community Land	None declared	a report be prepared and submitted to the Minister for Local Government seeking approval for the revocation of the community land classification of a portion of the land contained in Certificate of Title Volume 5880 Folio 219 identified in red on the plan attached as Appendix 1.	Terry Crackett	In Progress	9/06/2021	31/12/2021	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 March 21 - Council staff have requested an update from DEW as to the status of this matter June 21 - Council staff continue to engage with DEW to seek a progression of the matter	FALSE
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves into Heritage Agreements 2018	None declared	1. That the report be received and noted. 2. That the Biodiversity Officer be authorised to enter: Doris Coulls Reserve, 152 Old Mt Barker Road, AldgateHeathfield Waste Facility, 32 Scott Creed Road, HeathfieldKiley Reserve, 15 Kiley Road, AldgateShanks Reserve, 1 Shanks Road, AldgateStock Reserve, Stock Road, MylorLeslie Creek Reserve, Leslie Creek Road, MylorMi Mi Reserve, 125 Aldgate Valley Road, MylorAldgate Valley 2 Reserve, 114 Aldgate Valley Road, MylorKyle Road Nature Reserve, Kyle Road, MylorCarey Gully Water Reserve, Deviation Road, Carey GullyHeathfield Stone Reserve, 215 Longwood Road, HeathfieldMylor Parklands, Mylor all being of significant biodiversity value, into Heritage Agreements. 3. That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves.	Peter Bice	In Progress	8/06/2021	30/06/2022	The Heritage Applications were phased over the years in order to be accommodated within available resourcing. Heritage Agreement have been registered over: Kiley Reserve Shanks Reserve Kyle Road Nature Reserve, Leslie Creek Reserve Aldgate Valley 2 Reserve Doris Coulls Reserve Mylor Parklands Heathfield Waste Facility Heritage Assessments to be scheduled 21/22: •Reserve 26 - "Stock Rd 1" •Mi Mi Reserve •Carey Gully Water Reserve •Heathfield Stone Reserve Heathfield Stone needs to be rededicated as a Conservation Reserve to be eligible for a Heritage Agreement. Have provided documentation to Property and currently awaiting advice on next steps for rededication.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Due Date	Status (for Council reporting)	Confidential
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 1,242m ² to Boral Resources (SA) Ltd for the amount of \$6,210 as determined by an independent valuation. Subject to the successful completion of the road exchange process, Council undertakes a process in conjunction with the City of Burnside to realign the local government boundary along the new location of McBeath Drive to the south side of pieces 42, 52 and 62 of the proposed residential allotments in accordance with the provisions of the Local Government (Boundary Adjustment) Amendment Act 2017 (to commence on 1 January 2019) and/or Part 2 of Chapter 3 of the Local Government Act 1999. The Mayor and Chief Executive Officer be authorised to sign all documents	Terry Crackett	In Progress	9/06/2021	30/09/2021	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. April 21 - Boral have advised that they are in the final stages of the approval process and have requested an extension of time from SCAP. No further update from Boral	FALSE
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 contemplated by the charitable trust over the Land and invite community suggestions and feedback in relation to any appropriate land parcels. To approve a budget allocation in the amount of \$10,000 for legal expenses for the preparation of an Application to the Supreme Court to vary the charitable trust. That a further report be presented to Council for consideration after community consultation and further investigations have been completed	Terry Crackett	In Progress	9/06/2021	30/09/2021	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. March 21 - landscape designs are being developed and will undergo a community consultation process prior to being progressed June 21 - landscape designs are nearing completion and consultation on the landscape designs can then be undertaken	FALSE
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 Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer. Refer to confidential minute	Peter Bice	In Progress	10/06/2021	30/06/2021	Matter continues to be progressed. Further updates will be provided when a material change occurs.	TRUE
26/03/2019	Ordinary Council	77/19	Randell's Cottages, Beavis Court, Gumeracha	None declared	That, acknowledging that a land division in Watershed (Primary Production) is non-complying, an initial approach be made to the State Commission Assessment Panel to determine the possibility of a land division to create a separate allotment for the potentially local heritage listed building located at 1 Beavis Court, Gumeracha known as Randell's Cottages being supported. That subject to the response from the State Commission Assessment Panel, a Development Application be lodged for a non-complying land division. That, if a land division is not supported, an expression of interest (EOI) process be undertaken in respect of the local heritage listed building located at 1 Beavis Court, Gumeracha known as Randell's Cottages to determine any interest in restoring the building for tourism or other purpose (other than long term residential) under a long term lease arrangement. That the CEO be delegated to prepare the necessary documentation to undertake the EOI. That a report be presented to Council following the EOI detailing the results of that process and providing further options.	Terry Crackett	Not Started	9/06/2021	31/12/2021	The land sits within the Environmental Food Protection Area and proposed use (land division) is not supported. An application will be made to DPTI for a review once the Minister announces the review, which is expected to commence in March 2021. 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 (Planning Development and Infrastructure Act 2016) has been deferred to March 2021 which has delayed the review of the EFPA.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Due Date	Status (for Council reporting)	Confidential
26/03/2019	Ordinary Council	78/19	Scott Creek Cemetery Reserve Fund	None declared	That the reserve funds held in relation to the Scott Creek Cemetery be expended to achieve the following outcomes: Marking of unmarked graves with a small and simple identification piece detailing the name and date of death of the deceased; Installation of a single plaque with the names of the deceased who are buried in unmarked graves where the exact location of the graves is unknown; Renewal of existing gravel driveways; and Creation/extension of driveways to facilitate expansion of the cemetery	Terry Crackett	In Progress	9/06/2021	30/06/2021	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. June 21 - plaque details are due to be finalised by the Scott Creek Progress Association on 10/6 to enable plaques to be ordered, driveway works are due to be completed by 30/6.	FALSE
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	9/06/2021	30/06/2021	Variations and extensions to ORSR funding have been approved, & 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 & pathways) are also included in the current detailed design process, with their tender expected in mid 2021.	FALSE
7/05/2019	Special Council	104/19	Unsolicited Approach to Purchase Community Land – Period of Confidentiality	None declared	that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the matter is further presented to Council for a decision, but not longer than 12 months.	Terry Crackett	In Progress	9/06/2021	31/07/2021	Matter not requiring action at this time.	FALSE
25/06/2019	Ordinary Council	173/19	Library Services Review	None declared	That the report be received and noted. That the Administration proceed with the replacement of the mobile library as per the provision in the 2018-19 Capital Works Budget and the Long Term Financial Plan as budgeted for in the 2018/19 Annual Business Plan, with the Council noting that the budget will need to be carried forward into 2019-20. That a Library Services Strategy be developed during 2019-20. That Council consults with the community on any changes to operating hours and services.	David Waters	In Progress	9/06/2021	31/03/2021	Council staff have undertaken a review of the mobile library service delivery model and a revised business case will be brought to Council at the June Council meeting. The preferred option is replacing the current truck with a customised smaller van and refreshing the timetable and service offering Draft Library Services Strategy presented at a Council Workshop 10 November 2020 for feedback. Further consideration and development before return to Council.	FALSE
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	8/06/2021	24/12/2021	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. Timing of any agreements between LG and DIT unknown. Council officers continue to be updated on sub-group progress. V Category lights identified and process to update on Council roads being developed. A new customer portal has been developed by SAPN and this will assist in light ownership and validation of V-Category (road category lighting from the Aust Standards) lighting owned by Council. DPTI request for all new lights to be V3 or V4 standard for DPTI roads. Council is also reviewing V category lighting on Council roads to determine the appropriate LED options and costs. Meeting with DPTI and SAPN undertaken to discuss main road requirements. Assessment of requirements being investigated. Phase One roll-out of P Category street lights on Council roads has been completed. SAPN Letter of Offer accepted. Hardware supplier agreed and notified. SAPN final contract offer being reviewed. Procurement process for hardware installation has commenced. Subject to availability of hardware, installation on site is proposed to commence prior to the end of the calendar year. Follow-up contact made with SAPN to progress contract and management of roll-out including any design work, communications and project management.	FALSE
27/08/2019	Ordinary Council	223/19	Review of Primary Production Incentive Grant Funding	None declared	1. That the report be received and noted. 2. That the Primary Production Incentive Grant be discontinued and the balance of the funds be redirected to community education on rural land management issues and European Wasp control for the benefit of the primary production sector.	Marc Salver	In Progress	14/06/2021	30/06/2021	The successful tenderer has been formally engaged to undertake the work which is underway and intended to be completed in June.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Due Date	Status (for Council reporting)	Confidential
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	8/06/2021	26/10/2021	The Circular Procurement Project is now underway, and the Memorandum of Understanding has been executed. Amendments to Council's procurement processes has been completed to provide effect to Council's participation in the Circular Procurement trial. Staff training in the Circular Procurement Project has been undertaken. Recording of goods purchased with recycled content has commenced including bin surrounds, wheelie bins, office paper, fence posts and road construction materials. To date council has purchased 3446 tonnes of recycled product including predominantly recycled road base and other items such as wheelie bins, bollards, picket fence panels and steel rails. Training is ongoing as required, staff continue to record purchases of recycled product through the procurement process. Staff continue to record purchases of recycled product through the procurement process. Email sent to budget holders 10 March 2021 reminding them of Circular Procurement Pilot. The intent is to provide an update to Council via a Council report on the progress of the procurement process. Recording of relevant purchases is ongoing, training is being provided to staff as required and requirements of the trial are being embedded in all procurement	FALSE
26/11/2019	Ordinary Council	277/19	MON Water Usage from Bores	None declared	1. That the CEO investigates any circumstances where Council provides water to or receives water from a person/organisation. 2. Following the investigation, a report detailing, among other things, any contractual arrangements, costs, risks and liabilities, be provided to Council by 30 April 2020	Terry Crackett	In Progress	9/06/2021	31/07/2021	Investigations as to various arrangements is being undertaken with a report being presented to Council once further investigations are completed. May 21 - investigations have indicated some complexities with one of the sites which is being further investigated before a report is presented to Council. June 21 - a report will be presented to Council at the July meeting	FALSE
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 Real Property Act 1886 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 pursuant to the Local Government Act 1999 5. To authorise the Chief Executive Officer and Mayor to finalise and sign all documentation, including under seal if necessary, to give effect to this resolution.	Terry Crackett	In Progress	9/06/2021	30/06/2021	Council has executed documents to support a process to bring land under the provisions of the Real Property Act 1886 which are being progressed with the Surveyor-General's Office	FALSE
28/01/2020	Ordinary Council	11/20	Revocation of Community Land - Bridgewater Retirement Village	None declared	That the report be received and noted Subject to the Supreme Court issuing an order granting approval for a trust variation scheme, a report be prepared and submitted to the Minister for Planning seeking approval to revoke the community land classification of Allotment 220 in Filed Plan No. 8131 known as 511 Mount Barker Road Bridgewater. The Mayor and CEO be authorised to sign all necessary documentation to give effect to this resolution.	Terry Crackett	In Progress	9/06/2021	30/09/2021	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 is being prepared, including some community consultation on the design, for submission to the Attorney-General and the Supreme Court.	FALSE
23/06/2020	Ordinary Council	105/20	Community & Recreation Facility Framework Project Update	None declared	That the report be received and noted That Council endorses the Community & Recreation Facilities Framework - Community Consultation Implementation Plan, contained in Appendix 1.	Peter Bice	In Progress	9/06/2021	30/06/2021	Draft service levels & policy positions were discussed at a Council Member workshop in June. The final draft for community consultation due for endorsement at the June Council's meeting.	FALSE
23/06/2020	Ordinary Council	122/20	Event Opportunity - Confidential Item	None declared	Refer to Confidential Minute	David Waters	In Progress	9/06/2021	30/11/2021	The matter remains subject to the confidentiality order.	TRUE
23/06/2020	Ordinary Council	123/20	Event Opportunity - Period of Confidentiality	None declared	...that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the event agreements are signed and the relevant event details are announced by the relevant Minister, but not longer than 31 December 2021.	David Waters	In Progress	9/06/2021	30/11/2020	This item remains in confidence under the provisions contained in the resolution and a report will be going to Council regarding the 2022 TDU once routes are confirmed.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Due Date	Status (for Council reporting)	Confidential
28/07/2020	Ordinary Council	148/20	Road Closure adj Posen Road Birdwood	None declared	<ol style="list-style-type: none"> 1. That the report be received and noted 2. To make a Road Process Order pursuant to the <i>Roads (Opening & Closing) Act 1991</i> to close and merge the piece of land identified as "A" in the Preliminary Plan No. 20/0005 attached to this report with Piece 14 in Deposited Plan No. 63287 comprised in Certificate of Title Volume 5911 Folio 108. 3. Subject to the closure of the road identified in the Preliminary Plan attached, that: The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i>; and The piece marked "A" be sold to Mrs Elizabeth Addams-Williams, the owner of the property with which it is merging for the amount of \$8,000 plus GST (if applicable) and all fees and charges associated with the road closure process. 4. Authorise the Chief Executive to finalise and sign all necessary documentation to close and sell the above portion of closed road pursuant to this resolution. 	Terry Crackett	Completed	9/06/2021	30/06/2021	<p>April 21 - documents and plans lodged with Surveyor-General. Awaiting completion and gazettal</p> <p>20 May 2021 - Published in the Government Gazette. Road now closed</p>	FALSE
28/07/2020	Ordinary Council	149/20	Road Widening Netherhill Road Kenton Valley	None declared	<ol style="list-style-type: none"> 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 Arup and Danielle Marie Beatrice Helbers the land owner at 109 Nether Hill Road, Kenton Valley, for the purchase price of \$3,760 (excl GST) plus all reasonable costs to vest the Land as public road. 4. The road land being acquired to be excluded as Community Land pursuant to the <i>Local Government Act 1999</i>; and 5. That the Mayor and CEO be authorised to sign all necessary documentation, including affixing the common seal, to give effect to this resolution. 6. To approve an expenditure budget of \$10,460 to purchase the two areas of land on Nether Hill Road, Kenton Valley, with funding to be sourced from favourable capital revenue identified within the 2020-21 Capital Works budget. 	Terry Crackett	In Progress	9/06/2021	30/06/2021	<p>Progress has commenced in accordance with the resolution</p> <p>Conveyancer has been instructed to prepare boundary realignment documents</p>	FALSE
25/08/2020	Ordinary Council	165/20	Replacement LMA 3 & 5 Pomona Road Stirling	None declared	<ol style="list-style-type: none"> 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 (19/E9/473) 5. The Mayor & CEO are authorised to affix the Council Seal and execute the new Land Management Agreement, the Deeds of Rescission, and Consents to Note the new Land Management Agreement and Rescissions for 3 & 5 Pomona Road Stirling, and 6. The costs associated with the preparation, review by Council's lawyers and registration of the new Land Management Agreement and the rescission of the existing Land Management Agreements and Variation of Land Management Agreement shall be borne by the Aldi Foods Pty Ltd. 	Marc Salver	In Progress	14/06/2021	31/05/2021	<p>Council approved the minor variation to the amended landscaping plan so that it aligns with the LMA on 18 January 2021. SCAP has since approved the minor variation to the amended landscaping and the LMA is being executed and registered. Staff sent a reminder to have LMA executed by owners and other parties</p>	FALSE
25/08/2020	Ordinary Council	168/20	Gumeracha Court Resurfacing Project	None declared	<ol style="list-style-type: none"> 1. That the report be received and noted. 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. 3. That \$150,000 be brought forward from the 2021-22 LTFP allocation into the 2020-21 Capital Program to enable the lighting and associated works at the Gumeracha courts to be undertaken. 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. 	Peter Bice	In Progress	9/06/2021	16/03/2021	<p>Detailed plans and costings are complete and tender documents are being prepared.</p>	FALSE
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	9/06/2021	16/03/2021	<p>Tender has closed and a successful contractor will be appointed in the coming weeks</p>	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Due Date	Status (for Council reporting)	Confidential
22/09/2020	Ordinary Council	203/20	Long Term Strategic Tree Planting Program	None declared	That the Chief Executive Officer provides a report to inform the 2021/2022 budget process on the establishment of a long term (approximately 10 years) tree planting program. Such a report to address, inter alia: Possible locations including roadsides, reserves, council and community owned land Potential involvement of schools, volunteers and/or community groups Priorities for plantings which may inform the number of trees to be planted, and/or a \$ cost per annum	Peter Bice	In Progress	9/06/2021	13/01/2021	This year the program will be funded from the Local Roads & Community Infrastructure program 2021-22 with an avenue planting between Lobethal & Woodside.	FALSE
22/09/2020	Ordinary Council	205/20	100 Old Mt Barker Road Stirling	Material - Cr Kirrilee Boyd	<ol style="list-style-type: none"> 1. That the report be received and noted 2. To progress the budgeted upgrade of the old school building located at 100 Old Mt Barker Road Stirling including the replacement of the roof, gutters, fascia boards, downpipes and damaged internal ceilings, with the anticipated cost to be \$155,000. 3. To apply to the Minister for Environment and Water for approval to lease the land located at 100 Old Mt Barker Road Stirling, including the old school building, to The Old School Community Garden Inc. 4. Subject to obtaining the approval specified in 3 above, offer to The Old School Community Garden a 2 year lease over the land located at 100 Old Mt Barker Road Stirling, including the old school building. The rent under the lease to be \$1 per annum (if demanded). 5. That the Mayor and Chief Executive Officer be authorised to sign all necessary documents, including affixing the common seal, to give effect to this resolution. 	Terry Crackett	In Progress	9/06/2021	30/09/2021	Initial information provided to Crown Lands in relation to approval for lease, Ministerial approval is required for the lease and this is being sought. April - DA granted and tender for works being undertaken June 21 - works are being scheduled subject to availability of materials and contractor.	FALSE
22/09/2020	Ordinary Council	207/20	S210 Conversion to Public Road	None declared	<ol style="list-style-type: none"> 1. That the report be received and noted. 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 & Burton Stirling Dearman. 1 Robert Street Woodside being the land comprised in CT 5695/342 of 58m2 currently owned by James Johnston and William Johnston. Pieces 29 and Lot 30 in FP 156206 on Western Branch Road, Lobethal being the land comprised in CT 5696/31 of 446m2 and 337m2 currently owned by South Australian Company. Norman Road, Bridgewater being Allotment 16 and 17 in DP 2167 as the land comprised in CT 5890/905 of 738m2 and 1265m2 currently owned by Donald Frederick Canham & Eileen Agnes Canham. 3. That the Mayor and the Chief Executive be authorised to finalise the above matter including signing all necessary documentation to complete all transactions. 4. That a further report be presented to Council following the completion of the notice period required under Section 210(2) of the Act detailing the outcome of the attempts to locate the owners of the roads detailed above. 	Terry Crackett	In Progress	9/06/2021	31/05/2021	<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 following the completion of the mandatory 3 month notification period.</p> <p>9/6/2021 - Public Road Declaration to be completed with a Government Gazette Notice 10/6/2021</p>	FALSE
27/10/2020	Ordinary Council	224/20	MON Speed Limit Reduction Longwood & Red Hill Roads	None declared	<p>That Council:</p> <ol style="list-style-type: none"> 1. receives the residents' request as contained in Appendix 1 and 2. undertakes a speed limit review on sections of Longwood and Red Hill Roads in response to the submission received from local residents, and 3. communicates the outcome of the review and proposed action to Council Members via the Council and Committee Meeting Action Tracker. 	Peter Bice	In Progress	9/06/2021	30/06/2021	Council's traffic consultant has completed the required Traffic Impact Statements for the proposed speed reduction on Longwood Rd and Red Hill Rd. A formal request for speed limit reduction on the two roads was submitted to DIT on 19/4/21 and a follow up request was made to DIT on 20/5/21.	FALSE
27/10/2020	Ordinary Council	226/20	Memorial Seat for former Cr Bill Gale	None declared	That, in conjunction with the Gale family, Council purchase and install a park seat with a plaque to commemorate the contribution the late ex Cr Bill Gale made to the Adelaide Hills Council and, in particular, to the Woodside area.	Peter Bice	In Progress	9/06/2021	12/02/2021	Seat has been ordered currently waiting delivery, working with DIT as the land owner for approval to install and have contacted family for appropriate wording for the plaque.	FALSE
27/10/2020	Ordinary Council	235/20	Revocation of Community Land - Closed Road R855 Upper Hermitage	None declared	That the report be received and noted To commence a revocation of community land process for the land described as "A" in Road Plan No. 855 ("Closed Road") including consultation in accordance with Council's Public Consultation Policy and the <i>Local Government Act 1999</i> with the intention of selling the Closed Road to the adjoining owners. That a further report be presented to Council at the completion of the consultation.	Terry Crackett	In Progress	9/06/2021	30/06/2021	Community consultation commences 9/6/2021, ends 30/6/2021	FALSE
27/10/2020	Ordinary Council	261/20	Confidential - Event Opportunity	None declared	As per confidential minute	David Waters	Not Started	9/06/2021	20/11/2020	Subject to confidentiality order.	FALSE
27/10/2020	Ordinary Council	262/20	Confidential - Event Opportunity - Period of Confidentiality	None declared	until the event agreements are signed and the relevant event details are announced by the relevant Minister, but not longer than 31 December 2020	David Waters	Not Started	9/06/2021	31/08/2021	Triggers for bringing this item out of confidence have not yet occurred.	FALSE
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 formatting or minor changes to the Plan for publication purposes.	David Waters	In Progress	9/06/2021	25/01/2021	Formatting is being finalised prior to publication on the Council's website.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Due Date	Status (for Council reporting)	Confidential
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	9/06/2021	30/09/2021	Awaiting receipt of final plans and road process documents from surveyor	FALSE
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 consideration by Council prior to 30 June 2021.	Terry Crackett	In Progress	9/06/2021	30/06/2021	A workshop will be held in May and report presented to Council by 30 June. March 21 - the matter was discussed with the Council's Cemetery Advisory Group	FALSE
27/01/2021	Ordinary Council	7/21	Hard Waste Service	Material - Cr Linda Green Material - Cr Malcolm Herrmann Material - Cr Andrew Stratford	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.	Peter Bice	In Progress	10/06/2021	27/02/2021	Matter will be progressed further after completion of the community consultation on the 2021/22 Annual Business Plan and Budget. Hard waste and Mattress collection user contribution in 2020/21 draft budget for consideration and adoption at June 22 Council Meeting.	FALSE
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 confidence until 30 July 2021.	Peter Bice	In Progress	9/06/2021	30/06/2021		FALSE
23/02/2021	Ordinary Council	25/21	Road Closure adjacent 9 Melrose Avenue Stirling	None declared	1. That the report be received and noted 2. To make a Road Process Order pursuant to the <i>Roads (Opening & Closing) Act 1991</i> to close and merge the pieces of land identified as "A" in the Preliminary Plan No. 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 <i>Local Government Act 1999</i> ; 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.	Terry Crackett	In Progress	9/06/2021	30/09/2021	Commenced in accordance with resolution 9/6/21 - Plans and documents lodged with Surveyor General, awaiting approval and Gazettal notice	FALSE
23/02/2021	Ordinary Council	28/21	Relief & Recovery Fund	None declared	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: What "triggers" would activate the Fund allowing donations to be made How funds raised would be dispersed to alleviate the distress, suffering and personal hardships, brought about by a disaster or emergency in our region How the activities of the fund would be overseen, for example, what type of Committee should be established and what operational rules would apply Ensuring the structure of the Fund adheres to all relevant legislation An analysis of the costs associated with establishing and administering the Fund 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.	David Waters	In Progress	9/06/2021	23/11/2021	Preliminary research has commenced to ascertain other municipalities which administer similar funds.	FALSE
23/02/2021	Ordinary Council	31/21	Tree Management	None declared	Council resolves that the report be received and noted. That Council acknowledges the significant impact that climate change is having on our ability to manage and fund tree related fire and emergency events. That Council acknowledges the increasing importance, costs and growing community expectation relating to tree management. 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. 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.	David Waters	Completed	9/06/2021	4/03/2021	The correspondence as outlined in Point 5 has been sent.	FALSE

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23/03/2021	Ordinary Council	48/21	MON Single-use Plastics	None declared	<p>A report be provided to the Council before 31 October 2021 on the feasibility and cost implications for reducing and or eliminating the use of single-use plastics in Council operations, being replaced with compostable or reusable alternatives as necessary. The report need not address those plastics already banned by State Legislation in March 2021, those proposed to be banned under the same legislation in March 2022, nor single use-plastics required for medical or disability uses. The report should consider but not be limited to:</p> <p>Council ceasing to purchase single use plastics; Council stipulating to contractors, event organisers, sponsorship seekers, caterers, food vans and so on, that single-use plastics are not supported by Council and alternatives such as compostable or reusable alternatives be utilised as necessary; As leases expire, update leases to include a clause that single use plastics are not supported by Council and alternatives such as compostable or reusable alternatives be utilised as necessary; The CEO, Directors, Senior Officers and Staff be trained and educated to support and implement appropriate processes to ensure operation and compliance of associated procedures. Green bins be made available at Council run events for the collection of compostable waste to ensure compostable materials are diverted from landfill. A program of community education and promotion, including approaching business owners and operators throughout the AHC area, in order to encourage a change from single-use plastics to alternatives such as compostable or reusable alternatives as necessary.</p>	Peter Bice	In Progress	9/06/2021	26/10/2021	Collection of data of Council's use of single use plastic free has begun. This has included an audit of all the main Council buildings. Initial findings were presented on 6 May 2021 to the Sustainability Advisory Group. These findings will also be presented to Council Members at a workshop on Tuesday 15 June.	FALSE
23/03/2021	Ordinary Council	47/21	MON Bushfire Safer Places	None declared	<p>That Council engages with the South Australian Country Fire Service (CFS) to produce a report for the information of the Elected body on designated Bushfire Safer Places, both in the Adelaide Hills and across South Australia. This report should be presented to Council at the May 2021 meeting.</p>	Peter Bice	In Progress	10/06/2021	25/06/2021	<p>Letter sent to Chief Officer of the CFS seeking assistance to obtain information relating to Bushfire Safer Places.</p> <p>Response received to Council's correspondence from CFS on 7 June 2021. Content needs to be considered by the Administration and next steps determined.</p>	FALSE
23/03/2021	Ordinary Council	49/21	Local Heritage Grant Fund Project 2020 - 2021	Material - Cr Linda Green Perceived - Cr Leith Mudge	<p>1. That the report be received and noted</p> <p>2. To approve the eight shortlisted projects to receive grant funding as detailed in the body of this report to contribute to the works as detailed in <i>Appendix 1</i> of this report and listed below:</p> <p>Our Lady of the Rosary Church, Aldgate - \$2,500 Old Post Office, Crafrers - \$1,417 Crataegus Cottage, Crafrers - \$2,500 Circa 1850's Cottage, Mount George - \$2,500 Shop, Stirling - \$2,500 Stone Cottage, Stirling - \$2,500 Former Aldgate Valley Church of Christ, Aldgate - \$2,500 Cudlee Creek Uniting Church, Cudlee Creek - \$2,500</p> <p>3. To delegate to the Chief Executive Officer to determine whether any changes to grant recipient's proposed works maintain grant eligibility.</p>	Marc Salver	In Progress	14/06/2021	20/04/2021	All successful applicants have been advised of the outcome of their grant applications. Where required, development applications will be lodged and assessed. On completion of the approved works, the grant payments will then be made.	FALSE
23/03/2021	Ordinary Council	52/21	Crown Land Revocation	None declared	<p>1. That the report be received and noted</p> <p>2. That the consultation report (<i>Appendix 1</i>) be received and noted</p> <p>3. To apply to the Minister for Planning to revoke the Community Land classification of the following parcels of land:-</p> <p>i. CR 5752/186, Lot 32 Fullgrave Road, Crafrers</p> <p>ii. CR 5753/725, Section 1609 Illert Road, Mylor</p> <p>iii. CR 5753/729, Section 1657 Scott Creek Road, Scott Creek</p> <p>iv. CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside</p> <p>v. CR 5753/742, Section 547 Schuberts Road, Lobethal</p> <p>vi. CR 5753/744, Section 553 Pedare Park Road, Woodside</p> <p>vii. CR 5753/745, Section 556 Tiers Road, Woodside</p> <p>viii. CR 5753/746, Section 565 Old Carey Gully Road, Stirling</p> <p>ix. CR 5753/754, Section 511 North East Road, Ingleswood</p> <p>x. CR 5753/758, Section 262 Reserve Road, Forreston</p> <p>xi. CR 5763/631, Section 1591 Silver Road, Bridgewater</p> <p>xii. CR 5763/634, Section 71 Magarey Road, Mount Torrens</p> <p>xiii. CR 5763/635, Section 72 Magarey Road, Mount Torrens</p> <p>xiv. CR 5763/636, Section 84 Forreston Road, Forreston</p> <p>xv. CR 6142/329, Lot 501 Greenhill Road, Balhannah</p> <p>xvi. CR 5926/487, Lot 20 Bell Springs Road Charleston (for rededication to the Department of Environment & Water)</p> <p>xvii. CR 5753/718, Section 1544 Reserve Terrace Aldgate (for rededication to Meals on Wheels)</p> <p>xviii. CR 5753/753, Section 495 off Kersbrook Road Kersbrook (for rededication to Forestry SA)</p> <p>4. That a further report be presented to Council once a response from the Minister for Planning is received.</p>	Terry Crackett	In Progress	9/06/2021	30/11/2021	Being progressed in accordance with resolution	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Due Date	Status (for Council reporting)	Confidential
23/03/2021	Ordinary Council	54/21	Local Roads and Community Infrastructure Program Projects Phase 2	None declared	<p>That the report be received and noted.</p> <p>To authorise the applications for the following projects, totalling \$1,572,000, to be submitted as the Adelaide Hills Council Local Roads and Infrastructure Program Phase 2 Projects for delivery in 2021-22 and the estimated associated expenditure to undertake those works: Mill Road, Lobethal, School Crossing - \$30,000 Heathfield Waste and Resource Recovery Centre Upgrades - \$155,000 Public Toilet Upgrades Stirling, Aldgate and Bridgewater - \$560,000 Crafters Village Mainstreet Traffic Calming & Amenity upgrade - \$300,000 Birdwood Footpath, Kindergarten to Playground - \$25,000 Lobethal Avenue of Trees, Woodside Road - \$100,000 Lobethal Bushland Park Lookout Tower - \$45,000 Merchants Road, Slip Repair - \$60,000 Mylor Pump Track - \$50,000 Bus Shelter Replacement (Stirling Main Street) - \$20,000 Mount Lofty Gardens, Lampert Road safety upgrade - \$110,000 Mount Barker Road, Aldgate 'Park and Ride' - \$20,000 Aldgate Main Street amenity upgrade - \$38,000 Upper Sturt Road walking path - \$15,000 Bridgewater Court Resurfacing - \$22,000 Strathalbyn Road, Service Road Sealing - \$12,000 Hunters Road, Amenity Upgrade Concrete Blocks - \$10,000</p> <p>3. Subject to approval, and in line with the above estimated costs, that the CEO or his delegate be authorised to enter into a necessary grant agreement with the Department for Infrastructure, Transport and Regional Development, commit expenditure to undertake the above works with any adjustments to income and expenditure be incorporated in an upcoming budget review.</p> <p>4. That should any projects be unsuccessful, or significant savings achieved, alternative projects will be recommended to Council for consideration</p>	Peter Bice	In Progress	8/06/2021	27/04/2021	Project Schedule Approved by the department	FALSE
23/03/2021	Ordinary Council	63/21	Sale of Land for Recovery of Debt, Lenswood - Confidential Item	None declared	As per confidential minute	Marc Salver	In Progress	14/06/2021	30/06/2021	The lawyers have commenced the sale of land process and passed this onto the Sherriff to issue the notice to the landowner. Further updates will be provided as this progresses	TRUE
23/03/2021	Ordinary Council	64/21	Sale of Land for Recovery of Debt, Lenswood - 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 either the Warrant of Sale process for the land in question is completed and a settlement reached or until legal proceedings have concluded, but no longer than 12 months.	Marc Salver	In Progress	14/06/2021	30/06/2021	The lawyers have commenced the sale of land process and passed this onto the Sherriff to issue the notice to the landowner. Further updates will be provided as this progresses	TRUE
27/04/2021	Ordinary Council	67/21	White Rock Quarry Proposed Mine Expansion	None declared	<p>That the Mayor, on behalf of Council, writes to the Minister for Energy and Mining, the Honourable Dan van Holst Pellekaan, together with the Honourable Vickie Chapman, Member for Bragg, advising that Council:</p> <p>1. Acknowledges the Minister's letter, dated 14 April 2021 (refer to Appendix 1 for a copy), in response to the Mayor's letter, on behalf of Council, dated 17 March 2021 (refer to Appendix 2 for a copy).</p> <p>2. Notes that the Minister, has not specifically addressed several important matters that were raised by Council, that requested action on the part of the Minister, and or State Government, in relation to the Hanson White Rock Quarry proposed expansion plan, and that Council respectfully requests, once again, that these matters be addressed by the Minister; namely: [2.2] That Council "is concerned that with any expansion of the mine's current operation, that such expansion is likely to have an adverse impact on traffic management for the area. Noting that traffic management / impact has not been addressed in the MOP, Council requests that this issue be addressed by Hanson Construction Materials Pty Ltd, as a priority, in consultation with Council, prior to any approval being granted."</p> <p>[2.3] That Council "notes that separation distances do not apply to 'existing' private mines. However, notwithstanding this, Council's firm view is that given the sensitive nature of the MOP, and, importantly, the fact that the current Mining Act 1971 stipulates a 400-metre separation distance for mining operations, that no approval be granted unless a minimum 400 metre [preferably 500-metre] separation distance is adopted [noting that the EPA suggests a 500-metre separation distance for mining operations, involving blasting]. Should this require legislation to achieve this desired outcome, given that this is a private mine, seeking to expand, that legislative change be considered."</p>	Marc Salver	In Progress	14/06/2021	30/06/2021	Letters have been sent to both the Minister for van Holst Pellekaan and Mayor of Burnside Council on 19 May. No responses in this regard have been received.	FALSE
27/04/2021	Ordinary Council	68/21	GAROC Business Item - Boundary Reform Legislation Change	None declared	<p>I move that Council resolves to submit an Item of Business for the Greater Adelaide Region of Council's consideration as follows:</p> <p>The Local Government Association advocates to the Minister of Local Government for changes to the provisions of Chapter 3, Part 2, Division 4 of the <i>Local Government Act 1999</i> and/or the Boundary Commission's Guidelines to require the results of community consultation on a proposed boundary change proposal to form part of a Stage 1 – General proposal submission.</p> <p>Further, where substantial opposition exists to the proposal from the affected community, it should not be permitted to proceed to Stage 2.</p>	Andrew Aitken	Completed	14/05/2021	28/05/2021	Resolution has been converted to GAROC format and submitted for next GAROC meeting (July 2021)	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Due Date	Status (for Council reporting)	Confidential
27/04/2021	Ordinary Council	69/21	Lobethal Bushland Park Draft Masterplan	None declared	Council resolves: 1. That the report be received and noted. 2. To receive and accept the Lobethal Bushland Park Draft Masterplan and Play Space Design Brief Consultation Outcomes Report. 3. To adopt the Draft Masterplan and implement Stage 2 of Engagement. 4. That the results of Stage 2 Engagement and the final draft Masterplan be presented to Council for its consideration in June 2021. 5. That the CEO be authorised to: Make any formatting, nomenclature or other minor changes to the Draft Masterplan prior to being released for public consultation and Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's <i>Public Consultation Policy</i> .	Peter Bice	In Progress	9/06/2021	7/05/2021	A final draft masterplan will be presented to Council at the June meeting for endorsement	FALSE
27/04/2021	Ordinary Council	70/21	Green Organic Service Options	None declared	Council resolves that: The report be received and noted The budget for free green organic drop off days be increased to \$138,600 as part of the Draft 2021/22 Annual Business Plan and Budget Funding for a detailed analysis of Option 2 be included in the budget development for 2022/23.	Peter Bice	Not Started	10/06/2021	7/05/2021	Matter will be progressed further after community consultation outcomes on the 2021/22 Annual Business Plan and Budget. The draft 2021/22 budget for free green organic drop off days has been increased to \$138,600 for consideration and adoption by Council at the June 2021 Ordinary Council Meeting.	FALSE
27/04/2021	Ordinary Council	72/21	2021-22 Annual Business Plan & Budget Consultation	None declared	1. That the report be received and noted 2. To endorse the draft <i>Annual Business Plan 2021-22 (ABP)</i> , as contained in Appendix 1 (including commentary and budgetary amendments arising from the resolution for item 12.2 in the 27 April 2021 agenda) for community consultation in accordance with Section 123 of the <i>Local Government Act 1999</i> . 3. That, notwithstanding the terms of Council's <i>Public Consultation Policy</i> (as modified on account of the making of the Public Access and Public Consultation Notice (No 2) 2020), Council determines that it will hold a public meeting as part of its consultation activities with respect to the draft annual business plan and budget for 2021-22. 4. That the CEO be authorised to: arrange for the holding of such a meeting; provide notice to the public of the meeting in such manner and form as they see fit; and cancel entirely or defer the holding of the meeting in the event it cannot be accommodated in line with relevant State Government public health/emergency directions, regulations or legislation related to COVID-19 5. That the CEO be authorised to: Make any formatting, nomenclature or other minor changes to the Plan prior to being released for public consultation and Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's <i>Public Consultation Policy</i> .	Andrew Aitken	Completed	28/04/2021	7/05/2021	The consultation report was received and notes at the 8 June 2021 Special Council meeting.	FALSE
27/04/2021	Ordinary Council	73/21	Grant Giving Policy Review	None declared	That the report be received and noted. With an effective date of 31 May 2021, to revoke the Grant Giving Policy 23 July 2019 and to adopt the 27 April 2021 Grant Giving Policy, as contained in Appendix 2. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 27 April 2021 Grant Giving Policy prior to the effective date of adoption.	David Waters	Completed	9/06/2021	7/05/2021		FALSE
27/04/2021	Ordinary Council	75/21	Road Closure & Opening adjacent 36 Pioneer Ave Lobethal	None declared	1. That the report be received and noted 2. In accordance with sections 12 and 15 of the <i>Roads (Opening and Closing) Act 1991</i> , enter into an Agreement for Exchange with the owner of the land of 36 Pioneer Avenue Lobethal and issue a Road Process Order to open as public road the area identified as "1" on Preliminary Plan No. 21/0010 and in exchange to close a portion of Pioneer Avenue as identified as "A" on Preliminary Plan No 21/0010 as "A" and merge with Allotment 19 in Deposited Plan No. 4789 comprised in Certificate of Title Volume 5548 Folio 780. 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 the owners of 36 Pioneer Avenue Lobethal, being the owners of the property with which it is merging for the amount of \$9,200 plus GST (if applicable) and responsible for all fees and charges associated with the road closure process. 4. Authorise the Chief Executive to finalise and sign all necessary documentation to close and sell the above portion of closed road pursuant to this resolution.	Terry Crackett	In Progress	9/06/2021	31/12/2021	Commenced in accordance with resolution. Awaiting final plans and documents from the Surveyor to be signed by Council	FALSE
27/04/2021	Ordinary Council	77/21	2020-21 CEO Performance Review Process & Schedule	None declared	That the report be received and noted To undertake the 2021 CEO Performance Review using an internal process and utilise a consultant to undertake the remuneration package review. To adopt the 2021 CEO Performance Review Panel Internal Process and Meeting Schedule as contained in Appendix 1 as it relates to Council meetings and workshops.	Terry Crackett	In Progress	9/06/2021	27/08/2021	Action is progressing in line with the adopted schedule of work. (Panel have met, CEO Performance Targets 2021-2022 progressing to Council meeting 22/6/21, consultant to undertake remuneration review appointed, preparation for performance review underway)	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Due Date	Status (for Council reporting)	Confidential
27/04/2021	Ordinary Council	78/21	Public Interest Disclosure Policy Review	None declared	That the report be received and noted. With an effective date of 12 May 2021, to revoke the 25 June 2019 Public Interest Disclosure Policy and to adopt the 27 April 2021 Public Interest Disclosure Policy as per Appendix 1. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Instruments during the period of currency.	Andrew Aitken	In Progress	14/05/2021	7/05/2021	Policy being finalised for publication.	FALSE
27/04/2021	Ordinary Council	84/21	Advisory Group Independent Members - CONFIDENTIAL	None declared	See Confidential Minute	Andrew Aitken	Completed	14/05/2021	7/05/2021	Council approved the independent member appointments at its 27 April 2021 meeting. Executive Officers have informed applicants of the outcome. The new independent members will be inducted prior to/at their first meeting.	TRUE
27/04/2021	Ordinary Council	86/21	Advisory Group Independent Members Period of Confidentiality	None declared	that the report and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the candidates have been advised of Council's decision but no later than 30 June 2021.	Andrew Aitken	Completed	14/05/2021	7/05/2021	Period of confidentiality ceased under CEO delegation.	FALSE
27/04/2021	Ordinary Council	73/21	Grant Giving Policy Review	None declared	Implement Policy and communicate to staff	David Waters	Completed	9/06/2021	7/05/2021		FALSE
27/04/2021	Ordinary Council	78/21	Public Interest Disclosure Policy Review	None declared	Implement Policy and communicate to staff	Andrew Aitken	In Progress	14/05/2021	7/05/2021	Policy being finalised for publication.	FALSE
25/05/2021	Ordinary Council	89/21	Gumeracha Medieval Fair	None declared	That Council expresses its support for the Gumeracha and Torrens Valley communities' efforts to retain the Gumeracha Medieval Fair at Gumeracha.	David Waters	Completed	9/06/2021	11/06/2021	The local community have been made aware of the resolution and Administration have met with the Fair committee towards retaining the 2022 Fair in Gumeracha.	FALSE
25/05/2021	Ordinary Council	90/21	MON Passenger Rail for Adelaide Hills	None declared	The Mayor write to the State Minister for Infrastructure and Transport to ask him to: Undertake a comprehensive study into a passenger rail service (or other suitable rapid transit service) from the Adelaide CBD to the Adelaide Hills. It should, as a minimum, service Stirling and Mt Barker with potential connections to Murray Bridge and Strathalbyn. The study should address and balance economic, environmental and community wellbeing considerations. Ensure that if such a service were implemented, the public transport network in the Adelaide Hills is modified such that it is viable and offers an attractive alternative to private vehicle travel along the increasingly congested South Eastern Freeway. Copies of the letter should be forwarded to the State members for Heysen and Kavel, Federal Member for Mayo, State Leader of the Opposition, Southern & Hills Local Government Association and Regional Development Australia Adelaide Hills, Fleurieu & Kangaroo Island.	David Waters	In Progress	16/06/2021	11/06/2021	The letter will have been sent by the June council meeting.	FALSE
25/05/2021	Ordinary Council	91/21	Budget Review 3	Linda Green - Perceived	That the report be received and noted. To adopt the proposed budget adjustments presented in Budget Review 3 for the 2020-21 financial year which result in: 2.1 A reduction in the Operating Surplus from \$1.883m to \$1.498m. 2.2 Changes to Capital Works, increasing capital income by \$138k and reducing capital expenditure by \$4.767m resulting in a revised capital expenditure budget for 2020-21 of \$15.316m. 2.3 A change in Council's net result from a Net Borrowing Result of \$3.865m to a Net Lending Result of \$654k as a result of the proposed operating and capital adjustments.	Terry Crackett	Completed	8/06/2021	11/06/2021		FALSE
25/05/2021	Ordinary Council	92/21	Draft Trails & Cycling Routes Management Policy	None declared	1. That the report be received and noted. 2. That the draft Trails and Cycling Routes Management Policy contained in <i>Appendix 1</i> be endorsed for consultation 3. That the CEO be authorised to: Make any formatting, nomenclature or other minor changes to the Policy prior to being released for public consultation and Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's <i>Public Consultation Policy</i> . 4. That the outcomes of the consultation and a final draft document be presented to Council for its consideration August 2021.	Peter Bice	Not Started	9/06/2021	11/06/2021	Consultation is currently underway	FALSE
25/05/2021	Ordinary Council	93/21	Burning Permit Policy Review	None declared	1. That the report be received and noted 2. With an effective date of 8 June 2021, to revoke the 26 February 2019 <i>Burning Permit Policy</i> and to adopt the revised <i>Burning Permit Policy</i> as contained in <i>Appendix 1</i> of this report. 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 25 May 2021 <i>Burning Permit Policy</i> prior to the effective date of adoption.	Marc Salver	Completed	11/06/2021	11/06/2021	Revised Policy has been uploaded to Council's website	FALSE
25/05/2021	Ordinary Council	94/21	Order Making Policy Review	None declared	That the report be received and noted. With an effective date of 8 June 2021, to revoke the 28 November 2017 <i>Order Making Policy</i> and to adopt the revised <i>Order Making Policy</i> in <i>Appendix 1.3</i> . That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 25 May 2021 <i>Order Making Policy</i> prior to the effective date of adoption.	Marc Salver	Completed	11/06/2021	11/06/2021	Revised Policy has been uploaded to Council's website	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Due Date	Status (for Council reporting)	Confidential
25/05/2021	Ordinary Council	95/21	Properties with outstanding rates - S210 conversion to public road	None declared	That the report be received and noted.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 & Burton Stirling Dearman.1 Robert Street Woodside being the land comprised in CT 5695/342 of 58m2 currently owned by James Johnston and William Johnston.Pieces 29 and Lot 30 in FP 156206 on Western Branch Road, Lobethal being the land comprised in CT 5696/31 of 446m2 and 337m2 currently owned by South Australian Company.Norman Road, Bridgewater being Allotment 16 and 17 in DP 2167 as the land comprised in CT 5890/905 of 738m2 and 1265m2 currently owned by Donald Frederick Canham & Eileen Agnes Canham.3. To authorise the publication of the resolution in the Government Gazette as required by Section 210 of the Local Government Act 1999 to declare the road to be public road. 4. To delegate to the Chief Executive Officer to execute the necessary documentation to give effect to this resolution. 5. To formally approve the write-off of \$98,025.08 for the outstanding rates on the Land Identified for conversion of private road to public road.	Terry Crackett	In Progress	9/06/2021	30/11/2021	The process has been commenced in accordance with the resolution	FALSE
25/05/2021	Ordinary Council	96/21	East Waste 2021-22 Annual Business Plan	None declared	1. That the report be received and noted 2. To provide consent to the Eastern Waste Management Authority <i>Draft Annual Plan 2021-22</i> .	Andrew Aitken	Completed	26/05/2021	11/06/2021	Council's resolution provided to East Waste.	FALSE
25/05/2021	Ordinary Council	97/21	SHLGA Governance Arrangements - Exemption for Audit Committee	None declared	That the report be received and notedTo approve the Southern & Hills Local Government Association Board seeking an exemption from the Minister for Local Government from the requirement to have an audit committee under Regulation 18 of the <i>Local Government (Financial Management) Regulations 2011</i> .	Andrew Aitken	Completed	26/05/2021	11/06/2021	Council's resolution has been provided to S&HLGA.	FALSE
25/05/2021	Ordinary Council	98/21	SHLGA Governance Arrangements - Draft Charter and 2021-22 Key Action Plan/Budget	None declared	3. To endorse the draft Southern & Hills Local Government Association Charter as contained in Appendix 2 with the following options and clarifications:AHC supports the proposed clause 5.1.1 regarding Board Membership in the draft CharterAHC supports the proposed clause 5.1.4 regarding Board Observers in the draft CharterAHC supports either amending proposed clause 5.1.5 in the draft Charter to be for expenses only or to remove proposed clause 5.1.5 in its entiretyAHC supports the proposed clauses regarding officer bearers being Elected Members in the draft CharterAHC supports amending clause 10.1 in the draft Charter to require the unanimous resolution of Constituent Councils 4. That the Southern & Hills Local Government Association's draft 2021-22 Key Action Plan and proposed budget be received and noted.	Andrew Aitken	Completed	26/05/2021	11/06/2021	Council's resolutions have been provided to S&HLGA.	FALSE
25/05/2021	Ordinary Council	99/21	Delegations Review May 2021	None declared	That the report be received and noted 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: Refer Minutes	Andrew Aitken	Completed	31/05/2021	11/06/2021		FALSE
25/05/2021	Ordinary Council	102/21	MWN Condolence Motion Dennis Michalk (Gumeracha)	None declared	Council conveys its condolences to the family of the late Dennis Michalk and recognises his contribution to the Gumeracha community and the Gumeracha Council for his service as a Councillor 1970-1995 and Deputy Mayor 1994-1995.	Andrew Aitken	Completed	26/05/2021	27/05/2021	Letter of condolence forwarded to Michalk family	FALSE
25/05/2021	Ordinary Council	105/21	Multi-Year Road Rally Proposal CONFIDENTIAL	None declared	Refer to confidential minute	David Waters	In Progress	9/06/2021	11/06/2021	The Reporta and Attachments remain in confidence.	TRUE
25/05/2021	Ordinary Council	106/21	Multi-Year Road Rally Proposal Period of Confidentiality	None declared	that an order be made under the provisions of sections 91(7) and (9) of the <i>Local Government Act 1999</i> that the report and related attachments of Council and the discussion and considerations of the subject matter be retained in confidence until 31 December 2023.	David Waters	In Progress	9/06/2021	11/06/2021	The Report remains in confidence .	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Due Date	Status (for Council reporting)	Confidential
8/06/2021	Special Council	110/21	Annual Business Plan Consultation Results	None declared	<p>That the report be received and noted.</p> <p>To receive and note the outcomes of the draft Annual Business Plan 2021-22 public consultation undertaken from 5 -26 May 2021 as contained in the Annual Business Plan 2021-22 Community Engagement Outcomes Report in Appendix 1.</p> <p>To endorse the following changes to the draft Annual Business Plan 2021-22: Include a \$50 contribution regime for European Wasp nest removal Remove strategic initiatives B4008 and E1001 in acknowledgement that they relate to ongoing wages associated with core service delivery already incorporated into the budget. Include a new strategic initiative under the Economy Goal to "Undertake an expression of interest process for ascertaining the level of interest and viability of 'free'-camping sites in the district". Include the "Rate in the dollar" table in the budget pages to assist in demonstrating how rates are calculated. Minor edits to various sections or titles of initiatives to improve reader understanding.</p> <p>4. In the next LTFP consider increased expenditure on footpath and footpath program</p>	Andrew Aitken	In Progress	9/06/2021	18/06/2021	ABP to be amended for 22 June 2021 Ordinary meeting.	FALSE
8/06/2021	Special Council	112/21	Heathfield Oval Change Rooms Tender - Confidential Item	Perceived - Cr Kirsty Parkin	As per Confidential Minute	Peter Bice	Not Started	9/06/2021	18/06/2021		TRUE
8/06/2021	Special Council	113/21	Heathfield Oval Change Rooms Tender - Period of Confidentiality	Perceived - Cr Kirsty Parkin	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 execution of the contract for the Heathfield Oval Change Rooms but not longer than 31 August 2021.	Peter Bice	Not Started	9/06/2021	25/06/2021		FALSE

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item: 13.1

Responsible Officer: David Waters
Director Community Capacity
Community Capacity

Subject: Recovery Update

For: Information

SUMMARY

The purpose of this report is to provide a progress report on the implementation of the Council's *Cudlee Creek Bushfire Recovery Action Plan* and initiatives supporting recovery from the COVID-19 pandemic. It also provides a progress report on discussions with government and non-government agencies on opportunities to help communities and businesses develop resilience to future events.

RECOMMENDATION

Council resolves that the report be received and noted.

1. GOVERNANCE

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

Strategic Plan 2020-24 – A brighter future

Goal Community wellbeing

Objective C2 A connected, engaged and supported community.

Priority C2.5 Continue to work with government agencies and non-governmental organisations to support the community recovery from natural disasters and the COVID-19 pandemic.

➤ **Legal Implications**

The *Local Government Act 1999* defines one function of a council to be:

7(d) to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards.

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

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

➤ **Risk Management Implications**

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

Failure to adequately formulate and execute a plan for helping the community recovery from bushfire and COVID-19 leading to a significant and prolonged loss of community confidence. Major adverse impact on community wellbeing.

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

Existing controls include the development of a *Bushfire Recovery Action Plan* and the implementation of measures contained therein to date.

Planned mitigations to reduce the risk include pursuing additional funding to enable the Council to fully implement its Bushfire Recovery Action Plan and to conduct initiatives to restore confidence following the COVID-19 pandemic.

➤ **Financial and Resource Implications**

Bushfire recovery

The Council allocated a net expenditure of \$430,000 in its 2020-21 Budget to go along with a net \$570,000 in 2019-20 for a total Council bushfire recovery net contribution of \$1.0m.

Changes in the accounting treatment for income initially recognised in 2019-20 following consultation with the Council's auditors, resulted in \$1.55m of recovery grant income being transferred to 2020-21. Nevertheless, the total budgeted amount for bushfire recovery, over and above expenditure from normal recurrent operating budgets, remains \$1.0m.

To date, recovery costs have been able to be managed in line with this budget, thanks mainly to the Council's ability to successfully obtain grants and negotiate funding with the State Government. It should be noted that some of this budget will need to be allocated into 2021-22 to recognise some extended recovery activities.

Council Members will note that the Council received a separate report on the matter of tree management costs and allocated additional funding in Budget Review 2 to address outstanding high risk tree management issues across the district, including some work in the Cudlee Creek and Cherry Gardens fire grounds.

At the time of writing this report, no other material recovery costs are expected to arise, thus it is reasonable to conclude that the Council's net recovery costs have ultimately aligned with the initial target of \$1.0m. As this is the final regular 'recovery update report' any future funding needs will be dealt with by individual council functional areas using the normal budget setting and review processes.

It should be noted that some of the funding previously committed will need to be moved into 2021-22 to reflect ongoing work, particularly in development application assessment and biodiversity recovery (which mainly relates to the expenditure of grant money).

COVID-19 pandemic support 22/6/21

The Council allocated \$120,000 in its 2020-21 operating budget for *"Financial support to assist the business and community to recover from bushfires and COVID-19 (incl. rates)"*.

The Council also allocated \$50,000 to cover operational costs associated with service continuity, including things such as additional vehicle hire to enable works crews to distance while continuing to travel to and from work sites, Perspex barriers in service areas, hand sanitiser, masks, etc. At this stage, the costs associated with this aspect are just over \$170,000.

The \$120,000 budget amount was primarily intended to offset lost revenue including through the deferral of rates, waiving of fines/interest where people impacted with either the bushfire or COVID-19 pandemic sought assistance through the Council's hardship provisions as well as, if the demand for hardship consideration allowed, provide the Council with capacity to address other needs in a targeted fashion.

The following points are also of note:

- a. As at the end of May, 682 ratepayers had rate balances outstanding, compared to 718 at the end of February (adjusted from the number previously reported to take out the seniors postponement). Of the 682, 78 had applied under Council's hardship provisions including COVID-19 and the Cudlee Creek Bushfire and had their interest waived for the month of May 2021.
- b. Together with fines waived for the 4th quarter instalment due 1 June 2021, the total amount of rate fines and interest remitted for the 2020-21 financial year to mid June 2021 now totals \$21,202.
- c. As advised previously, an amount of \$13,426 relating to outdoor dining permits for businesses within the Council area were also waived in the 2020-21 financial year resulting in an a total balance of \$34,628 allocated to the Financial Support Operating Initiative to mid-June 2021.

It is intended to consider both of these budget items in Budget Review 3, with a view to balancing them out as far as possible.

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

There has been a significant focus on continuity of service provision during both the bushfire recovery and the COVID-19 pandemic.

In relation to the bushfire, the Administration had customer service and development assessment staff based at the Recovery Centre at Lobethal for a number of weeks in order to be as accessible as possible to the impacted community.

In relation to the COVID-19 pandemic, which forced the shutdown of the Council's physical sites, as many programs and services as possible were moved online or conducted in an alternative manner. These included library programs, community centre programs and Fabrik programs. The borrowing of physical library items continued throughout the restrictions with protocols put in place to enable people to safely collect and return items they had reserved online. The only exception to this was during the November 2020 'stay at home' direction, where all on site services were paused for three days. Most programs and services are now back up and running in-house, with COVID-safe Plans in place where required by the Police Commissioner's health directions. The Mobile Library returned to service in mid-September (albeit not servicing schools until February 2021) and in-house group library programs recommenced in October 2020.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not applicable.

Council Workshops: Nil since the previous update report.

Advisory Groups: Not applicable.

Administration: The following staff had input to the Recovery Action Plan updates:
Manager Economic Development
Manager Community Development
Manager Financial Services
Manager Development Services
Arboriculture Officer
Community Recovery Officer
Biodiversity Officer
Trails Officer
Sport and Recreation Coordinator

External Agencies: There has been regular engagement with relevant government agencies regarding the development, funding and execution of the Council's Recovery Action Plan.

Community: Not applicable.

2. BACKGROUND

The Cudlee Creek Bushfire started on 20 December 2019 and the COVID-19 pandemic started to significantly impact in March 2020. In both cases, the Council quickly recognised its role in supporting its community through recovery.

The Council has received numerous reports and held workshops on these matters and for the sake of brevity, the complete history is not repeated here.

Pertinent to this report, however, the Council adopted three performance targets for the Chief Executive Officer in 2020-21, being:

1. *Provide quarterly progress reports to Council on the implementation of the Council's Bushfire Recovery Action Plan and initiatives supporting recovery from the COVID-19 pandemic.*
2. *Actively pursue opportunities to work with government and non-government partners on programs to assist communities and businesses develop resilience and readiness for future disasters. Include regular updates to Council as part of the quarterly Recovery Action Plan reporting.*
3. *Engage with local communities and businesses in developing a Lobethal Bushland Park Masterplan. Present the draft masterplan to Council for its consideration.*

Further, at its meeting held on 25 August 2020, following consideration of a Motion on Notice, the Council resolved as follows:

Moved Cr Linda Green
S/- Cr Malcolm Herrmann

163/20

That Staff provide a report to Council on support for community groups in response to impacts from COVID-19 at the Ordinary Council Meeting in September 2020.

Carried Unanimously

Following consideration of an update report at its meeting held on 22 September 2020, the Council resolved as follows:

Moved Cr Pauline Gill
S/- Cr Linda Green

206/20

Council resolves:

1. That the report, including the update on the Council's activities in support of recovery from the Cudlee Creek Bushfire and COVID-19 pandemic, be received and noted.
2. That Council approve the submission of an application for funding of \$140,000 per year for two years for the establishment of a Resilience and Readiness Program.
3. That Council work with the Office of the Premier's Advocate for Suicide Prevention to initiate a Suicide Prevention Network in the Adelaide Hills.
4. That subject to the success of the pilot series of workshops currently being conducted to support community groups in the recovery from both the Cudlee Creek Bushfire and the COVID-19 pandemic, that a further series of workshops be held to target the needs of community and sporting associations throughout the district.

Carried Unanimously

This report addresses the matters contained in the Chief Executive Officer's performance target, as well as providing an update on resolutions made at the September 2020 meeting.

3. ANALYSIS

Bushfire Recovery Action Plan

Updates against each item in the Council's *Bushfire Recovery Action Plan* are contained in **Appendix 1**. In general, the Council's recovery initiatives are in line with the plan considered and endorsed by the Council at its meeting held on 24 March 2020.

Notable subsequent amendments include:

- Amending the business recovery aspect to recognise that the State Government has appointed resources to manage this
- Adding the development of a masterplan to guide the recovery and development of Lobethal Bushland Park
- Adding the development of Fabrik as a local economic recovery initiative.

One indicator of a community's progress in recovery is the rate of rebuilding. At 2 June 2021, Council had received 324 development applications from bushfire affected properties, including 63 dwellings. Of the 312 development applications, 278 have now received either full Development Approval or Planning Consent.

Given that the Administration expects to ultimately receive around 500 applications for rebuilding destroyed structures, this suggests a good rate of rebuilding. New applications have slowed considerably since March 2021 and it is recognised that some people will, and should, take some time to determine whether or not to rebuild and may in fact rebuild differently.

Council was appraised in the March update of recently secured grant funding for biodiversity projects, which now totals \$378,200. Council was also advised of the successful application for \$3.0m (not considered in the ambit of the recovery plan) for developing Fabrik under the Local Economic Recovery (Bushfire) Program.

COVID-19 pandemic recovery

Although there is no formal ‘recovery structure’ in place for the COVID-19 pandemic, there were a range of things done by the Council to support its community and a number of these are ongoing. Primarily this is focussed on tailoring normal council programs and services to emerging needs and ensuring continuity of programs and services in a COVID-safe way.

Although the Council does offer community immunisation clinics, it is worth noting that the Council has not, to date, been approached by health authorities about getting involved in COVID-19 vaccinations. Instead, the Administration is referring any enquiries to the services offered by the State Government and local GP clinics.

Community support measures include:

- Contacting Commonwealth Home Support Program (CHSP) clients regularly by phone to maintain contact and conduct welfare checks, including in the latter part of 2020, the provision of single-use facemasks for use by contractors and clients when services are undertaken in a private home
- Resuming in-house CHSP and community centre programs in line with increasing confidence in program participants’ desire to come back to in-house programs. All programs are conducted in line with relevant health directions and recommendations
- Adjusting program offerings to match community needs
- Providing alternative forms of support to CHSP clients through, for instance, home delivery of activity packs
- Utilising home delivery service in lieu of the Mobile Library
- Offering children’s programs on line – by livestreaming in-house programs on Facebook and posting videos on YouTube (subject to copyright limitations)
- Offering interactive science, technology and creative programs through Zoom
- Re-covering customer seating with easily cleaned faux leather and progressively restoring public seating across libraries
- Separating physical service points to ensure continuity of access while achieving physical distancing
- Installing perspex screens between computer stations to ensure all stations are still accessible while providing physical distancing

- Encouraging community groups and sporting associations to apply for grants to support the community recovery
- Referring community members to appropriate avenues of support through normal customer service channels, the Council's dedicated COVID-19 information webpage and through other communications channels (e-newsletter, social media posts, etc).

As formal restrictions eased and community activity returned to near-normal patterns, some of the above measures were discontinued. For instance, service points have returned to usual locations, resuming mobile library services and resuming in-house library programs.

Business support measures include:

- Utilising the Council's business newsletter (over 6,000 subscribers) to share information and promote support available to businesses from other levels of government
- Direct referral to government and non-government support services available to businesses
- Encouraging an industry led response to challenges facing the tourism industry including sourcing grant funding for regional tourism initiatives, including:
 - \$30,000 for Pome Fest 2020
 - \$40,000 for trail upgrades in Lobethal Bushland Park to enhance visitor appeal
 - \$60,000 for improved signage and other facilities to improve visitor experiences along the Amy Gillet Bikeway.

Council Members will also be aware that Council allocated \$780,000 in Commonwealth funding from the Local Roads and Community Infrastructure Program (LRCIP) Phase 1 to the following projects supporting economic recovery:

- New Toilets – Woodside Institute - \$200,000
- Lobethal Centennial Hall Toilet Upgrade - \$80,000
- Fabrik – Building upgrades - \$230,000
- Mill Road Corner Community Pocket Forest - \$40,000
- Stirling to Crafers Bikeway - \$125,000
- Footpath – Crafers - \$66,415
- Footpath – Cudlee Creek, Redden Drive - \$40,000.

The Commonwealth subsequently committed further funding under this program, and the Council allocated \$1.572m from LRCIP Phase 2 to the following projects in March 2021:

- Mill Road, Lobethal, School Crossing - \$30,000
- Heathfield Waste and Resource Recovery Centre Upgrades - \$155,000
- Public Toilet Upgrades Stirling, Aldgate and Bridgewater - \$560,000
- Crafers Village Mainstreet Traffic Calming & Amenity upgrade - \$300,000
- Birdwood Footpath, Kindergarten to Playground - \$25,000

- Lobethal Avenue of Trees, Woodside Road - \$100,000
- Lobethal Bushland Park Lookout Tower – \$45,000
- Merchants Road, Slip Repair - \$60,000
- Mylor Pump Track - \$50,000
- Bus Shelter Replacement (Stirling Main Street) - \$20,000
- Mount Lofty Gardens, Lampert Road safety upgrade - \$110,000
- Mount Barker Road, Aldgate 'Park and Ride' - \$20,000
- Aldgate Main Street amenity upgrade - \$38,000
- Upper Sturt Road walking path - \$15,000
- Bridgewater Court Resurfacing - \$22,000
- Strathalbyn Road, Service Road Sealing - \$12,000
- Hunters Road, Amenity Upgrade Concrete Blocks - \$10,000

In the recent Federal Budget, LRCIP Phase 3 was announced. The Council will separately consider opportunities to allocate funding under that phase at a later date.

Supporting community groups through the COVID-19 pandemic

At the 22 September 2020 meeting, Council considered a range of ways to support community groups through the COVID-19 pandemic. Since that meeting, and in furtherance of the Council's resolution in this regard, the following has taken place:

- Community Development Grants have been considered and awarded by the Council at its meeting held on 24 November 2020. A number of these grants were awarded to community groups which specifically highlighted the impacts of the COVID-19 pandemic on their ability to raise funds, as well as the benefits their proposals would have on communities impacted by pandemic restrictions
- A workshop providing tips on securing grants was held in September 2020
- A workshop on securing sponsorships in a COVID-19 environment was held in September 2020
- A workshop on risk management and running COVID-safe events was held in September 2020 (14 groups represented).

Council continues to support community groups across the district in ways such as:

- Rent free ('peppercorn') accommodation in Council facilities
- Maintenance grants (for certain sporting groups which own public facilities)
- Insurance subsidies (for committees managing council halls)
- Printing subsidies
- Rate rebates
- Event support grants – 5 grants have already been provided and there is strong interest arising now that events can be more easily held.

Supporting resilience

As mentioned earlier in this report, one of the Chief Executive Officer's performance targets for 2020-21 is to pursue opportunities to work with a range of agencies and organisations to support resilience and readiness for future disasters.

Fruitful discussions were held with a range of government and non-government agencies as outlined in the September 2020 update report. Subsequent to the 22 September 2020 resolution, the Administration lodged an application for funding to conduct a Resilience and Readiness Project, with key objectives being to:

- Play a coordinating role in connecting communities and individuals to existing programs aimed at helping communities and individuals prepare for disasters (such as CFS programs and Australian Red Cross Programs)
- Deliver training and awareness to target groups in the area of psychological preparedness, with a focus on young children and adolescents
- Establish and maintain information on the Council's website to assist communities plan for and recover from disasters.

The Council's application was successful and \$280,000 in Commonwealth funding has been secured for the program for the 18 months to 30 June 2022.

Two officers have since been recruited and the program is now underway.

Suicide Prevention Network

In the September 2020 update report, Council Members were appraised of the Office of the Premier's Advocate for Suicide Prevention's invitation for the Council to consider working with the Office to establish a Suicide Prevention Network in the Adelaide Hills. Council Members previously received a workshop presentation by the then Premier's Advocate for Suicide Prevention, the Hon. John Dawkins MLC, on 11 August 2020, regarding this matter.

Subsequent to the 22 September 2020 resolution, the Administration advised the Office of the Premier's Advocate for Suicide Prevention (who is now Dan Cregan MP, Member for Kavel).

In recent weeks, the Administration has been working with Wellbeing SA on a plan for establishing a Network or Networks in the Adelaide Hills and it is anticipated that this will occur in the coming months.

Bushland Park masterplan

The Council received a report specifically on this matter at its April 2021 meeting, at which it adopted a draft masterplan for consultation purposes. The final masterplan is expected to be presented to the Council for consideration at in a separate report at this meeting.

Further reporting

This report is intended to be the last formal standalone quarterly report on bushfire recovery progress. As noted earlier, most of the actions in the Council's Bushfire Recovery Action Plan are complete. Remaining actions are being carried out under 'business as usual' arrangements or as standalone projects. Primarily, the Council's work now is focussed on supporting rebuilding through the development assessment process, continuing to tailor local community and cultural development programs to suit community needs and continuing ongoing biodiversity recovery projects. There has also been a pivot toward building community capacity to face future disasters through the Resilience and Readiness Project which is funded until 30 June 2022.

Pertinent updates will be provided through the routine quarterly corporate reporting process.

4. OPTIONS

Council has the following options:

- I. Determine whether or not to receive and note this report, and/or make any further decisions regarding the subject matter.

5. APPENDIX

- (1) Bushfire Recovery Action Plan status report

Appendix 1

Bushfire Recovery Action Plan Status Report

Activity title	Recovery domain	Recovery aspect	Activity description	Responsible officer	Potential funding sources	Status - as at 31 May 2021	Timeframe
Roadside tree clearing and monitoring	Natural	Tree management	Manage trees on roadsides and reserve for public safety and potential damage to public and private infrastructure	Damian Brennan	Federal Government Cat D funding \$1.225m State Government 'bushfire clean-up' funding \$2.487m	SUBSTANTIALLY COMPLETE. Final work underway. The Administration negotiated further funding with the State Government to enable additional work to be carried out to address outstanding at-risk trees on roadsides.	Jan - Dec 2020 - initial work Ongoing monitoring and follow up for 3 years
Wood distribution	Social	Tree management	Distribute wood from roadside tree work back to the community for home heating. This involves suitable wood being prepared and distributed by community groups either as a fundraiser and/or charitable exercise.	Damian Brennan	Cost incorporated into tree clearing contractor costs. No external funding requirement anticipated.	COMPLETE. Over 50 tonnes of wood was distributed to people in the bushfire impacted area	March-May 2020
Play Space Upgrades	Built/infrastructure	Recreation, unstructured	Play Space Upgrades are due to occur as part of BAU at Charleston, Mount Torrens & Kersbrook in 20/21. Initial consultation for these spaces occurred prior to the fires. Council is proposing to conduct some additional consultation with the relevant communities and depending on what the feedback from the community indicates, Council may need to seek additional funding to include additional elements to the space. Consultation & confirmation of funding will need to be completed in the near future, as the project must be completed / delivered by June 2021.	Renee O'Connor	State / Federal Government - additional funding from that already budgeted would enable greater investment in these spaces.	SUBSTANTIALLY COMPLETE. Kersbrook playground is complete. Mount Torrens and Charleston under construction and expected to be complete by 30 June.	June 2021
Lobethal Bushland Park - Play Space Replacement	Built/infrastructure	Recreation, unstructured	The Play Space at Lobethal Bushland Park was destroyed by the fires, & as a result, will need to be replaced. Insurance funding is likely to only cover the 'like for like' (approx \$29,000) replacement of the equipment. It is envisaged that consultation with the community will highlight that additional equipment / landscaping elements are sought, & funding will need to be sought to deliver this.	Renee O'Connor	Council has formally allocated \$150k. SERF has awarded \$150k. LERP (State/Fed) funding of \$150k has been committed. Insurance claim from destroyed asset.	IN PROGRESS. Community engagement has occurred to inform a draft masterplan for Lobethal Bushland Park, which incorporates the playspace. Tender documentation underway. On track for construction of the playspace in 2021.	July 2020-October 2021

Biodiversity management Reserves	Natural	Biodiversity regeneration and fauna habitat	Restoration of native vegetation and weed management in Council reserves (Lenswood Centennial Park, Mt Charles - excluding Lobethal Bushland Park) and roadsides	Tonia Brown	\$175,000 Local Economic Recovery Program grant (part of \$3m grant to Landscapes H&F/PIRSA) to be spent on AHC road reserves and watercourses over 2 years within the fire scar and including a 5 km buffer zone) (Some existing Biodiversity operational budget for reserve and roadside management and use of in-house biodiversity staff resources)	ONGOING. Council is currently working with contractors to undertake the first stage of the LERP grant activities. Planning will then commence for the 2021/22 grant allocation of approximately \$150,000. Council is facilitating access to cut Eucalyptus foliage from roadside maintenance, to service the increased demand for koala and possum 'browse' as a result of the rescued wildlife following the bushfire. Council has created a Native Habitat Gardening Guide for 'low flammability' gardens to assist residents in selecting appropriate plant varieties for their gardens in high bushfire risk areas. There is also annual operational resources allocated to Mt Charles which was burnt during the CC bushfire.	Winter / Spring 2020-2025
Recovery of Lobethal Bushland Park	Natural	Biodiversity regeneration and fauna habitat	Recovery of natural areas and park infrastructure within Lobethal Bushland Park following fires.	Tonia Brown	\$49,200 Wildlife Recovery Fund grant secured, for post-fire weed management in LBP. \$25,000 Nature Valley Trails Landcare Grant secured, for materials to restore trail infrastructure in partnership with FoLBP. \$40,000 Regional Tourism Bushfire Recovery Grant secured, for restoring walking trails in LBP. \$25,000 Federal Threatened Species Fund secured, for fencing to protect threatened species from Kangaroo grazing in LBP. (Some existing Biodiversity operational budget for reserve and management and use of in-house biodiversity staff resources)	ONGOING. Council has initiated post bushfire weed management in its significant reserves, such as Lobethal Bushland Park. A comprehensive weed management program will be delivered using Wildlife Recovery Grant funding for a period of 3 years. Council has supported volunteer organisations in their bushfire recovery efforts with additional green waste collection and disposal. Council has also supported the construction of DEW funded 'threatened species fencing' around significant populations of nationally threatened plants to deter overgrazing by native and exotic herbivores. Infrastructure replacement has also commenced under the \$40,000 Regional Tourism Bushfire Recovery Grant and insurance claim money. The \$25,000 Nature Valley Trails Landcare Grant has also been completed, with 3 sections of eroded trails repaired and Phase 1 of a boardwalk. Council will need to secure funding to complete Stage 2 of this boardwalk, and for 2 other elements which remain unfunded (Troll Bridge and Fern Gully boardwalk).	Winter / Spring 2020-2025
Biodiversity Management - Blue Marker Sites	Natural	Biodiversity regeneration and fauna habitat	Restore 70 NVMS sites burnt in Cudlee Creek BF region	Tonia Brown	\$138,000 secured through Dept Science & Industry Bushfire Recovery for Wildlife and Habitat Community Grant	ONGOING. The \$138,000 Wildlife and Habitats Community Grant will be used to manage the recovery of 70 NVMS sites (roadside 'blue marker' sites) impacted by the fire. The sites will then be managed under the Council's Roadside Weed Control Work Plan. Signage replacement has commenced with 20 sites completed. Weed management will begin shortly and will need to be fully spent and complete by March 2022.	Ongoing
Lobethal Bushland Park - Masterplan	Natural	Recreation, unstructured	A masterplan will be developed to guide the recovery and future development of Lobethal Bushland Park to reinforce its role as a key biodiversity conservation site and maximise its potential for recreation and tourism.	Meridee Jensen		IN PROGRESS. Project plan and stakeholder mapping is complete. First open community engagement was held on site on 13 December 2020. Draft masterplan was adopted by Council in April 2021 for consultation purposes, with a final plan to be considered by Council in June 2021.	September-March 2021

Development applications	Built/infrastructure	Planning and development	Assessing applications for development associated with reconstructing and/or repairing destroyed assets. Fast-track applications for reconstruction by recruiting one additional statutory planner and building officer and additional administration hours to manage application process. Assist applicants to minimise fees where possible. Work with Planning Institute of Australia and Royal Institute of Architects to facilitate referrals of applicants to them, to assist with preparation of plans and development applications. Working with State Government to facilitate changes to the Development Regulations to exempt temporary accommodation and storage facilities from requiring Development Approval.	Deryn Atkinson	Partially offset by fees.	ONGOING. At 2 June 2021, Council had received 324 development applications from bushfire affected properties, including 63 dwellings. Of the 312 development applications, 278 have now received either full Development Approval or Planning Consent. The Administration continues to expedite bushfire rebuilding development applications where possible. Two additional staff have been appointed to help with the workload and external consultants are being used as required.	March 2020 - March 2022
Development of Community Recovery Plan and community development focussed activities and events to support community recovery.	Social	Community development, connections and resilience	Development of a Community Recovery Plan and the identification and coordination of a range of initiatives designed to address challenges and opportunities as identified by the community.	Miranda Hampton	State/Federal Governments are	COMPLETE. The Community Recovery Officer developed the overarching multi-agency Cudlee Creek Bushfire Recovery Plan. The majority of community development initiatives identified in the plan have been completed or will be by September 2021. Key activities include: -forming and convening regular meetings of a Community Reference Group -organising a 'Building Back Better' workshop for people looking to rebuild -rolling out mental health first-aid training across the fire impacted area -writing and editing regular Cudlee Creek Recovery Community Newsletters and newspaper columns -administering the Cudlee Creek Recovery Facebook page -supporting community groups and individuals to develop and hold events relevant to bushfire recovery -supporting the community in identifying ways sensitively to mark the anniversary, with the subsequent holding of those events (at Lobethal, Mt Torrens, Lenswood, Charleston and Woodside) -organised a 'your hall your hub' event day to showcase the value of local halls and the important work of their committees, which included a focus on community preparedness for bushfires -promoting and supporting Kids Connect events, including a BMX jam in February 2021 in conjunction with Lighthouse Youth Projects -supporting a community initiated Bushfire Expo at Lobethal in December 2020 -facilitating the development of a community art project recognising the bushfire.	March 2020 - June 2021
Supporting older community members who have been fire affected (or who live in high fire risk areas) with an additional in-home service (home maintenance and domestic support)	Social	Aged and vulnerable community	Service delivery to currently registered (or new/eligible) community members needing additional home maintenance, gardening and domestic support to stay living in AHC. (costs have been calculated as one extra service for 30% of currently registered clients) - Service type: Home Maintenance & Domestic assistance	Jessica Sharkie	Possible, additional Commonwealth Home Support (CHSP) Funding	COMPLETE. Some additional services were provided prior to the onset of Covid-19 pandemic restrictions. Demand was not as great as anticipated and with the onset of the restrictions, any additional services were able to be provided without the need to source additional funding. Council continues to advocate for increased funding support for home support services in the district.	Jan 2020 - June 2020
Supporting older community members psychologically who have been fire affected (or who live in high fire risk areas).	Social	Aged and vulnerable community	Creation and delivery of social support programs directly targeted to increasing the individuals wellbeing and emotional resilience following the trauma of the 19/20 fire season (costs have been calculated to deliver to extra special events per year for approximately 30% of currently registered clients base)	Jessica Sharkie	Possible, additional Commonwealth Home Support (CHSP) Funding	ONGOING. Covid-19 pandemic restrictions have limited the ability to provide in-house programs during much of 2020, however, programs from Fabrik, the Torrens Valley Community Centre and the Postive Ageing Centre have been particularly focussed on the needs of those impacted by the fire.	Jan 2020 - Dec 2020

Business Recovery Officer	Economic	Business support	Engaging a Business Recovery Officer to complement the Community Recovery Officer with a focus on the needs of directly and indirectly impacted businesses. The BRO is able to assess business needs and connect them directly with available resources. It is very difficult to have a one solution fits all eg some are considering retiring, some are considering rebuilding, some are considering adjusting previous expansion plans therefore a <i>Business Triage</i> is needed so that businesses can be directed to the most relevant services. Grant/application writing assistance for individual businesses. Opportunities of assistance often not taken up because its "just too hard" Building on the success of the #BookThemOut, #BuyThemOut campaign for regional produce	Melissa Bright	State/Federal funding	COMPLETE. As a direct consequence of the Council's advocacy, the State Government appointed a Business Recovery Officer to complement the Community Recovery Officer. The BRO assists any businesses (including primary producers) by providing information about the services available to them and helping them make connections with other providers based on the support they need and assist them with completing grant applications etc and engaging with relevant government agencies and services. The State Government is now reviewing and determining the appropriate model for ongoing business support throughout 2021.	2020-21
Fencing replacement	Built/infrastructure	Infrastructure assessment and restoration	Assist residents with replacement of fences that adjoin Council reserves (not roads). Council would apply its discretion to contribute half of the cost of a standard replacement fence or repair existing fence.	Chris Janssan		COMPLETE. Some of the Heritage Agreement fencing at Lobethal Bushland Park is being replaced under DEW's HA insurance claim. Fencing around Lobethal Bushland Park and other Council reserves progressively replaced in cost-share with adjoining owners. To date, \$78,000 has been committed as 50% contributions to neighbouring fences.	Jan 2020 - Jun 2021
Oval Repair / Rejuvenation	Built/infrastructure	Sporting facilities and clubs	Several Ovals (Balhannah, Gumeracha, Lobethal, Mount Torrens and Woodside) were used for CFS Staging during the fire, and the turf surface has been impacted by the vehicles.	Renee O'Connor	Office for Recreation & Sport, Cricket Australia, AFL	COMPLETE. Council, in partnership with the SANFL, SACA, Sport SA, Living Turf, and the associated clubs for each site worked together to develop a costed remediation plan for each site. Funding was successfully obtained from the AFL.	March - April 2020
Road Reserves and Fire Track Rehabilitation	Natural	Infrastructure asset restoration	Assess fire impacted road reserves and fire tracks to identify threatened assets for rehabilitation. Conduct weed control on known infestation sites occurring in road reserves and fire tracks.	Andrew Kirkley		ONGOING. Fire track clearance undertaken in conjunction with normal operation practices.	Annually in Spring to Summer over five years
Green organic drop off days, additional free	Natural	Waste management	Provision of free green organic days over and above business as usual.	Aliza Fuller		COMPLETE. Additional free green organic drop off days were organised during February - May 2020. Tip passes (for all types of waste) were made available to people directly impacted by the fire.	March to October 2020

Fence post (CCA treated) disposal service	Natural	Waste management	Provision of a service where residents in the fire affected area can dispose of burnt permaline posts. This service is currently being provided by Green Industries SA (GISA) and the ADF however the longevity of the service is unknown.	Aliza Fuller		COMPLETE. The Council's Woodside Depot was made available to Green Industries SA as a drop-off point for treated pine posts and other waste.	March to June 2020 (inclusive)
Customer service	Social	Communication and engagement	Providing first-point customer service for Council as one of the key agencies at the Local Recovery Centre. Our presence there enables people and businesses impacted by the fires to get council matters sorted out in their local area, as part of the one-stop-shop Recovery Centre.	Karen Linsner		COMPLETE. Council Customer Service Officer was stationed at the Recovery Centre for approximately 12 weeks after the fire. A Statutory Planner was also there for approximately 5 weeks.	Jan-March 2020
Infrastructure investment	Economic	Other	Pursuing infrastructure investment in the region for projects that build resilience and achieve betterment in the fire affected communities. Involves working with local RDA group, State and NBRA to identify candidate projects and submit (with business cases) through the appropriate channels for consideration.	Melissa Bright	Cost/FTE requirement is only that of the effort required to pursue funding, not the requirement for project delivery itself.	COMPLETE. A significant number of potential local investment opportunities were presented to Government via the local RDA. Council has been active in pursuing Local Economic Recovery Program funding for its priority projects and others within the region. The Administration has supported the Mayor in furthering direct advocacy with local members of parliament and the Federal Minister for Infrastructure.	February 2020 - March 2021
Community Development Representative on SERF (State Emergency Relief Fund)	Social	Other	Council staff member representation on the SERF Committee, attending designated meetings, review and approval of applications	Jessica Sharkie	-	COMPLETE. Council has had a staff member appointed to the State Emergency Relief Fund Committee. The Committee has now closed the Fund for this fire.	Jan - Dec 2020
Communications and community engagement	Social	Communication and engagement	Develop a Recovery Communications Plan, manage Council's recovery communications (including website, social media, newsletters, meetings).	Jennifer Blake		COMPLETE. The Administration managed a significant increase in media liaison. A specific bushfire information hub was created and maintained on the Council's website. Regular information provided for the Community Recovery Newsletter.	Jan 2020 - Dec 2020
Re:Gathered Market	Social	Tourism	A re-staging of the Gathered Design Market that was scheduled for 20-22 December and was cancelled after the fire.	Melinda Rankin	Event included business support/donated services from Gathered Design Market and CASO lighting	COMPLETE. The event was held in February 2020, raising over \$6,000 for local CFS brigades and bringing thousands of people to Lobethal across the weekend.	8-9 February 2020
Art workshops	Social	Community development, connections and resilience	Art workshops held by a local art teacher and an art journalling workshop offered by a retired counsellor	Melinda Rankin	NA	COMPLETE. Ongoing workshops tailored for people impacted by the fire have been, and continue to be, held at Fabrik.	January 2020
Hidden Treasures - workshops and exhibitions	Social	Community development, connections and resilience	Reflection workshops	Melinda Rankin	Funded by Wellbeing SA (\$13,230) and DreamBIG Festival (\$2,000)	COMPLETE. Activities included an artist working with all students in Lobethal Primary School and Lobethal Lutheran School and seniors at the Retirement Village and Senior Citizens Club, as well as other artist workshops for community members. The aim of the project was for participants to use creative processes to identify the positive aspects of Lobethal and to envision community members about the future. All creative components were included in an exhibition that was open to the public during the DreamBIG Childrens Festival.	February - June 2021
Solastalgia - visual art exhibition	Social	Community development, connections and resilience	Visual art exhibition (part of the Adelaide Fringe Festival) working with the theme of grieving, solace and hope in regards to environmental loss.	Melinda Rankin		COMPLETE. A SALA exhibition in August, featured works produced using materials from the Kangaroo Island Fire.	15 February - 15 March 2020
Psychological First Aid Sessions, Workgroups or Other	AHC organisational	Staff welfare and wellbeing	Psychological First Aid Sessions Coordinated for AHC staff. Continued Psychological First Aid Sessions being coordinated for various departments through Red Cross. LGARS also offering workshops, group or individual support to AHC and we are investigating options	Lee Mellow		COMPLETE.	No End Date - Ongoing Monitoring
Accommodation, temporary	Social	Accommodation, temporary	Work with government to support new development regulations which enable people to stay in temporary accommodation on their property as the rebuild.	Deryn Atkinson		COMPLETE. There was a particular focus on six (6) temporary accommodation pods which were placed in the district for people wanting to live on site as the rebuilt.	

Infrastructure repair and replacement	Built/infrastructure	Infrastructure assessment and restoration	Repairing road surfaces, replacing signage, guardrail, guide posts, etc.	Joel Eckermann	Disaster Recovery Assistance Arrangements	COMPLETE. Infrastructure repairs on Council roads are complete.	Jan-Dec 2020
Recovery planning and coordination	Social	Other	Establishing a documented plan for the Council's role and activities in disaster recovery. Future: Establish community plans for recovery after disasters. Future: Establish community resilience networks across the district.	David Waters		COMPLETE. The Director Community Capacity was appointed to the dedicated role of Director Bushfire Recovery for a period of three (3) months March-May 2020 to coordinate the Council's bushfire recovery efforts. The DCC continues to oversee recovery efforts part-time in his substantive role. Establishing Community Recovery Plans and Community Resilience Networks is to be considered if external funding can be obtained to support these.	Jan-May 2020
Bushfire Valuation Amendments	Economic	Financial support	Revaluation of bushfire affected properties effective from date of fire to 30/6/20	Mike Carey	Cost represents likely lost (credited) rate revenue.	COMPLETE. Valuer-General undertook revaluations and issued to Council with retrospective effect for the second half of 2019-20. Credits were applied to rateable properties accordingly.	July 2020
Events support	Social	Events, community and industry	Supporting community and industry events arising from the recovery process, such as community gatherings, industry markets, Lobethal Parade, 'big bash' sport event, bushfire relief concerts, etc. Council support includes waste management, traffic management, dry area applications, liquor licensing consideration, public risk management, miscellaneous logistical and equipment support.	Jennifer Blake		ONGOING. A number of planned events were cancelled or deferred as a consequence of the Covid-19 pandemic restrictions. The Events support program was introduced in 2020 to support community groups to commence and hold safe events. To date 6 groups have received financial support and approximately 15 local event organisers have received training in risk management and holding Covid-safe events.	Jan 2020 - June 2021
Local Economic Recovery Program	Economic		Pursue funding from the Local Economic Recovery Program for potential candidate projects - targeting Fabrik and LBP Play Space in the fire impacted area.	David Waters	Funding secured for Fabrik (\$3.0m) and LBP Playspace (150k) as included above.	ONGOING.	
Other income (insurance, donations, etc)			Pursue claims and potential other sources of supplementary income for general recovery activities.		\$10k donation from Salisbury Council. \$181k insurance.	COMPLETE.	

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item: 13.2

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: Discretionary Rate Rebate Report

For: Information

SUMMARY

In accordance with Council's *Rating Policy*, a summary of all discretionary rebates identified in Section 166(1a) of the *Local Government Act 1999* (the Act) is required to be reported to Council on an annual basis and information provided on all discretionary rate rebate applications received for the 2021-22 financial year relating to rebates identified in Section 166(1a) for Council consideration and determination.

No new discretionary rate rebate applications were received for the 2021-22 financial year.

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 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

Priority O5.2 Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action

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

➤ **Legal Implications**

The primary legislative provisions in the Act relating to rebates are:

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

Council has adopted a *Rating Policy* that provides direction and guidance to the Administration on discretionary rate rebates.

In considering discretionary rebates Council's *Rating Policy* position has a key principle that all ratepayers should contribute an amount towards basic service provision. As such the Policy specifies a maximum discretionary rebate of 75%, except in very specific circumstances such as Community Halls.

In accordance with legislation, Council cannot make a 'blanket' decision on groups of applicants, but must consider each application on its merits.

Whilst some changes have been made to Council's previously adopted 2020-21 *Rating Policy* as part of developing the 2021-22 Annual Business Plan there were no changes proposed relating to matters covered in this report relating to discretionary rate rebates identified in Section 166 (1a) of the Act.

➤ **Risk Management Implications**

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

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

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

➤ **Financial and Resource Implications**

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

➤ **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 Corporate Services
Executive Manager Governance & Performance
Senior Rates Officer

External Agencies: Not Applicable

Community: Not Applicable.

2. BACKGROUND

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

Section 166 covers a large number of different rebate categories (referred to as cases in the Act). This includes rebates identified in Section 166(1a) relating to discretionary rebates of rates made under Section 166(1)(d) to (j) covering activities linked to community services or community need or assistance or relief to disadvantaged persons. Council has determined that applications in relation to those rebates identified under Section 166(1a) should be brought to Council for decision and also that Council would receive a listing of discretionary rate rebates for the next rating period annually.

Further due to the complexities involved in the application of discretionary rate rebates under Section 166(1)(l) to (o), any application relating to these elements is subject to a separate report to Council to consider the appropriateness of such a rebate or dealt with as part of the Annual Business Plan and Budget process. Council also considers its primary production rebate (provided under Section 166(1)(b) of the Act being for the purpose of assisting or supporting a business in its area) as part of its Annual Business Plan and Budget process.

In recent years, Council has updated its discretionary rate rebate position within its *Rating Policy* to provide greater clarity in relation to determining eligibility for discretionary rate rebates in accordance with the:

- requirements of the Act
- rating principles particularly in relation to fairness, equity and consistency
- that approved discretionary rebates should only be granted for a maximum of the period of the Council term.

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

3. ANALYSIS

Under Council's *Rating Policy*, applications for discretionary rate rebates relating to Section 166 are required to be received on or before 30 April prior to the rating year so that the financial impact of any rebate granted can be taken into account in setting rates for the next financial year.

Council did not receive any applications to consider.

Council currently has granted a discretionary rate rebate to 18 organisations relating to Section 166(1a) for the period until the end of the current Council term, namely November 2022, as detailed in **Appendix 2**.

Of these:

- 16 receive a 100% rebate, being services that would otherwise be provided by Council. These are categorised as follows:
 - 15 Community Halls and
 - the Hills Community Toy Library which is leased from Council
- 2 receive a 75% rebate and both of these relate to the Scouts Association.

Mandatory Rate Rebates

It is also noted that this report deals only with discretionary rate rebates applications. Mandatory rebates are applied in accordance with meeting legislative requirements and by their very nature are not discretionary.

4. OPTIONS

Council has the following options:

- I. Receive the report (Recommended)
- II. Determine alternative options or recommendations for Administration to consider

5. APPENDICES

- (1) Legislation – Section 166 of the *Local Government Act 1999*
- (2) Summary of Discretionary Rate Rebates Granted

Appendix 1

Legislation – Section 166 of the Local Government Act 1999

166—Discretionary rebates of rates

- (1) A council may grant a rebate of rates or service charges in any of the following cases (not being cases that fall within a preceding provision of this Division):
 - (a) where the rebate is desirable for the purpose of securing the proper development of the area (or a part of the area);
 - (b) where the rebate is desirable for the purpose of assisting or supporting a business in its area;
 - (c) where the rebate will conduce to the preservation of buildings or places of historic significance;
 - (d) where the land is being used for educational purposes;
 - (e) where the land is being used for agricultural, horticultural or floricultural exhibitions;
 - (f) where the land is being used for a hospital or health centre;
 - (g) where the land is being used to provide facilities or services for children or young persons;
 - (h) where the land is being used to provide accommodation for the aged or disabled;
 - (i) where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the *Aged Care Act 1997* (Cwlth) or a day therapy centre;
 - (j) where the land is being used by an organisation which, in the opinion of the council, provides a benefit or service to the local community;
 - (k) where the rebate relates to common property or land vested in a community corporation under the *Community Titles Act 1996* over which the public has a free and unrestricted right of access and enjoyment;
 - (l) where the rebate is considered by the council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to—
 - (i) a redistribution of the rates burden within the community arising from a change to the basis or structure of the council's rates; or
 - (ii) a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations;
 - (m) where the rebate is considered by the council to be appropriate to provide relief in order to avoid what would otherwise constitute—
 - (i) a liability to pay a rate or charge that is inconsistent with the liabilities that were anticipated by the council in its annual business plan; or

- (ii) a liability that is unfair or unreasonable;
 - (n) where the rebate is to give effect to a review of a decision of the council under Chapter 13 Part 2;
 - (o) where the rebate is contemplated under another provision of this Act.
- (1a) A council must, in deciding whether to grant a rebate of rates or charges under subsection (1)(d), (e), (f), (g), (h), (i) or (j), take into account—
- (a) the nature and extent of council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and
 - (b) the community need that is being met by activities carried out on the land for which the rebate is sought; and
 - (c) the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons, and may take into account other matters considered relevant by the council.
- (2) A rebate of rates or charges under subsection (1) may be granted on such conditions as the council thinks fit.
- (3) A rebate of rates or charges under subsection (1)(a), (b) or (k) may be granted for a period exceeding one year, but not exceeding 10 years.
- (3a) A rebate of rates or charges under subsection (1)(l) may be granted for a period exceeding one year, but not exceeding three years.
- (3b) A council should give reasonable consideration to the granting of rebates under this section and should not adopt a policy that excludes the consideration of applications for rebates on their merits.
- (4) A council may grant a rebate under this section that is up to (and including) 100 per cent of the relevant rates or service charge.

Appendix 2

Summary of Discretionary Rate Rebates Granted

AssessmentNumber	LG Act Section	Ratepayer	Property Address	Suburb	Primary Land Use	2020-21 Rebate Amount (excluding Landscape Levy)	Rebate Type	Discretionary Rebate for 2021-22	Discretionary Rebate for 2020-21
6589	166 (1) (g) Services for Children - Scout Hall	The Scout Assoc of Australia SA Branch & Adelaide Hills Council	9 Pye Road	Balhannah	9 - Other	\$ 1,395	Discretionary	75%	75%
12628	166 (1) (g) Services for Children - Scout Hall	The Scout Assoc of Australia SA Branch & Adelaide Hills Council	99 Milan Terrace	Stirling	9 - Other	\$ 1,615	Discretionary	75%	75%
1904	166 (1) (j) Local Community - Hall	Piccadilly Community Hall	171 Piccadilly Road	Piccadilly	9 - Other	\$ 1,135	Discretionary	100%	100%
2649	166 (1) (j) Local Community - Hall	Basket Range War Memorial Hall Inc	5 Burdetts Road	Basket Range	9 - Other	\$ 1,810	Discretionary	100%	100%
5729	166 (1) (j) Local Community - Hall	Verdun Fighting Forces Memorial Hall Inc	17 Onkaparinga Valley Road	Verdun	9 - Other	\$ 1,444	Discretionary	100%	100%
6948	166 (1) (j) Local Community - Hall	Lobethal RSL	8 Wattle Street	Lobethal	4 - Commercial - Other	\$ 992	Discretionary	100%	100%
8037	166 (1) (j) Local Community - Hall	Upper Sturt Soldiers Memorial Hall	171-173 Upper Sturt Road	Upper Sturt	9 - Other	\$ 1,233	Discretionary	100%	100%
10075	166 (1) (j) Local Community - Hall	Scott Creek Prog Assoc	517 Scott Creek Road	Scott Creek	9 - Other	\$ 1,969	Discretionary	100%	100%
10546	166 (1) (j) Local Community - Hall	The Hut Community Centre Inc	38 Nation Ridge Road	Aldgate	9 - Other	\$ 1,273	Discretionary	100%	100%
12087	166 (1) (j) Local Community - Hall	Aldgate Memorial Hall Inc	2/24 Fenchurch Road	Aldgate	9 - Other	\$ 1,236	Discretionary	100%	100%
12824	166 (1) (j) Local Community - Hall	Aldgate RSL	2 Kemp Road	Aldgate	9 - Other	\$ 1,908	Discretionary	100%	100%
15037	166 (1) (j) Local Community - Hall	Mount Torrens Memorial Hall	34 Townsend Street	Mount Torrens	9 - Other	\$ 1,519	Discretionary	100%	100%
15812	166 (1) (j) Local Community - Hall	Forreston Community Centre Inc	231 Forreston Road	Forreston	9 - Other	\$ 1,444	Discretionary	100%	100%
16424	166 (1) (j) Local Community - Hall	Cudlee Creek Soldiers Memorial Ground Inc	4 Redden Drive	Cudlee Creek	9 - Other	\$ 1,187	Discretionary	100%	100%
17920	166 (1) (j) Local Community - Hall	Charleston Community Centre Inc	1 Newman Road	Charleston	9 - Other	\$ 1,068	Discretionary	100%	100%
18741	166 (1) (j) Local Community - Hall	Kersbrook Public Hall Inc	13 Scott Street	Kersbrook	9 - Other	\$ 1,517	Discretionary	100%	100%
18934	166 (1) (j) Local Community - Hall	Oakbank Soldier's Memorial Hall	210 Onkaparinga Valley Road	Oakbank	9 - Other	\$ 1,944	Discretionary	100%	100%
18395	166 (1) (j) Local Community - Toy Library	Adelaide Hills Council - 100 % Disc Rebate	1/24 Fenchurch Road	Aldgate	9 - Other	\$ 1,053	Discretionary	100%	100%
						\$ 25,741			

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item: 13.3

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: Rate Hardship Update Report

For: Information

SUMMARY

For 2020-21, Council budgeted an amount of \$120k in relation to financial support to assist business and community recover from bushfires and COVID-19, noting that at budget adoption, it was agreed to present a report to Council at the June 2021 Council meeting addressing longer term postponement, and remission options in relation to financial hardship applications received during the year. This was to allow Council to make a more informed decision on how these hardship applications should be addressed for the 2021-22 financial year and beyond.

This report notes that based on the experience of the last 12 months it is considered that the current policy settings as set out in Council's *Rating Policy* and *Debt Recovery Policy* provide the flexibility for Administration to address any applications received in relation to both Cudlee Creek and Financial Hardship relating to Covid-19.

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 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

Priority O5.2 Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action

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

➤ **Legal Implications**

The primary legislative provisions in the *Local Government Act 1999* (the Act) relating to rates and charges are covered under Division 9 —Imposition and recovery of rates and charges

The specific sections covering rates collection and recovery are as follows:

Section 177 Rates are charges against land

Section 178 Liability for rates

Section 179 Liability for rates if land is not rateable for the whole of the financial year

Section 180 Service of rate notice

Section 181 Payment of rates—general principles

Section 182 Remission and postponement of payment

Section 182A Postponement of rates—Seniors

Section 183 Application of money in respect of rates

Section 184 Sale of land for non-payment of rates:

Council also has obligations specified within the current Community Wastewater Management Scheme (CWMS) licence that require an endorsed hardship policy for customers. Failure to establish this policy will result in Council breaching current licence conditions.

Council has adopted two policies, namely the *Rating Policy* and the *Debt Recovery Policy* that provide direction and guidance to the Administration on the imposition of rates and recovery including options available to address financial hardship.

Council's proposed *2021-22 Rating Policy* is included in Council's Annual Business Plan Report included as part of this Meeting Agenda and the *Debt Recovery Policy* is attached as **Appendix 1**

Whilst some changes have been made to Council's previously adopted 2020-21 *Rating Policy* as part of developing the 2021-22 Annual Business Plan there were no changes proposed relating to matters covered in this report relating to rate relief and financial hardship.

➤ **Risk Management Implications**

Monitoring Rate debtors through regular monitoring and reporting will assist in mitigating the risk of:

Poor debt recovery practices which lead to increased levels of overdue debtors will negatively impact on Council's current cash flow as well as reduce the likelihood of future debt recovery.

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

➤ **Financial and Resource Implications**

Close monitoring of debtor balances supported by agreed Policies ensure that any cash flow impact on Council is minimised.

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

There is a high expectation that Council has appropriate corporate governance processes in place including an effective suite of policies to address financial hardship in relation to Council debt recovery.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Director Corporate Services
Executive Manager Governance & Performance
Senior Rates Officer

External Agencies: Not Applicable

Community: Not Applicable.

2. BACKGROUND

A budget of \$120k was set aside for 2020-21 for financial support to assist business and community recover from bushfires and COVID-19.

As part of finalising the 2020-21 Annual Business Plan and Budget, it was agreed to present to Council in June 2021 an assessment of both Cudlee Creek and Hardship applications in line with Council's hardship provisions covered in both Council's Rating and Debt Recovery Policies. It was considered that this would allow a more informed assessment of the longer term financial impact of those ratepayers still requiring financial support and whether those organisations have been able to re-establish financial capacity.

Consideration was to be given to the impacts longer term postponement and remission options in relation to hardship.

As a result of the Cudlee Creek Bushfires and then Covid-19, Council updated its rate debtor management practices to ensure that there was a very strong lens on supporting the community and businesses. This included adopting updated policies to provide greater guidance on financial hardship and emphasise a number of alternative arrangements available to ratepayers. For information, Council's proposed *2021-22 Rating Policy* is included in Council's Annual Business Plan Report included as part of this Meeting Agenda and Council's updated *Debt Recovery Policy* is attached as **Appendix 1**.

Alternative arrangements highlighted in the relevant policies included:

- Ratepayers can arrange with Council to pay their rates weekly, fortnightly or monthly instead of quarterly instalments, to provide for a smaller, more regular payment option via BPAY, phone or internet.
- Postponement of payment of rates in whole or in part for an extended period due to hardship. If postponement is granted then fines and interest will be remitted automatically for the same period.
- Postponement for seniors is highlighted as an available option for relevant ratepayers.
- Council will also accept a regular reduced payment toward council rates taking into consideration other financial commitments. In these circumstances where a ratepayer shows commitment by maintaining the payment arrangement, fines & interest will be considered for remission
- No interest or fines on outstanding amounts has been charged on rate balances for all ratepayers with an agreed payment in place.

In addition, the section in the *Rating Policy* on rate remission was updated to confirm Council's position as detailed below.

"The Council has a discretion to partially or wholly remit (i.e. waive) rates on the basis of hardship.

Council has a charge over the land under Section 177 of the Local Government Act and therefore is likely to be able to recover rates outstanding upon sale. The granting of a remission forgoes this right and therefore is only considered as an option in circumstances where the ratepayer has demonstrated serious and long term hardship and where there is no chance of improvement in the ratepayer's financial circumstances. "

In addition, legal action and debt collection follow up by Council's debt collection agency was suspended until the end of the 2020-21 financial year.

3. ANALYSIS

The \$120,000 budget amount was primarily intended to offset lost revenue including through the deferral of rates, waiving of fines/interest where people impacted with either the bushfire or COVID-19 pandemic sought assistance through the Council's hardship provisions as well as, if the demand for hardship consideration allowed, provide the Council with capacity to address other needs in a targeted fashion.

A total amount of \$34,628 has been allocated to the Financial Support Operating Initiative to mid-June 2021 which consisted of \$21,202 of fines and interest waivers and an additional amount of \$13,426 waived in relation to outdoor dining permits for businesses within the Council area for the 2020-21 financial year. Full fees for outdoor dining permits will apply for the 2021-22 financial year.

The following points are of note:

Cudlee Creek Bushfire

Council has 987 assessments within the Cudlee Creek bushfire scar area and received 110 applications for rate relief with reference to those properties.

Of those 110 assessments there are now 13 properties that are still in arrears as at 31 May 2021 of which all are currently having their fines and interest waived.

- a. Of these assessments 8 were in arrears as at November 2019, being a reference date prior to the Cudlee Creek Bushfire. This number includes 4 from the same family group.
- b. None of the assessments in arrears had been identified in November 2019 as over 2 years outstanding in rate arrears and therefore in the early stages of Section 184 consideration
- c. Seven (7) of the 13 assessments have had their house destroyed and of this group, 2 had been in arrears as at November 2019.
- d. Of the 13 assessments still in arrears:
 - One (1) of the 13 is on an agreed payment plan post 30 June 2021
 - Two (2) are making ad hoc payments
 - Four (4) relate to a family group seeking a deferral for 2-3 years
 - The remaining 6 corresponded with Council in terms of requiring rate information for grant funding and hence were included on the list for fines and interest waiver but have had no correspondence with Council since. These are currently being followed up
- e. In relation to the waiving of fines and interest for these 13 assessments:
 - Interest waived is in the order of \$120 /month
 - Fines waived is in the order of \$200/quarter

Council is not aware of any applications that relate to circumstances where there is no chance of improvement in the ratepayer's financial circumstances. As such, it is proposed that the waiving of fines and interest continue for the next financial year for those ratepayers that have directly applied for relief. It is estimated that this is likely to be in the order of \$2k - \$3k.

Separately, the remaining six (6) ratepayers who have not corresponded in Council for some time will be followed up by Administration to determine whether it is appropriate to continue to waive fines and interest for the 2021-22 financial year.

It is also proposed that the amount waived will be reviewed at each budget review to determine whether a budget variation should be sought.

Covid-19 Hardship Related

Council has 17,010 assessments outside the Cudlee Creek bushfire scar area referenced above and received 293 applications for rate relief with reference to COVID-19 and related financial hardship. This number includes approximately forty (40) which had agreed payment plans in place prior to March 2020 when more specific Covid-19 related financial hardship applications were first received.

Of those 293 properties there are now 149 properties that are still being monitored for financial hardship. Of these 65 were in arrears as at 31 May and as a result are currently having their fines and interest waived.

Of these 65 assessments the following is noted:

- a. In summary:
 - 10 are on an agreed payment plan and are on track to be up to date at 30 June
 - 40 are on a payment plan that extends beyond 30 June and are making payments in line with those plans
 - The remaining 15 have made no payments for this financial year.
- b. Only one (1) assessment had been identified in November 2019 as being over 2 years outstanding in rate arrears and therefore in the early stages of Section 184 consideration. This ratepayer is currently on a payment plan that extends beyond 30 June 2021.
- c. In relation to those 15 assessments with no payments received for the 2020-21 financial year, the majority, being 13 were already in arrears as at November 2019
- d. In relation to the waiving of fines and interest for the 65 assessments:
 - Interest waived is in the order of \$500 /month
 - Fines waived is in the order of \$1,500/quarter

Similar to the Cudlee Creek applications, Council is not aware of any applications that relate to circumstances where there is no chance of improvement in the ratepayer's financial circumstances.

In accordance with Council's *Debt Recovery Policy*, it is proposed that the waiving of fines and interest continue for those ratepayers who are on agreed payments plans and who are making payments in line with those plans.

The Administration will review and follow up on the 15 assessments where no payments have been received for the 2020-21 financial year to determine whether it is appropriate to continue to waive fines and interest in future years. While Council will give due consideration to whether the ratepayer is still in financial hardship, the decision to waive fines and interest will be based on a ratepayer commitment to consider options outlined in Council's Debt Recovery Policy and regular communication with Council.

In Summary

It is considered that Council's current *Rating* and *Debt Recovery* Policies are appropriate and provide the flexibility to address ongoing financial hardship monitoring for the Cudlee Creek Bushfire and Covid-19 related applications.

In addition it is noted that there will be some budgetary impact from the waiving of fines and interest in future years. However, this is unlikely to be material and from an overall perspective can be considered covered by the balance unspent at 30 June without the need to carry forward an amount to future years. Notwithstanding, the amount waived will be monitored at future Budget Reviews to determine whether any budget adjustment is necessary.

It is also proposed that legal action and debt collection follow up by Council's debt collection agency will recommence at the beginning of the 2021-22 financial year, noting that Administration will retain responsibility for all applications currently received who are on agreed payments plans and who are making payments in line with those plans.

4. OPTIONS

Council has the following options:

- I. Receive the report (Recommended)
- II. Determine alternative options or recommendations for Administration to consider

The recommendation made to receive the report is based on Administration's consideration that the current applications can be addressed on an ongoing basis by reference to Council's *Rating Policy and Debt Recovery Policy*. Council may resolve differently to Council's policy position.

5. APPENDIX

- (1) Debt Recovery Policy

Appendix 1


Debt Recovery Policy

Council Policy

Debt Recovery



COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<p style="text-align: center;">DEBT RECOVERY</p>
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Policy Number:	FIN-04
Responsible Department(s):	Financial Services
Relevant Delegations:	As per the delegations schedule and as included in this Policy
Other Relevant Policies:	Community Loans Policy Internal Review of Council Decisions Rating Policy
Relevant Procedure(s):	Nil
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Water Industry Act 2012</i>
Policies and Procedures Superseded by this policy on its Adoption:	Debt Recovery, 15/12/15 Item 14.2, 209 Debt Recovery, 28/11/17, Item 12.13, 287/17
Adoption Authority:	Council
Date of Adoption:	15 December 2020
Effective From:	19 January 2021
Minute Reference for Adoption:	Item 12.11, 283/20
Next Review:	No later than November 2023 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	15 December 2015	Draft Policy	Council
2.0	28 November 2017	Policy Review	Council
3.0	19 January 2021	Policy Review	Council

DEBT RECOVERY POLICY

1. INTRODUCTION

- 1.1 The purpose of this policy is to set out Council's principles in regard to the management of debt and to ensure that money owed to Council is collected as soon as possible through efficient and effective debt recovery practices.
- 1.2 This policy will assist to ensure a strategic, equitable, accountable, consistent and transparent approach to Council's debt management, collection decisions and practices but also retain the flexibility to respond to the unique circumstances of individual customers.

2. OBJECTIVES

- 2.1 Council depends on incomes from rates and other debtors to fund services and facilities for the community. This policy provides the practice for Council to recover unpaid rates and other debtors.
- 2.2 Council undertakes recovery action for overdue rates and other debtors to ensure the fair, equitable and consistent collection of rates and other debtors in an effective and timely manner. Council will attempt to recover all costs, interest and expenses incurred by Council while recognising the need to identify and consider individual cases of genuine hardship.

3. DEFINITIONS

- 3.1 **"Council"** is the Adelaide Hills Council.
- 3.2 **"Council Debtor"** includes both rate debtors (including CWMS) and all other debtor types
- 3.3 **"Debt"** is the amount (of money) owed to Council.
- 3.4 **"Financial Counsellor"** - Means accredited financial counsellor.
- 3.5 **"Financial Hardship"** - Means a circumstance of experiencing a lack of financial means, which may be either ongoing or temporary, but does not include circumstances where a person chooses not to meet a liability for an unpaid debt.
- 3.6 **"Hardship Customer"** - Means a customer who has been identified under, accepted into, or is eligible for assistance under Council's hardship program.
- 3.7 **"Payment Arrangement for Hardship"** - Means anyone who meets the definition of Hardship Customer and has entered into an arrangement to pay their rates beyond the due date.
- 3.8 **"the Act"** is the *Local Government Act 1999*.

4. PRINCIPLES

4.1 Customers' Rights and Responsibilities

4.1.1 Rights:

- Be treated respectfully, sensitively and non-judgementally
- Have their cases individually considered and their circumstances kept confidential
- Receive prompt information on alternative payment arrangements
- Negotiate the amount they can afford and the frequency of instalments of their preferred payment plan
- Re-negotiate the amount of their instalment if there is change in their circumstances
- Receive information about free independent and accredited financial counselling services
- Be shielded from legal action and additional debt recovery costs, whilst they continue to make payments according to an agreed schedule, or an agreed altered schedule of payments
- Where possible speak with a person at Council (or Council's agent) who is familiar with their situation in order to re-negotiate their payment arrangement if a payment has been missed or is likely to be missed.

4.1.2 Responsibilities:

- Advise Council (or Council's agent) of their financial difficulties as soon as practicable
- Treat council employees respectfully
- Be reasonable in their negotiations with Council employees (or Council's agent) in pursuit of a mutually acceptable outcome
- Be honest and realistic in their assessment of their capacity to pay
- Seek independent financial advice or representation where appropriate
- Maintain any arranged payment plan and advise Council (or Council's agent) if they are unable to meet a scheduled payment
- Advise Council (or Council's agent) if their circumstances change as soon as practicable
- Maintain contact by phone, email or correspondence with Council (or Council's agent)
- Update Council on any changes to contact information including correct postal address, phone numbers and email address

4.2 Debtor Types

Given the diversity of services provided by Council there are a number of circumstances that will result in money being owed to Council. The following sections provide an outline of each key area, the process by which a debt is raised and the recovery process that will be followed for Council to recover any debt owed.

4.2.1 Rates Debtors (including CWMS)

Adelaide Hills Council operates a computerised rates billing system which records financial information on a transactional basis and maintains debtor information in accordance with established principles of rating in local government.

Annual rate notices are issued not less than one month prior to the due date of the first instalment. Subsequent instalment rate notices are issued not less than one month before the due date of payment.

All notices will be clear, concise and provide sufficient information to enable the debtor to be aware of their obligations.

Council rates become overdue when not paid in accordance with a Rate Notice that is issued pursuant to S180 of the Act and will be recovered in accordance with Section 5.3 of this Policy.

The Act provides for the raising of interest and penalties for overdue rates that are recognised as a charge against the property in accordance with Sections 177, 178 and 181.

Payment plans and flexible payment arrangements will be made available to ratepayers upon application for overdue amounts.

Recovery Process

Debtors considered overdue will be issued with a Reminder Notice which contains sufficient information regarding the original debt, any interest penalties imposed and proposed action to be taken by the Council should the account remain unpaid after a further 7 business days.

The debtor will be given the opportunity to dispute the amount owing or make alternative arrangements for payments within that 14 day period. Payment plans and flexible payment arrangements will be made available to ratepayers upon application for overdue amounts.

Those accounts still outstanding after the 14 day final notice period may be referred to a debt collection agency chosen by Council. The collection agency will issue a final demand that includes costs of recovery. All accounts outstanding after the expiry of the final demand letter, for which an arrangement has not been made, will be recovered through court proceedings.

Sale of Land To Recover Debt

Section 184 of the Act provides for the sale of land for non-payment of rates where the amount payable has been in arrears for three or more years.

Preparation for sale of properties will commence in accordance with the process prescribed within the Act as soon as practical after the three years rates have become due and no arrangements for payment have been agreed.

4.2.2 Other Debtors

Council operates a computerised debtor accounts system which records financial information on a transactional basis and maintains debtor information in accordance with the established principles of a commercial business.

There are various debtor types that are recorded within the debtors system including the following:

- Burial Fees
- Fire Hazard Reduction
- Food Premises Inspection
- Grants Receivable-
- Legal costs awarded to Council
- Rents and Miscellaneous (includes Adelaide Hills Business and Tourism Centre)
- Private Works
- Road Rents

Council issues tax invoices for money owing at the end of each month or on a time basis applicable to each debtor class (eg. seasonal users of Council facilities receive an invoice at the start of its season).

The tax invoice issued contains sufficient information so that the debtor can recognise the transactions included on the invoice and reconcile the debt if required.

The invoice issued is due and payable within 14 days of its date and invoices not paid by the due date are considered overdue and will be recovered in accordance with Section 4.3 of this Policy.

Council may apply an administration charge to other debtors that are overdue as specified in Council's Fees & Charges register.

Whilst recovery of debt will proceed in accordance with this Policy, rights and responsibilities established under the Retail and Commercial Leases Act are not affected.

Recovery Process

Other Debtors with overdue balances will be issued with a monthly statement which essentially serves as a reminder that the debt is overdue.

Debtors are given the opportunity to dispute the amount owing or make alternative arrangements for payments. Payment plans and flexible payment arrangements will be made available to other debtors upon application for overdue amounts.

Debtors who have not disputed the amount owing, made alternative payment arrangements or made any contact with Council in relation to the debt will be referred to a debt collection agency chosen by Council.

The collection agency will issue a final demand and debts outstanding after the expiry of the final demand, for which an arrangement has not been made, may be recovered through legal proceedings. Any costs of recovery of the debt can be added to the debt outstanding.

Writing off paid debts will only be considered when all reasonable attempts have been made to recover the outstanding amount and amounts written off will be reported to the Audit Committee on a six monthly basis.

4.3 Financial Hardship Assistance

For the purposes of this policy “financial hardship” means a circumstance of experiencing a lack of financial means, which may be either ongoing or temporary, but does not include circumstances where a person chooses not to meet a liability for an unpaid debt.

Cases of financial hardship will be considered by application on an individual basis and always with a view to the council debtor re-establishing financial capability and, wherever possible, meeting their financial obligations.

If a Council Debtor is suffering financial hardship, they should contact Council as soon as possible to discuss the matter. Such inquiries are treated confidentially, and any application will be considered on its merits.

Options to address financial hardship include:

4.3.1 Referral to an accredited financial counsellor

4.3.2 Flexible Payment Arrangements (s181 (4))

If a ratepayer is experiencing financial hardship and anticipates difficulty paying the next rate instalment notice, Council will work with that ratepayer to make alternative arrangements.

In terms of rate debtors, in addition to quarterly instalments, ratepayers can arrange with Council to pay their rates weekly, fortnightly or monthly to provide for a smaller, more regular payment option via BPAY, phone or internet. In addition, Council offers the availability of Centrelink’s Centrepay service

Ratepayers should liaise directly with the Rates Team to complete an assessment process to ensure staff are able to determine the assistance required. Payment arrangements are to:

- be based on capacity to pay
- include the arrears and ongoing council rates where possible
- be fair and reasonable timeframes to pay the debt
- be mutually negotiated and agreed

4.3.3 Waiving of Fines and Interest

Council can consider the waiving of fines and interest as part of addressing financial hardship. When a ratepayer has committed to a payment plan and

adheres to a regular payment, Council will consider the waiving of fines and interest to assist the ratepayer.

4.3.4 Postponement of Rates

A ratepayer may apply to Council to postpone payment of rates in whole or in part for a period of due to hardship. Any such application must be made in writing and outline the reasons why postponement is requested.

If postponement is granted then Council will consider the waiving of fines and interest for the same period to assist the ratepayer.

In accordance with legislation, a postponement may, if Council thinks fit, be granted on condition that the ratepayer pays interest on the amount affected by the postponement at a rate fixed by the council (but not exceeding the cash advance debenture rate as defined in the Local Government Act).

As postponement may only delay financial hardship for a period of time, options involving flexible payment arrangements and plans are more likely to be beneficial for ratepayers to assist in reducing rates balances outstanding over time.

All postponement will be subject to a timetable for periodic review

The ratepayer must be able to demonstrate financial hardship. As such, depending on the extent of the ratepayer's financial circumstances, Council may request that the ratepayer attend an appointment with an accredited financial counsellor through the South Australian Financial Counsellors Association

Applications for financial hardship assistance may be made by:

- the ratepayer direct with the rates team
- an accredited financial counsellor on behalf of the ratepayer

If postponement is approved the following will occur:

- a) the property will be flagged as a postponed property;
- b) rates and interest will still accrue (although fines and interest may be waived); and
- c) no debt recovery action will be taken while the terms for payment are met.

Postponement will be withdrawn if:

- d) the ratepayer advises financial hardship no longer exists; or
- e) the ratepayer ceases to own or occupy the property

4.3.5 Removal of financial hardship assistance

Council will ensure that a debtor is aware that they will be removed from financial hardship assistance, and be returned to Council's standard collection cycles, including debt recovery:

- should they cease to make payments according to the agreed payment arrangement
- fail to contact, or respond to, Council for a period of greater than 60 days
- provide false or misleading information in support of the application for hardship.

Council will advise the debtor that they have been removed from receiving hardship assistance for not meeting their obligations, and that Council will commence debt recovery, which may include legal action.

4.3.6 Remission of rates

The Council has a discretion to partially or wholly remit (i.e. waive) rates on the basis of hardship.

Council has a charge over the land under Section 177 of the Act and therefore is likely to be able to recover rates outstanding upon sale. The granting of a remission forgoes this right and therefore is only considered as an option in circumstances where the ratepayer has demonstrated serious and long term hardship and where there is no chance of improvement in the ratepayer's financial circumstances.

Consideration must also be given to the tax burden redistribution effect on other ratepayers of any remission.

For these reasons, and given the importance of ensuring fairness to other ratepayers, remission will only be considered as a last resort and only where there is no chance of improvement in the ratepayer's financial circumstances. As such, it is likely that postponement of payment of rates due to hardship has been occurring for some period to confirm the permanency of the ratepayer's situation.

4.4 Community Wastewater Management Systems Customer Hardship Policy

It should be noted that Council holds a licence for the provision of CWMS that is issued by the Essential Services Commission of South Australia under the *Water Industry Act 2012*. This licence requires specific provisions in relation to hardship that are specified in Appendix 1 to this Policy.

4.5 Seniors Postponement (under s182A of the Act)

The Seniors Postponement scheme under Section 182A of the Act simply provides an option for seniors to choose to free up money by postponing a portion of their rates until the property is sold or any other time of their choosing. It is emphasised that the scheme is non-concessional and interest is charged by a council on the accumulating postponed amount.

The provisions of s182A are made available to seniors as a 'right' under the Act. There is no requirement for the senior to demonstrate financial hardship in order to access this scheme.

As such, any senior who is experiencing genuine financial hardship will have access to options under Section 4.4. as s182A of the Act is not intended to cater for seniors facing financial hardship.

When considering financial hardship for seniors, each situation should be assessed on its merits to determine whether the senior has the means available to substantially or permanently improve their financial position by disposing of any assets.

4.6 Right to seek review

If an application for relief is refused, the applicant may seek a review of the decision by a more senior officer or the CEO.

An Internal review of a Council decision is also available under section 270 of the *Local Government Act 1999*. This is a process established by legislation that enables a Council to reconsider all the evidence relied on to make a decision, including new evidence if relevant. This process is generally a last resort in the complaint handling process, but may also be used in situations which are not able to be resolved by other means.

4.7 Reporting

The summary of all overdue debts will be prepared on a monthly basis for review by the Manager Financial Services.

A biannual debtors report will be prepared and reported to the Council Executive Leadership Team for subsequent presentation to the Audit Committee and Council.

5. DELEGATION

5.1 The Chief Executive Officer has the delegation to:

5.1.1 Approve, amend and review any procedures that shall be consistent with this policy; and

5.1.2 Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

6. AVAILABILITY OF THE POLICY

This Policy is available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. Copies will 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 1

Community Wastewater Management Systems Customer Hardship Policy

COMMUNITY WASTEWATER MANAGEMENT SYSTEM CUSTOMER HARDSHIP POLICY

1. PURPOSE

Adelaide Hills Council is committed to assisting residential customers of recycled water and sewage (CWMS) services, who are experiencing financial hardship, to manage their payments in a manner that best suits the customer and ensuring they remain connected to a retail service.

The purpose of this policy is to identify residential customers who are experiencing payment difficulties due to hardship and assist those customers to better manage their bills on an ongoing basis.

This policy sets out:

1.1 Processes to identify residential customers experiencing payment difficulties due to:

- Hardship
- Identification by Council
- Self-identification by a residential customer
- Identification by an accredited financial counsellor
- Welfare agency

1.2 An outline of a range of processes or programs that Council will use, or apply, to assist Council's customers who have been identified as experiencing payment difficulties.

2. LEGISLATIVE FRAMEWORK AND OTHER REFERENCES

The following legislation applies to this Policy:

2.1 *South Australia Water Industry Act 2012*

Under section 37(3) of this Act, a water industry entity must adopt a customer hardship policy published by the Minister under this section; or with the approval of the Commission, adopt such a policy with modifications.

2.2 Other references

Council's documents including:

- Fees and Charges Register
- Customer Service Charter for Recycled Water & Sewage (CWMS) Services
- Sale of Land for Non-payment of Council Rates as per Section 184 of the Local Government Act 1999
- Sec 182 of the Local Government Act 1999 – Remission and postponement of payment
- Sec 182A of the Local Government Act 1999 – Postponement of Rates - Seniors

- Complaints Policy
- Internal Review of Council Decisions Policy

External documents including:

- South Australia Water Industry Regulations 2012
- Water Retail Code – Minor and Intermediate Retailers
- Essential Services Commission Act 2002

This Policy is based on the Customer Hardship Policy, made by the Minister for Communities and Social Inclusion, pursuant to Section 37 of the *Water Industry Act 2012*, under a delegation by the Minister for Water and the River Murray.

3. DEFINITIONS

For the purposes of this Policy the following definitions apply:

- 3.1 “Accredited Financial Counsellor”** - In South Australia, means a person who holds a Diploma of Community Services (Financial Counselling), and who has worked at least 12 months as a financial counsellor under the supervision of the South Australian Financial Counsellors Association.
- 3.2 “Consumer”** - As defined in the *Water Industry Act 2012*, means a person supplied with retail services as a consumer or user of those services.
- 3.3 “Customer”** - As defined in the *Water Industry Act 2012* means a person who owns land in relation to which a retail service is provided and includes:
- Where the context requires, a person seeking the provision of a retail service, and
 - In prescribed circumstances, a person supplied with retail services as a consumer or user of those services (without limiting the application of this definition to owners of land) and
 - A person of a class declared by the regulations to be customers.
- 3.4 “CWMS”** - Community Wastewater Management System.
- 3.5 “Financial Counsellor”** - Means accredited financial counsellor.
- 3.6 “Financial Hardship”** - Means a circumstance of experiencing a lack of financial means, which may be either ongoing or temporary, but does not include circumstances where a person chooses not to meet a liability for an unpaid debt.
- 3.7 “Hardship Customer”** - Means a residential customer who has been identified under, accepted into, or is eligible for assistance under Council’s hardship program.
- 3.8 “Payment Arrangement for Hardship”** - Means anyone who meets the definition of Hardship Customer and has entered into an arrangement to pay their rates beyond the due date.
- 3.9 “Regulations”** - Means regulations under the *Water Industry Act 2012*.

- 3.10** **“Residential Customer”** - As defined in the *Water Industry Act 2012* means a customer or consumer who is supplied with retail services for use at residential premises.
- 3.11** **“Retail Service”** - As defined in the *Water Industry Act 2012* means a service constituted by:
- The sale and supply of recycled water to a person for use (and not for resale other than in prescribed circumstances (if any)) where the recycled water is to be conveyed by a reticulated system, or
 - The sale and supply of sewage (CWMS) services for the removal of sewage.
- (even if the service is not actually used) but does not include any service, or any service of a class, excluded from the ambit of this definition.
- 3.12** **“Sewage”** - As defined in the *Water Industry Act 2012* includes any form of waste that may be appropriately removed or dealt with through the use of a sewerage service.
- 3.13** **“Sewerage Service”** - As defined in the *Water Industry Act 2012* means:
- A service constituted by the collection, storage, treatment or conveyance of sewage through the use of a reticulated system, or
 - Any other service, or any service of a class, brought within the ambit of this definition by the regulations.
- 3.14** **“Water”** - As defined in the *Water Industry Act 2012*, includes rainwater, stormwater, desalinated water, recycled water and water that may include any material or impurities, but does not include sewage.
- 3.15** **“Water Service”** - As defined in the *Water Industry Act 2012* means:
- A service constituted by the collection, storage, production, treatment, conveyance, reticulation or supply of water, or
 - Any other service, or any service of a class, brought within the ambit of this definition by the regulations.

4. POLICY

4.1 Identifying residential customers experiencing financial hardship

A residential customer experiencing financial hardship is someone who is identified by themselves, by Council, by an accredited financial counsellor, or by a welfare agency as having the intention, but not the financial capacity, to make required payments in accordance with Council’s payment terms.

There are two types of financial hardship: ongoing and temporary. Depending on the type of hardship being experienced, hardship customers will have different needs and will require different solutions.

Residential customers that are identified as experiencing ongoing hardship are generally those on low or fixed incomes. These customers may require ongoing assistance.

Residential customers that may be identified as experiencing temporary hardship are those that have experienced a short-term change in circumstances, such as:

- Serious illness
- Disability or death in the family
- Loss or change in income
- Separation
- Divorce or other family crisis
- A loss arising from an accident
- Or some other temporary financial difficulty
- These customers generally require flexibility and temporary assistance, such as an extension of time to pay or an alternative payment arrangement.

The extent of hardship will be determined by either Council's assessment process or by an external body, such as an accredited financial counsellor.

Where Council assesses a residential customer's eligibility for hardship assistance, Council will consider indicators including (but not limited to) whether:

- The customer is on a Centrelink income and holds a Pensioner Concession Card or holds a Centrelink Low Income Health Care Card
- The customer is eligible for a South Australian Government concession
- The customer has been referred by an Accredited Financial Counsellor or welfare agency
- The customer has previously applied for emergency relief (irrespective of whether or not their application was successful)
- The customer's payment history indicates that they have had difficulty meeting their retail services bills in the past
- The customer, through self-assessment, has identified their position regarding their ability to pay.

4.2 Assisting residential customers who are experiencing financial hardship

Council will inform a residential customer of this Policy where:

- It appears to Council that non-payment of a bill for retail services is due to the customer experiencing payment difficulties due to hardship, or
- Council is proposing to install a flow restriction device.

Where a residential customer has been identified as experiencing financial hardship, we will offer the customer, as soon as is reasonably practicable, flexible and frequent payment options that have regard to the hardship customer's usage, capacity to pay and current financial situation. This is to be considered as a Payment Plan for Hardship. These options will include:

- An interest and fee free payment plan
- Centrelink's Centrepay Service

- Other arrangement, under which the customer is given more time to pay a bill or to pay in arrears (including any disconnection or restriction of charges)

Where a residential customer has been identified as experiencing financial hardship, Council will offer the customer, as soon as is reasonably practicable, flexible and frequent payment options that have regard to the hardship customer's usage, capacity to pay and current financial situation. Options may include:

- BPAY
- Councils online service
- Centrelink's Centrepay service, or
- Other arrangement, under which the customer is given more time to pay a bill or to pay in arrears (including any disconnection or restriction charges).

Recognising that some residential customers have a short-term financial hardship issue which may be resolved in the near to medium-term, where others may require a different type of assistance for ongoing financial issues.

Council will not charge a residential customer a reconnection charge where that customer is experiencing financial hardship and should have been identified as eligible for this Policy, so long as the customer agrees to participate in Council's hardship program, upon reconnection.

Council will engage in discussion with the hardship customer to determine a realistic payment option in line with the customer's capacity to pay.

Council will work with a hardship customer's financial counsellor to determine the Payment Arrangement for Hardship and instalment amount that best suits the customer and their individual circumstances.

Where a hardship customer's circumstances change, Council will work with the customer, and their financial counsellor, to re-negotiate their payment arrangement.

Council will not require a hardship customer to provide a security deposit.

Council will not restrict a hardship customer's retail services if:

- The customer has agreed to a payment arrangement and continues to adhere to the terms of that arrangement, or
- Council has failed to comply with the requirements of this Policy.
- Council will also offer the hardship customer:
- Where appropriate, information about the right to have a bill redirected to a third person, as long as that third person consents in writing to that redirection
- Information about, and referral to, Commonwealth and South Australian Government concessions, rebates, grants and assistance programs
- Information about, and referral to, accredited financial and other relevant counselling and support services, particularly where a customer that is identified as experiencing ongoing financial hardship.

Where hardship customer requests information or a redirection of their bills, Council will provide that information or redirection free of charge.

Council will provide information to the hardship customer on how to reduce usage and improve water efficiency, which may include referral to relevant government water efficiency programs. This will be provided at no charge to the customer.

Council will explain to the hardship customer how and when the customer will be returned to regular billing cycles (and collection), after they have successfully completed the hardship program.

Council will also explain to the hardship customer that they will be removed from Council's hardship program, and be returned to Council's standard collection cycles, including debt recovery, should they cease to make payments according to the agreed payment arrangement or fail to contact Council for a period of greater than 90 days.

Council will not take any action to remove a customer from Council's hardship program until Council has sent the customer a written notice, allowing them 10 working days from the date of the notice to contact Council to re-negotiate their re-entry into the program.

4.3 Payment plans

Council's Payment Plan for Hardship customer will be established having regard to:

- The customer's capacity to pay and current financial situation
- Any arrears owing by the customer, and
- The customer's expected usage needs over the following 12 month period.
- Subject to a hardship customer meeting their obligations interest and fines will be waived when on a payment plan.

The payment plan will also include an offer for the hardship customer to pay for their retail services in advance or in arrears by instalment payments at a frequency agreed with the customer (e.g. weekly, fortnightly, monthly or as otherwise agreed with the customer).

Where a payment plan is offered to a hardship customer, Council will inform the customer within 10 business days of an agreement being reached, of:

- The duration of the plan
- The amount of each instalment payable under the plan, the frequency of instalments and the date by which each instalment must be paid
- If the customer is in arrears, the number of instalments to pay the arrears, and
- If the customer is to pay in advance, the basis on which instalments are calculated.

Where a hardship customer is seeking assistance in accordance with this Policy, but has failed to fulfil their obligations under an existing hardship arrangement, Council will require them to sign up for Centrepay or direct debit deductions.

4.4 Debt recovery

Council will suspend debt recovery processes while negotiating a suitable payment arrangement with a hardship customer.

Council will not engage in legal action or commence proceedings for the recovery of a debt relating to a retail service for a hardship customer if:

- The customer has agreed to a payment arrangement and continues to adhere to the terms of that arrangement, or
- Council has failed to comply with the requirements of this Policy.

4.5 Rights of residential customers experiencing financial hardship

Every residential customer experiencing financial hardship has the right to:

- Be treated respectfully on a case-by-case basis, and have their circumstances kept confidential
- Receive information about alternative payment arrangements, this Policy, and government concessions, rebates, grants and assistance programs
- Negotiate an amount they can afford to pay on a payment plan or other payment arrangement
- Consider various payment methods and receive written confirmation of the agreed payment arrangement within 10 business days
- Renegotiate their payment arrangement if there is a change in their circumstances
- Receive information about free and independent, accredited financial counselling services
- Receive a language interpreter service at no cost to the customer
- Be shielded from legal action and additional debt recovery costs, whilst they continue to make payments according to an agreed payment arrangement
- Not have retail services restricted or disconnected as long as they have agreed to a payment arrangement and continue to make payments according to an agreed plan.

4.6 General provisions

Council will ensure residential customers have equitable access to this Policy, and that this Policy is applied consistently. A copy of the documentation will be available at no charge to customers.

Council will ensure appropriate training of employees dealing with residential customers in hardship to enable them to treat customers with respect and without making value judgements. Training will also assist employees in the early identification of hardship customers, with establishing payment plans based on a hardship customer's capacity to pay, and include processes for referral to an Accredited Financial Counsellor or welfare agency for assistance.

Council will also make a copy of this policy available free of charge to a customer upon request as soon as practicable following a request to do so.

4.7 Confidentiality

Any information disclosed by a customer is confidential and will not be used for any purpose other than the assessment of an application for assistance.

4.8 Complaints handling

Council's General Complaints Policy detailing Council's customer complaints and dispute resolution process is available, upon request.

A residential customer experiencing hardship has a right to have any complaint heard and addressed by Council, and in the event that their complaint cannot be resolved, the right to escalate their complaint to the Ombudsman SA as outlined in Council's Internal Review of Council Decisions Policy.

5. DELEGATION

5.1 The Chief Executive Officer has the delegation to:

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

6. AVAILABILITY OF THE POLICY

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Item 17 Minutes of Committees

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 24 MAY 2021
63 MT BARKER ROAD STIRLING**

In Attendance

Members:

Councillor Malcolm Herrmann	Presiding Member
Peter Brass	Independent Member
David Moffatt	Independent Member
Natalie Johnston	Independent Member
Councillor Leith Mudge	Council Member

In Attendance:

Andrew Aitken	Chief Executive Officer
Terry Crackett	Director Corporate Services
Peter Bice	Director Infrastructure & Operations
Marc Salver	Director Development & Regulatory Services
Lachlan Miller	Executive Manager Governance & Performance
Megan Sutherland	Executive Manager Organisational Development
Mike Carey	Manager Financial Services
James Sinden	Manager Information Services
Daniel Souter	Team Leader ICT
Kira-marie Laverty	Corporate Planning & Performance Coordinator
Steven Watson	Governance and Risk Coordinator Minute Taker

Guests in Attendance:

Juliano Fretias	Galpins
Tim Muhlhausler	Galpins

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 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.

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2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

NIL

2.2 Leave of Absence

NIL

2.3 Absent

NIL

3. MINUTES OF PREVIOUS MEETINGS

3.1 Audit Committee Meeting – 19 April 2021

Moved David Moffatt
S/- Natalie Johnston

AC16/21

That the minutes of the Audit Committee meeting held on 19 April 2021 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

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) 7.4, 7.6, 7.8, 7.13 and 8.1** are to be submitted to Council for consideration.

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT COMMITTEE

NIL

6. PRESENTATIONS, ACTION REPORT & WORKPLAN

6.1.1 Galpins Presentation - Financial Controls Review

The Committee thanked Galpins for their presentation.

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Item 7.3 was brought forward in meeting.

7.3 Financial Controls Review Interim Management Letter

**Moved Cr Malcolm Herrmann
S/- Peter Brass**

AC17/21

The Audit Committee resolves:

- 1. That the report be received and noted**
- 2. Notes the communication received from Galpins from their Interim visit relating to the 2020-21 Financial Controls Review and the Management Responses to their findings from the Interim Audit.**
- 3. The Committee notes there is a high likelihood of the Auditors issuing an unmodified controls opinion at the end of the financial year.**

Carried Unanimously

6.1.2 Corporate Services Directorate Risk Profile Presentation

The Committee thanked the Director Corporate Services for his Directorate Risk presentation.

6.2 Action Report and Work Plan Update

**Moved Peter Brass
S/- David Moffatt**

AC18/21

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.**

Carried Unanimously

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7. OFFICER REPORTS – DECISION ITEMS

7.1 End of Year Financial Reporting Timetable

Moved Peter Brass
S/- David Moffatt

AC19/21

The Audit Committee resolves that the report be received and noted.

Carried Unanimously

7.2 Internal Financial Control Update

Moved Natalie Johnston
S/- Cr Leith Mudge

AC20/21

The Audit Committee resolves:

1. That the report be received and noted
2. To note the further developments that have been undertaken in the improvement of internal financial controls.

Carried Unanimously

Item 7.3 was brought forward in the meeting

7.3 Financial Controls Review Interim Management Letter

7.4 2020-21 Budget – Budget Review 3

Moved Peter Brass
S/- Natalie Johnston

AC21/21

The Audit Committee:

1. Resolves that the report be received and noted.
2. Recommends to Council the proposed budget adjustments presented in the amended Budget Review 3 for the 2020-21 financial year which result in:

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- 2.1. A reduction in the Operating Surplus from \$1.883m to \$1.498m.
- 2.2. Changes to Capital Works, increasing capital income by \$138k and reducing capital expenditure by \$4.767m resulting in a revised capital expenditure budget for 2020-21 of \$15.316m.
- 2.3. A change in Council's net result from a Net Borrowing Result of \$3.865m to a Net Lending Result of \$654k as a result of the proposed operating and capital adjustments.

Carried Unanimously

8.34pm the meeting adjourned for a short break.

8.41pm the meeting resumed.

7.5 Council Quarterly Performance Report

**Moved Peter Brass
S/- David Moffatt**

AC22/21

The Audit Committee resolves that the report be received and noted.

Carried Unanimously

7.6 Asset Management Policy

**Moved David Moffatt
S/- Cr Leith Mudge**

AC23/21

The Audit Committee resolves:

- 1. That the report be received and noted
- 2. To recommend to Council to adopt the updated Asset Management Policy as contained in Appendix 1.

Carried Unanimously

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7.7 SHLGA Audit Committee Exemption

Moved Cr Leith Mudge
S/- Natalie Johnston

AC24/21

The Audit Committee resolves that the report be received and noted

Carried Unanimously

7.8 Internal Audit Quarterly Update

Moved Cr Leith Mudge
S/- David Moffatt

AC25/21

The Audit Committee resolves:

1. That the report be received and noted
2. To receive and note the Payroll Function Internal Audit Report as contained in Appendix 1
3. To recommend to Council to adopt the revised Strategic Internal Audit Plan v1.8a as contained in Appendix 2.

Carried Unanimously

7.9 Audit Actions Implementation Update

Moved David Moffatt
S/- Peter Brass

AC26/21

The Audit Committee resolves:

1. To receive and note the report.
2. To note the implementation status of Internal and External Audit actions.

Carried Unanimously

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7.10 Public Interest Disclosure Arrangements and Compliance

Moved Natalie Johnston
S/- Peter Brass

AC27/21

The Audit Committee resolves that the report be received and noted.

Carried Unanimously

7.11 LGRS Risk Evaluation – Action Plan Review

Moved David Moffatt
S/- Cr Leith Mudge

AC28/21

The Audit Committee resolves that the report be received and noted.

Carried Unanimously

7.12 Risk Management Plan Update

Moved Cr Leith Mudge
S/- Natalie Johnston

AC29/21

The Audit Committee resolves that the report be received and noted.

Carried Unanimously

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7.13 Write-off of Outstanding Rates relating to S210 conversions to Public Roads

**Moved Peter Brass
S/- David Moffatt**

AC30/21

The Audit Committee resolves:

- 1. That the report be received and noted.**
- 2. To recommend to Council to formally approve the write-off of \$98,025.08 for the outstanding rates on Land identified for conversion of private road to public road.**

Carried

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8. CONFIDENTIAL ITEMS

8.1 Cyber Security Report – Exclusion of the Public

Moved Peter Brass

S/- Cr Leith Mudge

AC31/21

Pursuant to section 90(2) of the *Local Government Act 1999* the Audit Committee (the Committee) orders that all members of the public, except:

- Chief Executive Officer, Andrew Aitken
- Director Corporate Services, Terry Crackett
- Executive Manager Governance & Performance, Lachlan Miller
- Manager Financial Services, Mike Carey
- Manager Information Services, James Sinden
- Team Leader ICT, Daniel Souter
- Governance & Risk Coordinator, Steven Watson

be excluded from attendance at the meeting for Agenda Item 8.1: Cyber Security Plan in confidence.

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

Section 90(3)(e) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person, the disclosure of which could reasonably be expected to create an awareness of Council's cyber security vulnerabilities and potentially lead to exploitation of those vulnerabilities resulting in loss/damage to information, breach of confidentiality and service continuity disruption.

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

Carried

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8.1.1 Cyber Security Report – Confidential Item

**Moved Cr Leith Mudge
S/- David Moffatt**

AC32/21

The Audit Committee resolves:

- 1 That the report be received and noted**
- 2. To recommend to Council that the draft Cyber Security Plan as contained in Appendix 1 and as reviewed by the Audit Committee, be adopted.**

Carried Unanimously

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8.1.2 Cyber Security Report – Period of Confidentiality

Moved Peter Brass
S/- Natalie Johnston

AC33/21

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing the Audit Committee's decision(s) in this matter in the performance of the duties and responsibilities of office, the Audit Committee, having considered Agenda Item 8.1 in confidence under sections 90(2) and 90(3)(e) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report, related attachments and the minutes of the Audit Committee and the discussion and considerations of the subject matter be retained in confidence until the control deficiencies are mitigated but no longer than 30 June 2023.

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Audit Committee delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried Unanimously

9. NEXT MEETING

The next ordinary meeting of the Audit Committee will be held on Monday 16 August from 6.30pm at 63 Mt Barker Road, Stirling.

10. CLOSE MEETING

The meeting closed at 10.00pm

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 3 JUNE 2021
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Mark Osterstock

Members:

Ms Janet Miller	Independent Member
Mayor Jan-Claire Wisdom	
Cr Nathan Daniell	
Cr Chris Grant	

In Attendance:

Andrew Aitken	Chief Executive Officer
Lachlan Miller	Executive Manager Governance & Performance
Megan Sutherland	Executive Manager Organisational Development

1. COMMENCEMENT

The meeting commenced at 6.02pm.

1.1. Acknowledgement of Country

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.

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

Nil

2.2 Leave of Absence

Nil

Presiding Member _____ 8 July 2021

**ADELAIDE HILLS COUNCIL
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2.3 Absent

Nil

3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting

Moved Cr Nathan Daniell
S/- Janet Miller

PRP4/21

That the minutes of the CEO Performance Review Panel meeting held on 18 March 2021 as distributed, be confirmed as an accurate record of the proceedings of that meeting.

Carried

Mayor Jan-Claire Wisdom joined the meeting at 6.03pm

4. PRESIDING MEMBER'S OPENING COMMENTS

Cr Mark Osterstock welcomed members to the Panel meeting.

5. DELEGATION OF AUTHORITY

The CEO Performance Review Panel operates in accordance with the relevant sections of the *Local Government Act 1999*, and its Terms of Reference.

6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF THE COMMITTEE

Nil

7. OFFICER REPORTS – DECISION ITEMS

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7.1 2020 – 2021 CEO Performance Targets Update

Moved Cr Nathan Daniell
S/- Janet Miller

PRP5/21

The CEO Performance Review Panel resolves that the report be received and noted.

Carried

7.2 Proposed 2021-2022 CEO Performance Targets

Moved Mayor Jan-Claire Wisdom
S/- Cr Nathan Daniell

PRP6/21

The CEO Performance Review Panel resolves:

1. That the report be received and noted
2. To recommend to Council the adoption of the proposed 2021-2022 CEO Performance Targets as per *Appendix 1* with the removal of the Public Toilet Strategy and the inclusion of a Performance Target regarding Fabrik Activation – Capital (C6001).

Carried

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

10. CONFIDENTIAL ITEMS

Nil

**ADELAIDE HILLS COUNCIL
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11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on Thursday 8 July 2021, 6.30pm at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 7.40pm.

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 9 JUNE 2021
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[Please Note: These minutes are unconfirmed until 14 July 2021]

In Attendance

Presiding Member

Geoff Parsons

Members

Ross Bateup

David Brown

Paul Mickan

John Kemp

In Attendance

Marc Salver

Deryn Atkinson

Vanessa Nixon

Damon Huntley

Doug Samardzija

Aaron Wilksch

Sebastien Paraskevopoulos

Karen Savage

Director Development & Regulatory Services

Assessment Manager

Team Leader Statutory Planning

Statutory Planner

Statutory Planner

Planning Consultant

Observer

Minute Secretary

1. Commencement

The meeting commenced at 6.00pm

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”.

**ADELAIDE HILLS COUNCIL
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[Please Note: These minutes are unconfirmed until 14 July 2021]

3. Apologies/Leave of Absence

3.1 Apologies
Nil

3.2 Leave of Absence
Nil

4. Previous Minutes

4.1 Meeting held 12 May 2021

The minutes were adopted by consensus of all members (26)

That the minutes of the meeting held on 12 May 2021 be confirmed as an accurate record of the proceedings of that meeting.

5. Presiding Member's Report
Nil

6. Declaration of Interest by Members of Panel

David Brown acknowledged that one of the representors in relation to Item 8.1 is an acquaintance of his but he has not seen her recently. He does not believe there is any conflict and will remain in the meeting.

John Kemp acknowledged that one of the representors for Item 8.1 is known to him. He does not believe there is any conflict and will remain in the meeting.

Paul Mickan declared an interest, but not a conflict of interest, in relation to Item 8.5. He advised that he has previously worked with Phil Harnett, who is representing URPS on behalf of the applicant, at The Barossa Council, and occasionally meets with him on a social basis. However, he does not believe that there is any conflict and will remain in the meeting.

7. Matters Lying on the Table/Matters Deferred

7.1 Matters Lying on the Table
Nil

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7.2 Matters Deferred

7.2.1 Development Application 20/1302/473 by Bridgewater Inn for alterations & additions to commercial premises (hotel) including a deck (maximum height 3.5m), associated earthworks & change to licensed area plan at 387 Mount Barker Road, Bridgewater

Deferred from meeting 14 April 2021

"That a decision on the matter be deferred to seek the following further information and amended conditions in relation to:

- 1) Noise from patrons and music/entertainment;*
- 2) Landscaping;*
- 3) Waste Management;*
- 4) Proposed Licensed Area Plan/s;*
- 5) Numbers of patrons and hours of operation in the areas proposed to be altered, both indoors and outdoors; and*
- 6) Further consideration of the adequacy of the car parking for the capacity of the premises".*

Staff provided the Panel with an update.

7.2.2 Development Application 20/1198/473 by Sasha & Gary Holland for two storey detached dwelling, deck (maximum height 4.12m), combined fence & retaining walls (maximum height 3.4m), swimming pool & associated barriers, masonry fence, associated earthworks & landscaping at 9 Braemar Terrace, Stirling

Deferred from meeting 12 May 2021

"That a decision on the matter be deferred to allow the applicants to respond to the following matters:

- 1) The scale of the front balcony and level of intrusion into the streetscape;*
- 2) The building set-back to the western boundary; and*
- 3) To provide a revised Landscaping Plan that amends the plant species for the front garden to be of an evergreen nature and of a height and volume of canopy that provides increased screening to the streetscape".*

Refer to Item 8.5 of these Minutes.

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[Please Note: These minutes are unconfirmed until 14 July 2021]

8. Development Assessment Applications – Development Act

8.1 Development Application 20/1005/473 by NBN Co Limited for telecommunications facility comprising NBN monopole (maximum height 46m), security chainmesh fencing (maximum height 2.4m) with outdoor cabinets & associated earthworks (non-complying) at Lots 10-12 Crossing Road, Mylor

8.1.1 Representations

Name of Representor	Address of Representor	Nominated Speaker
Ken Lynn	23 Smith Road, Mylor	Ken Lynn – via Telephone
Sean Carr	497 River Road, Mylor	Did not Attend
Frauke Hobbs	6 Phillinda Lane, Mylor	Frauke Hobbs
Chris & Narelle Whiting	11 Boucaut Lane, Mylor	Chris Whiting
Peter & Paula Ashforth	10 Boucaut Lane, Mylor	Did not Attend
Lucy Quigley-Smith & Matt Smith	133 Crossing Road, Mylor	Lucy Quigley-Smith
Susanne Koen	26 Silver Lake Road Mylor	Did not Attend
Graham & Deborah Davidson	159 Crossing Road, Mylor	Deborah Davidson
Stephanie Dallwitz	51 Smith Road, Mylor	Frauke Hobbs

The applicant's representatives, Adam Pfitzner (Aurecon) and Naomi Read (nbn), addressed the Panel.

8.1.2 Decision of Panel

Moved Ross Bateup
S/- Paul Mickan

Carried
(27)

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 20/1005/473 by NBN Co Limited for telecommunications facility comprising NBN monopole (maximum height 46m), security chainmesh fencing (maximum height 2.4m) with outdoor cabinets & associated earthworks (non-complying) at Lots 10-12 Crossing Road, Mylor subject to the following conditions:

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(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:

- Site specific notes prepared by Aurecon, drawing number 5STI-51-08-MYLO-C1 revision 02 last dated 15/09/20 and date stamped by Council 10/02/2021
- Overall site plan prepared by Aurecon, drawing number 5STI-51-08-MYLO-C2 revision 02 last dated 15/09/20 and date stamped by Council 10/02/2021
- Site setout plan prepared by Aurecon, drawing number 5STI-51-08-MYLO-C3 revision 03 last dated 01/02/2021 and date stamped by Council 10/02/2021
- Site elevation and details prepared by Aurecon, drawing number 5STI-51-08-MYLO-C4 revision 03 last dated 01/02/2021 and date stamped by Council 10/02/2021
- Site earthworks plan and elevations prepared by Aurecon, drawing number 5STI-51-08-MYLO-C5 revision 01 last dated 01/02/2021 and date stamped by Council 10/02/2021
- Access track earthworks plan and elevations prepared by Aurecon, drawing number 5STI-51-08-MYLO-C6 revision 01 last dated 01/02/2021 and date stamped by Council 10/02/2021
- Site earthworks notes prepared by Aurecon, drawing number 5STI-51-08-MYLO-C7 revision 01 last dated 01/02/2021 and date stamped by Council 10/02/2021
- NBN antenna configuration & setout plan prepared by Aurecon, drawing number 5STI-51-08-MYLO-A1 revision 03 last dated 01/02/2021 and date stamped by Council 10/02/2021
- Boundary setout plan prepared by Aurecon, drawing number 5STI-51-08-MYLO-C3 revision 01 last dated 29/10/20 and date stamped by Council 10/02/2021

(2) Commercial Lighting

Flood lighting shall be restricted to that necessary for security purposes only and shall be directed and shielded in such a manner as to not cause nuisance to adjacent properties.

(3) External Finishes

The external finishes to the building herein approved shall be as follows:

Monopole: Galvanized steel or similar

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(4) Prior to Building Consent Being Granted - Requirement for Soil Erosion And Drainage Management Plan (SEDMP)

Prior to Building Consent being granted the applicant shall prepare and submit to Council a Soil Erosion and Drainage Management Plan (SEDMP) for the site for Council's approval. The SEDMP shall comprise a site plan and design sketches that detail erosion control methods and installation of sediment collection devices that will prevent:

- a) soil moving off the site during periods of rainfall;
- b) erosion and deposition of soil moving into the remaining native vegetation; and
- c) soil transfer onto roadways by vehicles and machinery.

The works contained in the approved SEDMP shall be implemented prior to construction commencing and maintained to the reasonable satisfaction of Council during the construction period.

NOTES

(1) Development Plan Consent (DPC) 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 Consent must be applied for prior to the expiry of the DPC and lodged through the PlanSA portal unless a private certifier was engaged prior to 19 March 2021. The time period may be further extended by Council agreement following written request and payment of the relevant fee.

Further details in relation to the Planning Reforms can be found https://www.saplanningportal.sa.gov.au/planning_reforms

(2) Erosion Control During Construction

Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.

(3) EPA Environmental Duty

The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

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(4) EPA Information Sheets

Any information sheets, guideline documents, codes of practice, technical bulletins, are referenced in this decision can be accessed on the following web site: <http://www.epa.sa.gov.au/pub.html>

(5) Environment Protection (Water Quality) Policy 2015

The applicant is advised that the Environment Protection (Water Quality) Policy 2015 came into effect on 1 January 2016. Therefore, all reasonable and practicable measures must be put in place to prevent or minimise environmental harm during the construction process.

(6) Decision Notification Acknowledgment with Native Vegetation Council

The applicant is reminded that a Decision Notification Acknowledgment must be signed with Native Vegetation Council. This acknowledgement must be provided to Native Vegetation Council and Adelaide Hills Council for verification prior to pruning or removal of any native vegetation.

- 8.2 **Development Application 19/532/473 by GE Hughes Construction Co for change of use to include a transport depot and extend an existing vehicle hardstand, retaining walls, combined fence and retaining wall (maximum height 4.15 metres), 2 x 28,000 litre fuel storage pods, storage building, outbuilding for truck wash equipment, 2 x 20,000 litre water tanks & associated earthworks at 4 Brettig Road, Lobethal**

8.2.1 Representations

Name of Representor	Address of Representor	Nominated Speaker
Dianne Barrett	20 Kenton Valley Road Lobethal	Dianne Barrett
Mark & Helen Elsworthy	15A Kenton Valley Road Lobethal	Did not Attend

The applicant's representatives, Duane Hughes (GE Hughes Construction) and Peter Meline (Adelaide Hills Development Services), addressed the Panel.

**ADELAIDE HILLS COUNCIL
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[Please Note: These minutes are unconfirmed until 14 July 2021]

8.2.2 Decision of Panel

The following was adopted by consensus of all members (28)

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 19/532/473 by GE Hughes Construction Co for change of use to include a transport depot and extend an existing vehicle hardstand, retaining walls, combined fence and retaining wall (maximum height 4.15 metres), 2 x 28,000 litre fuel storage pods, storage building, outbuilding for truck wash equipment, 2 x 20,000 litre water tanks & associated earthworks at 4 Brettig Road, Lobethal subject to the following conditions:

(1) Reserved Matter

The applicant shall prepare a technical detail and design engineering plan regarding the blockwork retaining wall, scour protection measures, bunding and the proposed detention / discharge weir design for approval by Council engineering staff.

The works contained in the approved detailed engineering design shall be implemented prior to occupation of the hardstand area and construction commencing for the proposed truck wash vehicle.

(2) 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:

- Designing Places Architects / Hughes Construction Co plans, PA01 as amended 30 April 2021, PA01A as amended 19 April 2021, PA02 as amended 20 May 2021, PA02B as amended 30 April 2021, PA03 – 04 as amended 30 April 2021, PA05 - PA06 as amended 19 April 2021.
- DBN Consulting Engineers Stormwater management plan dated 30 April 2021 revision 3D, Figure 01 A dated 13 August 2019, Figure 02 A dated 26 July 2020, Figure 03 E dated 26 August 2020, Appendices B and C dated 17 July 2020
- A-FLO Equipment Sheets 1 and 2 Rev 01 and Sheet 1 Rev 0.1 date stamped by Council 27 November 2019

(3) External Materials and Finishes

All external materials and finishes for the new buildings and fuel pods herein approved shall be of consistent colour and finish, i.e. Colorbond © 'pale eucalypt'.

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(4) 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.

(5) Requirement For Retaining Wall To Be Constructed Prior To Works Commencing

The combined fence and retaining wall on the southern and south-eastern side of property, as described on the site plan stamped as part of this authorisation, shall be constructed prior to the commencement of the construction of the truck wash building and hard-stand area and retaining walls over one (1) metre in height will require Building Consent

(6) Hours of Operation

The operating hours of the truck wash shall be from 8.00am to 9.00pm seven days a week.

(7) Number of Trucks

The approval is for the parking of a total of fifty (50) heavy vehicles. No reference is made to the number of trailers that may be parked within the truck parking area.

(8) Light spill

All external lighting on the subject land shall be designed and constructed to conform to Australian Standard AS/NZS 4282-1997, and shall be directed away from adjacent residential properties to prevent light spill nuisance.

(9) Timeframe for Landscaping To Be Planted

Landscaping shown on the plans form part of the application and shall be established prior to the operation of the development and shall be maintained and nurtured at all times with any diseased or dying plants being replaced as soon as practicable. At the time of planting, a minimum of 20% these trees shall be semi-mature with a minimum height of 2 metres.

(10) Site Entry

Entry and Exit to the site shall be via Brettig Road only.

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NOTES

(1) Development Plan Consent Expiry

This Development Plan Consent (DPC) is valid for a period of twelve (12) months commencing from the date of the decision or, if an appeal has been commenced, the date on which it is determined, whichever is later.

Building Consent must be applied for prior to the expiry of the DPC and lodged through the PlanSA portal unless a private certifier was engaged prior to 19 March 2021. The time period may be further extended by Council agreement following written request and payment of the relevant fee.

Further details in relation to the Planning Reforms can be found https://www.saplanningportal.sa.gov.au/planning_reforms

(2) EPA Environmental Duty

The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

(3) Works On Boundary

The development herein approved involves work on the boundary. The onus of ensuring development is in the approved position and 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 construction works commencing.

(4) Responsibility In Relation To Flooding

The applicant is reminded that Adelaide Hills Council accepts no responsibility for damage to, or loss of property, as a result of flooding. It is the applicant's responsibility to ensure that all appropriate steps are undertaken to minimise the potential damage to property as a result of flooding.

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- 8.3 **Development Application 20/1273/473 by Joyson Orchards Pty Ltd for staged consent construction of light industry (agricultural industry) building and associated two storey offices, car parking, retaining walls (maximum height 3.5m), acoustic fence (maximum height 2.8m), signage, associated access work, landscaping & associated earthworks**
Stage 1 – Earthworks; and
Stage 2 – Balance of the Works
at 202 – 204 Onkaparinga Valley Road and Lot 21 Naughtons Road, Woodside

8.3.1 **Representations**
 Nil

The applicant's representative, Mark Joyce, was invited to answer questions from the Panel.

8.3.2 **Decision of Panel**

The following was adopted by consensus of all members (29)

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 20/1273/473 by Joyson Orchards Pty Ltd for staged consent construction of light industry (agricultural industry) building & associated two storey offices, carparking, retaining walls (maximum height 3.5m), acoustic fence (maximum height 2.8m), signage, associated access work, landscaping & associated earthworks
Stage 1 – Earthworks; and
Stage 2 - Balance of the Works at 202 - 204 Onkaparinga Valley Road and Lot 21 Naughtons Road, Woodside subject to the following conditions:

(1) Development In Accordance With the Plans

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Plans from Beyond Ink drawing number PD000 Cover sheet and site plan text, 001 Site plan, 002 External Elevations, 101 Floor Plans, 102 Floor plans office, 103 Equipment Plan Revision A and PP101 Front Façade Carpark, 102 Naughtons Entry and 103 Front elevation all dated 25 November 2020
- Report from The Adelaide Tree Surgery dated 25 November 2020
- Traffic Engineering report from MFY Consultants dated 25 November 2020
- Stormwater Management Report from MLEI Consulting Engineers reference A2020-10798_A dated 18 February 2021

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- Siteworks and Stormwater Management Plan drawing number A2020-10798 Sheets C00 Revision C dated 18 February 2021, C01 Revision D dated 9 February 2021, C1 Revision E dated 2 March 2021

(2) Soil Erosion, Drainage and Construction Management Plan – Prior to Stage 1 works

Prior to commencement of Stage 1 works, the applicant shall prepare, submit and have approved a Soil Erosion, Drainage and Construction Management Plan (SEDCMP) for the site. The SEDCMP shall comprise a site plan and design sketches that detail erosion control methods, installation of sediment collection devices and detail vehicle access arrangements that will prevent:

- a) Soil moving off the site during periods of rainfall;
- b) Erosion;
- c) Soil moving into watercourses during periods of rainfall; and
- d) Soil transfer onto roadways by vehicles and machinery.

The works contained in the approved SEDCMP shall be implemented prior to construction commencing and maintained to the reasonable satisfaction of Council during the construction period.

(3) Requirement for Retaining Walls to Be Constructed Prior To Works Commencing

The retaining walls on the southern and south-eastern side of property, as described on the site plan stamped as part of this authorisation, shall be constructed prior to the commencement of the construction of the proposed facility and retaining walls over one (1) metre in height will require Building Consent.

(4) Protection of Trees

The works in relation to the tree(s), outlined in the Arborist's Report prepared by The Adelaide Tree Surgery and submitted as part of this application as a strategy for management of the tree(s) are to be undertaken simultaneously with any building works on the site.

(5) Commercial Lighting

Flood lighting shall be restricted to that necessary for security purposes only and shall be directed and shielded in such a manner as to not cause nuisance to adjacent properties.

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(6) Forklift Noise

Any forklift noise arising during the loading and unloading of goods at the loading bays shall comply with the SA EPA Noise Policy at the residence at 10 Naughtons Road Woodside.

(7) Hours Of Operation – Truck Movements

Monday to Friday 7.00am – 6.00pm
Saturday 7.30am – 3.30pm

Staff Parking - Vehicle Movements

Monday to Friday 6.30am – 6.00pm

(8) Truck Noise

Trucks when stationary on the site must have their engines and refrigeration units turned off.

(9) Landscaping Timeframe For Landscaping To Be Planted

Landscaping as detailed in the plan from Beyond Ink PD001 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.

(10) Stormwater infrastructure

Stormwater infrastructure shall be installed within one month of roof sheeting being installed on the proposed building.

(11) One Way Truck Movements and Sealing of Truck Manoeuvring

Trucks shall only move through the site in a one way direction with entry from Naughtons Road and exit via Onkaparinga Valley Road. Truck Manoeuvring Areas shall be sealed and directional signage to facilitate truck movement shall be installed prior to operation of the facility.

(12) Gravel carparking Designed In Accordance With Australian Standard AS 2890.1:2004.

All car parking spaces, driveways and manoeuvring areas shall be designed, constructed, and line-marked in accordance with Australian Standard AS 2890.1:2004. Line marking and directional arrows shall be clearly visible and maintained in good condition at all times. Driveways, vehicle manoeuvring and parking areas shall be constructed of compacted gravel prior to occupation and maintained in good condition at all times to the reasonable satisfaction of the Council.

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(13) Landscaping Protection In Carparks

All landscaped areas and structures adjacent to driveways and parking areas shall be separated by a wheel stop device prior to the occupation of the development. Such devices shall not impede the free movement of people with disabilities.

(14) Unloading And Storage Of Materials And Goods

All materials and goods shall at all times be loaded and unloaded within the confines of the subject land. Materials and goods shall not be stored on the land in areas delineated for use as car parking.

(15) Requirement For Gates Or Doors To Be Within Boundary

Gates or doors shall not open beyond the boundary of the subject property.

(16) Car Parking Stormwater Runoff – Commercial

All surface water from car parking or hardstand areas shall be directed to a proprietary pollutant treatment device capable of removing oils, silts, greases, and gross pollutants to Council and EPA satisfaction prior to discharge to Council stormwater system or street water table.

(17) Prior to Building Consent

The applicant shall consolidate the titles and extinguish the easement in favour of Council for drainage purposes.

(18) Prior to Building Rules

A separate application (Section 221 of the Local Government Act) with detailed design of the proposed works to Onkaparinga Valley Road and the access point on Naughtons Road is required to be lodged and approved.

(19) DIT conditions

1. The access points to Onkaparinga Valley Road service road and Naughtons Road shall be constructed as shown on Beyond Ink, Site Plan, Sheet No. PD001, Revision A dated 24 November 2020.
2. The Onkaparinga Valley Road service road shall be modified to accommodate the swept path of a 19 metre Articulated Vehicle in order to permit a suitably angled approach to Onkaparinga Valley Road. The modifications shall be generally consistent with MFY Figure 5 with all costs borne by the applicant.

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3. Large commercial vehicles accessing the site shall be restricted to right turn entry only movements to Naughtons Road and left turn exit only movements into the service road and Onkaparinga Valley Road. The movements and traffic flow through the site shall be reinforced with suitable signage and line marking as well as the traffic management plan initiated by the applicant/operator.
4. All vehicles shall enter and exit the site in a forward direction.
5. Any infrastructure within the road reserve that is demolished, altered, removed or damaged during the construction of the project shall be reinstated to the satisfaction of the relevant asset owner, with all costs being borne by the applicant.
6. The car park design shall be designed in accordance with *AS/NZS 2890.1:2004* and *AS/NZS 2890.6:2009*. Additionally, clear sightlines, as shown in Figure 3.3 'Minimum Sight Lines for Pedestrian Safety' in *AS/NZS 2890.1:2004*, should be provided at the property line to ensure adequate visibility between vehicles leaving the site and pedestrians on the adjacent footpath.
7. Commercial vehicle facilities shall be designed in accordance with *AS2890.2:2018*.
8. Any stormwater run-off shall be collected on-site and disposed of safely without jeopardising the safety of the adjacent roads. Any alterations to the existing road drainage infrastructure as a result of this development shall be at the expense of the applicant.

NOTES

(1) Development Plan Consent Expiry

This Development Plan Consent (DPC) is valid for a period of twenty-four (24) months commencing from the date of the decision.

Building Consent must be applied for prior to the expiry of the DPC and lodged through the PlanSA portal unless a private certifier was engaged prior to 19 March 2021.

Further details in relation to the Planning Reforms can be found https://www.saplanningportal.sa.gov.au/planning_reforms

(2) EPA Environmental Duty

The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

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(3) 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.

(4) Responsibility In Relation To Flooding

The applicant is reminded that Adelaide Hills Council accepts no responsibility for damage to, or loss of property, as a result of flooding. It is the applicant's responsibility to ensure that all appropriate steps are undertaken to minimise the potential damage to property as a result of flooding.

(5) Native Vegetation Council Requirements

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. For further information visit: 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.

8.4 Development Application 20/1087/473 by Ron Metcalfe Building Designer for deck attached to dwelling (maximum height 2.4m) at 135 Cave Avenue, Bridgewater

8.4.1 Representations

Name of Representor	Address of Representor	Nominated Speaker
Helen Viant & Kate Bailey	133 Cave Avenue Bridgewater	Helen Viant

The applicant's representative, Richard Potter (landowner), addressed the Panel.

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8.4.2 Decision of Panel

The following was adopted by consensus of all members (30)

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 20/1087/473 by Ron Metcalfe Building Designer for deck attached to dwelling (maximum height 2.4m) at 135 Cave Avenue, Bridgewater 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:

- Stormwater Drainage Layout & Site Plan prepared by R Metcalfe Building Designer, drawing number 020.0909 dated September 2020 and date stamped by Council 14/10/2020
- Carport set-out plan prepared by R Metcalfe Building Designer, drawing number 020.0909 dated September 2020 and date stamped by Council 14/10/2020
- Upper level deck set-out plan prepared by R Metcalfe Building Designer, drawing number 020.0909 dated September 2020 and date stamped by Council 14/10/2020
- Front elevation as existing drawing prepared by R Metcalfe Building Designer, drawing number 020.0909 dated September 2020 and date stamped by Council 14/10/2020
- Front elevation [N/V] drawing prepared by R Metcalfe Building Designer, drawing number 020.0909 dated September 2020 and date stamped by Council 14/10/2020
- Side elevation [S/V] drawing prepared by R Metcalfe Building Designer, drawing number 020.0909 dated September 2020 and date stamped by Council 14/10/2020
- Side elevation [NE] drawing prepared by R Metcalfe Building Designer, drawing number 020.0909 dated September 2020 and date stamped by Council 14/10/2020

(2) External Materials and Finishes

All external materials and finishes for the buildings work herein approved shall be finished in either subdued painted colours or natural finishes which blend with the natural features of the landscape.

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(3) Boundary Landscape Screening

A landscaping screening strip of pencil pines shall be maintained along the north eastern boundary at the length of at deck. Landscaping shall be maintained in good health and condition at all times with any dead or diseased plants being replaced in the next planting season.

NOTES

(1) Development Plan Consent (DPC) 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 Consent must be applied for prior to the expiry of the DPC and lodged through the PlanSA portal unless a private certifier was engaged prior to 19 March 2021. The time period may be further extended by Council agreement following written request and payment of the relevant fee.

Further details in relation to the Planning Reforms can be found https://www.saplanningportal.sa.gov.au/planning_reforms

(2) Erosion Control During Construction

Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.

(3) EPA Environmental Duty

The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

(4) Works on Boundary

The development herein approved involves work near the boundary which may be deemed to affect stability of other land. The onus of ensuring development is in the approved position on the correct allotment is the responsibility of the land owner/applicant. This may necessitate a survey being carried out by a licensed land surveyor prior to the work commencing.

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- 8.5 **Development Application 20/1198/473 by Sasha & Gary Holland for two storey detached dwelling, deck (maximum height 4.12m), combined fence & retaining walls (maximum height 3.4m), swimming pool & associated barriers, masonry fence, associated earthworks & landscaping at 9 Braemar Terrace, Stirling**

8.5.1 **Representations**

Representations heard previously at meeting held 12 May 2021.

8.5.2 **Decision of Panel**

Moved Ross Bateup
S/- Paul Mikan

Carried
(31)

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 20/1198/473 by Sasha & Gary Holland for two storey detached dwelling, deck (maximum height 4.12m), combined fence & retaining walls (maximum height 3.4m), swimming pool & associated barriers, masonry fence, associated earthworks & landscaping at 9 Braemar Terrace, Stirling subject to the following conditions:

(1) **Development In Accordance With The Plans**

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Amended Site Plan (Lower Floor) drawn by In Property Design Sheet 01 of 07 Rev F (received by Council dated 20 May 2021)
- Amended Site Plan (Upper Floor) drawn by In Property Design Sheet 02 of 07 Rev F (received by Council dated 20 May 2021)
- Amended Floor Plan (Lower Level) drawn by In Property Design Sheet 03 of 07 Rev F (received by Council dated 20 May 2021)
- Amended Floor Plan (Upper Level) drawn by In Property Design Sheet 04 of 07 Rev F (received by Council dated 20 May 2021)
- Amended Elevations (Front / Side / Pool) drawn by In Property Design Sheet 05 of 07 Rev F (received by Council dated 20 May 2021)
- Amended Elevations (Rear / Side) drawn by In Property Design Sheet 06 of 07 Rev F (received by Council dated 20 May 2021)
- Amended Streetscape Elevation drawn by In Property Design Sheet 05 of 07 Rev F (received by Council dated 20 May 2021)
- Amended Section Plan (Section Along Driveway Floor Levels) by In Property Design Drawing No. 626020 - C2 Issue A dated Oct 2020 (received by Council dated 24 March 2021)

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- Amended Siteworks and Stormwater Drainage Plan by In Property Design Drawing No. 626020 - C1 Issue B dated Oct 2020 (received by Council dated 24 March 2021)
- Letter to Council by Phil Harnett of URPS Ref: 21ADL-0237 dated 18 May 2021 (received by Council dated 18 May 2021)
- Amended Landscape Plan drawn by RS of Stirling Garden Design Studio dated 24 May 2021 (received by Council dated 24 May 2021)
- Easement Identification Plan (received by Council dated 18 January 2021)
- Amended Site Stormwater Calculations by Nigel Hallett and Associates dated March 2021 (received by Council dated March 2021)
- Cover Letter written by Sasha and Gary Holland dated 06 November 2020 (received by Council dated 06 November 2020)
- Letter of Agreement (Consent to Build Over and Within Easement) written by Paul Collins dated 29 April 2021 (received by Council dated 04 May 2021)

(2) Residential Access Point – SD13

The vehicle access point(s) and cross over shall be constructed in accordance with Adelaide Hills Council standard engineering detail SD13 - residential vehicular crossing paved for sealed road with kerb and SD16 – allowable crossover locations, within 3 months of occupation/use of the development

(3) External Finishes

The external finishes to the building herein approved shall be as follows:

WALLS: Scyon Wall Cladding - Hayes Colour Expressions, Pale Mushroom 4 or similar

ROOF: Windspray or similar

(4) 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.

(5) Firefighting Water Supply - Mains Water Supply Available

A supply of water independent of reticulated mains supply shall be available at all times for fire fighting purposes:

- A minimum supply of 2,000 (two thousand) litres of water shall be available for fighting purposes at all times; and
- The water supply shall be located such that it provides the required water; and

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- The water supply shall be fitted with domestic fittings (standard household taps that enable an occupier to access a supply of water with domestic hoses or buckets for extinguishing minor fires); and
- The water supply outlet shall be located at least 400mm above ground level for a distance of 200mm either side of the outlet; and
- A water storage facility connected to mains water shall have an automatic float switch to maintain full capacity; and
- Where the water storage facility is an above-ground water tank, the tank (including any support structure) shall be constructed of non-combustible material.

(6) Stormwater Overflow Directed To Street

All roof run-off generated by the development hereby approved shall be directed to a rainwater tank with overflow to the street (via a pump if necessary) or a Council drainage easement to the satisfaction of Council within one month of the roof cladding being installed. All roof and hard paved water runoff shall be managed to prevent trespass onto adjoining properties and into the effluent disposal area where an on-site waste control system exists.

Overflow from rainwater tanks is to be directed to the street (via a pump if necessary) or managed on-site to the satisfaction of Council using design techniques to the satisfaction of Council.

(7) Swimming Pool Backwash Water

Backwash water from swimming pool filter(s) shall be directed to the sewer.

(8) Timeframe For Landscaping To Be Planted

Landscaping as detailed on Amended Landscape Plan prepared by Stirling Garden Design Studio dated 24 May 2021 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.

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 Consent must be applied for prior to the expiry of the DPC and lodged through the PlanSA portal unless a private certifier was engaged prior to 19 March 2021. The time period may be further extended by Council agreement following written request and payment of the relevant fee.

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Further details in relation to the Planning Reforms can be found
https://www.saplanningportal.sa.gov.au/planning_reforms

- (2) **Public Utility Services**
Public utility services including light poles and conduits may be present in the road reserve area and it is the property owner's responsibility to ensure these services are not damaged as a result of the development. It is the property owner's responsibility to negotiate the alteration of services in the road reserve. All services within the road reserve should be located prior to any excavation.
- (3) **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.
- (4) **Sewer Connection**
The dwelling shall be connected to SA Water mains sewer supply in accordance with the approval granted by SA Water. All work shall be to the satisfaction of SA Water.
- (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.
- (6) **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.
- (7) **Surveyed Boundaries**
The onus of ensuring that any wall or fence is located in the approved position on the correct allotment is the responsibility of the land owner/applicant. This may necessitate a boundary survey being undertaken by a licensed land surveyor prior to the work commencing and when the wall is complete.

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- 8.6 **Development Application 21/238/473 (21/D006/473) by Simon Lucas for land division – boundary realignment (2 into 2) (non-complying) at 70A & 72 Sheoak Road, Crafers West**

- 8.6.1 **Representations**
Nil

- 8.6.2 **Decision of Panel**

The following was adopted by consensus of all members (32)

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 and Land Division Consent to Development Application 21/238/473 (21/D006/473) by Simon Lucas for land division - boundary realignment (2 into 2) (non-complying) at 70A and 72 Sheoak Road, Crafers West SA 5152 subject to the following conditions:

Planning Conditions

- (1) **Development in Accordance with the Plans**

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition: REF: 21A0496 DWG No: 21A0496 PROP(A) REVISION: A) by Alexander Symonds Surveying Consultants, Dated 10/02/2021.

Planning Notes

- (1) **Development Plan Consent**

The Development Plan Consent is valid for a period of twenty four (24) months commencing from the date of the decision.

Council Land Division Statement of Requirements

Nil

Council Land Division Notes

Nil

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SCAP Land Division Statement of Requirements

(1) Requirement For Certified Survey Plan

A final plan complying with the requirements for plans as set out in the Manual of Survey Practice Volume 1 (Plan Presentation and Guidelines) issued by the Registrar General to be lodged with the State Commission Assessment Panel for Land Division Certificate purposes.

SCAP Land Division Notes

Nil

- 9. Development Assessment Applications – Planning, Development and Infrastructure Act**
Nil
- 10. Development Assessment Applications – Review of Decisions of Assessment Manager**
Nil
- 11. ERD Court Appeals**
Nil
- 12. Policy Issues for Advice to Council**
Nil
- 13. Other Business**
 - 13.1 David Brown requested the inclusion of a plan showing the different zones where the subject land of an application is located adjacent to a different zone. The Assessment Manager confirmed this would be provided.
- 14. Order for Exclusion of the Public from the Meeting to debate Confidential Matters**
Nil
- 15. Confidential Item**
Nil

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16. Next Meeting

The next ordinary Council Assessment Panel meeting will be held on Wednesday 14 July 2021.

17. Close meeting

The meeting closed at 9.04pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item: 17.2.1

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

Subject: Audit Committee recommendations to Council – Strategic
Internal Audit Plan and Asset Management Policy

For: Decision

SUMMARY

Council's Audit Committee (Committee) operates under a Terms of Reference with an overall role to assist Council to accomplish its objectives by monitoring and providing advice on the adequacy and effectiveness of the systems and processes regarding financial management and reporting, internal control and risk management, internal audit and governance functions.

At its meeting on 24 May 2021, the Committee considered a number of items and made recommendations to Council.

The purpose of this report is to bring two of these items forward for Council's consideration being the *Strategic Internal Audit Plan 1.8a* and the *May 2021 Asset Management Policy*.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. To adopt the *Strategic Internal Audit Plan v1.8a* as contained in Appendix 1.
 3. With an effective date of 6 July 2021, to revoke the 26 September 2017 *Asset Management Policy* and to adopt the *May 2021 Asset Management Policy* in Appendix 2.
 4. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *May 2021 Asset Management Policy* prior to the effective date of adoption.
-

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

Council's Audit Committee is a Section 41 committee created under the *Local Government Act 1999* (the Act). The mandatory functions of an audit committee are set out in Section 126 of the Act and councils are able to supplement these with other functions.

The functions of the Audit Committee are set out in a Terms of Reference which was approved by Council in December 2017. Relevant to this report, these functions include internal audit and systems of internal control.

➤ Risk Management Implications

Bringing recommendations from the Audit Committee to Council for consideration will assist in mitigating the risk of:

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

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

Note that there are many other controls that assist in mitigating this risk.

➤ Financial and Resource Implications

There are no direct financial or resource implications arising from Council's consideration of this report however each appendix identifies the implications associated with that specific matter.

➤ Customer Service and Community/Cultural Implications

Not directly applicable.

➤ Sustainability Implications

Not directly applicable.

➤ **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 two matter in this report at their 24 May 2021 meeting

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Manager, Strategic Assets
Governance & Risk Coordinator

External Agencies: Not Applicable

Community: Not Applicable

2. **BACKGROUND**

At its 24 May 2021 meeting the Audit Committee considered *Item 7.8 - Internal Audit Quarterly Update*. As the full report included an internal audit report (which is outside the scope of this Council report) the condensed version containing the *Strategic Internal Audit Plan 1.8a* is at **Appendix 1**. In consideration of the item the Committee resolved as follows:

7.8 Internal Audit Quarterly Update

Moved Cr Leith Mudge
S/- David Moffatt

AC25/21

The Audit Committee resolves:

- 1. That the report be received and noted**
- 2. To receive and note the Payroll Function Internal Audit Report as contained in Appendix 1**
- 3. To recommend to Council to adopt the revised Strategic Internal Audit Plan v1.8a as contained in Appendix 2.**

Carried Unanimously

At its 24 May 2021 meeting the Audit Committee considered *Item 7.6 – Asset Management Policy* – the full report is at **Appendix 2** and in consideration of the item the Committee resolved as follows:

7.6 Asset Management Policy

**Moved David Moffatt
S/- Cr Leith Mudge**

AC23/21

The Audit Committee resolves:

- 1. That the report be received and noted**
- 2. To recommend to Council to adopt the updated Asset Management Policy as contained in Appendix 1.**

Carried Unanimously

3. ANALYSIS

Council may delegate some of its powers and functions to the Audit Committee, which would allow for an Audit Committee resolution to have the same legal effect as a Council resolution. Council has not delegated any of its powers and functions to the Audit Committee and as identified in the Legal Implications section of this report, the Audit Committee's role is to advise Council in relation to a range of functions.

Council can now consider the Audit Committee's advice and recommendations in relation to the *Strategic Internal Audit Plan 1.8a* and the *May 2021 Asset Management Policy*.

4. OPTIONS

Council has the following options:

- I. To consider the Audit Committee's recommendations and resolve as suggested (Recommended)
- II. To consider the Audit Committee's recommendations and determine an alternate course of action. (Not Recommended)

5. APPENDICES

- (1) Audit Committee Meeting 24 May 2021 - *Item 7.8 - Internal Audit Quarterly Update*
- (2) Audit Committee Meeting 24 May 2021 - *Item 7.6 – Asset Management Policy*

Appendix 1

*Audit Committee Meeting 24 May 2021 –
Item 7.8 - Internal Audit Quarterly Update*

**ADELAIDE HILLS COUNCIL
AUDIT COMMITTEE MEETING
Monday 24 May 2021
AGENDA BUSINESS ITEM**

Item: 7.8

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

Subject: Internal Audit Quarterly Update

For: Decision

SUMMARY

This report provides the Audit Committee with an update on progress of internal audits nominated in the 2018/19-22/23 Strategic Internal Audit Plan (the SIAP) and seeks a recommendation to Council to revise the SIAP on the basis of scheduling and status updates.

Further this report provides the Audit Committee with the final report from the recently-completed Payroll Function Internal Audit. The actions from the audit will be incorporated into the Committee's Audit Action Implementation Status process and reported at the next biannual report in August.

RECOMMENDATION

The Audit Committee resolves:

1. That the report be received and noted
 2. To receive and note the Payroll Function Internal Audit Report as contained in Appendix 1
 3. To recommend to Council to adopt the revised Strategic Internal Audit Plan v1.8a as contained in Appendix 2.
-

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 increased in BR2 and is sufficient for the audits that are likely to be conducted in the balance of the financial year.

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: Nil

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Executive Manager Organisational Development
Manager Financial Governance & Risk Coordinator

External Agencies: Internal audit firms invited to submit quotations for current projects.
Procurement Services SA
Bentley

Community: Not Applicable

2. BACKGROUND

Payroll Function Internal Audit

The Payroll Function Internal Audit was scheduled on the Strategic Internal Audit Plan (SIAP) v1.7 to be undertaken in Q3 2021-22.

The overall objective of the audit was to provide the Council with assurance that the processes and systems to manage the payroll function are effectively and efficiently managed through the application of robust internal controls.

The scope of the audit focused on the systems, processes and documentation used to undertake the payroll function in the current financial year i.e. 2019/20. Where necessary, consideration was given to practices undertaken in previous years.

The scope included payroll function from the initial commencement of the Council employees (including full-time, part-time, temporary and casual workers) through to their termination / retirement from the Council. It included payment of wages, leave, changes to positions, payroll information security and integrity, administration and payroll reporting.

Bentleys also undertook a high- level follow-up of the implementation status of the actions arising from the 2014 payroll audit.

The audit objective, scope and findings and contained in the *Payroll Function Internal Audit Report (Appendix 1)*. The auditors have concluded the following:

- Payroll expense is accurately calculated
- Payroll disbursements are made to valid employees
- Time and/or attendance data is valid and accurately recorded
- Payroll master file remains pertinent and authorised changes are made to the payroll master file
- Voluntary and statutory payroll deductions are accurately processed
- Employees termination payments are in accordance with statutory and enterprise agreements.
- Pay rates are correct in the system Open Office according to the Enterprise Development Agreements for both office and field staff
- Segregation of duties of payrun reports preparation, review/approval and bank payment authorisation is in place
- Payrun Summary Checklist is a thorough document to ensure accuracy of the pay
- Employee TFNs are correctly recorded in Open Office
- New and terminated employee processes were effectively in place
- Data access is limited to authorised officers based on their payroll duties.

The auditors assessed the overall control environment as Marginal in terms of the AHC *Corporate Risk Management Guide* largely because of the number of manual (rather than system) controls.

Further, the auditors have identified three findings (all low risk) and one improvement opportunity. Management responses and actions have been development in response to these findings. An important point to note is that while the audit was focused on the current payroll system, Council is in the process of acquiring a new payroll system to enable compliance with incoming ATO requirements. As such, the findings and actions will be incorporated into the implementation of the new system.

Strategic Internal Audit Plan (SIAP)

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.**

Carried Unanimously

Council considered the Audit Committee's resolution at its 23 February 2021 meeting and resolved as follows:

12.10 Strategic Internal Audit Plan Revision

**Moved Cr Malcolm Herrmann
S/- Cr Leith Mudge**

38/21

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.**

Carried Unanimously

3. ANALYSIS

Payroll Function Internal Audit

The actions from the Payroll Function Internal Audit will be incorporated into the Committee's Audit Action Implementation Status process and reported at the next biannual report in August.

Strategic Internal Audit Plan (SIAP)

In liaising with functional areas regarding upcoming internal audits, requests have been made for the deferral of the following audits planned for commencement in 2020-21:

- Recruitment & Retention – As identified above, the Organisational Development function is undertaking a major project to replace its payroll system. As such there are concerns that managing the current workload and the system implementation will not allow any resources to be dedicated to the proposed audit and management actions. It is proposed to defer the audit until after the system implementation is completed (i.e. Q3 2021-22)
- Budget Management – With the impending EOFY, Financial Statement Audit and the Treasury Management Internal Audit (in Q4) and the Debt Management Internal Audit (in Q1 2021-22) along with staff vacancies, there are concerns that there will be insufficient resources dedicated to the proposed audit and management actions. It is proposed to defer the audit until Q2 2021-22)

A revised SIAP v1.8a (**Appendix 2**) incorporating the above requests has been attached for the Audit Committee's consideration to reflect the current status of the Plan. If the Audit Committee supports the proposed changes (or alternative versions) a recommendation will need to be made to Council to adopt the revised SIAP.

4. OPTIONS

The Committee has the following options:

- I. To receive and note this report (Recommended).
- II. To receive and note the *Payroll Function Internal Audit Report* at Appendix 1 (Recommended)
- III. To recommend to Council to adopt the revised SIAP v1.8a as contained in Appendix 2 (Recommended); or
- II. To identify an alternative course of action.

5. APPENDIX

- (1) *Payroll Function Internal Audit Report - May 2021*
- (2) *Strategic Internal Audit Plan 2018/19 – 22/23 v1.8a*

Appendix 2

Strategic Internal Audit Plan 2018/19 – 22/23 v1.8a

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 LTFP, legislative and regulatory compliance.	SR9c - Failure to manage, improve and develop the financial resources available to the Council.				Q2 (Project Brief agreed)	
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.			Completed		
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) - to be scoped	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.			Q4		
Cyber Security	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.	SR9b - Failure to manage, improve and develop the information resources available to the Council.			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
Number of Audits							

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	Amended plan (changes to timings for 20/21 projects)	1.7
24/05/2021	Proposed amendments (Changes in timing for Recruitment & Retention, Budgetary Mgt)	1.8a

Appendix 2

*Audit Committee Meeting 24 May 2021 –
Item 7.6 – Asset Management Policy*

**ADELAIDE HILLS COUNCIL
AUDIT COMMITTEE MEETING
Monday 24 May 2021
AGENDA BUSINESS ITEM**

Item: 7.6

Responsible Officer: David Collins
Manager, Strategic Assets
Infrastructure and Operations

Subject: Asset Management Policy

For: Decision

SUMMARY

The purpose of this report is to provide the committee with an update and review of the *Asset Management Policy*.

The current objectives and principles within the policy document are based on templates developed by the Institute of Public Works Engineering Australia (IPWEA) technical committee, National Asset Management Australia (NAMS). The proposed updated *Asset Management Policy* document continues to align its objectives and principles with the NAMS templates and guidelines.

No significant or material updates to the Policy have been made.

RECOMMENDATION

The Audit Committee resolves:

1. That the report be received and noted
 2. To recommend to Council to adopt the updated Asset Management Policy as contained in Appendix 1.
-

1. GOVERNANCE

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

Strategic Plan 2020-24 – A brighter future

Goal A functional BUILT ENVIRONMENT

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.

This Policy provides the overarching direction and commitment by Council towards achievement of this strategic direction.

➤ **Legal Implications**

Council has an obligation under Section 122(1a)(b) of the *Local Government Act 1999* to have an *Asset Management Plan*. The adoption of an *Asset Management Policy* will provide guidance to the development and update of Asset Management Plans.

➤ **Risk Management Implications**

Council has obligations to have policies in place to guide decision-making and meet legislative requirements. The development of a policy for Asset Management provides clear direction as to the appropriate focus and level of Asset Management practice expected.

The adoption of this policy will assist in mitigating the risk of:

Unsustainable practices that impact on the ability of Council to provide appropriate levels of service expected by our community from its assets.

Inherent Risk	Residual Risk	Target Risk
High 3B	Medium 3D	Low

This policy is currently in place and the updated policy will continue to mitigate this risk.

➤ **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**

Consultation on the development of this report was as follows:

Council Committees: Not applicable
Council Workshops: Not applicable
Advisory Groups: Not applicable
Administration: Senior Infrastructure Planning Engineer
 Manager, Civil Services
 Manager, Open Space
 Executive Manager Governance & Performance

	Manager Financial Services
	Director, Infrastructure and Operations
<i>External Agencies:</i>	Not applicable
<i>Community:</i>	Not applicable

2. BACKGROUND

Local Government is an infrastructure asset intensive level of government and Council has stewardship of significant assets that provide current and ongoing levels of service and benefit to their community. The development of a high-level policy position in relation to the management of infrastructure assets is good practice. The objectives and principles in an Asset Management Policy underpin what we will do about ensuring that the organisation manages the asset portfolio in the best interests of the community in a sustainable manner.

Council adopted the current policy at its ordinary meeting on 26 September 2017.

12.6 Asset Management Policy

Moved Cr Malcolm Herrmann
S/- Cr John Kemp

211/17

Council resolves:

1. That the report be received and noted.
2. With an effective date of 10 October 2017, to revoke the 22 September 2009 Asset Management Policy and to adopt the revised draft Asset Management Policy in Appendix 1.
3. With an effective date of 10 October 2017, to revoke the 25 June 2013 Capitalised Assets (Accounting Policy) as attached in Appendix 3.

Carried Unanimously

3. ANALYSIS

Council's previously adopted *Asset Management Policy* was based on the guidelines and templates provided from the NAMS reference material. Council is a member of NAMS and this provides Council with access to industry wide knowledge and experience of current practices across Australia and New Zealand.

The revised *Asset Management Policy* (**Appendix 1**) has undertaken a review of the NAMS reference information and associated templates. The reviewed Asset Management Policy continues to utilise the objective and principles within these template documents as its Policy basis.

Council has updated its *Road, Footpath and Kerb Asset Management Plan* in February 2021 and this reference document has been included in section 4.2 along with reference to Council's updated *Strategic Plan 2020-24* and *Long Term Financial Plan 2021*.

4. OPTIONS

The Committee has the following options:

- I. Receive and note the report and recommend the adoption of the revised *Asset Management Policy* to Council (Recommended)
- II. Not endorse the updated policy and as such the existing policy would be retained. This is unlikely to have any significant impact on Council and its current Asset Management Planning. (Not Recommended)

5. APPENDIX

- (1) *Revised Asset Management Policy – May 2021*

Appendix 1

Revised Asset Management Policy – May 2021

COUNCIL POLICY

 Adelaide Hills COUNCIL	ASSET MANAGEMENT
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Policy Number:	
Responsible Department(s):	Infrastructure and Operations
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	None
Relevant Procedure(s):	None
Relevant Legislation:	Local Government Act 1999
Policies and Procedures Superseded by this policy on its Adoption:	Asset Management, 26 September 2017, Item 12.6, 211/17
Adoption Authority:	Council
Date of Adoption:	<i>To be entered administratively</i>
Effective From:	<i>To be entered administratively</i>
Minute Reference for Adoption:	<i>To be entered administratively</i>
Next Review:	No later than May 2025 or as required by legislation or changed circumstances

ASSET MANAGEMENT POLICY

1. INTRODUCTION

The purpose of this policy is to set guidelines for implementing consistent asset management processes throughout the Adelaide Hills Council.

This policy applies to all the Adelaide Hill Council's departments, officers, employees and contractors.

2. OBJECTIVES

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to customers and the environment.
- Safeguarding infrastructure assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- 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

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 \$ 500 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 Adelaide Hills Council and appropriate asset management is required to achieve our strategic service delivery objectives.

Adopting asset management principles will assist in achieving Strategic Long-Term Plan and Long-Term Financial objectives.

Sustainable Service Delivery ensures that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

Sound Asset Management practices enable sustainable service delivery by integrating customer values, priorities and an informed understanding of the trade-offs between risks, costs and service performance.

4.1 Principles

The Adelaide Hills Council's sustainable service delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, renewal, upgrade, and disposal of capital assets by:

1. Ensuring that the Adelaide Hills Council's capital assets are provided in a manner that respects financial, cultural, economic and environmental sustainability;
2. Meeting all relevant legislative and regulatory requirements;
3. Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
4. Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them by:
 - a. Asset Management plans will be completed for all major asset / service areas.
 - b. Expenditure projections from Asset Management Plans will be incorporated into the Adelaide Hills Council's Long-Term Financial Plan.
 - c. Regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
 - d. Regular inspection will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
 - e. Asset renewals required to meet agreed service levels and identified in adopted asset management plans, and when applicable long term financial plans, will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented.

- f. 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.
- g. Future service levels with associated delivery costs will be determined in consultation with the community.
- h. Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
- i. Creating a corporate culture where all employees play a part in overall care for the Adelaide Hills Council's assets by providing necessary awareness, training and professional development; and
- j. Providing those we serve with services and levels of service for which they are willing and able to pay.

4.2 Related Documents

- A brighter future: Strategic Plan 202 - 24
- Long Term Financial Plan
- Asset Management Plan 2021 Road, footpath and kerb

4.2 Responsibilities

Councillors are responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the Adelaide Hills Council's asset management strategy and plans. The council is also responsible for ensuring that Adelaide Hills Council's resources are appropriately allocated to ensure sustainable service delivery.

The **Chief Administrative Officer** has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within the Adelaide Hills Council.

5. DELEGATION

5.1 The Chief Executive Officer has the delegation to:

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

6. AVAILABILITY OF THE POLICY

- 6.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. 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.

Acknowledgement

The Institute of Public Works Engineering Australasia and NAMS Canada

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
AGENDA BUSINESS ITEM**

Item: 17.3.1

Responsible Officer: Andrew Aitken
Chief Executive Officer
Office of the Chief Executive

Subject: Proposed CEO Performance Targets 2021-2022

For: Decision

SUMMARY

This report provides the recommendation from the CEO Performance Review Panel (the Panel) on the proposed CEO Performance Targets 2021-2022.

For the next financial year, adoption of the CEO Performance Targets 2021-2022 is needed to finalise the priorities for the year and in turn, this decision establishes one of the elements used to review the CEO's performance.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. To adopt the CEO Performance Targets 2021-2022 as per *Appendix 1*.
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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 O5.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community.

Undertaking appropriate processes to ensure the CEO is set up for success, is well supported and has clear expectations, is critical to outcomes being achieved for the community and the organisation.

➤ **Legal Implications**

This process needs to be undertaken appropriately to ensure the CEO is provided with a fair and consistent approach to review performance and to determine appropriate performance targets for the coming 12 months. Performance targets are used in the annual performance review process that directly affects decisions made in relation to the CEO, his performance and remuneration discussions as detailed in his Employment Agreement.

The CEO Performance Review Panel is a Section 41 Committee of Council under the *Local Government Act 1999*.

The *Statutes Amendment (Local Government Review) Bill 2020* (the Bill) recently passed both houses of State Parliament and is anticipated to receive the Governor's assent in the near future. The transition provisions of the new requirements are yet to be determined and any proposed regulations under these provisions are not yet known.

The Bill is relevant to this report as there are a number of new provisions regarding CEO performance reviews. Notwithstanding any future regulations that may impact on CEO performance review processes, the provisions of the Bill do not suggest that the proposed AHC 2021-22 CEO performance review process (as adopted by Council on 27 April 2021) would be inconsistent with the new legislative regime when it comes into effect.

➤ **Risk Management Implications**

The CEO Performance Targets update will assist in mitigating the risk of:

Deficient CEO performance review practices resulting in a lack of accountability and loss of stakeholder confidence.

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

Note: there are many other controls that also assist in managing this risk.

Non-achievement of CEO Performance Targets resulting in loss of community benefit and/or opportunities and/or stakeholder confidence.

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

Note: there are many other controls that also assist in managing this risk.

➤ **Financial and Resource Implications**

There are no specific financial or resource implications in relation to this report, however the projects or initiatives linked to proposed performance targets will have their own respective financial and resource implications which (depending on the final project brief) has either been accommodated in the draft *Annual Business Plan 2021-2022* or will be addressed in budget reviews.

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

There is a community expectation that the CEO will manage the organisation's human, financial and physical resources to ensure they are utilised for the best outcomes for the community.

➤ **Sustainability Implications**

There are no identified sustainability implications in relation to this report however the projects that comprise the proposed performance targets have their own respective implications which may need to be accommodated.

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

Consultation on the proposed Performance Targets has been undertaken with those listed below.

Council Committees: The Panel discussed the proposed targets at its meeting on 3 June 2021.

Council Workshops: The CEO discussed the proposed performance targets with Council Members on 8 June 2021 and feedback provided has been incorporated into the targets.

Advisory Groups: Not Applicable

Administration: Director Corporate Services
Director Community Capacity
Director Development and Regulatory Services
Director Infrastructure and Operations
Executive Manager Organisational Development
Executive Manager Governance and Performance
Manager Property Services

External Agencies: Not Applicable

Community: Not Applicable

2. BACKGROUND

CEO Performance Review Panel (the Panel)

The Panel Terms of Reference were adopted by Council on 25 July 2017 and are stated below. Specific to this report are the Panel's duties in Clause 3.1.2 and Clause 3.1.1.

3. SPECIFIC FUNCTIONS

- 3.1 The function of the Panel is to provide advice to Council on the CEO's performance and development, including the following matters:
- 3.1.1 Determining the Performance Targets for the forthcoming 12 month performance period;
 - 3.1.2 Monitoring the progress on the CEO's agreed Performance Targets for the current 12 month performance period;
 - 3.1.3 Reviewing the CEO's performance over the preceding 12 month performance period, in particular the performance against the agreed Performance Targets and position description requirements;
 - 3.1.4 Identifying development opportunities for the CEO; and
 - 3.1.5 Reviewing the remuneration and conditions of employment of the CEO.

CEO Employment Agreement

The CEO's current Employment Agreement commenced on 1 July 2019.

Clause 12 of the Agreement contains the provisions for a performance review process with the following key feature regarding performance indicators:

- 12.4 *The performance review will review the CEO's Position Description and any key performance indicators.*

Council adopted a new suite of CEO Performance Targets on 28 July 2020 covering the 2020-2021 financial year.

12.11 CEO Performance Target Finalisation and Proposed 2020 – 2021 Performance Targets

**Moved Cr Mark Osterstock
S/- Cr Pauline Gill**

150/20

Council resolves:

- 1. That the report be received and noted**
- 2. That the CEO has achieved the following outcomes in relation to the 2019-2020 CEO Performance Targets:**
 - Target 1 – Completed**
 - Target 2 – Completed**
 - Target 3 – Completed**
 - Target 4 – Deferred by Council decision**
 - Target 5 – Completed**
 - Target 6 – Completed modified target by Council decision**
- 3. To adopt the proposed 2020-2021 CEO Performance Targets recommended by the Panel as per Appendix 2.**

Carried unanimously

Proposed CEO Performance Targets 2021-2022

Discussions have been undertaken with the Panel and Council Members (at the Workshop on 8 June 2021) on the proposed CEO Performance Targets 2021-2022 and feedback from the parties has been incorporated into the proposed Performance Targets, attached at **Appendix 1**.

3. ANALYSIS

The CEO Performance Targets, along with the CEO Position Description, are the documents referenced when undertaking review of the CEO's annual performance.

The Performance Targets have been considered to ensure alignment with Council's Strategic and Annual Business Plans. Discussions have been undertaken with the Panel on the proposed CEO Performance Targets 2021-2022 (**Appendix 1**) and with Council Members in workshop. In considering the CEO's Performance Targets, at its 3 June 2021 meeting the Panel and the CEO discussed the proposed targets and possible alternate targets. The CEO provided input and clarity to the Panel, with the Panel making the following recommendation to Council (the following recommendation is from the unconfirmed minutes of the 3 June 2021 Panel meeting).

7.2 Proposed 2021-2022 CEO Performance Targets

Moved Mayor Jan-Claire Wisdom
S/- Cr Nathan Daniell

PRP6/21

The CEO Performance Review Panel resolves:

1. That the report be received and noted
2. To recommend to Council the adoption of the proposed 2021-2022 CEO Performance Targets as per *Appendix 1* with the removal of the Public Toilet Strategy and the inclusion of a Performance Target regarding Fabrik Activation – Capital (C6001).

Carried

4. OPTIONS

Council has the following options:

- I. To resolve to adopt the proposed CEO Performance Targets 2021-2022 per *Appendix 1*. (Recommended)
- II. To resolve to adopt the proposed CEO Performance Targets 2021-2022 with amendments. (Not Recommended)
- III. To resolve an alternative suite of CEO Performance Targets 2021-2022, in consultation and agreement with the CEO. (Not Recommended)

5. APPENDIX

- (1) Proposed CEO Performance Targets 2021-2022

Appendix 1

Proposed CEO Performance Targets 2021-2022

CEO Performance Targets 2021-2022 (Draft 11 June 2021)

Strategic Link	Performance Target	Description	Comment/Update
<p>O2001</p> <p>Strategic Priority O2.1 – Develop our digital channels to better meet customers’ current and future needs.</p> <p>Strategic Priority O2.2 – Modernise our services and enhance the customer experience by making service delivery faster, more convenient and more proactive.</p>	New Council website and e-services	Review and renew Council’s website with a focus on customer experience, content management and contemporary technology solutions. Present renewed website features and functionality to Council Members.	
<p>O5001</p> <p>Strategic Priority O2.4 – Continuously strive to measure and improve performance and service delivery across all functions.</p>	Service Review	Using the Service Review Framework (currently under development) complete an external service review. Present the service review report, recommendations, management responses and draft action plan to Council for its consideration.	
<p>New42</p> <p>Strategic Priority C6.1 – Develop <i>Fabrik</i> as a vibrant cultural hub for the Adelaide Hills, fostering community connections and creativity and presenting the significant history of the Woollen Mill site.</p>	<i>Fabrik</i> Activation	Complete working drawings/schedules and final designs to enable the preparation of the SCAP development application and tender documentation. Submit the SCAP development application. Provide an update on these completed tasks to Council Members and the community.	

CEO Performance Targets 2021-2022 (Draft 11 June 2021)

<p>Recent addition to the draft 2021-22 Annual Business Plan</p> <p>Strategic Priority E1.1 – Support and encourage local and international tourists to visit the Adelaide Hills.</p> <p>Strategic Priority E3.3 – Works with our local communities and businesses to create active attractive and vibrant places.</p>	<p>EOI: Development of ‘Free’ Camping Sites</p>	<p>Prepare and complete an Expression of Interest (EOI) process as part of a proposed pilot to establish ‘free’ camping sites within Council’s district. Present the outcomes of the EOI to Council Members.</p>	<p>Following a resolution of Council at its Special Meeting on 8 June 2021, this has now been included as a new strategic initiative in the draft 2021-22 ABP as a key activity under the Economy goal. Some capital funding earmarked for Year 2. No project funding required for Year 1.</p>
<p>Strategic Priority N2.2 – Explore opportunities and take appropriate actions to monitor current and emerging threats to biodiversity including feral cats and Phytophthora</p>	<p>Cat Confinement Community Education</p>	<p>Complete the implementation of the community education plan on the proposed cat confinement rules in preparation for the 1 January 2022 Cat Bylaw implementation. Present the completed plan to Council Members.</p>	
<p>Strategic Objective C1 – A community for everyone – that is inclusive, welcoming and accessible</p>	<p>Library Services Strategic Plan</p>	<p>Develop a Library Services Strategic Plan which will help to guide the future development and programs related to our library services and staff. Present the strategy to Council for its consideration.</p>	

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.1

Responsible Officer: James Sinden
Manager Information Services
Corporate Services

Subject: Cyber Security Plan

For: Decision

1. Cyber Security Plan – Exclusion of the Public

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Chief Executive Officer, Andrew Aitken
- Director Infrastructure & Operations, Peter Bice
- Director Development & Regulatory Services, Marc Salver
- Director Corporate Services, Terry Crackett
- Director Community Capacity, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Manager Information Services, James Sinden
- Governance & Risk Coordinator, Steven Watson
- Team Leader ICT, Daniel Souter
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.1: (Cyber Security Plan) 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)(e) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person, the disclosure of which could reasonably be expected to create an awareness of Council's cyber security vulnerabilities and potentially lead to exploitation of those vulnerabilities resulting in loss/damage to information, breach of confidentiality and service continuity disruption.

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

3. Cyber Security Plan – Period of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.1 in confidence under sections 90(2) and 90(3)(e) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the control deficiencies are mitigated but no longer than 30 June 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.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 June 2021
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.2

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

Subject: Event Opportunity – Santos Tour Down Under 2022

For: Decision

1. Event Opportunity – Exclusion of the Public

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Chief Executive Officer, Andrew Aitken
- Director Infrastructure & Operations, Peter Bice
- Director Development & Regulatory Services, Marc Salver
- Director Corporate Services, Terry Crackett
- Director Community Capacity, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Manager Communications, Engagement & Events, Jennifer Blake
- Governance & Risk Coordinator, Steven Watson
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.2: (Event Opportunity – Santos Tour Down Under 2022) 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)(j) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which –

- (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and
- (ii) would, on balance, be contrary to the public interest.

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

3. Event Opportunity Santos Tour Down Under 2022 – Period of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.2 in confidence under sections 90(2) and 90(3) (j) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until Council receives written confirmation from the South Australian Tourist Commission that the event information is no longer confidential, but not longer than 30 June 2022.

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.