



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 26 October 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.

David Waters
A/Chief Executive Officer



ORDINARY COUNCIL MEETING

**AGENDA FOR MEETING
Tuesday 26 October 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
- 3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 28 September 2021

That the minutes of the ordinary meeting held on 28 September 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
Kristian Wehner & Mike Wybrow re flooding in Balhannah
- 8.3. Public Forum

9. PRESENTATIONS (by exception)

Nil

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

- 11.1. Flooding in Balhannah – Cr Malcolm Herrmann

That the Acting CEO:

- 1. Advises the Chief Executive, Department for Infrastructure and Transport (DIT) of the situation regarding flooding to residents' homes at Junction Road Balhannah opposite the Balhannah Railway Station;*
- 2. Requests the Chief Executive DIT to take urgent action to ensure that homes are not flooded as result of storm water flowing from DIT land, and*
- 3. Requests the Chief Executive DIT to provide a work schedule for any necessary remedial works.*

12. ADMINISTRATION REPORTS – DECISION ITEMS

- 12.1. General Purpose Financial Statements

- 1. That the report be received and noted.*
- 2. That, in accordance with Section 127 of the Local Government Act 1999 and the Local Government (Financial Management) Regulations 1999, Council adopts the General Purpose Financial Statements for the financial year ended 30 June 2021.*
- 3. To authorise the Mayor and CEO to sign the General Purpose Financial Statements for the financial year ended 30 June 2021.*

12.2. Charleston Cemetery Compulsory Acquisition

1. *That the report be received and noted.*
2. *To revoke the resolution of Council of 22 May 2001, B129.*
3. *To commence a process to compulsorily acquire, under the Land Acquisition Act 1969, the Charleston Cemetery being the land contained in Certificate of Title Volume 5066 Folio 740 located at 36 Newman Road Charleston from The Charleston Cemetery Trust Inc.*
4. *To continue to manage the Charleston Cemetery on behalf of The Charleston Cemetery Trust Inc in the interim from the date of this resolution until the completion of the land acquisition process.*
5. *To authorise the Mayor and Chief Executive Officer to undertake all necessary actions, including execution of documents, including under the common seal of Council, to give effect to this resolution.*

12.3. Single Use Plastic MON Response

1. *That the report be received and noted*
2. *That the actions outlined in this report are implemented.*

12.4. Development Applications involving Regulated Trees Policy

1. *That the report be received and noted.*
2. *To revoke the 25 June 2019 Development Applications Involving Regulated Trees Policy and to adopt the draft 26 October 2021 Development Applications Involving Regulated Trees Policy with an effective date of 9 November 2021*

12.5. Draft Bridge Asset Management Plan

1. *That the report be received and noted.*
2. *That Council approve the Draft Bridge Asset Management Plan as per Appendix 3 for community consultation.*

12.6. Road Land Acquisition portion of Teringie Drive Teringie

1. *That the report be received and noted.*
2. *To purchase Allotment 592 in Deposited Plan No. 127876 (Appendix 3) being an area of land totalling 88sqm identified in red on the Certificate of Title attached as Appendix 2 ("Land") from the land owner at 59 Teringie Drive, Teringie, for the purchase price of \$5,000 (excl GST) plus all reasonable costs to vest the Land as public road.*
3. *The Land being purchased to be excluded as Community Land pursuant to the Local Government Act 1999; and*
4. *That the CEO be authorised to sign all necessary documentation to give effect to this resolution.*

12.7. S221 Permit Redden Drive Cudlee Creek CFS Water Storage Tank

1. *That the report be received and noted.*
2. *To issue an exclusive road rent permit under section 221 of the Local Government Act 1999 for a term of thirty (30) years to the SA Country Fire Service for the purpose of installation of a water storage tank for the provision of water for fire fighting purposes.*
3. *Authorise the Chief Executive to finalise and sign all necessary documentation pursuant to give effect to this resolution.*

12.8. Service Review Framework

1. *That the report be received and noted.*
2. *To adopt the draft Service Review Framework- draft October 2021 as contained in Appendix 1.*

12.9. Policy Adoption - Information or Briefing Sessions

1. *That the report be received and noted.*
2. *With an effective date of 9 November 2021, to revoke the 21 April 2020 Informal Council and Council Committee Gatherings and Discussions Policy and to adopt the draft 26 October 2021 Information or Briefing Sessions Policy as contained in Appendix 1.*
3. *That the Chief Executive Officer be authorised to:*
 - a. *Make any formatting, nomenclature or other changes to the draft 26 October 2021 Information or Briefing Sessions Policy prior to the effective date and to give effect to any associated resolutions regarding the Policy; and*
 - b. *Make any nomenclature or other changes to any other Council policies that refer to informal gatherings or discussions to ensure consistency with the Information or Briefing Sessions Policy.*

12.10. Status Report – Council Resolutions Update
Refer to Agenda

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

- 13.1. Disability Access & Inclusion Plan Annual Progress Report
- 13.2. Quarterly Performance Report Q1

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 – Special meeting 22 September 2021
That the minutes of the Special CAP meeting held on 22 September 2021 as supplied, be received and noted.
- 17.2. Council Assessment Panel – 13 October 2021
That the minutes of the CAP meeting held on 13 October 2021 as supplied, be received and noted.
- 17.3. Audit Committee - 18 October 2021
That the minutes of the Audit Committee meeting held on 18 October 2021 as supplied, be received and noted
- 17.4. CEO Performance Review Panel
No meeting held

18. CONFIDENTIAL ITEMS

- 18.1. Electricity Procurement - Legal Matter
- 18.2. Ashton Landfill (late item - to be provided separately)

19. NEXT MEETING

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

20. CLOSE MEETING

Council Meeting/Workshop Venues 2021

NOVEMBER 2021			
Tues 9 November	Workshop	Woodside	N/A
Wed 10 November	CAP	TBA	Karen Savage
Mon 15 November	Audit	Stirling	TBA
Thur 11 November	CEOPRP	Stirling	TBA
Tues 16 November	Professional Development	Stirling	N/A
Tues 23 November	Council	Stirling	Pam Williams
DECEMBER 2021			
Wed 8 December	CAP	TBA	Karen Savage
Tues 14 December	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 30 November	Gumeracha

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 2021
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Malcolm Herrmann

Subject: Flooding in Junction Road, Balhannah

1. MOTION

That the Acting CEO:

1. Advises the Chief Executive, Department for Infrastructure and Transport (DIT) of the situation regarding flooding to residents' homes at Junction Road Balhannah opposite the Balhannah Railway Station;
2. Requests the Chief Executive DIT to take urgent action to ensure that homes are not flooded as result of storm water flowing from DIT land, and
3. Requests the Chief Executive DIT to provide a work schedule for any necessary remedial works.

2. BACKGROUND

As far back as 2015, residents had raised the issue of inadequate storm water management in Balhannah, particularly along Junction Road.

Junction Road is a DIT road. Land on the higher side of the road is railway land also managed by DIT (and recently advised to be surplus to its needs and offered to Council.) Residents are unable to discern whose responsibility it is to remedy the flooding.

It appears that the flooding issues relate to DIT infrastructure and maintenance, but after five years of inaction, residents are rightfully concerned about the lack of action to resolve the flooding issues and fear that, should there be another high precipitation, they will again be flooded.

Recent press reports seem to attribute the responsibility to make good to the Council, when it would appear that the DIT should accept this responsibility to ensure that storm water is properly managed thus providing protection to the residents.

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

➤ **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

Council is able to assist its community by engaging with the State Government (Department for Infrastructure and Transport) regarding issues of concern for residents.

➤ **Legal Implications**

Not Applicable

➤ **Risk Management Implications**

Writing to the Chief Executive of the Department for Infrastructure and Transport regarding current community concerns will assist in mitigating the risk of:

On-going inadequate stormwater infrastructure and maintenance on Junction Road, Balhannah leading to risk of property flooding.

Inherent Risk	Residual Risk	Target Risk
High (2A)	High (2B)	Low

The proposed action is a mitigation action in addition to the existing controls. That is, contact at officer to officer level between the Department for Infrastructure and Transport and Council.

➤ **Financial and Resource Implications**

On-going liaison with the DIT is likely to be required and this will be undertaken as part of normal business processes.

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

The engagement with DIT will provide support to the community and assist in achieving service improvements to the residents on Junction Road, Balhannah.

➤ **Sustainability Implications**

Not Applicable

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

Council officers have engaged with officers from the department following the recent storm event that impacted Junction Road, Balhannah.

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Manager, Strategic Assets

Coordinator Civil Operations, Civil Services

External Agencies: Department for Infrastructure and Transport

Community: Not Applicable

4. ANALYSIS

The recent storm event in early October 2021 resulted in flooding to many properties across Oakbank, Balhannah and Verdun.

Several properties on the northern side of Junction Road between Kurla Road and the Railway Crossing were impacted with flooding in the recent event. These properties have been impacted previously in high intensity stormwater events.

Junction Road is under the care and control of DIT.

DIT recently undertook resurfacing of Junction Road and this did result in some loose material on the road shoulder. It is contended that the loose material blocked the road drainage during the storm event.

The state government also has ownership of a number of parcels adjacent this section of Junction Road and water flow from these parcels would contribute to the stormwater moving across Junction Road towards the creek.

Council officers contacted DIT to provide details of the impact of the flooding event. Council identified a number of pipes to the east of the railway line crossing that appear to be blocked. Some of these relate to DIT and others relate to pipe under the railway corridor and are the responsibility of Australian Rail Track Corporation (ARTC). This may have contributed to additional water moving along the railway corridor and impacting on properties on Junction Road.

DIT has recognised that additional maintenance was required at this location and has consequently undertaken some interim maintenance works.

DIT has informed Council that they acknowledge that additional work is required to the stormwater infrastructure at this location. This will require funding that is not currently allocated.

Council officers are prepared to work with DIT to find a long term solution that reduces the flood risk to properties.

5. APPENDIX

- (1) Map Junction Road Balhannah

Appendix 1

Map Junction Road Balhannah

Junction Road Balhannah 5242



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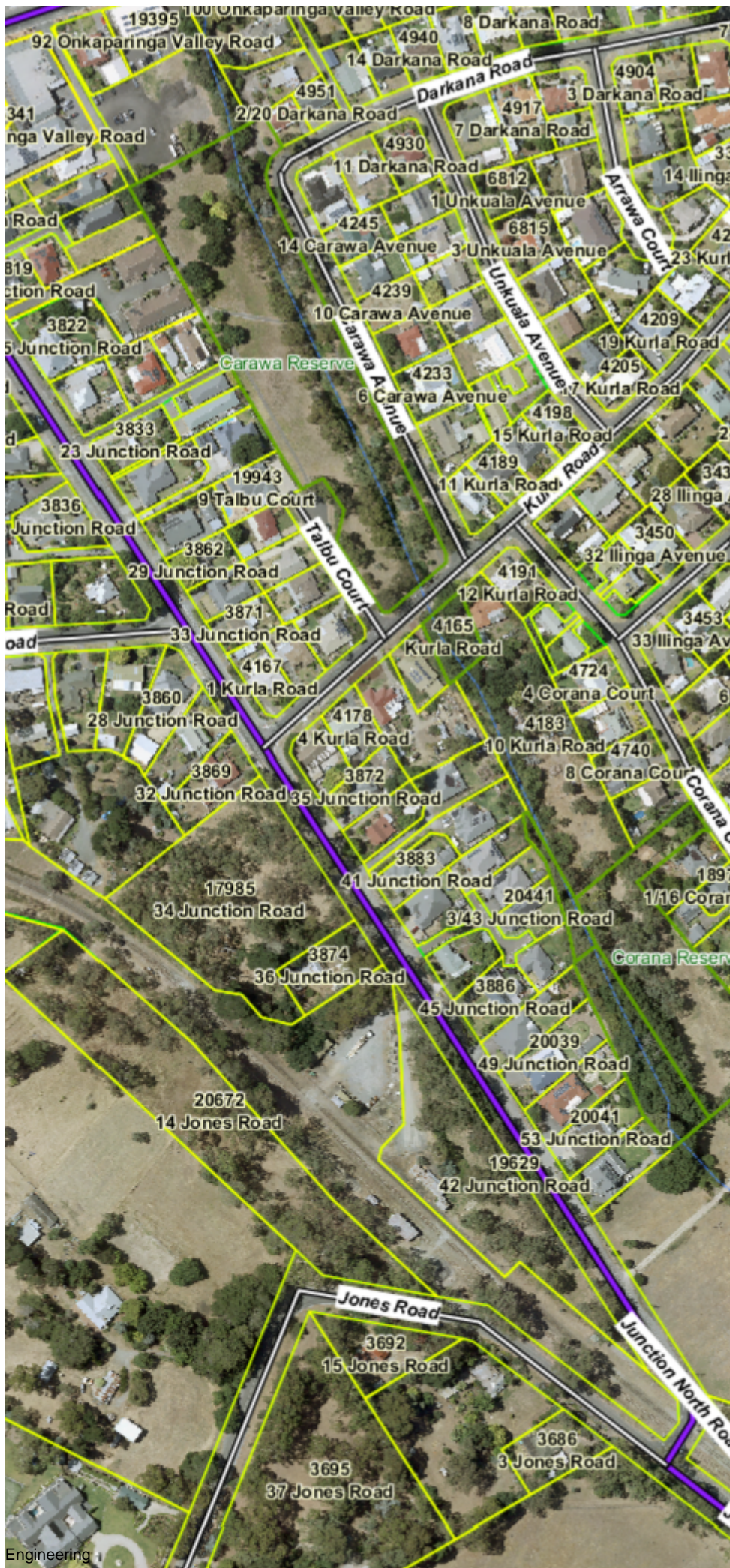
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 - SHARED RD
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- Parcels
- Roads
- AHC LGA
- LGAs
- Suburbs
- Rivers
 - River
 - Creeks
 - Streams

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**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 2021
AGENDA BUSINESS ITEM**

Item: 12.1

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: 2020-21 General Purpose Financial Statements

For: Decision

SUMMARY

This report presents the Adelaide Hills Council's 2020-21 General Purpose Financial Statements (**Appendix 1**) to Council for adoption and subsequent inclusion in the 2020-21 Annual Report.

The Audit Committee considered the 2020-21 General Purpose Financial Statements at its meeting on 18 October 2021 where it resolved to advise Council that it had reviewed the General Purpose Financial Statements and was satisfied that they presented fairly the state of affairs of the Council.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That, in accordance with Section 127 of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 1999*, Council adopts the General Purpose Financial Statements for the financial year ended 30 June 2021.
 3. To authorise the Mayor and CEO to sign the General Purpose Financial Statements for the financial year ended 30 June 2021.
-

1. GOVERNANCE

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

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

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

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

- Objective O5 We are accountable, informed and make decisions in the best interests of the whole community
- Priority O5.1 Enhance governance structure and systems to prudently adapt to changing circumstances and meet our legislative obligations
- Priority O5.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community

➤ **Legal Implications**

Section 126 (4)(a) of the *Local Government Act 1999* requires the Audit Committee to review the Financial Statements to ensure that they present fairly the state of affairs of the Council.

Section 127 of the *Local Government Act 1999* states that a council must prepare for each financial year financial statements and notes in accordance with standards prescribed by the regulations and that a copy of the audited statements be submitted by the council to the persons or bodies prescribed by the regulations on or before the day prescribed by the regulations.

➤ **Risk Management Implications**

Completing the year end general purpose financial statements in accordance with the timetable will assist in mitigating the risk of:

Loss of reputation as a result of not meeting legislative timelines for the delivery of Council's Annual Report.

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

Council's Annual Report is required to be completed by 30 November each year. The adoption of the General Purpose Financial Statements at this meeting will assist in meeting this timeline.

➤ **Financial and Resource Implications**

The General Purpose Financial Statements (Financial Statements) are considered to be the most significant output from Council's financial management and reporting processes, and are required for inclusion in the Annual Report.

Funding and resources required to prepare the Financial Statements is provided for as part of the annual budget process.

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

It is important to the Community to be aware and understand Council's financial result for the year in the context of its longer term financial sustainability. Council's audited Financial Statements are provided to the community within the Annual Report.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Council's Financial Statements were considered by the Audit Committee at its meeting on 18 October 2021

Council Workshops: Not applicable

Advisory Groups: Not applicable

Administration: A 2020-21 Preliminary End of Year Financial Results and Carry Forwards report was presented to Council on 24 August 2020. As part of this report all budget holders reviewed the end of year financial position for their respective areas of responsibility to ensure variations were identified and explained and reviewed by the Executive Leadership Team

External Agencies: Not applicable

Community: Not applicable.

2. BACKGROUND

In November 2020, Council resolved to appoint Galpins Accountants, Advisers and Business Consultants (Galpins) for the provision of external audit services for a further period of two (2) years covering the 2020-21 and 2021-22 Annual Financial Statement and Internal Financial Control audits.

The Annual Financial Statements (or General Purpose Financial Report) in **Appendix 1** have been prepared in accordance with Australian equivalents to International Financial Reporting Standards (AIFRS) as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board and relevant South Australian local government legislation.

The Audit Committee considered the draft 2020-21 General Purpose Financial Statements at its meeting on 18 October 2021 where it resolved the following:

7. OFFICER REPORTS – DECISION ITEMS

7.1. General Purpose Financial Statements

The Audit Committee met with the auditor, Tim Muhlhausler, without management present, to discuss the external auditor's report and any issues arising from the audit.

Moved Peter Brass
S/- Natalie Johnston

AC 47/21

The Audit Committee resolves:

1. That the report be received and noted.
2. That in accordance with Section 126(4)(a) of the *Local Government (Financial Management) Regulations 1999*, the Audit Committee advises Council that it has reviewed:
 - a. the General Purpose Financial Statements of the Council for the financial year ended 30 June 2021 as contained in Appendix 1, and
 - b. the External Auditor Galpins' Audit Clearance Report as contained in Appendix 2,and is satisfied that the 2020-21 financial statements present fairly the state of affairs of the Council.
3. To recommend that the Adelaide Hills Council 2020-21 General Purpose Financial Statements, contained in Appendix 1, be certified by the Chief Executive Officer and the Mayor.
4. To note the confirmation of Galpins' Auditor Independence Statement provided at Appendix 3.
5. To recommend that the Certification of Auditor Independence statement contained in Appendix 4 be certified by the Chief Executive Officer and the Presiding Member of the Audit Committee in accordance with the requirements of Regulation 22(3) of the *Local Government (Financial Management) Regulations 2011*.

Carried Unanimously

3. ANALYSIS

The following sections provide a summary in relation to key sections of the General Purpose Financial Statements.

3.1 Statement of Comprehensive Income

The Statement of Comprehensive Income shows an overall operating surplus of \$2.357m for 2020-21 compared with a deficit of \$2.542m for the previous year.

Statement of Comprehensive Income	2020-21 \$000s	2019-20 \$000s	Movement \$000s
Council	1,606	(2,605)	4,211
Equity Result from Subsidiaries	751	63	688
Operating Surplus/(Deficit)	2,357	(2,542)	4,899

Overall, Council's operating revenue increased by \$5.6m (12.1%) to \$52.2m with expenditure increasing by \$746k (1.5%) to \$49.8m.

Similar to last year, Council's operating result for 2020-21 has been impacted on by a number of large one off items resulting in a number of significant movements between the two years, including:

- Net impact for 2020-21 of Cudlee Creek Bushfire Event and subsequent recovery where, Council:
 - expended:
 - \$1.6m under Materials, Contracts and Other in the 2020-21 financial year, largely on roadside tree clean-up as well as other costs including road repairs, fixing fences, repairing recreational trails, restoring fauna habitat and helping the community rebuild.
 - \$222k under employee costs, largely for additional planning resources to address Cudlee Creek Bushfire development applications
 - received:
 - over \$2.5m in State Government Disaster Recovery funding from Green Industries SA for reimbursement of ground clean-up / green waste clean up of properties and bushfire affected roads in the Adelaide Hills
 - insurance recoveries of \$175k relating to Cudlee Creek

This resulted in an increase in the order of \$0.9m to the 2020-21 Operating Surplus compared to a net cost of \$2.1m for the 2019-20 financial year.

- Receipt of Local Roads & Community Infrastructure Program (LRCIP) Grants totalling nearly \$1.5m, being 90% of Phase 1 funding of \$703k and 50% of Phase 2 funding totalling \$781k during the 2020-21 financial year.
- Council's result from Equity Accounted Council Businesses was a net gain of \$751k in comparison to a net gain of \$63k for the previous year. This movement largely relates to the Adelaide Hills Regional Waste Management Authority (AHRWMA) which in accordance with Auditor advice, accounted in 2020-21 for the full amount of a successful resolution of a legal claim defended in the Supreme Court in previous years. The Council's equity result is therefore improved in line with the Council's percentage equity share in AHRWMA. This result offsets Operating Losses incurred by AHRWMA due to defending the legal action in 2015-16, 2016-17 and 2017-18.

- The additional provisioning of remediation and post closure costs of \$320k relating to closed landfills within the Council area which partially offsets the income increases identified above. The amount provided in 2019-20 was \$442k.

Other key movements from 2019-20 include:

- A rates increase of \$1.5m, reflecting the general rates increase of 2.95% and rates growth of 1.2%. (refer Note 2a in the Financial Statements).
- Statutory charges of nearly \$1.5m, which were \$309k more than the previous year, largely as a result of:
 - an increase in development application fees of over \$200k in part related to the rebuild of buildings/properties impacted by the Cudlee Creek bushfire
 - an increase in septic tank fee revenue due to a significant increase in applications for the 2020-21 financial year
- Operating Grants, Subsidies and Contributions increased by \$3.0m from the previous year. These include the previously identified:
 - Receipt of natural disaster funding from the State Government of \$2.5m as discussed above, compared to \$1.2m of grant funding received in 2019-20
 - the LRCIP Grants of nearly \$1.5m received during the year
 - Community recovery and resilience funding grants from State and Federal Government of which the majority was spent on resources to support the community after the bushfires
- Employee Costs which increased in line with:
 - Council's Enterprise Development Agreement increases for the year of 2.4% salaries and 2.65% wages (\$440k)
 - changes from the previous year FTE complement for new positions relating to Council approved initiatives including regional health planning and disability coordination, economic development, field staff in playground, cemetery management, ICT and grant funded positions relating to Community Recovery and Resilience as well as additional planning resources relating to the Cudlee Creek Bushfire
- Materials, Contracts & Other Expenses decreased from \$21.6m to \$21.1m in 2020-21, being a reduction of \$0.5m. As mentioned above, expenditure for Cudlee Creek reduced by \$1.4m with other key movements offsetting this including:
 - an increase of \$296k in tree management expenditure relating to works required to mitigate risk associated with playgrounds and other council areas following a review and audits.
 - an increase in contribution expense of \$209k, in part relating to an increase in costs for the undergrounding of power lines for the Gumeracha main street compared to 2019-20 and a contribution to the Heathfield High School court redevelopment.
 - waste costs increases of \$167k from 2019-20 relating largely to AHRWMA disposal costs as well as hard waste costs increasing from \$137k to \$160k in 2020-21.
 - a capital work-in-progress (WIP) write-off of \$278k largely relating to salary costs previous held in WIP relating to cleansing of asset data relating to the Confirm asset management system, expenditure on footbridges where the structure was not owned by Council and tidy up of furniture and fittings and minor plant expenditure on the transfer of the asset registers to Confirm.

- Depreciation increased by \$244k from the previous year across a number of categories with the most significant increases occurring in:
 - right of use assets relating to leased property and ICT assets; and
 - plant and equipment relating to ICT projects where a full year's depreciation has been incurred for assets capitalised in the previous year

3.2 Statement of Financial Position

Statement of Financial Position	2020-21 \$'000	2019-20 \$'000	Movement \$'000
Assets	439,819	427,533	12,286
Liabilities	24,172	23,101	1,071
Net Assets	415,647	404,432	11,215

The Statement of Financial Position shows the total assets and total liabilities held by Council. As at 30 June 2021, the overall net assets (total assets less total liabilities) held by Council was \$415.6m compared with \$404.4m for the previous year, representing an increase in equity of \$11.2m. The increase in equity is represented largely by an increase in asset valuation of \$7.8m together with the Net Surplus of \$3.3m.

As highlighted in Note 7 Infrastructure, Property, Plant & Equipment, the Bridges Asset Category was revalued as at June 2021 using modern equivalent principles and a condition audit, resulting in a minor movement in valuation.

All other remaining infrastructure asset categories were cost indexed internally using ABS Construction data which resulting in an increase in valuation for CWMS, Roads, Guardrails, Kerb & Gutter and Stormwater whereas a number of other infrastructure asset categories values including Buildings were reduced as a result of some construction cost indices falling in the 2020-21 financial year and other adjustments.

It is also noted that there was no change to the Bridgewater Retirement Village where Council entered into a Contract for the divestment of the retirement village portfolio in August 2018. As the contract in relation to the Retirement Village at Bridgewater is still conditional it has remained under land and buildings in the Statement for Financial Position as at 30 June 2021, similarly to the previous year.

Excluding lease liabilities, borrowings at 30 June 2021 were \$10.2m including a short term draw down of \$5.2m being a decrease of \$1.8m from the balances at 30 June 2020 of \$12.0m.

3.3 Cash Flow Statement

Statement of Cash Flows	2020-21 \$'000	2019-20 \$'000	Movement \$'000
Net cash from Operating Activities	12,612	6,790	5,822
Net cash from Investing Activities	(10,165)	(10,024)	(141)
Cash Flows from Financing Activities	(5,528)	(273)	(5,255)
Net Increase/(Decrease) in Cash Held	(3,081)	(3,507)	426
Cash & Cash Equivalents	(4,563)	(\$1,482)	(3,081)

Council generated net cash of \$12.6m from its Operating Activities during the financial year compared to \$6.8m during 2019-20. The increase in net cash from operating activities from the previous year largely related to the cash impact of the Cudlee Creek bushfire between the two years and the increase in grant funding including the LRCIP funding previously referenced. There was also an increase in Trade and Payables from 2019-20 which reflected positively on cash derived from operations. Details of how the cash flow statement reconciles with the net surplus and changes in net assets are shown in Note 11 of the Financial Statements.

During the year, Council spent \$13.1m on the renewal of existing assets and construction and purchase of new assets compared to \$12.9m in 2019-20.

The resultant Cash Flow Statement shows a decrease in the net cash position in the order of \$3.0m, largely reflected in the drawing down of Council's short term borrowings from \$2.0m to \$5.2m by year end to accommodate the \$5.0m high interest fixed term loan repayment in June 2021.

3.4 Financial Key Performance Indicators

These Financial Indicators have been calculated in accordance with Information Paper 9 – Local Government Financial Indicators and included as 'Note 15 Financial Indicators' within the Financial Statements.

The relevant target ranges for the 2020-21 financial year were set as part of the 2020-21 Long Term Financial Plan (LTFP) adopted by Council in April 2020, as follows:

- Operating Surplus Ratio, target range 0% to 10%
- Net Financial Liabilities Ratio, target range 0% to 100%
- Asset sustainability Ratio, target range 90% to 110%

It is noted that these target ranges have been subsequently narrowed for financial years ending after 2020-21 as part of the 2021-22 LTFP adoption.

Financial Indicators	2020-21	2019-20	2018-19
Operating Surplus	4.5%	(5.5%)	2.1%
Adjusted Operating Surplus Ratio *	5.3%	(4.9%)	0.6%
Net Financial Liabilities Ratio	39%	43%	34%
Adjusted Net Financial Liabilities Ratio *	39%	42%	34%
Asset Sustainability Ratio	85%	106%	93%

*The Adjusted Ratios removes the distortion of Federal Government funding advances across financial years.

In terms of the financial result, even after the one off funding and expenditure elements including the Cudlee Creek bushfire and LCRIP grants are taken into account, the numbers reflect an underlying financially sustainable surplus into the future and strong alignment to the current LTFP. Council will continue to review and monitor future financial results and its financial position in conjunction with LTFP.

3.4.1 Operating Surplus Ratio

This ratio expresses the operating surplus/deficit as a percentage of total operating revenue.

As mentioned above, there are a number of one off items that have had a financial impact on the ratio for 2020-21. This has resulted in the ratio showing more positive than usual for the 2020-21 financial year and in line with Council's 2020-21 target range of 0% - 10%.

3.4.2 Adjusted Operating Surplus Ratio

This ratio removes the distortion of \$345k of 2020-21 Supplementary Local Roads Grants paid in advance in 2018-19 as well as the Federal Government Financial Assistance Grant advance grant payment movement of \$66k. The combined impact increases the Operating Surplus by \$411k and the resultant ratio by 0.8%.

The \$66k represents the advance payment of the 2021-22 Federal Assistance Grant of \$846k in June 2021 offset by \$912k of the 2020-21 Grant received in June 2020.

3.4.3 Net Financial Liabilities Ratio

This ratio expresses the net financial liabilities as a percentage of total operating revenue with Council's target range for 2020-21 being between 0% to 100%.

The Uniform Presentation of Finances as shown in Note 16 of the Financial Statements shows a net lending position of \$0.3m for 2020-21 in comparison to a net borrowing position of \$3.4m for the previous year. This net lending position has reduced Council's Net Financial Liabilities from 43% to 39% driven in part by the resultant operating surplus together with Council's net outlays on existing assets offsetting new and upgraded asset expenditure.

As per the previous year, this ratio is well within Council's target range and in alignment with the LTFP.

3.4.4 Adjusted Net Liabilities Ratio

Similar to the adjusted Operating Surplus Ratio, this ratio removes the distortion of Federal Government advance grant payments movements. For 2020-21 the ratio only changed minimally from the unadjusted ratio.

3.4.5 The Asset Renewal Funding Ratio

This is a ratio that represents the amount of expenditure incurred in replacing Council's assets compared to the level of planned renewal expenditure as detailed in Council's infrastructure and asset management plans at the time of preparing Council's 2020-21 Budget. Council's 2020-21 target range is between 90% and 110%.

The 2020-21 ratio of 85% reflects an amount less than 100% largely as a result of carrying forward renewal expenditure to 2021-22, particularly in relation to plant & fleet where lead times have been significant due to the impact of Covid. In addition Council's Preliminary End of Year Report in August 2021 highlighted capital renewals savings in the order of \$360k which also has had an impact on the ratio.

Change in financial sustainability targets for the 2021-22 financial year

It is noted that as part of the development of the 2021-22 LTFP adopted in April 2021 Council agreed to amend Council's financial sustainability targets to narrow the range of each of the sustainability targets as follows:

- Operating Surplus Ratio, target range 1% to 5%
- Net Financial Liabilities Ratio, target range 25% to 75%
- Asset Renewal Funding Ratio, target range 95% to 105%

These financial sustainability targets will be used for the 2021-22 and subsequent years to assess Council's financial performance.

3.5 2020-21 Audit Clearance Report

The role of the external auditor is to provide an audit opinion to Council with respect to the General Purpose Financial Statements. In addition, Council's Auditor Galpins is required to provide an opinion on the compliance of the Adelaide Hills Council with the requirements of Section 125 of the *Local Government Act 1999* in relation to the Internal Controls established by the Council.

The Council is responsible for implementing and maintaining an adequate system of internal controls in accordance with Section 125 of the *Local Government Act 1999*.

The Auditor's responsibility is to express a conclusion on the Council's compliance with Section 125 of the *Local Government Act 1999* in relation only to the Internal Controls established by the Council for the period 1 July 2020 to 30 June 2021 to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities have been conducted properly and in accordance with law in all material respects.

The Auditors procedures included assessing the controls of Council based on the criteria in the *Better Practice Model—Internal Financial Controls*.

The External Auditors Galpins have provided their final Audit Completion Report on matters arising from the audit. This Audit Completion Report (see **Appendix 2**) indicates that Galpins intend to issue unmodified opinions in relation to the financial statements and internal controls.

3.6 Audit Committee Review

As part of the discussion with individual Audit Committee members and the Audit Committee's deliberation, a number of matters were raised and discussed. As a result, some formatting, nomenclature and other minor changes to the draft financial statements were made based on that feedback as follows:

- Statement of Cash Flows
 - reallocation of cash flows from Other Receipts to Grants, Subsidies and Contributions (operating) and Amounts Received Specifically for New/Upgraded Assets
- Note 2 (a) Rates Income
 - reallocation of levy rebates under General Rates to Landscape Levy

- Note 5 (b) Trade & Other Receivables
 - Reallocation of 2019-20 comparative to GST Recoupment from Other Levels of Government
- Note 11 (b) Reconciliation of Change in Net Assets to Cash from Operating Activities
 - Adjustment to Changes in Net Current Assets to reflect the reallocation of cash flows highlighted above
- Note 15 Financial Indicators
 - Inclusion of numerical data used to derive Financial Indicator percentages
- Note 22 Related Party Transactions
 - Update of related party transaction detail after clarification of committee membership of Key Management Personnel

4. OPTIONS

Council has the following options:

- I. To adopt the General Purpose Financial Statements as recommended by the Audit Committee; or
- II. To defer adoption of the General Purpose Financial Statements in order for further information to be provided.

5. APPENDICES

- (1) 2020-21 General Purpose Financial Statements
- (2) Galpins Final Audit Completion Report

Appendix 1

2020-21 General Purpose Financial Statements

DRAFT

Adelaide Hills Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2021



General Purpose Financial Statements

for the year ended 30 June 2021

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General Purpose Financial Statements

for the year ended 30 June 2021

Certification of Financial Statements

We have been authorised by the Council to certify the financial statements in their final form.

In our opinion:

- the accompanying financial statements comply with the *Local Government Act 1999, Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards,
- the financial statements present a true and fair view of the Council's financial position at 30 June 2021 and the results of its operations and cash flows for the financial year,
- internal controls implemented by the Council provide a reasonable assurance that the Council's financial records are complete, accurate and reliable and were effective throughout the financial year,
- the financial statements accurately reflect the Council's accounting and other records.

Andrew Aitken
Chief Executive Officer

Jan-Claire Wisdom
Mayor

Date

Statement of Comprehensive Income

for the year ended 30 June 2021

\$ '000	Notes	2021	2020
Income			
Rates	2a	40,110	38,547
Statutory Charges	2b	1,489	1,180
User Charges	2c	705	704
Grants, Subsidies and Contributions	2g	8,219	5,245
Investment Income	2d	22	42
Reimbursements	2e	235	228
Other income	2f	637	517
Net Gain - Equity Accounted Council Businesses	19(a)	764	73
Total Income		52,181	46,536
Expenses			
Employee costs	3a	18,644	17,664
Materials, Contracts and Other Expenses	3b	21,101	21,608
Depreciation, Amortisation and Impairment	3c	9,451	9,207
Finance Costs	3d	615	589
Net loss - Equity Accounted Council Businesses	19(a)	13	10
Total Expenses		49,824	49,078
Operating Surplus / (Deficit)		2,357	(2,542)
Physical Resources Received Free of Charge	2h	1,884	970
Asset Disposal & Fair Value Adjustments	4	(2,045)	(1,757)
Amounts Received Specifically for New or Upgraded Assets	2g	1,108	556
Net Surplus / (Deficit)		3,304	(2,773)
Other Comprehensive Income			
Amounts which will not be reclassified subsequently to operating result			
Changes in Revaluation Surplus - I,PP&E	9a	7,811	(4,485)
Share of Other Comprehensive Income - Equity Accounted Council Businesses	19	31	—
Other Equity Adjustments - Equity Accounted Council Businesses		69	78
Total Amounts which will not be reclassified subsequently to operating result		7,911	(4,407)
Total Other Comprehensive Income		7,911	(4,407)
Total Comprehensive Income		11,215	(7,180)

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Statement of Financial Position

as at 30 June 2021

\$ '000	Notes	2021	2020
ASSETS			
Current assets			
Cash & Cash Equivalent Assets	5a	637	518
Trade & Other Receivables	5b	3,225	2,761
Inventories	5c	23	18
Total current assets		3,885	3,297
Non-current assets			
Equity Accounted Investments in Council Businesses	6	2,342	1,491
Infrastructure, Property, Plant & Equipment	7a(i)	433,592	422,745
Total non-current assets		435,934	424,236
TOTAL ASSETS		439,819	427,533
LIABILITIES			
Current Liabilities			
Trade & Other Payables	8a	7,734	5,254
Borrowings	8b	5,523	7,285
Provisions	8c	3,963	3,588
Total Current Liabilities		17,220	16,127
Non-Current Liabilities			
Borrowings	8b	5,425	5,446
Provisions	8c	1,527	1,528
Total Non-Current Liabilities		6,952	6,974
TOTAL LIABILITIES		24,172	23,101
Net Assets		415,647	404,432
EQUITY			
Accumulated surplus		142,182	138,645
Asset revaluation reserves	9a	273,017	265,206
Other reserves	9b	448	581
Total Council Equity		415,647	404,432
Total Equity		415,647	404,432

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

for the year ended 30 June 2021

\$ '000	Notes	Accumulated surplus	Asset revaluation reserve	Other reserves	Total equity
2021					
Balance at the end of previous reporting period		138,645	265,206	581	404,432
Net Surplus / (Deficit) for Year		3,304	—	—	3,304
Other Comprehensive Income					
- Gain (Loss) on Revaluation of I,PP&E	7a	—	7,811	—	7,811
- Share of OCI - Equity Accounted Council Businesses		31	—	—	31
- Other Equity Adjustments - Equity Accounted Council Businesses	19	69	—	—	69
Other comprehensive income		100	7,811	—	7,911
Total comprehensive income		3,404	7,811	—	11,215
Transfers between Reserves		133	—	(133)	—
Balance at the end of period		142,182	273,017	448	415,647
2020					
Balance at the end of previous reporting period		141,348	269,691	573	411,612
Net Surplus / (Deficit) for Year		(2,773)	—	—	(2,773)
Other Comprehensive Income					
- Gain (Loss) on Revaluation of I,PP&E	7a	—	(4,485)	—	(4,485)
- Other Equity Adjustments - Equity Accounted Council Businesses	19	78	—	—	78
Other comprehensive income		78	(4,485)	—	(4,407)
Total comprehensive income		(2,695)	(4,485)	—	(7,180)
Transfers between Reserves		(8)	—	8	—
Balance at the end of period		138,645	265,206	581	404,432

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Statement of Cash Flows

for the year ended 30 June 2021

\$ '000	Notes	2021	2020
Cash flows from operating activities			
<u>Receipts</u>			
Rates Receipts		39,969	38,288
Statutory Charges		1,489	1,180
User Charges		705	704
Grants, Subsidies and Contributions (operating purpose)		7,857	5,121
Investment Receipts		4	42
Reimbursements		235	228
Other Receipts		988	929
<u>Payments</u>			
Finance Payments		(615)	(589)
Payments to Employees		(18,410)	(16,703)
Payments for Materials, Contracts & Other Expenses		(19,610)	(22,410)
Net cash provided by (or used in) Operating Activities	11b	<u>12,612</u>	<u>6,790</u>
Cash flows from investing activities			
Amounts Received Specifically for New/Upgraded Assets		2,409	556
Sale of Replaced Assets		604	714
Sale of Surplus Assets		17	117
Sale of Investment Property		—	1,530
<u>Payments</u>			
Expenditure on Renewal/Replacement of Assets		(7,823)	(9,718)
Expenditure on New/Upgraded Assets		(5,372)	(3,223)
Net cash provided (or used in) investing activities		<u>(10,165)</u>	<u>(10,024)</u>
Cash flows from financing activities			
<u>Payments</u>			
Repayments of Borrowings		(5,000)	(62)
Repayment of Lease Liabilities		(336)	(211)
Repayment of Aged Care Facility Deposits		(192)	—
Net Cash provided by (or used in) Financing Activities		<u>(5,528)</u>	<u>(273)</u>
Net Increase (Decrease) in Cash Held		<u>(3,081)</u>	<u>(3,507)</u>
plus: Cash & Cash Equivalents at beginning of period		(1,482)	2,025
Cash and cash equivalents held at end of period	11a	<u>(4,563)</u>	<u>(1,482)</u>

Additional Information:

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Notes to and forming part of the Principal Financial Statements for the year ended 30 June 2021

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Notes to the Financial Statements

for the year ended 30 June 2021

Note 1. Summary of Significant Accounting Policies

The principal accounting policies adopted by Council in the preparation of these consolidated financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

(1) Basis of Preparation

1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared on a going concern basis using the historical cost convention in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the *Local Government (Financial Management) Regulations 2011*.

1.2 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates and requires management to exercise its judgement in applying Council's accounting policies.

The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of these Notes.

1.3 Estimates and assumptions

COVID-19 is not expected to have a significant financial impact on Council operations. It is expected that there may be some minor financial impacts flowing into the 2021-22 financial year but these have been largely taken into account during the development of the budget process for 2021-22. The budget assumptions for 2021-22 assume that no further harsher restrictions are put in place by the government. However, Council has determined that there is no material uncertainty that casts doubt on Council's ability to continue as a going concern.

1.4 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

(2) The Local Government Reporting Entity

Adelaide Hills Council is incorporated under the South Australian Local Government Act 1999 and has its principal place of business at 63 Mount Barker Road, Stirling. These financial statements include the Council's direct operations and all entities through which Council controls resources to carry on its functions. In the process of reporting on the Council as a single unit, all transactions and balances between activity areas and controlled entities have been eliminated.

Other entities in which Council has an interest but does not control are reported in Note 19.

(3) Income Recognition

Income Recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Council obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

The Council recognises revenue under *AASB 1058 Income of Not-for-Profit Entities* (AASB 1058) or *AASB 15 Revenue from Contracts with Customers* (AASB 15) when appropriate.

In cases where there is an 'enforceable' contract with a customer with 'sufficiently specific' performance obligations, the transaction is accounted for under AASB 15 where income is recognised when (or as) the performance obligations are satisfied (i.e. when it transfers control of a product or service to a customer). Revenue is measured based on the consideration to which the Council expects to be entitled in a contract with a customer.

In other cases, AASB 1058 applies when a not-for-profit (NFP) entity enters into transactions where the consideration to acquire an asset is significantly less than the fair value of the asset principally to enable the entity to further its objectives. The excess of the asset recognised (at fair value) over any 'related amounts' is recognised as income immediately, except in the case

continued on next page ...

Notes to the Financial Statements

for the year ended 30 June 2021

Note 1. Summary of Significant Accounting Policies (continued)

where a financial asset has been received to enable the council to acquire or construct a recognisable non-financial asset that is to be controlled by the council. In this case, the council recognises the excess as a liability that is recognised over time in profit and loss when (or as) the entity satisfies its obligations under the transfer.

In recent years the payment of untied financial assistance grants has varied from the annual allocation as shown in the table below:

	Cash Payment Received	Annual Allocation	Difference
2018-19	\$1,526,078	\$1,537,852	- \$11,774
2019-20	\$1,640,046	\$1,564,152	+\$75,894
2020-21	\$1,516,052	\$1,581,658	-\$65,606

In addition, the 2020-21 Supplementary Local Road Grants of \$345,069 was paid in advance in June 2019.

Because these grants are untied, the Australian Accounting Standards require that payments be recognised upon receipt. Accordingly, the operating results of these periods have been distorted compared to those that would have been reported had the grants been paid in the year to which they were allocated.

The Operating Surplus Ratio disclosed in Note 15 has also been calculated after adjusting for the distortions resulting from the differences between the actual grants received and the grants entitlements allocated.

Construction Contracts

Construction works undertaken by Council for third parties are generally on an agency basis where the third party reimburses Council for actual costs incurred, and usually do not extend beyond the reporting period. Reimbursements not received are recognised as receivables and reimbursements received in advance are recognised as "payments received in advance".

For works undertaken on a fixed price contract basis, revenues are recognised over time using the input method, with costs incurred compared to total expected costs used as a measure of progress. When it is probable that total contract costs will exceed total contract revenue, the expected loss is recognised as an expense immediately.

(4) Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the Local Government Act 1999. Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition, except for trade receivables from a contract with a customer, which are measured at the transaction price. A detailed statement of the accounting policies applied to financial instruments forms part of Note 13.

(5) Inventories

Inventories held in respect of stores have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential. Inventories held in respect of business undertakings have been valued at the lower of cost and net realisable value.

5.1 Real Estate Assets Developments

Real Estate Assets developments have been classified as Inventory in accordance with AASB 102 and are valued at the lower of cost or net realisable value. Cost includes the costs of acquisition, development, borrowing and other costs incurred on financing of that acquisition and up to the time of sale. Any amount by which cost exceeds the net realisable value has been recognised as an expense.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 1. Summary of Significant Accounting Policies (continued)

Revenues arising from the sale of property are recognised in the operating statement when settlement is completed.

Properties not acquired for development, but which Council has decided to sell as surplus to requirements, are recognised at the carrying value at the time of that decision.

5.2 Other Real Estate Held for Resale

Properties not acquired for development, but which Council has decided to sell as surplus to requirements, are recognised at the carrying value at the time of that decision.

Certain properties, auctioned for non-payment of rates in accordance with the Local Government Act but which failed to meet the reserve set by Council and are available for sale by private treaty, are recorded at the lower of the unpaid rates and charges at the time of auction or the reserve set by Council. Holding costs in relation to these properties are recognised as an expense when incurred.

(6) Infrastructure, Property, Plant & Equipment

6.1 Initial Recognition

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

6.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life.

Examples of capitalisation thresholds applied during the year are given below. No capitalisation threshold is applied to the acquisition of land or interests in land.

Furniture & Fittings and Plant & Equipment for Retirement Villages	\$1,000
Office Furniture & Fittings	\$3,000
Other Plant & Equipment	\$3,000
Building Fixture and Fittings	\$5,000
Building Structures	\$5,000
Paving & footpaths, Kerb & Gutter	\$5,000
Road construction & reconstruction	\$5,000
Stormwater, gravity mains and culverts	\$5,000
All Other Assets	\$5,000
Artworks	\$5,000

6.3 Subsequent Recognition

All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. Further detail of these uncertainties, and of existing valuations, methods and valuers are provided at Note 7.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 1. Summary of Significant Accounting Policies (continued)

6.4 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually.

Major depreciation periods for each class of asset are listed below. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

Plant, Furniture & Equipment

Office Furniture and Equipment	5 to 10 years
Vehicles and Heavy Plant	8 to 16 years
Other Plant & Equipment	5 to 10 years

Building & Other Structures

Buildings – masonry	50 to 100 years
Buildings – other construction	20 to 40 years
Benches, seats, etc	10 to 20 years
Park Structures – masonry	50 to 100 years
Park Structures – other construction	20 to 40 years
Playground equipment	5 to 15 years

Infrastructure

Bores	20 to 40 years
Bridges	80 to 100 years
Culverts	50 to 75 years
CWMS Pipes	70 to 80 years
Dams and Lagoons	80 to 100 years
Flood Detention Systems	80 to 100 years
Irrigation Pipes and Systems	25 to 75 years
Paving & Footpaths, Kerb & Gutter	80 to 100 years
Pumps & Telemetry	15 to 25 years
Road Pavement	65 to 180 years
Sealed Roads – Surface	15 to 25 years
Stormwater and Gravity Mains	80 to 100 years
Unsealed Roads	10 to 20 years

Other Assets

Artworks	indefinite
Right-of-Use Assets	2 to 5 years

6.5 Impairment

Assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, are not subject to impairment testing.

Other assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash inflows or value in use).

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 1. Summary of Significant Accounting Policies (continued)

6.6 Borrowing Costs

Borrowing costs in relation to qualifying assets (net of offsetting investment revenue) have been capitalised in accordance with AASB 123 "Borrowing Costs". The amounts of borrowing costs recognised as an expense or as part of the carrying amount of qualifying assets are disclosed in Note 3, and the amount (if any) of interest revenue offset against borrowing costs in Note 2.

(7) Payables

7.1 Goods & Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

7.2 Payments Received in Advance & Deposits

Amounts other than grants received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

(8) Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred and are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the income statement over the period of the borrowings using the effective interest method.

Borrowings are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period to which it relates, and is recorded as part of "Payables"

(9) Employee Benefits

9.1 Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

9.2 Superannuation

The Council makes employer superannuation contributions in respect of its employees to the Statewide Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. Details of the accounting policies applied and Council's involvement with the schemes are reported in Note 18.

(10) Provisions for Reinstatement, Restoration and Rehabilitation

Close down and restoration costs include the dismantling and demolition of infrastructure and the removal of residual materials and remediation and rehabilitation of disturbed areas. Estimated close down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs and are carried at the net present value of estimated future costs.

Although estimated future costs are based on a closure plan, such plans are based on current environmental requirements which may change. Council's policy to maximise recycling is extending the operational life of these facilities, and significant uncertainty exists in the estimation of the future closure date.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 1. Summary of Significant Accounting Policies (continued)

(11) Leases

Accounting policy applicable from 01 July 2019

The Council assesses at contract inception whether a contract is, or contains, a lease. That is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

11.1 Council as a lessee

The Council recognises lease liabilities to make lease payments and right-of-use assets representing the right to use the underlying assets.

i) Right-of-Use-Assets

The Council recognises right-of-use assets at the commencement date of the lease. Right-of-use assets are measured at cost, less any accumulated depreciation and impairment losses, and adjusted for any remeasurement of lease liabilities. The cost of right-of-use assets includes the amount of lease liabilities recognised, initial direct costs incurred, lease payments made at or before the commencement date less any lease incentives received and the estimate of costs to be incurred to restore the leased asset. Right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the assets, as follows:

Computers & IT Equipment	3 to 5 years
Building Occupancy	Up to 3 years

The right-of-use assets are also subject to impairment. Refer to the accounting policies above - Impairment of non-financial assets.

ii) Lease Liabilities

At the commencement date of the lease, the Council recognises lease liabilities measured at the present value of lease payments to be made over the lease term. In calculating the present value of lease payments, the Council uses its incremental borrowing rate or the interest rate implicit in the lease.

iii) Short-term leases and leases of low-value assets

The Council applies the short-term lease recognition exemption to its short-term leases of machinery and equipment (i.e., those leases that have a lease term of 12 months or less from the commencement date). It also applies the low-value assets recognition exemption to leases of office equipment that are considered to be low value. Lease payments on short-term leases and leases of low-value assets are recognised as expense on a straight-line basis over the lease term.

(12) Equity Accounted Council Businesses

Council participates in cooperative arrangements with other Councils for the provision of services and facilities. Council's interests in cooperative arrangements, which are only recognised if material, are accounted for in accordance with AASB 128 and set out in detail in Note 19.

(13) GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax"

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a net basis.

(14) New accounting standards and UIG interpretations

New and amended standards and interpretations

The Council applied for the first-time certain standards and amendments, which are effective for annual periods beginning on or after 1 January 2020. New standards and amendments relevant to the Council are listed below. The Council has not early adopted any other standard, interpretation or amendment that has been issued but is not yet effective.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 1. Summary of Significant Accounting Policies (continued)

Amendments to AASB 101 and AASB 108 Definition of Material

The amendments provide a new definition of material that states, "information is material if omitting, misstating or obscuring it could reasonably be expected to influence decisions that the primary users of general purpose financial statements make on the basis of those financial statements, which provide financial information about a specific reporting entity." The amendments clarify that materiality will depend on the nature or magnitude of information, either individually or in combination with other information, in the context of the financial statements. A misstatement of information is material if it could reasonably be expected to influence decisions made by the primary users. These amendments had no impact on the financial statements of, nor is there expected to be any future impact to the Council.

(15) COVID-19 Pandemic

The COVID-19 pandemic has impacted the 2020-21 financial statements, which may impact on the comparability of some line items and amounts reported in these financial statements and/or the notes. The financial impacts are a direct result of either Council's response to the pandemic or due to the mandatory shut downs as directed by the Australian Government and the advice from the Australian Government Department of Health and SA Health.

This included:

- Reduced revenue from events and venue hire
- Waiving of outdoor dining fees
- Business support in the form of temporary suspension of:
 - Fines & Interest
 - Penalties
 - Debt recovery actions
- Additional costs for
 - Cleaning
 - Equipment hire to maintain social distancing
 - Health and Safety initiatives
 - Hibernation costs for Council Venues

COVID-19 is not expected to have a significant financial impact on Council. Council estimates that the reduction in revenue and the increase in expenditure resulted in a decrease of approximately \$150k in the 2020-21 net result. It is expected further financial impacts will flow into the 2021-22 financial year. However, Council had determined that there is no material uncertainty that casts doubt on Council's ability to continue as a going concern.

(16) Adelaide Hills Bushfire Events

Council has had two bushfire events in the last couple of years within the Adelaide Hills Council district which has impacted the 2020-21 financial statements.

Council infrastructure has had minimal damage, with the most serious impact to land including Lobethal Bushland Park.

As a result of these events, Council has spent a further \$1.6m in roadside tree clean-up in the 2020-21 financial year as well as other costs including road repairs, fixing fences, repairing recreational trails, restoring fauna habitat and helping the community rebuild on top of \$3.0m spent in 2019-20.

To offset this Council received \$2.5m in State Government funding in 2020-21 on top of \$1.225m Federal funding received in 2019-20. In addition, insurance recoveries in the order of \$175k were received in 2020-21.

Council estimates that the net impact of the Cudlee Breek bushfire in terms of grants received and increase in expenditure resulted in an increase of approximately \$0.9m to the 2020-21 net result.

In addition there is likely to be further costs incurred in relation to:

- tree management and further road tree works and debris clean up
- fencing contributions to properties abutting Council land
- additional resources to manage the development applications the Council expects to receive over the next 1-2 years for people rebuilding destroyed assets.
- biodiversity protection and regeneration work over the next few years including managing weed incursion in places that were completely burnt through such as Lobethal Bushland Park and more than 70 significant roadside vegetation sites.

It is therefore expected that further financial costs, in the order of \$300k, will also flow into the 2021-22 and future financial years. However, Council has considered the consequences of this and similar events and conditions, and it has determined that they do not create a material uncertainty that casts significant doubt upon the Council's ability to continue as a going concern.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 1. Summary of Significant Accounting Policies (continued)

(17) Comparative Figures

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

(18) Disclaimer

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.

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Notes to the Financial Statements

for the year ended 30 June 2021

Note 2. Income

\$ '000	2021	2020
(a) Rates		
General Rates		
General Rates	37,495	35,942
Less: Mandatory Rebates	(288)	(267)
Less: Discretionary Rebates, Remissions & Write Offs	(118)	(134)
Total General Rates	37,089	35,541
Other Rates (Including Service Charges)		
Community Wastewater Management Systems	1,777	1,730
Landscape Levy	958	972
Separate & Special Rates	5	6
Stirling Business Association Separate Rate	95	95
Total Other Rates (Including Service Charges)	2,835	2,803
Other Charges		
Penalties for Late Payment	186	150
Legal & Other Costs Recovered	–	53
Total Other Charges	186	203
Total Rates	40,110	38,547
(b) Statutory Charges		
Animal Registration Fees & Fines	454	428
Development Act Fees	774	559
Health & Septic Tank Inspection Fees	127	76
Other Licences, Fees & Fines	27	29
Parking Fines / Expiation Fees	30	28
Searches	77	60
Total Statutory Charges	1,489	1,180
(c) User Charges		
Cemetery Fees	322	334
Community Centres	94	98
Lobethal Woollen Mill Precinct	137	162
Retirement Villages	34	37
Sundry	118	73
Total User Charges	705	704
(d) Investment Income		
Interest on Investments		
- Local Government Finance Authority	1	7
- Banks & Other	7	35
Unwinding of Premiums & Discounts	14	–
Total Investment Income	22	42

Notes to the Financial Statements

for the year ended 30 June 2021

Note 2. Income (continued)

\$ '000	2021	2020
(e) Reimbursements		
Lobethal Woollen Mill Precinct	192	193
Other Properties	19	10
Private Works	7	10
Other	17	15
Total Reimbursements	235	228

(f) Other income

Insurance & Other Recoupments - Infrastructure, IPP&E	224	162
Insurance & Other Recoupments - Bushfire Events	175	—
Public Lighting SLUOS Refund	—	97
Sundry	238	258
Total Other income	637	517

(g) Grants, Subsidies, Contributions

Amounts Received Specifically for New or Upgraded Assets	1,108	556
Total Amounts Received Specifically for New or Upgraded Assets	1,108	556
Community Home Support Program Grants	957	942
Community Recovery Grant	177	47
Community Wastewater Management Systems Contributions	113	86
Library and Communications	289	292
Local Roads & Community Infrastructure Program	1,489	—
Natural Disaster Recovery Funding	2,532	1,225
Roads to Recovery	699	699
Sundry	447	314
Untied - Financial Assistance Grant	1,516	1,640
Total Other Grants, Subsidies and Contributions	8,219	5,245
Total Grants, Subsidies, Contributions	9,327	5,801

The functions to which these grants relate are shown in Note 12.

(i) Sources of grants

Commonwealth Government	5,003	4,488
State Government	4,175	964
Other	149	349
Total	9,327	5,801

(ii) Individually Significant Items

Grant Commission (FAG) Grant received in advance recognised as Income	846	912
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(h) Physical Resources Received Free of Charge

Land & Improvements	1,884	970
Total Physical Resources Received Free of Charge	1,884	970

Notes to the Financial Statements

for the year ended 30 June 2021

Note 3. Expenses

\$ '000	Notes	2021	2020
(a) Employee costs			
Salaries and Wages		15,532	14,537
Employee Leave Expense		2,077	2,048
Superannuation - Defined Contribution Plan Contributions	18	1,361	1,244
Superannuation - Defined Benefit Plan Contributions	18	224	284
Workers' Compensation Insurance		423	405
Personal Income Protection Insurance		260	262
Other Employee Related Costs		285	300
Less: Capitalised and Distributed Costs		(1,518)	(1,416)
Total Operating Employee Costs		18,644	17,664
Total Number of Employees (full time equivalent at end of reporting period)		197	194
(b) Materials, Contracts and Other Expenses			
(i) Materials, Contracts and Expenses			
Bank Fees		88	88
Contractors		4,270	4,075
Contractors - Bushfire Recovery		1,609	3,038
Contractors - Cleaning		356	334
Contractors - Tree Management		864	568
Contributions & Donations		1,420	1,211
Contract Labour		601	556
Energy		510	554
Insurance		630	605
Landfill Remediation		321	442
Legal Expenses		186	281
Levies - Other		309	310
Levies Paid to Government - Landscape Levy		959	972
Licencing - ICT		618	684
Pandemic Response		151	96
Parts, Accessories & Consumables		1,974	1,758
Professional Services		86	60
Stirling Business Association		95	95
Sundry		398	404
Telephone (incl data)		269	266
Water		198	237
Waste		4,450	4,283
Work-in-Progress Write-off		278	—
Less: Capitalised and Distributed Costs		(86)	(88)
Subtotal - Material, Contracts & Expenses		20,554	20,829

Notes to the Financial Statements

for the year ended 30 June 2021

Note 3. Expenses (continued)

\$ '000	2021	2020
(ii) Prescribed Expenses		
Auditor's Remuneration		
- Auditing the Financial Reports	22	24
- Other Auditors	35	13
Elected Members' Expenses	428	421
Election Expenses	13	13
Lease Expense - Low Value Assets / Short Term Leases	49	308
Subtotal - Prescribed Expenses	547	779
Total Materials, Contracts and Other Expenses	21,101	21,608

(c) Depreciation, Amortisation and Impairment

Depreciation and Amortisation

Buildings	1,113	1,148
Infrastructure		
- Bridges	282	291
- Cemeteries	30	31
- Community Wastewater Management Systems	397	413
- Footpaths	322	312
- Guardrails	86	146
- Kerb & Gutter	402	327
- Playgrounds	87	69
- Retaining Walls	163	169
- Roads	4,201	4,197
- Sport & Recreation	330	326
- Stormwater	461	454
- Street Furniture	94	71
- Traffic Controls	26	25
Right-of-use Assets	341	214
Plant & Equipment	1,052	943
Furniture & Fittings	64	71
Total Depreciation, Amortisation and Impairment	9,451	9,207

(d) Finance Costs

Interest on Overdraft and Short-Term Drawdown	30	10
Interest on Loans	568	568
Charges on Finance Leases	17	11
Total Finance Costs	615	589

Notes to the Financial Statements

for the year ended 30 June 2021

Note 4. Asset Disposal & Fair Value Adjustments

\$ '000	2021	2020
Infrastructure, Property, Plant & Equipment		
(i) Assets Renewed or Directly Replaced		
Proceeds from Disposal	604	714
Less: Carrying Amount of Assets Sold or Disposed of	(2,415)	(2,380)
Gain (Loss) on Disposal	(1,811)	(1,666)
(ii) Assets Surplus to Requirements		
Proceeds from Disposal	17	117
Less: Carrying Amount of Assets Sold or Disposed of	(57)	(138)
Less: Other Amounts Relating to the Sale of Surplus Assets	(1)	(70)
Gain (Loss) on Disposal	(41)	(91)
Non-Current Assets Held for Sale		
Proceeds from Disposal	–	1,530
Less: Carrying Amount of Assets Sold	–	(1,530)
Gain (Loss) on Disposal	–	–
Fair Value Adjustments		
Revaluation Decrements Expensed	(193)	–
Total Fair Value Adjustments	(193)	–
Net Gain (Loss) on Disposal or Revaluation of Assets	(2,045)	(1,757)

Notes to the Financial Statements

for the year ended 30 June 2021

Note 5. Current Assets

\$ '000	2021	2020
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(a) Cash & Cash Equivalent Assets

Cash on Hand at Bank	269	143
Short Term Deposits	368	375
Total Cash & Cash Equivalent Assets	637	518

(b) Trade & Other Receivables

Rates - General & Other	1,535	1,503
Council Rates Postponement Scheme	129	129
Accrued Revenues	51	77
Debtors - General	56	253
Other Levels of Government	836	196
GST Recoupment	336	463
Prepayments	282	140
Total Trade & Other Receivables	3,225	2,761

(c) Inventories

Stores & Materials	23	18
Total Inventories	23	18

Note 6. Non-Current Assets

\$ '000	Notes	2021	2020
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Equity Accounted Investments in Council Businesses

Gawler River Floodplain Management Authority (GRFMA)	19	993	937
Eastern Waste Management Authority (EWMA)	19i	241	138
Adelaide Hills Regional Waste Management Authority (AHRWMA)	19i	1,108	416
Total Equity Accounted Investments in Council Businesses		2,342	1,491

Notes to the Financial Statements

for the year ended 30 June 2021

Note 7. Infrastructure, Property, Plant & Equipment

(a(i)) Infrastructure, Property, Plant & Equipment

\$ '000	Fair Value Level	as at 30/06/20				Asset movements during the reporting period													as at 30/06/21			
		At Fair Value	At Cost	Accumulated Depreciation	Carrying amount	Transition adjustment - AASB 16	Asset Additions New / Upgrade	Asset Additions Renewals	WDV of Asset Disposals	Depreciation Expense (Note 3c)	Impairment Loss (recognised in Equity) (Note 9)	WIP Transfers	Adjustments & Transfers	Other Physical Resources Free of Charge	Revaluation Decrements to P&L (Note 4)	Revaluation Decrements to Equity (ARR) (Note 9)	Revaluation Increments to Equity (ARR) (Note 9)	At Fair Value	At Cost	Accumulated Depreciation	Carrying amount	
Capital Work in Progress		—	3,550	—	3,550	—	5,372	7,823	—	—	—	(12,500)	(194)	—	—	—	—	—	—	4,051	—	4,051
Land - Community		87,091	—	—	87,091	—	—	—	(58)	—	—	—	—	—	—	—	—	889	87,922	—	—	87,922
Buildings	3	65,187	—	(25,581)	39,606	—	—	—	(119)	(1,113)	—	1,372	—	—	—	—	(477)	—	65,569	—	(26,299)	39,270
Infrastructure																						
- Bridges	3	18,239	—	(8,490)	9,749	—	—	—	(14)	(282)	—	43	—	21	—	—	(14)	—	21,615	—	(12,111)	9,504
- Cemeteries	3	1,699	—	(891)	808	—	—	—	—	(30)	—	279	—	—	—	—	(34)	—	1,977	—	(954)	1,023
- Community Wastewater Management Systems	3	20,191	—	(6,650)	13,541	—	—	—	(170)	(397)	—	639	—	—	—	—	—	516	21,065	—	(6,938)	14,127
- Footpaths	3	15,131	—	(6,298)	8,833	—	—	—	(55)	(322)	—	852	—	742	—	(193)	(205)	—	16,399	—	(6,747)	9,652
- Guardrails	3	4,316	—	(873)	3,443	—	—	—	(6)	(86)	—	—	—	—	—	—	—	385	5,063	—	(1,326)	3,737
- Kerb & Gutter	3	40,381	—	(22,302)	18,079	—	—	—	(48)	(402)	—	373	—	146	—	—	—	5,355	42,335	—	(18,834)	23,501
- Playgrounds	3	2,229	—	(756)	1,473	—	—	—	(45)	(87)	—	7	—	—	—	—	—	11	2,168	—	(809)	1,359
- Retaining Walls	3	11,421	—	(3,589)	7,832	—	—	—	—	(163)	—	157	—	—	—	—	—	749	12,598	—	(4,021)	8,577
- Roads	3	264,156	—	(85,667)	178,489	—	—	—	(1,255)	(4,201)	—	5,480	—	444	—	—	—	727	272,570	—	(92,887)	179,683
- Sport & Recreation	3	16,597	—	(8,919)	7,678	—	—	—	(8)	(330)	—	702	—	—	—	—	(721)	—	17,156	—	(9,835)	7,321
- Stormwater	3	40,097	—	(11,472)	28,625	—	—	—	(11)	(461)	—	720	—	531	—	—	—	844	43,807	—	(13,560)	30,247
- Street Furniture	3	3,026	—	(992)	2,034	—	—	—	(33)	(94)	—	53	—	—	—	—	(200)	—	2,716	—	(957)	1,759
- Traffic Controls	3	1,848	—	(557)	1,291	—	—	—	—	(26)	—	202	—	—	—	—	(14)	—	2,030	—	(577)	1,453
- Other Infrastructure	3	—	2,196	(628)	1,568	—	—	—	—	—	—	—	—	—	—	—	—	—	—	2,196	(628)	1,568
Right-of-Use Assets		—	942	(214)	728	—	—	—	—	(341)	—	—	—	—	353	—	—	—	—	1,294	(554)	740
Plant & Equipment		—	13,700	(5,821)	7,879	—	—	—	(650)	(1,052)	—	1,577	(60)	—	—	—	—	—	—	12,757	(5,063)	7,694
Furniture & Fittings		—	2,851	(2,403)	448	—	—	—	—	(64)	—	44	(24)	—	—	—	—	—	—	626	(222)	404
Total Infrastructure, Property, Plant & Equipment		591,609	23,239	(192,103)	422,745	—	5,372	7,823	(2,472)	(9,451)	—	—	(278)	1,884	353	(193)	(1,665)	9,476	614,990	20,924	(202,322)	433,592
Comparatives		609,003	20,484	(205,386)	424,101	239	3,223	9,718	(2,518)	(9,207)	—	—	—	970	703	—	(7,456)	2,971	591,609	23,239	(192,103)	422,745

Notes to the Financial Statements

for the year ended 30 June 2021

Note 7. Infrastructure, Property, Plant & Equipment (continued)

(b) Valuation of Infrastructure, Property, Plant & Equipment

Valuation of Assets

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Refer to Note 7a for the disclosure of the Fair Value Levels of Infrastructure, Property, Plant and Equipment Assets.

Information on Valuations

Certain land, and the buildings and structures thereon, are shown above as being based on fair value hierarchy level 2 valuation inputs. They are based on prices for similar assets in an active market, with directly or indirectly observable adjustments for specific advantages or disadvantages attaching to the particular asset.

Valuations of Crown land, community land and land subject to other restrictions on use or disposal, shown above as being based on fair value hierarchy level 3 valuation inputs, are based on prices for similar assets in an active market, but include adjustments for specific advantages or disadvantages attaching to the particular asset that are not directly or indirectly observable in that market, or the number and / or amount of observable adjustments of which are so great that the valuation is more fairly described as being based on level 3 valuation inputs.

There is no known market for buildings, infrastructure and other assets. These assets are valued at depreciated current replacement cost. This method involves:

- The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this or similar Councils, or on industry construction guides where these are more appropriate.
- The calculation of the depreciation that would have accumulated since original construction using current estimates of residual value and useful life under the prime cost depreciation method adopted by Council.

This method has significant inherent uncertainties, relying on estimates of quantities of materials and labour, residual values and useful lives, and the possibility of changes in prices for materials and labour, and the potential for development of more efficient construction techniques.

Other Information

At 1 July 2004 upon the transition to AIFRS, Council elected pursuant to AASB 1.D5 to retain a previously established deemed cost under GAAP as its deemed cost. With subsequent addition at cost, this remains as the basis of recognition of non-material asset classes.

Upon revaluation, the current new replacement cost and accumulated depreciation are re-stated such that the difference represents the fair value of the asset determined in accordance with AASB 13 Fair Value Measurement: accumulated depreciation is taken to be the difference between current new replacement cost and fair value. In the case of land, current replacement cost is taken to be the fair value.

Highest and best use

All of Council's non financial assets are considered as being utilised for their highest and best use.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 7. Infrastructure, Property, Plant & Equipment (continued)

Transition to AASB 13 - Fair Value Measurement

The requirements of AASB 13 Fair Value Measurement have been applied to all valuations undertaken since 1 July 2013 as shown by the valuation dates by individual asset classes below.

Land & Land Improvements

Council being of the opinion that it is not possible to attribute value sufficiently reliably to qualify for recognition, land under roads has not been recognised in these reports.

Land - Level 2: The majority of land is based on fair value hierarchy level 2 valuation inputs. They are based on prices for similar assets in active market, with directly or indirectly observable adjustments for specific advantages or disadvantages attaching to the particular asset. Land assets revaluation was undertaken by Council officers based on the Valuer General's site values as at 1 January 2018.

Land - Level 3: Crown Land which is subject to restriction for its use or sale has been valued by Council officers based on the Valuer General's site values as at 1 January 2018 less allowances for the restriction on sale (requiring Ministerial consent) which are unobservable inputs that have a significant effect on valuation.

Buildings & Other Structures

Basis of valuation: Fair Value

- Date of valuation: 1 July 2017
- Valuer: APV Valuers & Asset Management

Council discloses Buildings as a class of Infrastructure Assets for the purposes of AASB 13 Fair Value Measurement, and the level of fair value hierarchy to be Level 3, as no relevant observable inputs (Markets) are available.

- There were no Assets Valued where it was considered that the highest and best use was other than its current use.
- Since the detailed valuation undertaken at 1 July 2017, valuations have been updated annually by Council Officers at depreciated current replacement cost based on Australia Bureau of Statistics Time Series data, Tables 17 (Construction Industries) movements specific to Adelaide for the period since valuation to June 2021

Infrastructure

Council discloses each of the above as an individual class of Infrastructure Assets for the purposes of AASB 13 Fair Value Measurement, and the level of fair value hierarchy to be Level 3, as no relevant observable inputs (Markets) are available.

- There were no Assets Valued where it was considered that the highest and best use was other than its current use.

Bridges

Basis of valuation: Valuation was undertaken using modern equivalent asset principles as per the International Infrastructure Management Manual (IIMM 6th edition, 2020) and included a condition audit

- Date of valuation: June 2021
- Valuer: ARRB Group

Community Wastewater Management Systems (CWMS)

Basis of valuation: Fair Value

- Date of valuation: 1 July 2017 noting that effective date of valuation as per APV Valuers is 30 June 2017
- Valuer: APV Valuers & Asset Management
- Since the detailed valuation undertaken at 1 July 2017, valuations have been updated annually by Council Officers at depreciated current replacement cost based on Australia Bureau of Statistics Time Series data, Table 17 (Construction Industries) movements specific to Adelaide for the period since valuation to June 2021

Footpaths & Retaining Walls

Valuations were derived as at June 2019 referencing individual rates in Rawlinsons and Council Contracts to determine an overall rate for Council assets including footpaths and retaining walls by Steve Walker, Principal, Asset Engineering.

- Footpath rates were established by using rates from Council's schedule of rates contract to establish rates for brick paved, asphaltic concrete and concrete.
- Retaining Wall rates were established by using rates from Rawlinsons for retaining walls on a square metre basis for differing heights and referenced against Council's actual constructions in previous years

Notes to the Financial Statements

for the year ended 30 June 2021

Note 7. Infrastructure, Property, Plant & Equipment (continued)

- Since the detailed valuation undertaken at June 2019, valuations have been updated by Council Officers at depreciated current replacement cost based on Australia Bureau of Statistics Time Series data, Table 17 (Construction Industries) movements specific to Adelaide for the period since valuation to June 2021

Kerb & Gutter and Guardrails (safety barriers)

Valuations were derived as at June 2020 referencing individual rates in Rawlinsons and Council Contracts to determine an overall rate for Council assets for kerb & gutter and safety barriers including guard rails by Steve Walker, Principal, Asset Engineering.

- Rates from Councils 2018 schedule of rates contract have been used to establish rates for barrier kerb, semi mountable, pinned semi mountable kerb with stone inlay. A BPI rate of 1.06 has been used to adjust rates from 2018 to 2020.
- Rates from Rawlinsons (2020), have been used to establish rates for safety barriers and terminal treatments. These estimated rates have been adjusted and checked against Councils recent actual costs and relate well.
- Since the detailed valuation using unit rates undertaken at June 2020, valuations have been updated by Council Officers at depreciated current replacement cost based on Australia Bureau of Statistics Time Series data, Table 17 (Construction Industries) movements specific to Adelaide for the period since valuation to June 2021

Roads

- Valuations were derived as at June 2019 referencing individual rates in Rawlinsons and Council Contracts to determine an overall rate for Council assets including road seal and road pavement by Steve Walker, Principal, Asset Engineering.
- Road Seals rates were established by using Council's recent contract rates for resealing which includes profiling, raising top stones, supply and laying of asphaltic concrete and supply and laying of spray seal
- Road Pavement rates were established by using rates from Rawlinsons applicable to the reconstruction of road pavements and compared against Council's actual costs
- During 2019-20 Council undertook a review of its sealed road components following an external review by Jeff Roorda, TechnologyOne, regarding components for road pavements. The assessment resulted in road pavement being componentised into a pavement base-course (layer immediately under the seal component) and a sub-base (bottom layer of road pavement). The base course layer retained the same useful life and the sub-base useful life was increased based on industry knowledge and standards. Given this useful life change, the sub-base was subsequently revalued from the asset construction date and hence the written down value of the assets adjusted downwards. As part of this process, the overall unit rate was also reallocated between the base-course and sub-base components.
- Since the detailed valuation using unit rates undertaken at June 2019, valuations have been updated by Council Officers at depreciated current replacement cost based on Australia Bureau of Statistics Time Series data, Table 17 (Construction Industries) movements specific to Adelaide for the period since valuation to June 2021

Cemeteries, Playgrounds, Sport and Recreation Facilities (S&R), Street Furniture, Stormwater and Traffic Controls

Valuations were performed by Council Officers at depreciated current replacement cost as at 30 June 2021 based on Australia Bureau of Statistics Time Series data, Tables 17 (Construction Industries) specific to Adelaide for June 2021.

Plant & Equipment

Basis of valuation: Historic Cost

Furniture & Fittings

Basis of valuation: Historic Cost

Notes to the Financial Statements

for the year ended 30 June 2021

Note 8. Liabilities

\$ '000	2021 Current	2021 Non Current	2020 Current	2020 Non Current
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(a) Trade and Other Payables

Goods & Services	3,894	—	2,624	—
Payments Received in Advance	2,360	—	799	—
Accrued Expenses - Employee Entitlements	652	—	711	—
Accrued Expenses - Other	231	—	331	—
Aged Care Facility Deposits	590	—	782	—
Other	7	—	7	—
<u>TOTAL Trade and Other Payables</u>	<u>7,734</u>	<u>—</u>	<u>5,254</u>	<u>—</u>

\$ '000	Notes	2021 Current	2021 Non Current	2020 Current	2020 Non Current
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(b) Borrowings

Bank Overdraft		5,200	—	2,000	—
Loans		—	5,000	5,000	5,000
Lease Liabilities	17b	323	425	285	446
<u>TOTAL Borrowings</u>		<u>5,523</u>	<u>5,425</u>	<u>7,285</u>	<u>5,446</u>

All interest bearing liabilities are secured over the future revenues of the Council

(c) Provisions

Employee Entitlements (including oncosts)	3,633	127	3,338	129
Future Reinstatement / Restoration, etc	330	1,400	250	1,399
<u>TOTAL Provisions</u>	<u>3,963</u>	<u>1,527</u>	<u>3,588</u>	<u>1,528</u>

Notes to the Financial Statements

for the year ended 30 June 2021

Note 9. Reserves

	as at 30/06/20				as at 30/06/21
\$ '000	Opening Balance	Increments (Decrements)	Transfers	Impairments	Closing Balance
(a) Asset Revaluation Reserve					
Land - Community	59,878	889	—	—	60,767
Buildings	32,278	(477)	—	—	31,801
Infrastructure					
- Bridges	4,292	(14)	—	—	4,278
- Cemeteries	2,242	(34)	—	—	2,208
- Community Wastewater Management Systems	5,487	516	—	—	6,003
- Footpaths	205	(205)	—	—	—
- Guardrails	1,335	385	—	—	1,720
- Kerb & Gutter	16,388	5,355	—	—	21,743
- Playgrounds	113	11	—	—	124
- Retaining Walls	4,770	749	—	—	5,519
- Roads	114,093	727	—	—	114,820
- Sport & Recreation	2,969	(721)	—	—	2,248
- Stormwater	19,117	844	—	—	19,961
- Street Furniture	1,240	(200)	—	—	1,040
- Traffic Controls	571	(14)	—	—	557
JV's / Associates - Other Comprehensive Income	228	—	—	—	228
Total Asset Revaluation Reserve	265,206	7,811	—	—	273,017
Comparatives	269,691	(4,485)	—	—	265,206

	as at 30/06/20				as at 30/06/21
\$ '000	Opening Balance	Tfrs to Reserve	Tfrs from Reserve	Other Movements	Closing Balance
(b) Other Reserves					
Community Wastewater Management Systems	295	43	—	—	338
Torrens Valley Community Centre	101	—	—	—	101
Library	1	—	(1)	—	—
Scott Creek Progress Association	6	—	—	—	6
Environmental Fund Reserve	178	—	(178)	—	—
Significant Trees Reserve	—	3	—	—	3
Total Other Reserves	581	46	(179)	—	448
Comparatives	573	107	(99)	—	581

PURPOSES OF RESERVES

Asset Revaluation Reserves

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non current assets (less any subsequent impairment losses, where applicable).

Notes to the Financial Statements

for the year ended 30 June 2021

Note 10. Assets Subject to Restrictions

\$ '000	2021	2020
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The uses of the following assets are restricted, wholly or partially, by legislation or other externally imposed requirements. The assets are required to be utilised for the purposes for which control was transferred to Council, or for which the revenues were originally obtained.

Cash & Financial Assets

Community Wastewater Management Systems Investigations	347	354
Total Cash & Financial Assets	347	354
Total Assets Subject to Externally Imposed Restrictions	347	354

Note 11. Reconciliation to Statement of Cash Flows

\$ '000	Notes	2021	2020
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(a) Reconciliation of Cash

Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:

Total Cash & Equivalent Assets	5	637	518
Less: Short-Term Borrowings	8	(5,200)	(2,000)
Balances per Statement of Cash Flows		(4,563)	(1,482)

Notes to the Financial Statements

for the year ended 30 June 2021

Note 11. Reconciliation to Statement of Cash Flows (continued)

\$ '000	Notes	2021	2020
(b) Reconciliation of Change in Net Assets to Cash from Operating Activities			
Net Surplus/(Deficit)		3,304	(2,773)
Non-Cash Items in Income Statements			
Depreciation, Amortisation & Impairment		9,451	9,207
Fair Value Adjustments		193	—
Equity Movements in Equity Accounted Investments (Increase)/Decrease		(751)	(63)
Premiums & Discounts Recognised & Unwound		(14)	—
Non-Cash Asset Acquisitions		(1,884)	(970)
Grants for capital acquisitions treated as Investing Activity		(1,108)	(556)
Net (Gain) Loss on Disposals		1,852	1,757
Other		293	(71)
		11,336	6,531
Add (Less): Changes in Net Current Assets			
Net (Increase)/Decrease in Receivables		(464)	(220)
Net (Increase)/Decrease in Inventories		(5)	1
Net Increase/(Decrease) in Trade & Other Payables		1,371	(192)
Net Increase/(Decrease) in Unpaid Employee Benefits		293	515
Net Increase/(Decrease) in Other Provisions		81	155
Net Cash provided by (or used in) operations		12,612	6,790
(c) Non-Cash Financing and Investing Activities			
Acquisition of assets by means of:			
Physical Resources Received Free of Charge	2h	1,884	970
Amounts recognised in Income Statement		1,884	970
Total Non-Cash Financing and Investing Activities		1,884	970
(d) Financing Arrangements			
Unrestricted access was available at balance date to the following lines of credit:			
Bank Overdrafts		200	200
Corporate Credit Cards		180	180
Asset Finance - Leasing		750	750
LGFA Cash Advance Debenture Facility		14,800	10,200

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 12(a). Functions

Income, Expenses and Assets have been directly attributed to the following Functions / Activities.
Details of these Functions/Activities are provided in Note 12(b).

\$ '000	2021	INCOME	2021	EXPENSES	OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
		2020		2020	2021	2020	2021	2020	2021	2020
Functions/Activities										
Council	—	—	—	—	—	—	—	—	439,819	427,533
Community Capacity	4,783	1,768	9,324	6,851	(4,541)	(5,083)	4,317	1,472	—	—
Corporate Services	40,954	40,155	8,902	12,153	32,052	28,002	822	839	—	—
Infrastructure & Operations	4,943	3,453	27,881	26,608	(22,938)	(23,155)	3,043	2,850	—	—
Development & Regulatory Services	1,501	1,248	3,717	3,554	(2,216)	(2,306)	37	84	—	—
Total Functions/Activities	52,181	46,624	49,824	49,166	2,357	(2,542)	8,219	5,245	439,819	427,533

Revenues and expenses exclude net gain (loss) on disposal or revaluation of assets, amounts received specifically for new or upgraded assets and physical resources received free of charge.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 12(b). Components of Functions

The activities relating to Council functions are as follows:

COMMUNITY CAPACITY

Communications, Engagement & Events, Community Capacity Director's Office, Community Development (Management & Partnerships), Community Grants, Community Programs, Cultural Development, Customer Experience, Customer Service, Economic Development, FABRIK Arts and Heritage Hub, Library Services, Positive Ageing (Home and Social Support), Positive Ageing Project (Collaborative), The Summit Community Centre, Torrens Valley Community Centre, Volunteering and Youth Development.

CORPORATE SERVICES

Cemeteries, Corporate Services Director's Office, Financial Services, Governance & CEO Office, Information Services, Lobethal Woollen Mill Precinct, Organisational Development & Work Health & Safety, Property Management and Retirement Villages.

INFRASTRUCTURE & OPERATIONS

Civil Services, Community Wastewater Management System (CWMS), Emergency Management, Infrastructure & Operations Director's Office, Open Space Biodiversity, Open Space Operations, Open Space - Sport & Recreation Planning, Sustainability, Strategic Assets and Waste.

DEVELOPMENT & REGULATORY SERVICES

Animal Management, Development & Regulatory Services Director's Office, Fire Prevention, Mt Lofty Waste Control Project, Parking and By-Laws, Planning & Development, Policy Planning and Public Health.

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Notes to the Financial Statements

for the year ended 30 June 2021

Note 13. Financial Instruments

Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits

Accounting Policy:

Initially recognised at fair value and subsequently measured at amortised cost; interest is recognised when earned.

Terms & Conditions:

Deposits are returning fixed interest rates between 0.30% and 0.60% (2020: 0.45% and 0.75%).

Carrying Amount:

Approximates fair value due to the short term to maturity.

Receivables - Rates & Associated Charges

Accounting Policy:

Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

Terms & Conditions:

Secured over the subject land, arrears attract interest of 5.2% (2020: 5.2%). Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries in the State.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Receivables - Fees & Other Charges

Accounting Policy:

Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

Terms & Conditions:

Unsecured, and do not bear interest. Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Receivables - Other Levels of Government

Accounting Policy:

Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

Terms & Conditions:

Amounts due have been calculated in accordance with the terms and conditions of the respective programs following advice of approvals, and do not bear interest. All amounts are due by Departments and Agencies of State and Federal Governments.

Carrying Amount:

Approximates fair value.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 13. Financial Instruments (continued)

Receivables - Retirement Home Contributions

Accounting Policy:

Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

Terms & Conditions:

Amounts due have been calculated in accordance with the terms and conditions of the respective legislation.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Liabilities - Creditors and Accruals

Accounting Policy:

Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.

Terms & Conditions:

Liabilities are normally settled on 30 day terms.

Carrying Amount:

Approximates fair value.

Liabilities - Retirement Home Contributions

Accounting Policy:

To avoid inconvenience when complying with the separate audit requirements imposed by the relevant legislation, amounts are carried at nominal values.

Terms & Conditions:

Pursuant to Commonwealth legislation certain intending residents are required to contribute amounts on an interest free basis. The amounts are subject to certain deductions as prescribed by the legislation, the balance being repaid on termination of tenancy.

Carrying Amount:

Approximates fair value for short tenancies; may be non-materially overstated for longer tenancies.

Liabilities - Interest Bearing Borrowings

Accounting Policy:

Initially recognised at fair value and subsequently at amortised cost using the effective interest rate.

Terms & Conditions:

Secured over future revenues, borrowings are repayable (describe basis); interest is charged at fixed (or variable - describe) rate **4.6%** (2020: between **4.6%** and **6.75%**).

Carrying Amount:

Approximates fair value.

Liabilities - Leases

Accounting Policy:

Accounted for in accordance with AASB 16 as stated in Note 17.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 13. Financial Instruments (continued)

\$ '000	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
Financial Assets					
2021					
Cash & Cash Equivalents	635	—	—	635	637
Receivables	3,354	—	—	3,354	2,943
Total Financial Assets	3,989	—	—	3,989	3,580
Financial Liabilities					
Payables	4,726	—	—	4,726	4,722
Current Borrowings	5,537	—	—	5,537	5,523
Non-Current Borrowings	230	6,123	—	6,353	5,425
Total Financial Liabilities	10,493	6,123	—	16,616	15,670
2020					
Cash & Cash Equivalents	518	—	—	518	518
Receivables	2,621	—	—	2,621	2,621
Total Financial Assets	3,139	—	—	3,139	3,139
Financial Liabilities					
Payables	3,744	—	—	3,744	3,744
Current Borrowings	7,636	—	—	7,636	7,285
Non-Current Borrowings	230	6,380	—	6,610	5,446
Total Financial Liabilities	11,610	6,380	—	17,990	16,475

The following interest rates were applicable to Council's Borrowings at balance date:

\$ '000	2021		2020	
	Weighted Avg Interest Rate	Carrying Value	Weighted Avg Interest Rate	Carrying Value
Overdraft	1.68%	5,200	2.20%	2,000
Fixed Interest Rates	4.60%	5,425	5.68%	12,731
		10,625		14,731

Net Fair Value

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 13. Financial Instruments (continued)

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any impairment. All Council investments are made with the SA Local Government Finance Authority and NAB. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor **currency risk** apply.

Liquidity Risk is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates. Council also has available a range of bank overdraft and standby borrowing facilities that it can access.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Council has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

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Notes to the Financial Statements

for the year ended 30 June 2021

Note 14. Capital Expenditure and Investment Property Commitments

\$ '000	2021	2020
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Capital Commitments

Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:

Infrastructure	985	1,900
Plant & Equipment	532	94
	<u>1,517</u>	<u>1,994</u>

These expenditures are payable:

Not later than one year	1,517	1,994
	<u>1,517</u>	<u>1,994</u>

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Notes to the Financial Statements

for the year ended 30 June 2021

Note 15. Financial Indicators

\$ '000	Amounts 2021	Indicator 2021	Indicators 2020	Indicators 2019
Financial Indicators overview				
<i>These Financial Indicators have been calculated in accordance with Information paper 9 - Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.</i>				
1. Operating Surplus Ratio				
Operating Surplus	2,357	4.5%	(5.5)%	2.1%
Total Operating Income	52,181			
<i>This ratio expresses the operating surplus as a percentage of total operating revenue.</i>				
2. Net Financial Liabilities Ratio				
Net Financial Liabilities	20,310	39%	43%	34%
Total Operating Income	52,181			
<i>Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.</i>				
Adjustments to Ratios				
<i>In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. These Adjusted Ratios correct for the resulting distortion in key ratios for each year and provide a more accurate basis for comparison.</i>				
Adjusted Operating Surplus Ratio				
Operating Surplus	2,768	5.3%	(4.9)%	0.6%
Total Operating Income	52,592			
Adjusted Net Financial Liabilities Ratio				
Net Financial Liabilities	20,310	39%	42%	34%
Total Operating Income	52,592			
3. Asset Renewal Funding Ratio				
Asset Renewals	7,823	85%	106%	93%
Infrastructure & Asset Management Plan required expenditure	9,212			
<i>Asset renewals expenditure is defined as capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.</i>				

Notes to the Financial Statements

for the year ended 30 June 2021

Note 16. Uniform Presentation of Finances

\$ '000	2021	2020
<p>The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.</p> <p>All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.</p> <p>The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.</p>		
Income	52,181	46,536
less Expenses	(49,824)	(49,078)
Operating Surplus / (Deficit)	2,357	(2,542)
Net Outlays on Existing Assets		
Capital Expenditure on Renewal and Replacement of Existing Assets	(7,823)	(9,718)
add back Depreciation, Amortisation and Impairment	9,451	9,207
add back Proceeds from Sale of Replaced Assets	604	714
	2,232	203
Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	(5,372)	(3,223)
add back Amounts Received Specifically for New and Upgraded Assets	2,409	556
add back Proceeds from Sale of Surplus Assets (including investment property, real estate developments & non-current assets held for resale)	17	1,647
	(2,946)	(1,020)
Net Lending / (Borrowing) for Financial Year	1,643	(3,359)

Notes to the Financial Statements

for the year ended 30 June 2021

Note 17. Leases

(i) Council as a lessee

Set out below are the carrying amounts of right-of-use assets recognised within Infrastructure, Property, Plant and Equipment and the movements during the period:

(a) Right of use assets

\$ '000	Right of Use	ICT Equipment Leases	Property Leases	Total
2021				
Opening balance	—	685	43	728
Transfer from leased assets (former finance leases)	—	—	—	—
Additions to right-of-use assets	—	186	167	353
Adjustments to right-of-use assets due to re-measurement of lease liability	—	—	—	—
Depreciation charge	—	(276)	(65)	(341)
Other	—	—	—	—
Balance at 30 June	—	595	145	740
2020				
Opening balance	239	—	—	239
Transfer from leased assets (former finance leases)	—	—	—	—
Additions to right-of-use assets	703	—	—	703
Adjustments to right-of-use assets due to re-measurement of lease liability	—	—	—	—
Depreciation charge	(214)	—	—	(214)
Other	—	—	—	—
Balance at 30 June	728	—	—	728

(b) Lease liabilities

Set out below are the carrying amounts of lease liabilities (included under interest-bearing loans and borrowings) and the movements during the period:

\$ '000	2021	2020
Balance at 1 July	732	239
Additions	352	703
Accretion of interest	17	11
Payments	(353)	(221)
Balance at 30 June	748	732
Classified as:		
Current	323	286
Non Current	425	446

The maturity analysis of lease liabilities is included in Note 13.

Council had total cash outflows for leases of \$402k.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 17. Leases (continued)

\$ '000	2021	2020
The following are the amounts recognised in profit or loss:		
Depreciation expense of Right-of-Use Assets	341	214
Interest expense on lease liabilities	17	11
Expense relating to short term leases	49	308
Total amount recognised in profit or loss	407	533

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Notes to the Financial Statements

for the year ended 30 June 2021

Note 18. Superannuation

The Council makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to the Accumulation section and/or Salarylink. All other employees (including casuals) have all contributions allocated to the Accumulation section.

Accumulation only Members

Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (9.50% in 2020-21; 9.50% in 2019-20). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Salarylink (Defined Benefit Fund) Members

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Fund's Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2019-20) of "superannuation" salary.

In addition, Council makes a separate contribution of 3% of ordinary time earnings for Salarylink members to their Accumulation account. Employees also make member contributions to the Salarylink section of the Fund. As such, assets accumulate in the Salarylink section of the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Salarylink section's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.34(a), Council does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Fund's actuary, Louise Campbell, FIAA, of Willis Towers Watson as at 30 June 2021. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time.

Contributions to Other Superannuation Schemes

Council also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 19. Interests in Other Entities

All joint ventures and associates are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.

\$ '000	Council's Share of Net Income		Council's Share of Net Assets	
	2021	2020	2021	2020
Council's Share of Net Income				
Joint Ventures	751	63	2,342	1,491
Total Council's Share of Net Income	751	63	2,342	1,491

((a)i) Joint Ventures, Associates and Joint Operations

(a) Carrying Amounts

\$ '000	Principal Activity	2021	2020
Eastern Waste Management Authority	Waste Management	241	138
Gawler River Floodplain Management Authority	Floodplain Management	993	937
Adelaide Hills Regional Waste Management Authority	Waste Management	1,108	416
Total Carrying Amounts - Joint Ventures & Associates		2,342	1,491

Eastern Waste Management Authority

Eastern Waste is a regional subsidiary pursuant to S.43 of the Local Government Act 1999. Council has an interest in the assets and liabilities of Eastern Waste. The other member Councils are Norwood, Payneham & St. Peters, Burnside, Mitcham, Campbelltown and Walkerville.

Gawler River Floodplain Management Authority

Gawler River Floodplain Management Authority is a regional subsidiary pursuant to S.43 of the Local Government Act 1999. Council has an interest in the assets and liabilities of Gawler River Floodplain Management Authority. Other members are Barossa, Gawler, Light, Adelaide Plains and Playford Councils.

Adelaide Hills Regional Waste Management Authority

Adelaide Hills Regional Waste Management Authority is a regional subsidiary pursuant to S.43 of the Local Government Act 1999. Council has an interest in the assets and liabilities of Adelaide Hills Regional Waste Management Authority. Other members are Alexandrina, Mt. Barker and Murray Bridge Councils.

(b) Relevant Interests

	Interest in Operating Result		Ownership Share of Equity		Proportion of Voting Power	
	2021	2020	2021	2020	2021	2020
Eastern Waste Management Authority	14.29%	14.29%	14.29%	14.29%	14.29%	14.29%
Gawler River Floodplain Management Authority	4.54%	4.23%	4.54%	4.23%	16.67%	16.67%
Adelaide Hills Regional Waste Management Authority	35.78%	34.40%	37.40%	40.52%	25.00%	25.00%

Notes to the Financial Statements

for the year ended 30 June 2021

Note 19. Interests in Other Entities (continued)

(c) Movement in Investment in Joint Venture or Associate

\$ '000	Eastern Waste Management Authority		Gawler River Floodplain Management Authority		Adelaide Hills Regional Waste Management Authority	
	2021	2020	2021	2020	2021	2020
Opening Balance	138	101	937	878	416	371
Share in Operating Result	89	28	(13)	(10)	675	45
Share in Other Comprehensive Income	14	—	—	—	17	—
Adjustments to Equity	—	9	69	69	—	—
Council's Equity Share in the Joint Venture or Associate	241	138	993	937	1,108	416

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Notes to the Financial Statements

for the year ended 30 June 2021

Note 20. Contingencies & Assets/Liabilities Not Recognised in the Balance Sheet

The following assets and liabilities do not qualify for recognition in the Balance Sheet, but knowledge is considered relevant to the users of the financial report in making and evaluating decisions about the allocation of scarce resources.

1. LAND UNDER ROADS

As reported in the Financial Statements, Council is of the opinion that it is not possible to attribute a value sufficiently reliably for these assets to qualify for recognition, and accordingly land under roads has not been recognised in the reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

2. POTENTIAL INSURANCE LOSSES

Council is a multi-purpose organisation providing a large range of building, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council insures against all known insurable risks using a range of insurance policies, each of which is subject to deductible "insurance excesses", the amount of which varies according to the class of insurance.

Council has recognised the potential losses arising from claims known at reporting date based on average historical net cost (including insurance excess) of similar types of claims. Other potential claims not reported to Council may have existed at reporting date.

3. LEGAL EXPENSES

Council was the planning consent authority for development applications lodged prior to 19 March 2021 under the *Development Act 1993*. From 19 March 2021, the Council Assessment Panel (CAP) and the Council Assessment Manager are the relevant authorities under the *Planning Development & Infrastructure Act 2016* for most types of planning consents. The Building Fire Safety Committee is the relevant authority which issues building fire safety notices and the administration have delegations to issue enforcement notices. Pursuant to the legislation, applicants and certain persons designated under the legislation may lodge an appeal in the Environment, Resource and Development Court against a planning decision, an enforcement notice or, building fire safety notice. At 30 June 2021, Council was managing three appeals, one appeal against a CAP decision by a third party, one enforcement appeal and one building fire safety appeal. All costs to 30 June 2021 were recognised, but as on-going appeal matters further associated costs are expected in the 2021-22 year.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 21. Events after the Balance Sheet Date

Events that occur after the reporting date of 30 June 2021, up to and including the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

Council has adopted the date of receipt of the Auditors' Report as the appropriate "authorised for issue" date relating to these General Purpose Financial Statements.

COVID-19 has been classified as a global pandemic by the World Health Organisation and has developed rapidly in the last couple of years. Measures taken by the Federal and State governments have affected South Australia's economic activity and Council's operations.

At this stage, the financial impacts on Council's operations have not been significant and Council expects that further impacts on Council's operations to flow into the 2021-22 financial year will not be significant. We refer to Note 1.15 providing details of the financial impacts caused by COVID-19 during the 2020-21 financial year.

Council is aware of the following "non adjusting event" that merit disclosure;

Retirement Villages

In August 2018, Council resolved to sell its Retirement Village portfolio to Clayton Church Homes (CCH). As a result of contract negotiations and due diligence it was discovered that a portion of the Bridgewater Village is the subject of an unregistered charitable trust and is Community Land. As such, it was necessary to excise the Bridgewater village from the transaction at that time. However, Council has provided CCH with a first right of refusal to purchase the Bridgewater Village if the Trust is able to be varied and the community land classification revoked.

As a result, there is a number of contractual conditions precedent still to be fulfilled prior to the sale of Bridgewater Village being unconditional. Given the highly restrictive definition of a non-current assets held for resale these assets have remained within the land and buildings categories under Infrastructure, Property Plant & Equipment in the Statement for Financial Position.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 22. Related Party Transactions

Key Management Personnel

Transactions with Key Management Personnel

The Key Management Personnel of the Council include the Mayor, Councillors, CEO and certain prescribed officers under section 112 of the Local Government Act 1999. In all, 20 persons were paid the following total compensation.

\$ '000	2021	2020
The compensation paid to Key Management Personnel comprises:		
Short-Term Employee Benefits	1,595	1,590
Long-Term Benefits	118	116
Total	1,713	1,706

Amounts paid as direct reimbursement of expenses incurred on behalf of Council have not been included above.

Receipts from Key Management Personnel comprise:

Other than amounts paid as ratepayers or residents (e.g. rates), Council received the following amounts in total:

Planning and Building Application Fees	2	1
Total	2	1

Seven Key Management Personnel are a Board Members/Deputy Board Members of seven entities, namely the Adelaide Hills Regional Waste Management Authority, Adelaide Hills Tourism, Local Government Association of SA, Local Government Professionals SA, Piccadilly CFS, Southern Hills LGA, and The Hut Community Centre respectively, which have had some dealings with Council but it is not considered that those members control or jointly control those organisations.

During the financial year the Adelaide Hills Council:

- paid Adelaide Hills Regional Waste Management Authority, being a Council subsidiary, \$1.4m for collection and disposal of waste and associated services
- paid Adelaide Hills Tourism funding of \$116,737 along with grants of \$4,950
- paid to Local Government Association of SA \$57,838 for Membership and \$24,202 for Training, Seminar/Forum and Tenders & Contracts
- paid to Local Government Professionals SA, \$5,000 for bronze memberships and \$8,468 for conferences and training
- paid a grant of \$1,500 to the Piccadilly CFS
- paid to Southern & Hills LGA an amount of \$25,279 for Membership and \$5,313 as a public health plan levy
- paid \$196,126 to The Hut Community Centre relating to funding for provision of Community Home Support Program of \$12,650; other funding of \$171,328; reimbursement of volunteer expenses of \$11,428 and reimbursement of 80% of electricity of \$719

One Key Management Person received salary and wages from The Hut Community Centre Inc for the 2020-21 financial year. Details of the transactions by Council with this entity are disclosed above.

One other Key Management Person received income from the University of SA for the 2020-21 financial year. In the 2020-21 financial year Council paid \$2,200 to University of SA for the CERM PI Review of Adelaide Hills Library Service 2020.

Notes to the Financial Statements

for the year ended 30 June 2021

Note 22. Related Party Transactions (continued)

Six Key Management Personnel are members on nine management committees of groups that received contributions from Adelaide Hills Council. Details of those contributions are as follows:

- Adelaide Hills (War Memorial) Swimming Centre Inc who received \$84,913 as a maintenance contribution and \$2,500 as a community development grant
- Birdwood High School who received a \$150 donation
- Gawler River Flood Plain Management Authority, being a Council subsidiary who received \$27,712 as Council's 20-21 Subscription
- Lenswood & Forest Range Community Association who received \$200 event support
- Lobethal Centennial Hall who received hall hire of \$952 and reimbursement of water rates of \$712
- Piccadilly Valley Community Recreation Centre who received \$1,500 as a community development grant
- RSL Gumeracha Sub branch who received a grant of \$300
- Woodside Hall who received \$1,032 for reimbursement of expenses
- Woodside Recreation Ground Committee, who received \$12,200 for Oval Maintenance and \$7,600 for power reimbursement

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General Purpose Financial Statements
for the year ended 30 June 2021

Independent Auditor's Report - Financial Statements

DRAFT

General Purpose Financial Statements
for the year ended 30 June 2021

Independent Auditor's Report - Internal Controls

DRAFT

General Purpose Financial Statements

for the year ended 30 June 2021

Certification of Auditor Independence

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Adelaide Hills Council for the year ended 30 June 2021, the Council's Auditor, Galpins has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*.

Andrew Aitken
Chief Executive Officer

Malcolm Herrmann
Presiding Member Audit Committee

Date:

General Purpose Financial Statements

for the year ended 30 June 2021

Statement by Auditor

I confirm that, for the audit of the financial statements of Adelaide Hills Council for the year ended 30 June 2020, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011*.

Auditor's Name

Audit Firm Name

Date: dd MMMM yyyy

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Appendix 2

Galpins Final Audit Completion Report

Galpins

Accountants, Auditors & Business Consultants

2020/21 Audit Completion Report

Adelaide Hills Council



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EXECUTIVE SUMMARY

To the members of the audit committee of Adelaide Hills Council

We are pleased to present our Audit Completion Report for the financial year ended 30 June 2021. The purpose of this document is to summarise the key accounting and audit matters that have arisen during the engagement and our audit conclusions.

We intend to issue the following opinions (subject to the satisfactory completion of the items described in section 1 – *Status of our Audit Work* of this document):

Intended opinions	Type of opinion	Proposed Auditor's Report
Opinion on the Financial Statements	Unmodified	Refer to the Appendix 1 of this report.
Controls Opinion	Unmodified	Refer to the Appendix 2 of this report.

We have included in this report the following information to ensure that councillors, management and audit committee members are aware of all significant matters relating to the audit.

Matters	Sections
Status of our audit work	Section 1
Summary of Audit Risks and Overall Responses	Section 2
Key Audit Matters	Section 3
Internal Controls Opinion and Recommendations	Section 4
Final Management Letter	Section 5
Immaterial Uncorrected Misstatements	Section 6
Proposed Independent Auditor's Report on the Financial Report	Appendix 1
Proposed Independent Auditor's Report on the Internal Controls	Appendix 2
Draft Statement by Auditor	Appendix 3
Better Practice Model (BPM) Risks	Appendix 4
Risk Ratings	Appendix 5

We also confirm our intention to sign the statement by auditor regarding our independence, and confirm that for the audit of the year ended 30 June 2021 we have maintained our independence in accordance with the requirements of APES 110 – *Code of Ethics for Professional Accountants (including Independence Standards)*, Part 4A, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

Yours faithfully



Tim Muhlhausler CA Registered Company Auditor

Date: 14 October 2021

1. Status of Our Audit Work

Below a summary of the status of audit activities and key documents related to the completion of our final audit.

Activities/Documents	Responsibility	Status
Final draft of the financial report	Management	Completed
Final audit visit	Audit	Completed
Final substantive procedures	Audit	Completed
Audit verification of the final draft of the financial report	Audit	Completed
Final draft of the financial report after audit verification	Management	Completed
Audit Completion Report	Audit	Completed
Final financial report after considerations from the audit committee	Management	To be completed
Signed certification of financial statements	Management	To be completed
Signed certification of auditor independence	Management	To be completed
Signed management representation letter	Management	To be completed
Signed statement by auditor	Audit	To be completed
Review of the subsequent events up to the date of the auditor's report.	Audit	To be completed
Final Independent Auditor's Report on the Internal Controls	Audit	To be completed
Final Independent Auditor's Report on the Financial Report	Audit	To be completed

Our final independent auditor's reports on the internal controls and on the financial report will be issued upon receipt of the final financial report (containing the signed certification of financial statements and the signed certification of auditor independence) and the signed management representation letter.

2. Summary of Audit Risks and Overall Responses

Below, a summary of our initial audit risks identified in our audit plan presented to the audit committee, the audit approach and responses to address these risks and the final audit risks (residual risks) after the execution of our audit procedures.

Statement of Comprehensive Income – Income

Accounts	Initial Audit Risk	\$ '000	Risks as per BPM – REF*	Audit Response	Residual Risk	Results
Rates and charges	High	40,110	RA1/RA2/RA3/RA4/RE1/RE2	Controls and substantive tests	Low	Fairly presented
Statutory charges	Moderate	1,489	US1/US2/US3/RE1/RE2	Substantive tests	Low	Fairly presented
User charges	Moderate	705	US1/US2/US3/RE1/RE2	Substantive tests	Low	Fairly presented
Grants	Moderate	8,219	GR1/GR2/GR3/RE1/RE2	Substantive tests	Low	Fairly presented
Investment Income	Low	22	II1	Substantive tests	Low	Fairly presented
Reimbursements	Low	235	OR1	Substantive tests	Low	Fairly presented
Other Income	Low	637	OR1	Substantive tests	Low	Fairly presented
Equity Accounted Businesses	Low	764	OR1/OE1	Substantive tests	Low	Fairly presented

Statement of Comprehensive Income - Expenses

Accounts	Initial Audit Risk	\$ '000	Risks as per BPM – REF*	Audit Response	Residual Risk	Results
Employee costs	High	18,644	PA1/PA2/PA3/PA4/PA5/PA6	Controls and substantive tests	Low	Fairly presented
Materials / Contracts / Other Expenses	High	21,101	PP1/PP2/PP3/PP4/PP5/PP6 CO1/CO2/CO3 CC1/CC2/CC3	Controls and substantive tests	Low	Fairly presented
Depreciation and amortisation	High	9,451	FI4	Controls and substantive tests	Low	Fairly presented
Finance Costs	Low	615	BO1	Substantive tests	Low	Fairly presented
Equity Accounted Businesses	Low	13	OR1/OE1	Substantive tests	Low	Fairly presented

Statement of Comprehensive Income – Other Comprehensive Income

Accounts	Initial Audit Risk	\$ '000	Risks as per BPM – REF*	Audit Response	Residual Risk	Results
Asset Disposals & FV Adjust	High	(2,045)	FI1/FI3	Controls and substantive tests	Low	Fairly presented
Amounts Received Specifically for New or Upgraded Assets	Moderate	1,108	GR1/GR2/GR3/RE1/RE2	Substantive tests	Low	Fairly presented
Physical Resources Received Free of Charge	Low	1,884	FI1	Substantive tests	Low	Fairly presented

Statement of Financial Position – Assets

Accounts	Initial Audit Risk	\$ '000	Risks as per BPM – REF*	Audit Response	Residual Risk	Results
Cash and cash equivalents	High	637	BA1/BA2/IN1/IN2/IN3	Controls and substantive tests	Low	Fairly presented
Trade and other receivables	Moderate	3,225	DE1/DE2/DE3/DE4/DE5/PR1	Controls and substantive tests	Low	Fairly presented
Inventories	Low	23	STK1	Substantive tests	Low	Fairly presented
Non-current assets held for sale	High	-	OTH1	Substantive tests	Low	Fairly presented
Financial Assets – NC	Low	-	LO1	Substantive tests	Low	Fairly presented
Equity Accounted Businesses	Low	2,342	OR1/OE1	Substantive tests	Low	Fairly presented
IPPE	High	433,592	FI1/FI2/FI3/FI4/FI5	Controls and substantive tests	Low	Fairly presented

Statement of Financial Position – Liabilities

Accounts	Initial Audit Risk	\$ '000	Risks as per BPM – REF*	Audit Response	Residual Risk	Results
Trade and other payables	High	7,734	AP1/AP2/AP3/AP4/AP5/TA1/AE1	Controls and substantive tests	Low	Fairly presented
Borrowings	Low	5,523	BO1/BO2/BO3/BO4	Substantive tests	Low	Fairly presented
Provisions	Moderate	3,963	EP1	Substantive tests	Low	Fairly presented
Borrowings - NC	Low	5,425	BO1/BO2/BO3/BO4	Substantive tests	Low	Fairly presented
Provisions - NC	Moderate	1,527	EP1	Substantive tests	Low	Fairly presented

Statement of Financial Position – Equity

Accounts	Initial Audit Risk	\$ '000	Risks as per BPM – REF*	Audit Response	Residual Risk	Results
Accumulated Surplus	Low	142,182	N/A	Substantive tests	Low	Fairly presented
Asset Revaluation Reserves	High	273,017	FI3	Controls and substantive tests	Low	Fairly presented
Other Reserves	Low	448	N/A	Substantive tests	Low	Fairly presented

Intended Audit Opinion

In our opinion, subject to the satisfactory completion of the items described in section 1 of this report, the financial report prepared by the Council presents fairly, in all material respects, the Council's financial position as at 30 June 2021 and its financial performance for the year ended on that date.

* A list of the main risks as per the Better Practice Model (BPM) addressed during our audit and related risk references is provided in Appendix 4.

3. Key Audit Matters

Key audit matters are those matters that, in the auditor's professional judgement, were of most significance in the audit of the financial report. We address these matters in the context of our audit of the financial report as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.

3.1 Valuation of Infrastructure assets

Why the matter is significant	How the matter was addressed
<p>Infrastructure assets are valued at fair value. The fair values of these assets were based on depreciated current replacement costs which is comprised by the gross replacement cost less accumulated depreciation.</p> <p>Council values the gross replacement cost using the estimated average cost (unit cost) at which it could construct a substitute asset of comparable quality in the normal course of business. There was inherent subjectivity involved in making judgments in relation to assumptions used to estimate unit rates which also involved determining the:</p> <ul style="list-style-type: none"> ▪ components of assets that are replaced at different times in the asset lifecycle ▪ costs required to replace these components using current prices for materials, labour, and plant costs ▪ indices for measuring subsequent changes in unit rates. <p>The useful lives of assets and the measurement of accumulated depreciation are determined by external valuers. Significant judgement is used to determine the different useful lives for different components of assets and to calculate the depreciation that would have accumulated since original construction using these estimated useful lives.</p> <p>The significant professional judgments used to estimate the gross replacement cost and the accumulated depreciation are also relevant to the calculation of the annual depreciation expense of these assets.</p>	<p>Our audit included but was not limited to the following activities:</p> <ul style="list-style-type: none"> ▪ reconciled closing balances to the asset registers ▪ reconciled the movements in note 7 to the asset register ▪ reviewed the basis for valuation used by external valuers ▪ assessed the competence of external valuers (experts) in accordance with Australian Accounting Standards ▪ reviewed the fair value hierarchy provided in note 7 for each category of asset ▪ reconciled the useful lives used to calculate the accumulated depreciation and the depreciation for the period to the revaluation reports ▪ reviewed the useful lives mentioned above for different components and compared them to other local government entities ▪ performed a recalculation of depreciation ▪ reviewed the methodology used by Council to perform componentisation of infrastructure assets and compared the methodology used to Council's actual asset management practices and to other local government entities ▪ reconciled the unit rates used for different components of infrastructure assets to the unit rates provided in the revaluation report ▪ reviewed the unit rates mentioned above and compared them to different local government entities ▪ assessed the adequacy of disclosures in the financial report.

3.2 Valuation of Land and Buildings

Why the matter is significant	How the matter was addressed
<p>Land and buildings are valued at fair value. The basis of valuation to be used for these assets depends on a number of factors such as the nature of the asset, purpose of their use, the highest and best use of the asset, potential restrictions to the disposal of these assets among other factors.</p> <p>Valuation of land depends on whether the land is classified as Crown land or community land. Community land and Crown land are valued using unobservable (level 3) inputs as the allowance for the restriction on sale (requiring Ministerial consent) is usually an unobservable input, and is likely to have a significant effect on valuation.</p> <p>Land, where Council has an unfettered right to sell them, is usually valued at current market value based on their highest and best use. Level 2 inputs are primarily used for land during the valuation process.</p> <p>Valuation of buildings depends on the nature of these assets. Some Council buildings have no active market due to the specialised nature of the assets and the services they provide. For such buildings fair value is usually determined on the basis of replacement with a new building having similar service potential. Valuation techniques used to measure fair value of these buildings include significant unobservable inputs (level 3).</p> <p>For buildings that have an active market, buildings are assessed on market value principles which is deemed to be their fair value based on level 2 inputs. The most significant input into this valuation approach is sales transactions of comparable properties within the City, adjusted for any pertinent differences.</p> <p>The significant professional judgments used to estimate the value of land and buildings are also relevant to the calculation of the annual depreciation expense of these assets.</p>	<p>Our audit included but was not limited to the following activities:</p> <ul style="list-style-type: none"> ▪ reconciled closing balances to the asset registers ▪ reconciled the movements in note 7 to the asset registers ▪ reviewed the basis for valuation used by external valuers ▪ assessed the competence of external valuers (experts) in accordance with Australian Accounting Standards ▪ analysed the nature of the land building assets and concluded whether the fair value hierarchy provided in note 7 for each category of asset was reasonable ▪ reconciled the useful lives used to calculate the accumulated depreciation and the depreciation for the period to the revaluation reports ▪ reviewed the useful lives mentioned above for different components and compared them to other local government entities ▪ performed a recalculation of depreciation; and ▪ assessed the adequacy of disclosures in the financial report.

3.3 Accounting treatment of capitalisation of assets

Why the matter is significant	How the matter was addressed
<p>Councils are asset intensive and highly dependent on multiple assets to deliver services to customers. Hence, there is a high volume of transactions and significant amounts involved in relation to capitalisation of assets.</p> <p>Due to the unique characteristics of Council's assets a number of considerations are taken into account when an expenditure is capitalised which include:</p> <ul style="list-style-type: none"> whether Council is incurring capital expenditure to physical resources that are controlled by Council. Control is the most difficult of the characteristics of an asset to be defined as this usually goes beyond the legal ownership; Inclusions and exclusions of costs at initial recognition of an assets in accordance with AASB 116; Cost involved in dismantling and removing the asset and/or restoring the site under AASB 137; Borrowing costs to be capitalised into the cost of IPPE where the asset is a "qualifying asset" as per AASB 123; and accounting for subsequent costs and defining the nature of these costs as being capital or maintenance expenditure. 	<p>Our audit included but was not limited to the following activities:</p> <ul style="list-style-type: none"> performed analytical procedures to define whether the amounts capitalised for the FY was in accordance with our expectation and our understanding of the entity; reviewed internal controls in place for capitalisation of assets; selected a sample of additions and performed an assessment of the nature of the addition and concluded whether the addition was recognised in accordance with Australian Accounting Standards; reviewed the WIP schedule and selected a sample of transfers out to ensure that the asset was appropriately valued and capitalised in the right account; and reviewed the WIP schedule in order to identify projects that should have been capitalised but were not.

3.4 Revenue Recognition

Why the matter is significant	How the matter was addressed
<p>AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities commenced from 1 January 2019 – effectively 1 July 2019 for SA Councils. Council early adopted AASB 15 and AASB 1058 during the 2017/18 financial year.</p> <p>The main change for Councils is that income from capital and other specific purpose grants previously recognised on receipt may be recognised over time as performance obligations are met (where these obligations are sufficiently specific and rise from enforceable contracts) and a liability recognised for unspent monies.</p> <p>We focussed on this area as recognition of revenue involves some degree of professional judgement from Management in identifying sufficiently specific performance obligations in a grant agreement, determining whether a grant agreement can be classified as a capital grant and concluding on the most appropriate method for recognition of revenue for different types of grant agreements.</p>	<p>Our audit included but was not limited to the following activities:</p> <ul style="list-style-type: none"> evaluated Council's work to implement AASB 15 and AASB 1058 and assessed whether Council's accounting practices comply with Australian Accounting Standards performed analytical procedures to identify any variance that would represent a risk or incorrect application of AASB 15 and AASB 1058 reviewed a sample of grant agreements and assessed whether agreements contain sufficiently specific performance obligations evaluated the accounting treatment used by Council to account for the existing grant agreements in place selected for our tests tested a sample of financial transactions for compliance with Australian Accounting Standards.

3.5 Management Override of Controls

Why the matter is significant	How the matter was addressed
Management is in a unique position to perpetrate fraud because of management's inherent ability to manipulate accounting records and prepare a fraudulent report by overriding controls that otherwise appear to be operating effectively. Due to the unpredictable way in which such override could occur, the risk of material misstatement due to fraud is always considered a significant risk for audit purposes.	<p>Our audit included but was not limited to the following activities:</p> <ul style="list-style-type: none"> ▪ tested the appropriateness of journal entries recorded in the general ledger ▪ reviewed accounting estimates for biases ▪ performed final analytical procedures to conclude as to whether the financial report is consistent with our understanding of the entity ▪ requested written representation from Management ▪ reviewed IT access controls rights processes in place ▪ reviewed processes in place to ensure independent reviews of exception reports generated by Council ▪ reviewed processes in place to ensure independent reviews of audit trails of changes to master files.

3.6 Other High Risk Areas

The other high risk areas described in this section are account balances and/or audit areas that are not subject to a high degree of professional judgement, however we assessed their inherent risks as being high due to the materiality of the account balances, the high volume of transactions involved and other reasons outlined below:

Account balance	Why the risk is High	Overall audit response
Rates and charges	<ul style="list-style-type: none"> - largest revenue item - it is usually used as a reference point for analysing expenditure decisions - politically sensitive – reputational risk involved if rates are raised incorrectly. 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - comparison of total capital values from the VG report to the total capital value recorded in the rates system - reconciliation of the rates modelling to the rates system and to the general ledger - recalculation of rates for a sample of rate payers
Employee costs	<ul style="list-style-type: none"> - one of the largest expense items - high volume of transactions / data – subject to error. - errors impact individuals financially. 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - inspection of employee files (contracts, awards, EBs) - inspection of timesheets - recalculation of a sample of individual payments.
Materials, Contracts & Other expenses	<ul style="list-style-type: none"> - one of the largest expense items - High volume of transactions / date – subject to error - fraud risk area (procurement, payments and credit cards) - procurement and contracting are key focus areas for ICAC and the Auditor-General's Department. 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - inspection of supporting documents (contracts, invoices, purchase orders, subsequent payments, etc) for a sample of expenses

Account balance	Why the risk is High	Overall audit response
Cash and cash equivalents	<ul style="list-style-type: none"> - material balance - fraud risk - if there is any instance of errors and/or fraud it will be indicative of broader errors - Poor attitude to cash controls may be indicative of overall culture related to the entity's controls environment - public money 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - bank confirmation - inspection of bank statements - verification of outstanding reconciling items - reperformance of bank reconciliations.
Trade and other payables	<ul style="list-style-type: none"> - one of the largest liabilities - material balance - opportunity for understatements - if there is a poor use of accrual basis of accounting it will be indicative of poor culture - payments represent an opportunity for fraud 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - reconciliation between subsidiary ledgers and the general ledger - inspection of subsequent payments for a sample of creditors - inspection of a sample of subsequent payments for completeness test.

4. Internal Controls Opinion and Recommendations

We have performed an extensive review of the Council's financial controls for the purpose of forming our control opinion as required by section 129 of the *Local Government Act 1999* based on council's obligations under s125 of that Act.

Our controls opinion is restricted per s129 of the Act to the application of s125 as it relates to financial internal controls, specifically the controls exercised by the Council during the relevant financial year in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities.

A summary of the results of our review is provided in the table below:

Business cycles	Controls Reviewed	Operating Effectively				2021 Findings			
		2021	2020	2019	2018	H	M	L	BP
Purchasing & Procurement/Contracting	10	9	8	7	4	-	1	-	-
Fixed Assets	16	13	13	13	11	-	2	1	-
General Ledger	11	10	9	8	8	-	-	1	-
Accounts Payable	13	13	13	11	10	-	-	-	-
Rates / Rates Rebates	10	10	10	10	7	-	-	-	-
Payroll	19	19	19	18	16	-	-	-	-
Receipting	5	5	5	4	3	-	-	-	-
Credit Cards	5	5	5	5	5	-	-	-	-
Banking	5	5	5	5	5	-	-	-	-
Debtors	6	6	6	6	6	-	-	-	-
Total	100	95	93	87	75	-	3	2	-

Overall the Council demonstrated a high level of compliance with the implementation of an internal control framework consistent with the principles within the Better Practice Model.

During our interim audit visit we found that the majority of key internal controls reviewed were in place and were operating effectively (95 out of 100 core controls reviewed). Risks were rated based on an assessment of the risk of non-compliance with s125 of the Local Government Act 1999 as described in the Appendix 5 – Risk Ratings.

An **interim audit management letter** was issued and presented to the audit committee containing our overall assessment of the council's internal controls and all the controls weaknesses identified during our review of the Council's financial controls.

We recommended that Council prioritises the moderate risk findings, as failure in compensating controls addressing the same risk or existence of multiple moderate weakness within the same business cycle may lead to a material weakness and non-compliance with s125 of the Local Government Act.

In our opinion, subject to the satisfactory completion of the items described in the section 1 of this report, the **Council has complied, in all material aspects, with Section 125 of the Local Government Act 1999** in relation to Internal Controls established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities.

5. Final Management Letter

We have identified the following additional performance improvement observations when performing our substantive procedures during our final audit:

		Risk
1. Employees with excessive annual leave balances		Low
Finding	Audit identified eleven employees with annual leave balances in excess of 300 hours.	
Risk	Leave balances exceeding the allowable balances under the relevant EB. Staff not taking leave has financial implications as leave is paid at higher rates than it was accrued, and may lead to health safety and welfare issues.	
Recommendation	Implement strategies to systematically reduce excessive leave balances, and review monitoring procedures to ensure that employees do not accumulate excessive annual leave balances.	

Risks were rated based on an assessment of the risk of non-compliance with s125 of the Local Government Act 1999 as described in Appendix 5 – Risk Ratings.

6. Immaterial Uncorrected Misstatements

IUM 1 – Operating grants recorded as ‘Payments Received in Advance’					
D/C	Account at FS level	Assets Increase/ (decrease) \$'000	Liabilities (Increase)/ decrease \$'000	Surplus/Deficit (Increase)/ decrease \$'000	Other Comprehensive Income (Increase)/ decrease) \$'000
D	Trade and Other Payables	-	342	-	-
C	Grants, Subsidies and Contributions	-	-	(342)	-
<p>Description: Generally, receipts of grants are not immediately recognised as revenue where:</p> <ul style="list-style-type: none"> - there is an ‘enforceable’ contract with customer with ‘sufficient specific performance obligations’ (income is recognised when the performance obligations are satisfied under AASB 15 – <i>Revenue from Contract with Customers</i>); or - a financial asset has been received to enable Council to acquire or construct a recognisable non-financial asset (income is recognised over time when the Council satisfies its obligations under AASB 1058 – <i>Income of Not for Profit Entities</i>). <p>Audit performed a review of a list of grants classified as ‘Payments Received in Advance’ and identified a number of grants where the terms of the grant did not contain sufficiently specific performance obligations as required by AASB 15, and the terms did not specify that the grant is for the acquisition of a non-financial asset to identified specifications as required by AASB 1058.</p> <p>Therefore, revenue for these grants should have been recognised on receipt.</p>					

7. Contact Details



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Appendix 1 – Proposed Independent Auditor’s Report on the Financial Report

To the members of Adelaide Hills Council

Opinion

We have audited the accompanying financial report of Adelaide Hills Council (the Council), which comprises the statement of financial position as at 30 June 2021, the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Council Certificate of Adelaide Hills Council.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Council as at 30 June 2021, and its financial performance and its cash flow for the year then ended in accordance with the Australia Accounting Standards, *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor’s Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board’s APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Council’s Responsibility for the Financial Report

Council is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* and for such internal control as Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, Council is responsible for assessing the Council’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Council either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Council’s financial reporting process.

Auditor’s Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatements, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably

be expected to influence the economic decision of users taken on the basis of this financial report.

As part of an audit of the financial report in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit of the financial report in order to design procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS

Tim Muhlhausler CA Registered Company Auditor
Partner

Date:

Appendix 2 – Proposed Independent Auditor’s Report on the Internal Controls

To the members of Adelaide Hills Council

Independent Assurance Report on the Internal Controls of Adelaide Hills Council

Opinion

We have audited the compliance of Adelaide Hills Council (the Council) with the requirements of Section 125 of the *Local Government Act 1999* in relation only to the internal controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2020 to 30 June 2021 have been conducted properly and in accordance with the law.

In our opinion, Adelaide Hills Council has complied, in all material respects, with Section 125 of the *Local Government Act 1999* in relation to internal controls established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities so as to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law for the period 1 July 2020 to 30 June 2021.

Basis for Opinion

We conducted our engagement in accordance with applicable Australian Standards on Assurance Engagement ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial Information* and ASAE 3150 *Assurance Engagement on Controls*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the *Local Government Act 1999* in relation only to the internal controls specified above for the period 1 July 2020 to 30 June 2021. ASAE 3000 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

The Council’s Responsibility for Internal Controls

The Council is responsible for implementing and maintaining an adequate system of internal controls, in accordance with Section 125 of the *Local Government Act 1999* to ensure that the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities have been conducted properly and in accordance with law.

Our Independence and Quality Control

We have complied with the independence and other relevant ethical requirements relating to assurance engagements, and applied Auditing Standard ASQC 1 *Quality Control for Firms that Performs Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements* in undertaking this assurance engagement.

Auditor's responsibility

Our responsibility is to express an opinion on the Council's compliance with Section 125 of the *Local Government Act 1999* in relation only to the internal controls established by the Council to ensure that financial transactions relating to receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities have been conducted properly and in accordance with the law, based on our procedures. Our engagement has been conducted in accordance with applicable Australian Standards on Assurance Engagements ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Information* and ASAE 3150 *Assurance Engagements on Controls*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the *Local Government Act 1999* in relation only to the internal controls specified above for the period 1 July 2020 to 30 June 2021. ASAE 3000 also requires us to comply with the relevant ethical requirements for the Australian professional accounting bodies.

Limitations of Controls

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and operating effectively, the control objectives may not be achieved so that fraud, error, or non-compliance with laws and regulations may occur and not be detected.

An assurance engagement on controls is not designed to detect all instances of controls operating ineffectively as it is not performed continuously throughout the period and the tests performed are on a sample basis. Any projection of the outcome of the evaluation of controls to future periods is subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

Limitation of Use

This report has been prepared for the members of the Council in accordance with section 129 of the *Local Government Act 1999* in relation to the internal controls specified above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the members of the Council, or for any purpose other than that for which it was prepared.

GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS

Tim Muhlhausler CA Registered Company Auditor
Partner

Date:

Appendix 3 – Statement by Auditor

I confirm that, for the audit of the financial statements of Adelaide Hills Council for the year ended 30 June 2021, I have maintained my independence in accordance with the requirements of APES 110 – *Code of Ethics for Professional Accountants (including Independence Standards)*, Part 4A, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011*.

GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS

Tim Muhlhausler CA Registered Company Auditor
Partner

Date:

Appendix 4 – Better Practice Model (BPM) Risks

The risks outlined below are the main BPM risks addressed when determining our audit approach / response as described in section 2 of this report.

Business Cycles	Risk REF	Risks
Rates	RA1	Council does not raise the correct level of rate income
	RA2	Rates and rate rebates are either inaccurately recorded or not recorded at all
	RA3	The property master file data does not remain pertinent
	RA4	Rates are not collected on a timely basis
User Pay Income / Fee for services	US1	The fee charged does not reasonably reflect the value of the services provided
	US2	Council does not apply User Pay principles consistently
	US3	User pay income is either inaccurately recorded or not recorded at all
Investment / Interest Income	II1	Investment income is either inaccurately recorded or not recorded at all
Other Revenue	OR1	Other revenue is either inaccurately recorded or not recorded at all
Grants	GR1	Council loses recurrent grant funding to provide existing services
	GR2	Grant funding is not claimed by Council on a timely basis or not claimed at all
	GR3	Grants are either inaccurately recorded or not recorded at all
Receipting	RE1	Receipts are either inaccurately recorded or not recorded at all
	RE2	Receipts are not deposited at the bank on a timely basis
Purchasing & Procurement	PP1	Council does not obtain value for money in its purchasing and procurement
	PP2	Purchase of goods and services are made from non-preferred suppliers
	PP3	Purchase orders are either recorded inaccurately or not recorded at all
	PP4	Purchase orders are made for unapproved goods and services
	PP5	Supplier master file data does not remain pertinent and/or unauthorised changes are made to the supplier master file
Payroll	PA1	Payroll expense is inaccurately calculated
	PA2	Payroll disbursements are made to incorrect or fictitious employees
	PA3	Time and/or attendance data is either invalid, inaccurately recorded or not recorded at all
	PA4	Payroll master file does not remain pertinent and/or unauthorised changes are made to the payroll master file.
	PA5	Voluntary and statutory payroll deductions are inaccurately processed or without authorisation
	PA6	Employees termination payments are not in accordance with statutory and enterprise agreements
Credit cards	CC1	Credit cards are issued to unauthorised employees
	CC2	Credit cards are used for purchases of a personal nature
	CC3	Credit card limits are set at inappropriate levels

Business Cycles	Risk REF	Risks
Other Expenses	OE1	Other expenses are invalid, inaccurately recorded or not recorded at all
Contracting	CO1	Council is not able to demonstrate that all probity issues have been addressed in the Contracting process
	CO2	Council does not obtain value for money in relation to its Contracting
	CO3	Commitments are made for unapproved goods and services
Banking	BA1	Banking transactions are either inaccurately recorded or not recorded at all
	BA2	Fraud (i.e. misappropriation of funds)
Investments	IN1	Council makes poor investment decisions
	IN2	Investment transactions are either not recorded or are recorded inaccurately
	IN3	Investment income is inaccurately calculated or not recorded in the appropriate period
Debtors	DE1	Debtors are either inaccurately recorded or not recorded at all
	DE2	Rebates and credit notes to debtors are either inaccurately recorded or not recorded at all
	DE3	An appropriate provision for doubtful debts is not recorded
	DE4	Debtors are either not collected on a timely basis or not collected at all
	DE5	The Debtors master file data does not remain pertinent.
Fixed Assets	FI1	Fixed asset acquisitions, disposals and write-offs are fictitious, inaccurately recorded or not recorded at all. Fixed Asset Register (FAR) does not remain pertinent
	FI2	Fixed assets are inadequately safeguarded
	FI3	Fixed assets are not valued correctly initially or on subsequent revaluation
	FI4	Depreciation charges are either invalid, not recorded at all or are inaccurately recorded which includes inappropriate useful lives and residuals
	FI5	Fixed asset maintenance and/or renewals are inadequately planned
Prepayments	PR1	Prepayments are either inaccurately recorded or not recorded at all
Loans to Community groups	LO1	Loans to community groups are inaccurately recorded or not recorded at all
Accounts Payable	AP1	Accounts payable amounts and disbursements are either inaccurately recorded or not recorded at all
	AP2	Credit notes and other adjustments to accounts payable are either inaccurately recorded or not recorded at all
	AP3	Disbursements are not authorised properly
	AP4	Accounts are not paid on a timely basis
	AP5	Supplier master file data does not remain pertinent and/or unauthorised changes are made to the supplier master file
Accrued Expenses	AE1	Accrued Expenses are either inaccurately recorded or not recorded at all
Borrowings	BO1	Borrowings are either not recorded or are recorded inaccurately
	BO2	Loans are taken out without appropriate approval

Business Cycles	Risk REF	Risks
	BO3	Loans are not repaid in accordance with agreed terms
	BO4	Loan repayments are not recorded at all or are recorded inaccurately
Employee Provisions	EP1	Employee provisions are either inaccurately recorded or not recorded at all
Taxation	TA1	Tax liabilities are either inaccurately recorded or not recorded at all
Inventories	STK1	Inventory received is either recorded inaccurately or not recorded at all.
Other	OTH1	Other accounts at risk of either recorded inaccurately or not recorded at all.

Appendix 5 – Risk Ratings

The audit findings identified during our interim audit documented in our interim management letter and in section 4 of this report were rated as follows:

Category	Description
Potential Material Weaknesses	The issue described could lead to a material weakness in the council's internal controls and non-compliance with s125 of the Local Government Act.
Moderate Weaknesses	The issue described does not represent a material weakness due to the existence of compensating controls. However, the failure of the compensating controls or the existence of any other moderate weakness within the same business cycle may lead to a material weakness in the council's internal controls and non-compliance with s125 of the Local Government Act.
Low Risk Weaknesses	The issue described is a low risk weakness due to the existence of compensating controls and/or the failure or absence of the internal controls does not impact significantly on the council's financial risk. However, multiple low-level risk weakness within the same business cycle may lead to a material weakness in the council's internal controls and non-compliance with s125 of the Local Government Act.
Better Practice Weaknesses	The issue described has been included in this report as an opportunity for better practice.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 2021
AGENDA BUSINESS ITEM**

Item: 12.2

Responsible Officer: Natalie Westover
Manager Property Services
Corporate Services

Subject: Charleston Cemetery Compulsory Acquisition

For: Decision

SUMMARY

The purpose of this report is to seek a resolution to commence a process to compulsorily acquire the Charleston Cemetery which is comprised in Certificate of Title Volume 5066 Folio 740 and located at 36 Newman Road Charleston ("Cemetery") (refer **Appendix 1**).

The Cemetery is owned by The Charleston Cemetery Trust Inc. ("Trust"), which is an inactive not-for-profit incorporated association that accepted a transfer of the Cemetery from The Uniting Church in Australia Property Trust (S.A.) ("Uniting Church"). The Council has had care, control and management of the Cemetery since 2001.

The recommendation will result in Council obtaining legal ownership of the Cemetery which will broaden the powers that the Council has to manage the Cemetery including variation of legal access arrangements and future improvements.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To revoke the resolution of Council of 22 May 2001, B129.
 3. To commence a process to compulsorily acquire, under the *Land Acquisition Act 1969*, the Charleston Cemetery being the land contained in Certificate of Title Volume 5066 Folio 740 located at 36 Newman Road Charleston from The Charleston Cemetery Trust Inc.
 4. To continue to manage the Charleston Cemetery on behalf of The Charleston Cemetery Trust Inc in the interim from the date of this resolution until the completion of the land acquisition process.
 5. To authorise the Mayor and Chief Executive Officer to undertake all necessary actions, including execution of documents, including under the common seal of Council, to give effect to this resolution.
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	A functional built environment
Objective B.4	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
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	A prosperous economy
Objective E.3	Provide local infrastructure to drive growth and productivity
Priority E3.4	Manage and maintain Council assets to maximise their utilisation and benefit to the community

➤ Legal Implications

The *Land Acquisition Act 1969* provides a mechanism for Council, with the prior consent of the Minister for Planning and Local Government, to compulsorily acquire land.

The process to undertake a compulsory acquisition is set out in the *Land Acquisition Act 1969* which includes issuing a notice of intention to acquire the land, and then not less than 3 months after the issue of the notice of intention to acquire, publish a notice of acquisition in the Government Gazette. A successful land acquisition process will result in the Cemetery vesting in Council ownership, discharged of any mortgage, charge, encumbrance, trust or other interest affecting the land.

A previous resolution of Council from 2001 included Council agreeing to accept the trusteeship of the Cemetery from the Trust. Whilst the name of the Trust indicates that a trust was created at the time the land was transferred from the Uniting Church to the Trust, a separate trust deed has not been able to be located, which hinders a process to formally accept the trusteeship through an application to the Supreme Court as it can not be determined if the Trust had any power to transfer the land. As the recommendation is for the land to be acquired by Council for the purpose of owning, managing and maintaining the Cemetery as a public cemetery, and the Cemetery is on Council's Community Land Register for that purpose, the acquisition is considered consistent with the purposes of the constitution of the Trust.

The Cemetery has an existing right of way over the adjoining land on which the old Charleston Uniting Church is located ("Church"). This land has recently been sold by the Uniting Church and the new owners are proposing to renovate the old church building and convert the property to residential premises. The new owners have approached Council to negotiate the location of the existing right of way however Council is unable to participate in that negotiation as it is not the legal owner of the Cemetery.

The draft *Associations Incorporation (Miscellaneous) Amendment Bill 2021* that was introduced to Parliament on 24 August 2021, includes provisions for the declaration of defunct Associations and the disposal of outstanding property by the Commission. If this legislative amendment is passed, that may jeopardise Council's management of the Cemetery in the future if the Commission determined that the Trust asset should be sold.

➤ **Risk Management Implications**

The compulsory acquisition of the land will assist in mitigating the risk of:

Failure to comply with a Council resolution leading to a breach of obligations under the Local Government Act 1999

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

The compulsory acquisition of the land will assist in mitigating the risk of:

Land under Council's care, control and management not being legally owned by Council leading to inability to legally negotiate and change property rights and possible restriction on access to the land.

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

➤ **Financial and Resource Implications**

The legal costs to undertake a land acquisition process including an application for consent to the Minister for Planning and Local Government, service of notices and completion of the process is estimated to be not more than \$5,000 plus out of pocket disbursements such as advertising and gazettal notices. This can be managed within the allocated legal services budget for property related matters.

Whilst compensation may be payable for a compulsory acquisition, as the purpose of the acquisition is to continue the existing purpose of the land as a public cemetery in the same manner as is contemplated by the purposes of the Trust, it is not anticipated that any compensation will be payable for the Cemetery.

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

Obtaining legal ownership of the Cemetery will ensure that the future management of the Cemetery by Council can be assured. It will also allow Council to negotiate with adjoining land owners in respect of existing property rights.

➤ **Sustainability Implications**

The future management and development of the Cemetery is hindered by the absence of legal ownership of the Cemetery by Council. For the future sustainability of the Cemetery, obtaining legal ownership of the land is the preferred course of action.

➤ **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 with Council was held on 13 April 2021 which provided some background information on the history of the Cemetery

Advisory Groups: Cemetery Advisory Group and Property Advisory Group

Administration: Executive Leadership Team were provided with a briefing on the situation prior to the workshop held with Council
Director Corporate Services
Cemeteries Officer

External Agencies: Not Applicable

Community: Not Applicable

2. BACKGROUND

The Charleston Cemetery is in the ownership of the Trust following a transfer from the Uniting Church in 1991.

The Trust was incorporated in 1991 prior to the transfer of the Cemetery. The purpose of the Trust as detailed in their constitution is primarily to own, manage and maintain the Cemetery as a public cemetery. In the absence of a separate trust deed, this is considered to be the trust that was created by the transfer of the land from the Uniting Church to the Trust.

The Trust approached Council in 2001 seeking assistance to manage and maintain the Cemetery. The Trust membership had declined to the point that the remaining members were unable to continue to manage and maintain the Cemetery.

By a Council resolution of 22 May 2001, Council resolved:

16.4.1. Charleston Cemetery
4/04/001

Moved Cr Stan Camac
S/- Cr Ron Nelson

Carrie
(B129)

1. That in the public interest Council is prepared to accept the Trusteeship of the Charleston Cemetery Trust. In addition, Council will assist the Cemetery Committee in the interim by undertaking periodic maintenance of the grounds and include the insurance cover under Council general insurance policy.
2. That Council include this parcel of land in Council's Community Land Register.

By letter of 31 May 2001 from Council staff, it was confirmed that Council would arrange the winding up of the Trust and transfer of the Cemetery to AHC.

Despite the above, a transfer to Council of the Cemetery has not occurred and it remains in the ownership of the Trust. It appears that the complexities and cost of undertaking the process are largely the reason that the ownership was not dealt with at that time.

Since 2001, Council has managed the Cemetery.

Council was approached by the Uniting Church in 2018 in relation to a number of proposals that the Uniting Church wanted to present to Council for consideration which included the transfer of the Cemetery land to Council, possible subdivision of the Cemetery land to create an additional residential allotment for sale, and the sale of the Church and separate allotment on the corner of Newman Road and Mount View Road.

An email of 26 October 2018 to Council's Senior Property Officer indicated that the Uniting Church would be submitting a formal proposal to Council for consideration. A formal proposal was not received and the allotments comprising the old church and the parcel on the corner of Newman and Mount View Roads were sold in 2021 by the Uniting Church. The Uniting Church has subsequently advised that they decided not to pursue a proposal with Council due to the complexity and cost of resolving the Cemetery ownership.

Council staff have met with the new owners of the Church land who are looking to restore the heritage listed Church and use the land for residential purposes. An impediment to the plans of the new owners is the existence of a right of way over portion of the Church land in favour of the Cemetery. Council is unable to negotiate and assist these new owners as it does not hold legal ownership of the Cemetery.

3. ANALYSIS

Council has sought advice as to the options available to it to obtain legal ownership of the Cemetery. These options include:

- Making an application to the Minister for Planning and Local Government for approval to compulsory acquire the Cemetery and then undertaking and compulsory acquisition process (approximate cost \$5,000)
- Making an application to Supreme Court to appoint Council as the trustee of the trust and have the Cemetery transferred to Council for that purpose. This involves an application to the Attorney-General and subsequent application to the Supreme Court (approximate cost \$25,000 - \$30,000)
- Making an application to the Corporate Affairs Commission to seek to dissolve the Trust and have the assets of the Trust transferred to Council. This option may be problematic if the position is taken that the Trust did not have the power to divest the Cemetery land. If feasible, approximate cost \$10,000 - \$15,000.
- As the Trust is inactive and has no members, it is not feasible to reinstate the Trust to transfer the Cemetery to Council. The constitution of the Trust requires a membership based on members paying a subscribed fee. In the absence of an active association and membership, re-establishing the association for the purposes of transferring the Cemetery to the Council is not achievable.

To secure the future management and maintenance of the Cemetery for the benefit of the community, ownership by Council is the preferred outcome. This will also enable Council to liaise with the adjoining landowner to determine the most appropriate resolution for the future access to the Cemetery for vehicles and visitors.

Whilst ordinarily compulsory acquisitions are a last resort, in this case, based on the advice and options presented, it is preferable to explore the compulsory acquisition path as the first priority as it is the quickest and most financially efficient option to secure the future ownership of the Cemetery for the ongoing benefit of the community. This option, whilst not requiring public consultation, does require the approval of the Minister for Planning and Local Government. If the Minister does not provide consent to a compulsory acquisition, the other options will need to be further explored.

4. OPTIONS

Council has the following options:

- I. Resolve to commence a compulsory acquisition process and continue to maintain the Cemetery in the interim, which is the most efficient of the options at this time (Recommended)
- II. Resolve to not commence in accordance with the recommendation which will result in an alternate option needing to be explored which is less efficient than the recommendation (Not Recommended)
- III. Resolve not to commence any process to obtain legal ownership of the Cemetery and continue to maintain the cemetery under the care, control and management of Council which poses risk for future access to the Cemetery for management and maintenance (Not recommended)

5. APPENDICES

- (1) Charleston Cemetery
- (2) Constitution of The Charleston Cemetery Trust Inc

Appendix 1

Charleston Cemetery

14 October 2025



Scale = 1:756,000
Planning & rates

Appendix 2

Constitution of The Charleston Cemetery Trust Inc

FILMED 10-03-92

CERTIFICATE OF INCORPORATION OF AN ASSOCIATION
COPY

Paragraph 20 (1) (c) and Regulation 18 (3)

Registered No.: A0019901J

ASSOCIATIONS INCORPORATION ACT, 1985

THIS IS TO CERTIFY that

THE CHARLESTON CEMETERY TRUST

Incorporated is on and from the 2nd day of August, 1991,

incorporated under the Associations Incorporation Act, 1985.

GIVEN under the seal of the Corporate Affairs Commission at Adelaide this 2nd day

of August, 1991



K. Z. [Signature]
Commissioner for Corporate Affairs

FILMED 10-03-92

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FORM 1

ASSOCIATIONS INCORPORATION ACT, 1985
Subsection 18(1) and Regulation 18
APPLICATION FOR INCORPORATION OF AN ASSOCIATION

To the Corporate Affairs Commission

1. I BILL NEWMAN of
(Full Name)
..... NEWMAN ROAD CHARLESTON
(Full Address)

..... farmer being a person duly authorised by the
(Occupation)

Association to apply for incorporation of the Association under the name

... THE CHARLESTON CEMETERY TRUST INCORPORATED

2. I have annexed hereto a copy of the rules of the Association, a statutory declaration as to the matters set out in paragraph 19(2)(b),* and a copy of the trust referred to in the rules of the Association or upon which any rule of the Association relies for its operation.

3. The association is formed for the purpose of managing the Charleston
..... Public Cemetery

(Insert salient object)

and is considered to be an Association within the meaning of the Act by virtue of
Section 18 (1) (a)

(Insert provision of section 18 applicable to this Association)

4. ... Bill Newman of Newman Road Charleston
(Full Name) (Full address)
..... in the State of South Australia

..... farmer being a natural person of above the age of
(Occupation)
eighteen years has consented to act as the first public officer of the Association.

5. The Association is situated (or established) at Newman Road, Charleston
South Australia

(Full Address)

6. The financial year of the Association ends on 31st December

7. The prescribed fee is tendered herewith.

Date: ... 30th July 1991 ...

..... B. Newman
(Signature of Applicant)

..... BILL NEWMAN
(Name in block letters)

*Delete as necessary.

LODGED BY HERVE & CO	LODGED WITH THE COMMISSION ON:
ADDRESS P.O. Box 92, Lobethal S.A. 5241	0108911327MAIL006 22822AGSN \$84.00
PHONE No 389 6292	

FILMED 10-03-92

FORM 2

ASSOCIATIONS INCORPORATION ACT, 1985

Paragraph 19(2)(b) and Regulation 18(2)

STATUTORY DECLARATION TO ACCOMPANY APPLICATION FOR INCORPORATION

I BILL NEWMAN of NEWMAN ROAD
(Full Name) (Full Address)
CHARLESTON

in the State of South Australia farmer do
(Occupation)

solemnly and sincerely declare that:

1. I am the person authorised to apply for the incorporation of an Association under the name

..... THE CHARLESTON CEMETERY TRUST INCORPORATED

2. The particulars set out in my application for incorporation dated the 30th day of July 1991.., are true.

3. The document marked 'A' annexed hereto is a true copy of the rules of the Association referred to in my application, ~~and of the instrument of trust relating thereto.~~

4. *There are no instruments of trust relating to the rules of the Association.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1936.

Declared before me at Adelaide

this 30th day of July

1991..

B. Newman
Declarant

J. R. Herve
Justice of the Peace (HERVE)

A Commissioner for taking affidavits
in the Supreme Court of South Australia

* This annexure is to be endorsed by the person before whom the declaration is made as follows:

"This is the annexure marked 'A' referred to in the statutory declaration of Bill Newman made on the 30th day of July 1991.."

Before me: J. R. Herve

(J. R. HERVE)
A Commissioner for taking affidavits
in the Supreme Court of South Australia

CONSTITUTION AND RULES OF THE CHARLESTON CEMETERY TRUST

1. NAME

The name of the Association shall be the "The Charleston Cemetery Trust Incorporated".

2. OBJECTS

The objects for which Association is established are:-

- (a) To conduct, control, manage and regulate a burial ground or burial grounds and Columbaria.
- (b) To maintain, preserve and/or redevelop such burial ground or burial grounds and Columbarium
- (c) To acquire from the Uniting Church all that piece of land situated in the Hundred of Onkaparinga County of Adelaide being lot 40 in FP No 13990 and being portion of the land comprised in Certificates of Title Register Books Volume 4182 Folios 46 and 47 and Volume 833 Folio 16 to permit the said piece of land to be used at all times as a Public Cemetery.
- (d) To acquire by gift purchase or otherwise such additional land as may be required for the extension or improvement of the Cemetery.
- (e) To borrow or raise moneys upon such terms and conditions and upon such securities if any as may from time to time be determined by members at a General Meeting.
- (f) To invest and deal with the moneys of the Association immediately required in such manner as may from time to time be determined.

This is the annexure marked "A" referred to in the Statutory declaration of Bill Newman made on the 30th day of July 1991 Before me *J. K. H. H.* (J. C. HERVE)
A Commissioner for taking Affidavits in the Supreme Court of S.A.

(g) To do all such acts and things as may be incidental subsidiary or conducive to all or any of the foregoing objects.

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3. ASSOCIATION OFFICE

The office of the Association shall be located at Newman Road Charleston in the said State or at such other place as may be determined from time to time.

4. MEMBERSHIP

Membership shall be open to all persons subscribing to the objects of the Association and paying a subscribed fee. No restriction shall be imposed on any person by virtue of religious or political beliefs sex race or age but the Committee shall have the right to refuse membership to any person without assigning any reason therefor.

5. SUBSCRIPTIONS

The subscription shall be fixed by the Committee annually provided that the subscriptions from new Members paid in October, November or December shall cover the period ending 31st December of the following year. A member shall not be deemed unfinancial until his or her subscription is three months in arrear.

6. MEETINGS

(a) The Annual General Meeting shall be held in the month of February in each year. At least seven days notice of each such meeting shall be given to members by publishing the same once in the "Mount Barker Courier" or in a newspaper circulating in the neighbourhood of Charleston

- (b) The Committee may call a General Meeting of Members at any time provided at least seven days notice setting out the purpose of such meeting shall be given to members by publishing

-3-

the same once in the "Mount Barker Courier" or a newspaper circulating in the neighbourhood of Charleston.

7. COMMITTEE

- (a) At the Annual General Meeting a Committee comprising the following shall be elected: President, Vice-President, Secretary-Treasurer and four additional Members.
- (b) The Committee shall have power to fill casual vacancies.
- (c) The Committee shall be responsible to the Association.
- (d) The Committee shall appoint a Public Officer who may hold any other office in the Association except that of Auditor.
- (e) The Committee shall appoint an Auditor who shall not be a member of the Committee.
- (f) The Committee shall appoint a Curator who shall be a member of the Committee ex officio.
- (g) The Committee shall fix all fees and charges for use of the Cemetery and shall maintain control and manage the Cemetery.

8. ELECTIONS

Elections shall be by show of hands. Any equality in voting shall be resolved in favour of the retiring candidate, if any, or otherwise by lot. Nominations to be in writing signed by the proposer

and the nomination shall be in the hands of the Secretary before the advertised meeting date.

-4-

9. QUORUM

- (a) A quorum at an Annual or General Meeting shall be ten financial members or one third of the financial membership whichever is the smaller.
- (b) The Quorum at Committee Meetings shall be one third of the Committee.

10. FINANCE

- (a) All moneys received shall be deposited in the Association's Bank account. Cheques on this are to be signed by any two of the President, Vice-President and the Secretary-Treasurer.
- (b) The financial year of the Association shall end on the 31st December to which date an Annual Balance Sheet and Statement of Receipts and Expenditure will be prepared and submitted to the Auditor.
- (c) The Balance Sheet and Statement of Receipts and Expenditure duly audited shall be presented to the Annual General Meeting of Members.

11. VOTING

Each member shall be entitled to one vote. In the event of an equality of voting on any question it shall be the right of the President to exercise a deliberative vote as well as a casting vote.

12. AMENDMENTS

These Rules may be amended by three fifths majority of a General Meeting called as hereinbefore provided.

13. COMMON SEAL

The Association shall have a Common Seal which shall never be used except by order of the Committee. The seal holders shall be the President, Vice-President and Secretary-Treasurer for the time being and they shall provide for the safe custody of the Seal. The Seal shall be affixed in the presence of two seal holders and they shall sign every instrument to which the seal is so affixed.

14. DISSOLUTION

In the event of the Association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the Committee in accordance with their powers to any fund, institution or authority, which is a non-profit organisation.

15. NON PROFIT

The assets and income of the Association shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 2021
AGENDA BUSINESS ITEM**

Item: 12.3

Responsible Officer: Sharon Leith
Sustainability Coordinator
Infrastructure and Operations

Subject: Single-use plastics

For: Decision

SUMMARY

A resolution made at the 23 March 2021 Ordinary Council meeting, following the submission of a Motion on Notice by Cr Grant, required a report to be provided to Council on the feasibility and cost implications for reducing and or eliminating the use of single-use plastics in Council operations. The resolution also included additional points on green organics and business education and promotion. The purpose of this report is to provide information on the outcomes and actions of this investigation.

The single-use plastic components of the resolution required further investigation to establish what single-use plastics are currently being used by Council and the procedures that influence the use of single-use plastic by groups within the community. The approach was to meet with officers from numerous departments to understand what single-use plastics were involved in Council operations and to undertake an audit of the main Council facilities to enable clarity on single-use plastic disposal. Council and Council staff are already undertaking actions to reduce single-use plastics that are within their control. There are numerous staff across the organisation that are passionate about reducing waste to landfill and they provide leadership to other staff and set an example for the community.

The *Single-use and Other Plastic Products (Waste Avoidance) Act 2020* (the Act) has had and will continue to have a great impact on the availability of single-use plastics within South Australia. Other single-use plastics that Council currently purchase are predominantly soft plastics and limited specific use items. The elimination by Council of all soft single-use plastic will not be practical at this time as items of food and packaging are still very reliant on being supplied with these products. Alternative reusable or compostable products will continue to be investigated so that single-use plastics can be reduced and/or eliminated. A staged approach to reinforcing environmental sustainability outcomes including reduced and/or eliminated single-use plastics will be progressed when relevant policies and agreements are reviewed.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted**
 - 2. That the actions outlined in this report are implemented.**
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 4 A valued Natural Environment

Objective N4.1 Reduce the impact of waste to landfill by maintaining a robust waste and resource management framework

There is no specific priority for Council to reduce or eliminate the use of single-use plastics however this direction does follow the reduction of waste to landfill objective. In addition Council has a role to lead by example.

Within the Waste and Resources Management Strategy 2016-2021 Council aims to reduce waste to landfill, increase recycling and reduce Council's waste disposal costs. Whilst the majority of the actions are directed towards community Council is also contributing to the waste streams. The single-use plastic free Council resolution complements the strategic approach of Council.

➤ Legal Implications

As of 1 March 2021 the use of single use plastic straws, beverage stirrers and cutlery was banned pursuant to requirements of the *Single-use and Other Plastic Products (Waste Avoidance) Act 2020* (the Act). On 1 March 2022 expanded polystyrene cups, bowls, plates and clamshell containers will also be prohibited along with oxo-degradable plastic products (those that break down into micro plastics). In addition the legislation includes provision for numerous other single-use plastic items to fall within the ambit of the legislation.

Those plastics banned from 1 March 2021 and those to be prohibited from 1 March 2022 have not been included within the research and this report. This is with the exception of those oxo-degradable plastics (eg dog waste bags) that will need to be changed to another product from 1 March 2022 as these items will not be able to be manufactured, purchased or used. The Environmental Protection Agency (EPA) will administer the Act and develop guidelines and codes of practice.

➤ Risk Management Implications

The reduction and/or elimination of single-use plastics will assist in mitigating the risk of:

Continuing a business as usual approach leading to increased single-use plastic use and reduced leadership opportunity in providing an example for the community.

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

The Strategic Plan and the Waste and Resources Management Strategy 2016-2021 provide broad guidance to reducing waste to landfill which implicitly implies that a reduction in single-use plastics is a key component of this direction. In preparing this report including undertaking the audit and investigation into Council practises this has resulted in further identification of specific issues, reinforcement and changes to Council policies and agreements.

➤ **Financial and Resource Implications**

The majority of the investigation outcomes can be implemented within existing budgets and resources for example making changes to the policies when they are up for review.

The replacement of dog waste bags and bin liners used within the Council bathroom facilities will need to be changed to compostable by March 2022 in line with the legislation. Compostable dog waste bag and the additional costs involved are currently being investigated. In addition, the new cleaning contract will consider compostable bags for bathroom facilities and is likely to involve a slight increase in the cleaning budget.

Whilst the majority of the outcomes of the investigation can be implemented within existing resources there will be a requirement to build the recommendations and actions into business as usual. Accordingly, a staged approach will better facilitate the implementation and inclusion of the recommendations.

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

Through the reinforcement of reducing single-use plastics within policies and agreements the community will be encouraged to reduce and/or eliminate single-use plastics. The legislation introduced in March 2021 will have initiated this process by eliminating the main single-use plastics for catering purposes.

➤ **Sustainability Implications**

Key directions within the Strategic Plan and the Waste and Resources Management Strategy 2016-2021 aim to reduce waste to landfill, increase recycling and reduce Council's waste disposal costs. The investigation into single-use plastics and how Council can reduce its own single-use plastic use and then influence those individuals and groups that undertake activities and services on Council land will reinforce these key directions. This will result in increased awareness of the sustainability outcomes and benefits for Council and the community.

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Not Applicable
<i>Council Workshops:</i>	Council Workshops were undertaken on Tuesday 15 June 2021 (approach and initial meetings) and Tuesday 14 September 2021 (audit key findings and investigation outcomes)
<i>Advisory Groups:</i>	Presented to the Sustainability Advisory Group Thursday 6 May (approach and initial meetings) and Thursday 9 September 2021 (key findings and investigation outcomes)
<i>Administration:</i>	Team Leader Regulatory Services Manager Communications, Engagement and Events Communications Officer Depot Supervisor Recreation and Sport Coordinator Library Acquisition Officer Procurement Officer Executive Assistant-Infrastructure and Operations

Executive Assistant-Development and Regulatory Services
Property Officer
Community Development Officer
Property Project Officer
Cemeteries Officer
Roads Officer
Manager Sustainability, Waste and Emergency Management
Waste Management Coordinator

External Agencies: Not Applicable
Community: Not Applicable

2. BACKGROUND

A resolution made at the 23rd March 2021 Ordinary Council meeting, following the submission of a Motion on Notice by Cr Grant required a report to be provided to Council on the feasibility and cost implications for reducing and or eliminating the use of single use plastics in Council operations. The resolution also included additional points on green organics and business education and promotion.

11.2 Single-use Plastics

Moved Cr Chris Grant
S/- Cr Nathan Daniell

48/21

1. 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:
 - i. Council ceasing to purchase single use plastics;
 - ii. 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;
 - iii. 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;
 - iv. 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.
 - v. Green bins be made available at Council run events for the collection of compostable waste to ensure compostable materials are diverted from landfill.
 - vi. 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.

Carried Unanimously

The single-use plastic components of the resolution required further investigation to establish what single-use plastics are currently being used by Council and the procedures that influence the use of single-use plastic by groups within the community. This included research, meetings with Council Officers across numerous departments and a waste audit of the main Council facilities.

3. ANALYSIS

The definition used within the legislation for single-use plastic is *“Single-use, in relation to a product, means a product designed or intended to be used once or for a limited number of times before being disposed of.”* This definition has also been used for this investigation and report. However the definition can be interpreted differently as to what constitutes a single-use plastic. For further explanation if the product has been designed to be used once for a limited number of times before being disposed of and/or the product is intended to be used once or for a limited number of times before being disposed then it is a single-use plastic.

The approach to be taken by Council with regard to eliminating single-use plastics depends on what single-use plastics are included within the definition. If it is all single-use plastics not included in the legislation then this is a challenge as some of this single-use plastic is out of Council control. Examples could include bubble wrap to protect products, food packaging purchased from supermarkets, milk bottles, pallets with products wrapped in shrink wrap to limit movement. Within Council buildings the main use of single-use plastics is packaging and catering. The legislation has already and will continue to make a large impact on the reduction of single-use plastics.

The outcomes from the meetings and waste audits undertaken clearly show that Council is responding to this legislation and continuing to separate waste to general, recycling and organics. In undertaking the collection of data to determine what single-use plastics are being used it was found that Council staff are displaying and modelling appropriate behaviour when considering waste and recycling. This is within what can be a confusing waste disposal path where information can be unclear how and where a product can be recycled, composted or reused. Based on the meetings and audit outcomes only minimal change is required and some of these were instigated out of the conversations and are already progressing.

Whilst single-use plastics for medical and disability uses have been excluded from the Act there will need to be consideration to include those single-use plastics for Work Health and Safety requirements. This could include earplugs and first aid items. In addition Covid-19 safety requirements have made an impact on the waste generated from disposable masks, plastic gloves, alcohol wipes which are plasticized and changes required for catering purposes.

The meetings, audit and investigation undertaken did highlight changes which could reduce the quantities of single-use plastics that are being used and disposed of within the main Council facilities and operations. These changes can result in increased costs which are product specific and therefore further investigation on a product by product basis is required at time of consideration for purchase. Whilst the Council's resolution sought costs for any changes to reduce the use of single use plastics due to the limited specific opportunities and most of the actions concentrated on changes to policies and agreements this was considered not necessary as part of this investigation.

Dog waste bags and bin liners have not been included as these will change in line with legislation from March 2022.

Council and Council staff are already undertaking actions to reduce single-use plastics that are within their control. There are numerous staff across the organisation that are passionate about reducing waste to landfill and they provide leadership to other staff and set an example for the community. This is very evident within the Council libraries. With specific reference to the Council's resolution the following conclusions and actions have been developed.

Purchase of single-use plastics

The legislation has had and will have a great impact on the availability of single-use plastics within South Australia. Other single-use plastics that Council currently purchase are predominantly soft plastics and limited specific use items. The intention is to reduce specific single-use plastic items that can be replaced by a reusable or compostable alternative. The elimination of all soft single-use plastic will not be practical at this time as items of food and packaging are still very reliant on being supplied with these products. However this will change over time in line with targets within the National Packaging Covenant. Council staff currently consider at every opportunity the available options that reduce the waste involved. Specific actions include:

ACTION: Investigate the purchase of recycled photocopy and printing paper in cardboard boxes instead of plasticised packaging.

ACTION: Purchase plastic revegetation sleeve surrounds with compostable replacements.

ACTION: Provide further information on using reusable coffee cups, reusable masks, correct disposal of masks and alcohol wipes through staff awareness building.

Consideration of the reduction and/or the use of one-off corflute signs. This could include election placards. The *Electoral (Ban on Corflutes) Amendment Bill 2021* (the Bill) was introduced in the House of Assembly on 24 August 2021. While the Bill is not yet the law in South Australia, and is subject to change as it is considered in Parliament, it seems that its intention is to have far fewer corflutes exhibited during periods of election. The Bill also seeks to amend section 226 of the *Local Government Act 1999*. Given the introduction of the Amendment Bill no action regarding corflute signs is considered appropriate at this time.

Council operations

The Council's resolution outlines the potential to influence contractors, event organisers, sponsorship seekers, caterers and food vans to identify that single-use plastics are not supported by Council.

As any policy, procedure or agreement is reviewed additional information on environmental sustainability including reduction and/or elimination of single-use plastic will be incorporated or reinforced if clauses already exist. For specific actions regarding Council operations refer below.

Contractors

The current procurement policy has an extensive section on sustainable and social inclusion.

ACTION: Incorporate additional wording to recommend the reduction and/or elimination of single-use plastic within the Procurement Policy when up for review.

Events/sponsorship

There is specific reference within the Festival & Events Organizer Toolkit to reduce single-use plastics but due to the new legislation the wording has become obsolete.

ACTION: Make reference to the Act and consider re-wording and reinforcing the reduction and/or elimination of single-use plastics within the Festival Events Policy and Festival and Event Organiser Toolkit when next under review.

Sponsorship is assessed on an individual basis and an agreement can be prepared to outline the requirements of the deal.

ACTION: As sponsorships are assessed include specific reference to sustainable practises including the reduction and/or elimination of single-use plastics within sponsorship agreements.

Providing incentives for events to eliminate single-use plastics was discussed at the Sustainability Advisory Group meeting as a possible opportunity. However due to the recent legislation banning many single-use plastics that are commonly used at events the Administration considered this issue and proposes evaluating the impact of the legislation prior to considering incentives.

Food vans and caterers

Information on reducing/eliminating single-use plastics can be provided in an updated Mobile Food Vending Business Location Rules which identifies the requirements and specific locations that food vans can be located across the Council area.

ACTION: Review and update the Mobile Food Vending Business Location Rules to incorporate reference to reduce and/or eliminate use of single-use plastics.

Catering will need to comply with the *Food Act 2001* and the Australia New Zealand Food Standards Code before alternatives and compostable products are utilised.

ACTION: Incorporate into staff training and education the preference to reduce and/or eliminate use of single-use plastics when ordering catering.

Leases

The Council's resolution states that leases should be updated as they expire. However all Council leases and licenses are governed by the *Retail and Commercial Lease Act of 1995* and within the legislation there is no mandate to enforce something like single-use plastic free for lessees. However a clause on environmental initiatives including reduced use of single-use plastics is in the criteria for the draft Community and Recreation Facilities policy. This policy can be provided to all lessees.

ACTION: Consider the environmental initiatives criteria including use of single-use plastics when adopting the draft Community and Recreation Facilities policy.

In addition within the Council's resolution there were a further three points that needed to be addressed and the following information is provided.

Training and education for Council staff

Council and Council staff are already undertaking actions to reduce single-use plastics that are within their control. There are numerous staff across the organisation that are passionate about reducing waste to landfill and they provide leadership to other staff and set an example for the community.

ACTION: Undertake a training session for senior management on the outcomes of the audit and options for the reduction and/or elimination of single-use plastics. The information provided at the training session will be disseminated to all staff. This training will include information to staff on prioritising the reduction and or elimination of single-use plastics on any purchase.

Public green organic bins

Past trials on the provision of green organic bins at events has resulted in contamination of the resource and therefore disposal to landfill. The only time this has worked is with a person permanently located at the bin (organic, recycling and general waste) locations to monitor waste disposal. This was recently undertaken by the Uraidla Sustainability Market and the Bioblitz at Gumeracha. Both these events provided volunteer monitors at each bin location to advise community members which waste stream to place the item.

ACTION: Investigate the most appropriate approach for public green organic bins during the review of the Waste and Resources Recovery Service Policy.

Community education promotion program

Council currently has an extensive education and promotion program in partnership with East Waste, KESAB and Adelaide Hills Regional Waste Management Authority (AHRWMA). This program was presented to the Sustainability Advisory Group on Thursday 6 May and at a Council Workshop on Tuesday 11 May 2021.

Information on correct waste disposal and resource recovery is available to residents and the business community through social media including Council's website and the My Local Services app, community forums and waste education stalls provided at many events throughout the Council district.

Many business owners are aware of the changes necessary through the Act and some of these changes have already been implemented. There is further opportunity to reinforce the Act requirements and Council's approach to reduce and/or eliminate single-use plastics if there is a reusable or compostable alternative.

ACTION: Provide information on the Act and the reduction and/or elimination on the use of single-use plastics through Council's *Hills Voice: for Business* newsletter.

4. OPTIONS

Council has the following options:

- I. To consider the information provided in the report and the actions specific to the six points within Council's resolution. This recognises that Council already has a good approach to waste disposal and resource recovery and reinforces this intent through existing policies and agreements. There is now the opportunity to reinforce along with the recent legislation a reduction in single-use plastics for Council facilities and operations through a staged approach. **(Recommended)**
- II. To make other decisions as the Council sees fit in relation to this matter. (Not Recommended).

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 2021
AGENDA BUSINESS ITEM**

Item: 12.4

Responsible Officer: Deryn Atkinson
Manager Development Services
Development & Regulatory Services

Subject: Development Applications involving Regulated Trees Policy

For: Decision

SUMMARY

Council has an existing Development Applications Involving Regulated Trees Policy.

It is now necessary to update and amend the Policy with the revocation of the *Development Act 1993* and *Development Regulations 2008* and implementation of the *Planning, Development & Infrastructure Act 2016* and *Planning, Development & Infrastructure (General) Regulations 2017*. Legislation references have been updated and information related to the old assessment system has been removed from the revised Policy.

The focus of the Policy is on the special circumstances where an applicant may be requested to provide an expert tree assessment report to support a development application involving tree damaging activity to a regulated tree.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
 - 2. To revoke the 25 June 2019 Development Applications Involving Regulated Trees Policy and to adopt the draft 26 October 2021 Development Applications Involving Regulated Trees Policy with an effective date of 9 November 2021.**
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

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

Priority 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

➤ Legal Implications

Planning, Development & Infrastructure Act 2016 (the Act)

Planning, Development & Infrastructure (General) Regulations 2017 (the Regulations)

The above legislation provides the definitions of Regulated and Significant Trees and sets out the designated area where the controls apply for the State. The legislation also details the assessment process for seeking permission for removal or pruning of Regulated and Significant Trees.

➤ Risk Management Implications

The Policy will provide justification to the community for the additional costs associated with obtaining expert reports to support development applications, and will assist in mitigating the risk of:

Inconsistency in requests for tree reports which lead to applicant uncertainty and frustration

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

The Policy assists in defining the circumstances where an expert tree report can be requested.

➤ Financial and Resource Implications

In some circumstances Council may seek a second opinion on regulated trees. The Council bears the cost of this report in such circumstances and a small budget is provided for this purpose.

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

The Policy sets a consistent approach for the limited circumstances where an applicant will be requested to provide an expert tree report to support their development application.

➤ **Sustainability Implications**

Trees are part of the regional natural landscape character and the amenity values of our region. Understanding tree characteristics assists in assessing the impacts of development upon regulated and significant trees.

➤ **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: Team Leader Statutory Planning and planning staff

External Agencies: Not Applicable

Community: Not Applicable

2. **BACKGROUND**

Council has an existing Policy in relation to regulated trees which details the circumstances where an expert tree report may be requested to support a development application for tree damaging activity. The current Policy was adopted by Council on 25 June 2019:

▪ **12.7 → Development Applications Involving Regulated Trees Policy¶**

¶

Moved Cr John Kemp¶

S/- Cr Pauline Gill

→

175/19¶

¶

Council resolves:¶

¶

1. → That the report be received and noted¶

2. → With an effective date of 9 July 2019, to revoke the 14 June 2016 Development Applications Involving Regulated Trees – Procedures and Delegations Policy and adopt the draft June 2019 Development Applications Involving Regulated Trees Policy.¶

¶

→

Carried Unanimously¶

Of the 23 development applications involving regulated trees received by Council since the current Policy was adopted, 17 applications have included an expert tree report. Council was the applicant for two of these proposals for tree damaging activity and provided a report to support the applications.

3. ANALYSIS

As part of the normal review process of Council policies, this Policy was required to be reviewed by June 2022. With the repeal of the *Development Act 1993* and the *Development Regulations 2008* and implementation of the *Planning, Development & Infrastructure Act 2016* (the Act) and the *Planning, Development & Infrastructure (General) Regulations 2017* (the Regulations) it is necessary to update this Policy with the legislation changes.

The Policy has also been updated to reflect the new Council Policy template format with a new definition section. The revised Policy has a focus on the limited circumstances where an expert tree report may be sought. The information under the “general” and “trees outside of township boundaries” headings and “delegations” in Section 2 of the current Policy have been removed as the information related to the old assessment system under the Development Act.

The Policy has been working well in regard to the limited circumstances where an expert tree report is requested and the criterion for the special circumstances in the current Policy have been included in the revised Policy.

4. OPTIONS

Council has the following options:

- I. To adopt the Policy as amended (Recommended)
- II. To revoke the current Policy and not adopt a new Policy (Not Recommended)


5. APPENDIX

- (1) Draft Development Applications Involving Regulated Tree Policy

Appendix 1

*Draft Development Applications Involving
Regulated Tree Policy*

COUNCIL POLICY

	<h2>Development Applications Involving Regulated Trees</h2>
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Policy Number:	The Governance team will allocate the policy number.
Responsible Department(s):	Development & Regulatory Services
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Nil
Relevant Procedure(s):	Nil
Relevant Legislation:	<i>Planning, Development & Infrastructure Act 2016 Planning, Development & Infrastructure (General) Regulations 2017</i>
Policies and Procedures Superseded by this policy on its Adoption:	Policy DEV-08 Adopted 25 June 2019
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 October 2024 or as required by legislation or changed circumstances

[illegible]

DEVELOPMENT APPLICATIONS INVOLVING REGULATED TREES POLICY

1. INTRODUCTION

The significant tree legislation came into effect in April 2000 and was amended by the *Development (Regulated Trees) Variation Regulations, 2011* on 17 November 2011. Under the *Planning, Development & Infrastructure Act 2016* (the Act) & *Planning, Development & Infrastructure (General) Regulations 2017* (the Regulations) implemented on 19 March 2021, tree damaging activity in relation to a regulated or significant tree is considered an act of development that requires development approval.

A regulated tree is any tree in metropolitan Adelaide (including Hills Face Zone), Adelaide Hills Council townships (including the Rural Neighbourhood Zone) and parts of the Mount Barker Council which is within a designated regulated tree overlay identified in the Planning and Design Code. In accordance with Section 3(1) of the Act the definition of a regulated tree is a tree with a circumference of 2 metres (measured at a point 1 metre above natural ground level). In the case of trees with multiple trunks, regulated trees are those trees with trunks having a total circumference of 2 metres or more and an average trunk circumference of 625 millimetres or more (measured at a point 1 metre above natural ground level).

A significant tree is a regulated tree in metropolitan Adelaide (including Hills Face Zone), Adelaide Hills Council townships (including the Rural Neighbourhood Zone) and parts of the Mount Barker Council with a trunk circumference of 3 metres or more (measured at a point 1 metre above natural ground level). In the case of trees with multiple trunks, significant trees are those with trunks having a total circumference of 3 metres or more and an average trunk circumference of 625 millimetres or more (measured at a point 1 metre above natural ground level).

Some trees are exempt from regulated and significant tree controls because of their location within a bushfire prone area, distance to a building and their species or a combination of these reasons. For example trees within 20 metres of a dwelling in a bushfire prone area are exempt from the controls as are trees within 10 metres of a swimming pool or dwelling (with the exception of eucalyptus species and willow myrtles). All dead trees are also exempt from the tree controls.

Section 119 of the Act encourages the assessment of development applications involving regulated trees or significant trees without an expert or technical tree assessment report unless special circumstances apply. This Policy outlines the circumstances where an expert assessment report may be requested in relation to a regulated or significant tree.

2. OBJECTIVES

2.1 The objectives of this policy are:

- 2.1.1 To detail the special circumstances where the applicant may be requested to provide an expert tree assessment report to support their development application involving tree damaging activity or where the potential for tree damaging activity exists; and
- 2.1.2 To treat all parties involved fairly and equitably

3. DEFINITIONS

“Designated Regulated Tree Overlay” means an overlay identified under the Planning and Design Code as a designated regulated tree overlay.

“Regulated Tree” means:

- (a) a tree, or a tree within a class of trees, declared to be regulated by the Regulations (whether or not the tree also constitutes a significant tree under the Regulations); or
- (b) Regulation 3F states the following are declared to constitute classes of regulated trees for the purposes of paragraph (a) of the definition of regulated tree, namely trees within a designated regulated tree overlay that have a trunk with a circumference of 2 metres or more or, in the case of trees that have multiple trunks, that have trunks with a total circumference of 2 metres or more and an average circumference of 625 mm or more, measured at a point 1 metre above natural ground level.

“Significant Tree” means:

- (a) a tree declared to be a significant tree, or a tree within a stand of trees declared to be significant trees, under the Planning and Design Code (whether or not the tree is also declared to be a regulated tree, or also falls within a class of trees declared to be regulated trees, by the Regulations); or
- (b) a tree declared to be a regulated tree by the Regulations, or a tree within a class of trees declared to be regulated trees by the Regulations that, by virtue of the application of prescribed criteria, is to be taken to be a significant tree for the purposes of this Act; and
- (c) a prescribed criterion for the purposes of paragraph (b) is a regulated tree which has a trunk with a circumference of 3 metres or more or, in the case of a tree with multiple trunks, has trunks with a total circumference of 3 metres or more and an average circumference of 625 mm or more, measured at a point 1 metre above natural ground level.

“Tree-damaging Activity” means:

- (a) the killing or destruction of a tree; or
- (b) the removal of a tree; or
- (c) the severing of branches, limbs, stems or trunk of a tree; or
- (d) the ringbarking, topping or lopping of a tree; or
- (e) any other substantial damage to a tree, and includes any other act or activity that causes any of the foregoing to occur but does not include maintenance pruning that is not likely to affect adversely the general health and appearance of a tree or that is excluded by regulation from the ambit of this definition.

“To undertake Development” means to commence or proceed with development or to cause, suffer or permit development to be commenced or to proceed.

4. POLICY STATEMENT

The special circumstances where an applicant may be requested to provide an expert tree assessment report to support a development application involving tree damaging activity or, potential tree damaging activity are detailed in paragraph 4.1.

4.1 A qualified arborist's report may be required when a development application is lodged to either remove or prune a regulated tree or a significant tree where one or more of the following criteria are met:

- 4.1.1 The tree(s) is in good health; and/or
- 4.1.2 The tree(s) poses no obvious risk to persons or property and/or
- 4.1.3 The tree(s) is threatened by a proposed development on adjoining land and/or
- 4.1.4 The tree(s) makes an important contribution to the character or amenity of the local area and/or
- 4.1.5 The tree(s) is a tree on the National Trust of South Australia's Register of Significant Trees and/or
- 4.1.6 The tree(s) is indigenous to the local area and its species is listed under the National Parks and Wildlife Act 1972 as a rare or endangered native species and/or
- 4.1.7 The trees(s) represents an important habitat for native fauna and/or
- 4.1.8 The tree(s) is part of a wildlife corridor of a remnant area of native vegetation and/or
- 4.1.9 The tree(s) is important to the maintenance of biodiversity in the local environment and/or
- 4.1.10 The tree(s) forms a notable visual element to the landscape of the local area and/or
- 4.1.11 There is reasonable doubt regarding the species of the tree

4.2 Second Opinions

If the Council Assessment Panel or planning staff consider that a regulated tree meets one or more of the above criteria and the arborist's report provided by the applicant is not conclusive then staff may obtain a second opinion from an arborist to assist in the assessment of the application. The Council bears the cost of this report in such circumstances.

4.3 Land Divisions

When considering land division applications planning staff consider the possible impacts of the proposed allotment design and access points on any regulated trees, including those on Council's road verges. In some instances the applicant may be required to identify building envelopes and associated driveway locations on a plan of division.

4.4 Urban Tree Fund

The Council established an Urban Tree Fund in 2012 which continues to allow applicants the option of paying a contribution into the Fund in lieu of undertaking replacement planting where the removal of regulated trees is approved.

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**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.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 2021
AGENDA BUSINESS ITEM**

Item: 12.5

Responsible Officer: David Collins
Manager Strategic Assets
Infrastructure & Operations

Subject: Draft Bridge Asset Management Plan 2021 for public consultation

For: Decision

SUMMARY

The attached draft Bridge Asset Management Plan (*Appendix 3*) is for the consideration of Council prior to release for public consultation.

Continued works have been on-going as part of business as usual within the strategic assets team including condition assessments, implementing a new enterprise asset management system, cleansing and revaluing the Bridge assets into the Asset Management Planning Process.

The draft Bridge Asset Management Plan highlights an increase in the re-valuation of its core bridge base to \$20.2 million. The Council contracted ARRB Group to undertake a Level 2 audit of its Span Bridges (48) and undertake the revaluation. This audit occurred in late in 2020. This audit provided a componentised condition of the span bridges within the network. Following this audit a further three bridges required a level 3 structural assessment.

The condition assessment process highlighted a required increase in maintenance across the asset class. The renewals indicated a reduction in the overall spend for the 10 year planning period, but highlighted an increase in the following ten year cycle as numerous bridge components reach end of life.

There are numerous improvements recommended within the improvement section of the draft Bridge Asset Management Plan, which will provide a sound base for the ongoing management of a relatively higher risk asset.

The next step in the adoption of an updated Bridge Asset Management Plan is to undertake community consultation.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That Council approve the Draft Bridge Asset Management Plan as per *Appendix 3* for community consultation.
-

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 A functional Built Environment

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

Priority B1.5 Provide accessibility for the full range of users by ensuring Council's road, footpath and trails network is adequately maintained and service levels for all users are developed and considered

The Asset Management Plan and associated process have a direct linkage into providing assets and services to the community by appropriately funding and planning sustainable renewals over the period of the document.

Underpinned by Asset Management Policy – INF-03

➤ **Legal Implications**

Local Government Act 1999

Part 1 – Strategic Management Plans

Section 122,

- (1a) *A council must, in conjunction with the plans required under subsection (1), develop and adopt—*
- (b) *an infrastructure and asset management plan, relating to the management and development of infrastructure and major assets by the council for a period of at least 10 years*
- (6) *A council must adopt a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the development and review of its strategic management plans (but nothing in this subsection is to be taken to limit subsection (5))*

Bridges are considered a major asset and therefore the Bridge Asset Management Plan would form part of the suite of Strategic Management Plans.

➤ **Risk Management Implications**

The consultation on the update of the Bridge asset management plans and linking to the Long Term Financial Plan will assist in mitigating the risk of:

Insufficient long term funding allocations that may lead to a community expectations not being met, asset failure and/or lack of financial sustainability

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Medium (3C)	Medium (3C)

The community consultation is an important step in the process to inform the final adopted asset management plan.

➤ **Financial and Resource Implications**

The asset management planning process directly informs the *Long Term Financial Plan* (LTFP). Council considers its asset management plans in the development of the LTFP. This report does not directly make changes to the financial or resources implications of Council.

The asset management process flows through to the Long Term Financial Plan. The majority of the work throughout the asset management planning process has focussed on the Span Bridges asset classes as they hold a the majority of the value and the risk whilst providing a high level of service to the community and has a robust data set of information for modelling future condition and spend.

Bridge Valuations below.

Asset Category	Dimensions	Replacement Value
Span Bridges (Span longer than 6m)	Span Bridges – 27 Bridges Culvert Bridges – 20 Bridges	\$ 13,821,965
Culvert Bridges (Span less than 6m)	Culvert – 44 Bridges Pipe – 6 Bridges	\$ 6,426,872
Totals		\$ 20,248,837

The Span Bridge (span greater than 6m) review undertaken has highlighted that 10-15% of the components will need renewal over the next ten years, and in the following 10 years it highlights that 25% of the network components will be at end of life.

The Culvert Bridge (span less than 6m) network whilst still requiring a condition assessment has the similarity to the Storm Water network with reviewed and consistent unit rates and lives have been used to the asset class for revaluation purpose.

The condition assessment process has highlighted a shortfall in maintenance. The type of maintenance activity that is considered critical in the lifecycle maintenance phase include crack repair, concrete spalling repair, bridge drainage infrastructure, vegetation clearing, bridge rail and deck maintenance. The audit information recommends approximately \$49k (2021 dollars) per year for years 1-5, and to \$24k (2021 dollars) for years 6-10 in routine bridge maintenance.

In the event that Council adopts the draft Bridge Asset Management Plan, the overall impact on the LTFP detailed below. This is of the 10-year period of the plan:

Renewal

- Renewal Planned (LTFP currently adopted) - \$1.3 million
- Proposed Renewal - \$1.033m (2021 dollars) or \$ 1.14 million in LTFP dollar.
- The draft Bridge Asset Management Plan projects a reduction of \$160,000 across the 10 year of the plan against the existing LTFP.

Maintenance

- Maintenance Planned - \$10k
- Proposed Maintained - \$350k (2021 dollars) or \$397,000 in LTFP dollars over the 10 years of the plan.

Operations

- Proposed Operations increase of \$200k (2021 dollars) for bridge condition inspection and revaluation in year 5 and Year 10 of the plan.

The draft plan increases the amount of maintenance of the bridge assets. Given the age of the bridge assets and the subsequent likelihood that a number of bridges are reaching the end of life between 10 and 20 years' time, the increase in maintenance is a critical increase to manage the lifecycle of these assets. This will assist in managing risk and ensuring maximum available life from the existing structures.

Council was undertaking maintenance works of bridge structures associated with its renewal program. So whilst its actual spend on maintenance was low, in essence maintenance works were being undertaken but only on those bridges where component renewal was identified.

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

Ensuring that the bridge structures remain well maintained and safe ensures that the community and service providers such as the County Fire Service (CFS) can efficiently move between areas of the Council.

➤ **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: Audit Committee

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Senior-Planning Engineer, Strategic Assets
Senior Engineer, Civil Services
Civil Coordinator, Civil Services
Manager Financial Services
Director Corporate Services
Director Infrastructure and Operations

External Agencies: Not Applicable

Community: Not Applicable

2. BACKGROUND

Asset Management Plans are a means for documenting management, financial, engineering and technical practices to ensure that the level of service required by the community for a class of infrastructure assets are provided at the lowest long-term cost.

The identification of future needs, management options and cash flows provides the ability to even out peak funding demands. In order to allocate resources the Asset Management Plans provides a communication and long-term direction that informs the public.

In March 2007, the Local Government and Planning Ministers' Council (LGPMC) agreed to a nationally consistent approach to asset planning and management, financial planning and reporting and assessing financial sustainability. Each State Minister endorsed the National Framework for Financial Sustainability in Local Government for implementation in the context of their relationships with their local government sectors.

The National Frameworks consist of three main components as follows:

- Asset Planning and Management which incorporates:
 - Asset Management Policy
 - Asset Management Strategy
 - Governance and Management
 - Levels of Service
 - Data and Systems
 - Continuous Improvement Program
 - Evaluation of effectiveness
- Financial Planning and Reporting which incorporates:
 - Long-term Strategic Plan
 - Annual Budget
 - Annual Financial Statements and Annual Report
- Criteria for Assessing Financial Sustainability:
 - A council's long-term financial performance and position is defined as unsustainable when "planned long term services and infrastructure standards are met without unplanned increases in rates and charges, or disruptive cuts to services"

The key elements of this plan are:

- Levels of service – specifies the types and levels of service the Council provides.
- Future demand – how this will impact on future service delivery and how this is to be met.
- Life cycle management – how Council will manage its existing and future assets to provide the required services.
- Risk management – identification of risks, how these can be defined in a risk register and summarised in a risk management plan.
- Financial summary – what funds are required to provide the required services that meet both Technical standards and Community expectations
- Monitoring – monitoring measures of the plan to ensure it is meeting Council's objectives.
- Asset Management Improvement Plan

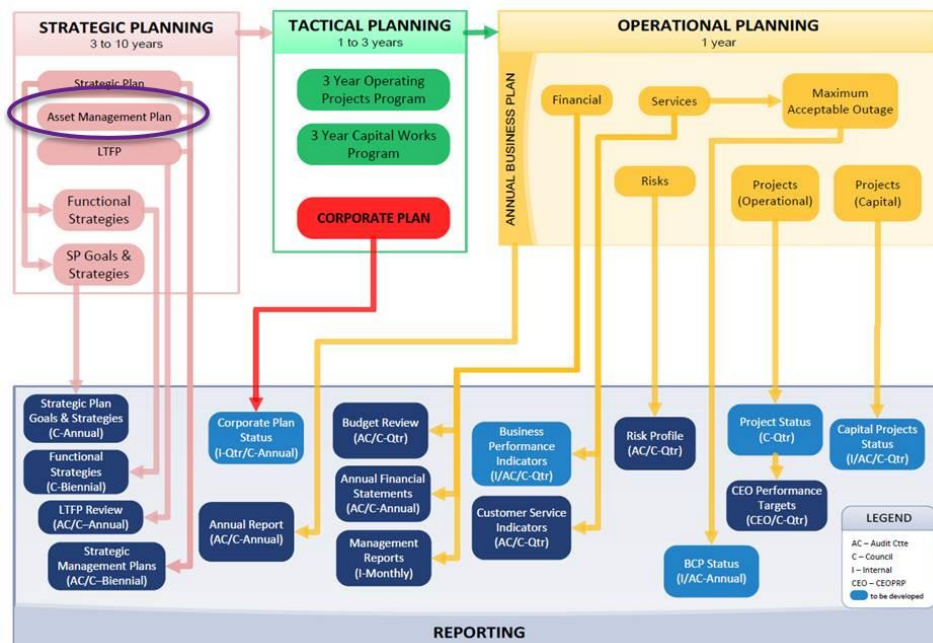
The *Local Government Act 1999* S122 (1a)(b) requires Council's to develop and adopt Asset Management Plans relating to the management and development of infrastructure and major assets for a period of at least ten years. Asset Management Plans should detail the proposed management, development and required expenditure relating to infrastructure and major assets.

The following assets and infrastructure categories are Council's Infrastructure and Asset Management Plan categories.

- Roads
- Footpaths
- Kerb
- Bridges
- Drainage & Stormwater
- CWMS Infrastructure
- Buildings
- Community Facilities

Furthermore, the Council endorsed the Transportation – including Roads, Kerb & Footpaths Asset Management Plan in February 2021. This sets the precedent for delivery of the suite of Asset Management Plans for the relevant areas of the business.

An Asset Management Plan is a key strategic planning driver to assist Council in considering the long-term requirements to maintain, renew dispose, upgrade or acquire infrastructure assets to meet projected community requirements and expectations.



Customer Values

Customer Values are designed to understand what is important to the users of the service, and define the values of the customer and how well the current levels of service match their expectations.

Levels of Service

The 'level of service' is the defined service quality for a particular activity or service area against which service performance can be measured. They provide the basis for the life cycle management strategies and works programme identified within the Asset Management Plan. Levels of service supports the Organisation's strategic goals and consider customer expectations and statutory requirements. Two criteria dictate Levels of Service; Community Levels of Service; and Technical Levels of Service.

Community Levels of Service

Community Levels of Service relate to the service outcomes that the community wants in terms of safety, quality, quantity, reliability, responsiveness, cost effectiveness and legislative compliance.

Community Levels of Service measures used in this Asset Management Plan are:

- Quality/Condition – How good is the service... what is the condition or quality of the service?
- Function – Is it suitable for its intended purpose... Is it the right service?
- Capacity/Use – Is the service over or under used; do we need more or less of these assets?

Technical Levels of Service

To deliver the customer values, and impact the achieved Customer Levels of Service, are operational or technical measures of performance. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Linking Technical service measures to the activities and annual budgets covering:

- Acquisition – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).
- Operation – the regular activities to provide services (e.g. opening hours, cleansing, mowing grass, energy, inspections, etc).
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. road patching, unsealed road grading, building and structure repairs),
- Renewal – the activities that return the service capability of an asset up to that which it had originally provided (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),

The Audit Committee considered the draft Bridge Asset Management Plan at its meeting on the 18th October 2021 and resolved the following.

7.3. Bridge Asset Management Plan (draft for review)

**Moved Cr Leith Mudge
S/- Peter Brass**

AC 49/21

The Audit Committee resolves:

- 1. That the report be received and noted**
- 2. To recommend to Council the approval of the *Draft Bridge Asset Management Plan* as contained in *Appendix 3* for consultation.**

Carried Unanimously

3. ANALYSIS

As part of the update of Council's Bridge Asset Management Plans the following processes and practices have been undertaken.

- Comprehensive Data Collection across the Span Bridge network providing a high level componentised dataset for analysis, condition, maintenance and renewal review and modelling into capital works and LTFP provisions.
- Field inspections and validation of technical data across numerous both Span and Culvert bridge asset classes including the development of a 3-year rolling renewal program using a hierarchical/priority based approach where available.
- Review of maintenance requirements and highlighted areas to build improvement plan across the life of the AMP.
- Highlighting of risks across the network and applying measures to mitigate, and develop models to counteract impacts.
- Assess climate change impacts and plan for increased resilience across the network.
- Review of unit rates and useful lives of assets and applied to valuations
- Reviewed and provided customer values, customer levels of service and technical levels of service within the framework.
- Developed AMP based on the latest NAMS 3+ (National Asset Management Strategy) framework released in August 2019.

ARRB Group was engaged in 2020 to undertake a detailed level 2 audit of span bridge structure and culvert/ pipe structure greater than 6m in length. Please see **Appendix 1** for an example of a Level 2 audit report.

Out of the Level 2 inspections, three structures identified for a higher level 3 inspection. ARRB Group were engaged to undertake this additional level of inspection. Please see **Appendix 2** for a copy of the Level 3 audit report.

The audit adopted the ARRB Group nationally adopted framework for bridge inspections and componentisation.

The Administration has adopted this structure into the Council Enterprise Asset Management System, Confirm.

The ARRB Group engagement identified the remaining useful life of structures and undertook a revaluation in line with the accounting requirements for infrastructure.

Given the highly critical nature of bridge structures, for the transport network this specialised external skill was required to assist Council in projecting the requirements of its bridge assets in the asset management plan. Our accounting audit process requires, on a five yearly basis, that Council source external opinions on its asset value and condition.

The data has now been analysed and incorporated into the draft Bridge Asset Management Plan for consultation.

4. OPTIONS

Council has the following options:

- I. Endorse the Draft Asset Management Plan for community consultation. Significant work including detailed inspections of our bridge structure and reflecting the outcomes from those independent inspections into the Draft Bridge Asset Management Plan, input from the community is now appropriate before finalising the document. **(Recommended)**
- II. Do not endorse the Draft Bridge Asset Management Plan for community consultation. (Not Recommended)

5. APPENDICES

- (1) ARRB Bridge Condition Assessment – Level 2 Sample Report
- (2) ARRB Bridge Condition Assessment – Level 3
- (3) Draft Bridge Asset Management Plan

Appendix 1

ARRB Bridge Condition Assessment – Level 2 Sample Report

Structure Condition Inspection Report

L2/1

Sheet
Page 1 of 42

Structure ID	BR004	Owner	Local Government Agency
Structure Name	Hynes Bridge		
Region	Adelaide Hills Council		
Local Authority	Adelaide Hills Council	Coordinates	-34.8159799489571, 138.89033
Road Number	-	Road Name	Forrester Road - Gumeracha
Road Type	Local Collector	Waterway	Unknown
Structure Type	Bridge	Function	Road over waterway
Superstructure Type	Beam and slab, composite	Superstructure Material	In situ reinforced concrete
Span Arrangement	1/23.5	Overall Length (m)	23.5
		Overall Width (m)	6.5



General Comment

Arch-type bridge with inclined props and integral abutments. Moderate defects on less than 25% of principal components.

Date Inspected	30/09/2020	Inspected By	Alex Aldana	Inspection Type	Programmed	Entered By	Malcolm Mak
Date Reviewed	16/11/2020	Reviewed By	Hanson Ngo	Date of Last Inspection		Next Inspection Due	09/2025
Original Rating	CS2	Original Comment	Structure was found in fair condition at the time of inspection.				
WL1 Rating		WL1 Comment					
WR1 Rating		WR1 Comment					

Overall Inspection Comment

Moderate defects on less than 25% of principal components.

Component Condition Inspection Report

L2/2

Component Location				Exposure Class	Quantity	Unit	Quantity per Condition State				Defect	Action Required?
Modification	Group	Component	Standard Number				1	2	3	4		
O	AP1	GR1	55S	1	1	Ea.	1	0	0	0	No major defects noted. Refer to photo 1.	<input type="checkbox"/>
O	AP1	AP1	52O	1	1	Ea.	0	1	0	0	Minor cracking on wearing surface. Edge of approach surface breaking away. Minor rutting on approach surface. Erosion of soil exposing utilities below. Crack coinciding with joint location. Refer to photos 1, and 8-12.	<input checked="" type="checkbox"/>
O	AP1	GR2	55S	1	1	Ea.	0	1	0	0	Loss of material (200mm) on post 8. Refer to photos 1, and 13.	<input checked="" type="checkbox"/>
O	A1	J1	30O	1	0	Lin. m	0	0	0	0	Unable to inspect as under 25% of component is accessible due to being buried. Transversed component on foot, no defects noted. No major defects noted. Refer to photo 14.	<input type="checkbox"/>
O	S1	BR1	51S	1	23.5	Lin. m	21.5	2	0	0	Vegetation overgrown encroaching on component. Refer to photo 15.	<input checked="" type="checkbox"/>
O	S1	K1	50C	1	23.5	Lin. m	19.5	4	0	0	Minor spalling and cracking along kerb with reinforcement exposed. Refer to photos 16-18.	<input type="checkbox"/>
O	S1	WS1	14O	1	152	m²	102	50	0	0	Minor rutting and cracking throughout component. Refer to photos 19-23.	<input type="checkbox"/>
O	S1	K2	50C	1	23.5	Lin. m	10.5	13	0	0	Moderate cracking and spalling on kerb. Refer to photos 24-28.	<input type="checkbox"/>
O	S1	BR2	51S	1	23.5	Lin. m	23.5	0	0	0	No major defects noted.	<input type="checkbox"/>
O	A2	J1	30O	1	0	Lin. m	0	0	0	0	Unable to inspect as under 25% of component is accessible due to being buried. No major defects noted. Refer to photo 29.	<input type="checkbox"/>
O	AP2	GR1	55S	1	1	Ea.	1	0	0	0	Hole left from former barrier post (300mm deep). Refer to photos 2, and 30.	<input type="checkbox"/>
O	AP2	AP1	52O	1	1	Ea.	0	1	0	0	Minor Cracking on wearing surface. Cracking joint location. Refer to photos 2, and 31-32.	<input type="checkbox"/>
O	AP2	GR2	55S	1	1	Ea.	0	0	1	0	Tensioner and post not connected on terminal. Refer to photos 2, and 33.	<input checked="" type="checkbox"/>
O	A1	RW1	85O	2	1	Ea.	0	1	0	0	Vegetation encroaching component. Refer to photos 34-35.	<input type="checkbox"/>
O	A1	A1	24C	2	1	Ea.	1	0	0	0	Vegetation encroaching component. Effervescence noted near column 4. Refer to photos 36-38.	<input type="checkbox"/>
O	A1	RW2	85O	2	1	Ea.	0	1	0	0	Vegetation encroaching component. Refer to photos 39-40.	<input type="checkbox"/>
O	S1	D1	8C	2	152	m²	82	70	0	0	Moisture staining throughout deck edges. Refer to photos 7, and 41-44.	<input type="checkbox"/>
O	S1	G1	2C	2	4	Ea.	2	1	1	0	Moderate spalling on girder 1 near join with column 1. Effervescence noted at this location. Minor vertical cracking on girder 4 near column 2 (unit 4). Refer to photos 7, and 45-46.	<input type="checkbox"/>
O	S1	XB1	9C	2	3	Ea.	3	0	0	0	No major defects noted. Refer to photo 47.	<input type="checkbox"/>
O	S1	XB2	9C	2	3	Ea.	3	0	0	0	No major defects noted. Refer to photo 48.	<input type="checkbox"/>
O	S1	C1	22C	2	4	Ea.	4	0	0	0	No major defects noted. Refer to photo 49.	<input type="checkbox"/>
O	S1	XB3	9C	2	3	Ea.	1	2	0	0	Minor diagonal cracking noted between g3 and g4. Minor diagonal cracking noted between girder 1 and girder 2. Refer to photos 50-52.	<input type="checkbox"/>
O	S1	XB4	9C	2	3	Ea.	3	0	0	0	No major defects noted. Refer to photo 53.	<input type="checkbox"/>
O	S1	C2	22C	2	4	Ea.	3	0	0	1	Severe cracking (up to 1.5 mm width) along column 4. Refer to photos 54-55.	<input type="checkbox"/>
O	A2	RW1	85O	2	1	Ea.	0	0	0	1	Severe cracking throughout retaining wall. Overgrown vegetation encroaching component. Refer to photos 56-57.	<input type="checkbox"/>

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 2 of 42	
Road Number	-	Road Name	Forreston Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Component Condition Inspection Report

L2/2

Component Location				Exposure Class	Quantity	Unit	Quantity per Condition State				Defect	Action Required?
Modification	Group	Component	Standard Number				1	2	3	4		
O	A2	A1	24C	2	1	Ea.	0	0	1	0	Moderate spalling throughout component. Moisture staining under girder 4. Efflorescence above column 4. Moisture staining under girder 1. Refer to photos 58-61.	<input type="checkbox"/>
O	A2	RW2	85O	2	0	Ea.	0	0	0	0	Typical cracking through masonry retaining wall. Vegetation encroaching retaining wall. Refer to photos 62-64.	<input type="checkbox"/>
O	S1	W1	54O	2	1	Ea.	0	1	0	0	Vegetation obstructing waterway on left hand side. Refer to photos 65-67.	<input type="checkbox"/>

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 3 of 42	
Road Number	-	Road Name	Forreston Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Defective Components and Maintenance Strategy Report

L2/3

Recommended Action	Priority	Date Noted	ROC Estimate	Work Category	Date Completed
Reinstate leaked joints.	Medium	30/09/2020	\$500.00	R	
Reinstate the loose barrier terminal	Medium	30/09/2020	\$500.00	R	
Seal cracking through masonry retaining wall at left hand side of abutment 2	Medium	30/09/2020	\$2,000.00	R	
Seal cracking along column 4.	Medium	30/09/2020	\$1,000.00	R	
Repair spalling on girder 1.	Medium	30/09/2020	\$2,500.00	R	

Sum of Routine maintenance = \$6,500

Remove vegetation encroaching on span 1 bridge barrier 1, abutment 1 retaining wall 1, abutment 1,	Low	30/09/2020	\$500.00	R	
Remediate loss of material around post 8 of approach 1 barrier 2.	Low	30/09/2020	\$500.00	R	

Sum of Routine maintenance = \$1,000

Total Estimated Cost = \$7,500

Work Category	Description
L2	Level 2 Inspection
L3	Level 3 Inspection
R	Routine Maintenance
S	Structural Maintenance
C	Capital Works (Refurbishment/strengthening)
C	Capital Works (Refurbishment/strengthening)

Priority	Description
Urgent	Within 6 months
High	Within 12 months
Medium	Within 2 years
Low	Within 5 years (or as resources allow)
Monitor	Monitor for further deterioration

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 4 of 42
Road Number	-	Road Name	Forreston Road - Gumeracha	Chainage (km)
Function	Road over waterway	Waterway	Unknown	
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type
				Programmed

Standard Procedure Exceptions Report

L2/4

Component Location				Exposure Class	Defect
Modification	Group	Component	Standard Number		
O	A2	J1	300	1	Unable to inspect as under 25% of component is accessible due to being buried. No major defects noted. Refer to photo 29.
O	A1	J1	300	1	Unable to inspect as under 25% of component is accessible due to being buried. Transversed component on foot, no defects noted. No major defects noted. Refer to photo 14.



L2/5

[illegible]

Test Locations			% Depth Consumed					
			CS2		CS3		CS3	
Component	Defect	Location (Abbreviation)	E	MS	E	MS	E	MS
Pile	Pipe	Top (T), Ground Level (GL), Other (O)	1 - 20	1 - 20	21 - 35	21 - 35	36 - 50	36 - 50
Girder	Pipe	End 1 (E1), Midspan (MS), End 2 (E2), Other (O)	1 - 20	1 - 20	21 - 35	21 - 35	36 - 50	36 - 50
Corbel	Pipe	End 1 (E1), End 2 (E2), Other (O)	1 - 20	1 - 20	21 - 35	21 - 35	36 - 50	36 - 50
Headstock (1)	Edge Area	End 1 (E1), End 2 (E2), Other (O)	1 - 5	1 - 5	6 - 10	6 - 10	11 - 20	11 - 20
Headstock (2)	Pipe	End 1 (E1), End 2 (E2), Other (O)	1 - 45 mm		46 - 65 mm		66 - 90 mm	
Other Component		Enter relevant component code and describe location in comments field.						

1 - Area of headstock (%) for external loss of section (top, bottom or sides)
2 - Maximum pipe diameter (mm) in headstock for internal piping defects.
3 - Members in excess of CS4 deterioration values are critical and should be replaced immediately



L2/6

NOT REQUESTED

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 7 of 42	
Road Number	-	Road Name	Forreston Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/7

File Reference	Photograph/Sketch Number	Defect
1	BR004_001	View from approach 1.
2	BR004_002	View from approach 2.
3	BR004_003	View of left hand elevation.
4	BR004_004	View of right hand elevation.
5	BR004_005	View of left hand waterway.
6	BR004_006	View of right hand waterway.
7	BR004_007	View of underneath.
8	BR004_008	View of minor Cracking on wearing surface on bridge approach 1.
9	BR004_009	Additional view of minor Cracking on wearing surface on bridge approach 1.
10	BR004_010	View of edge of approach surface breaking away on bridge approach 1.
11	BR004_011	View of erosion of soil exposing utilities below on bridge approach 1.
12	BR004_012	View of crack coinciding with joint location on bridge approach 1.
13	BR004_013	View of loss of material (200mm) on post on guardrail 2.
14	BR004_014	View of compression joint seal 1.
15	BR004_015	View of vegetation overgrown encroaching on component on railings/barriers 1.
16	BR004_016	View of kerb 1.
17	BR004_017	View of minor spalling and cracking along kerb with reinforcement exposed on kerb 1.
18	BR004_018	Additional view of minor spalling and cracking along kerb with reinforcement exposed on kerb 1.
19	BR004_019	View of wearing surface 1.
20	BR004_020	Additional view of wearing surface 1.
21	BR004_021	Additional view of wearing surface 1.
22	BR004_022	Additional view of wearing surface 1.
23	BR004_023	View of minor rutting and cracking throughout component on wearing surface 1.
24	BR004_024	View of kerb 2.
25	BR004_025	View of moderate cracking and spalling on kerb on kerb 2.
26	BR004_026	Additional view of moderate cracking and spalling on kerb on kerb 2.
27	BR004_027	Additional view of moderate cracking and spalling on kerb on kerb 2.
28	BR004_028	Additional view of moderate cracking and spalling on kerb on kerb 2.
29	BR004_029	View of pourable joint seal 1.
30	BR004_030	View of hole left from former barrier post (300mm) deep on guardrail 1.
31	BR004_031	View of minor cracking on wearing surface on bridge approach 1.
32	BR004_032	View of longitudinal cracking on bridge approach 1.
33	BR004_033	View of tensioner and post not connected on terminal on guardrail 2.
34	BR004_034	View of abutment 1.
35	BR004_035	View of vegetation encroaching component on retaining wall 1.
36	BR004_036	View of abutment 1.
37	BR004_037	View of vegetation encroaching component on abutment 1.
38	BR004_038	View of efflorescence noted near column 4 on abutment 1.
39	BR004_039	View of retaining wall 2.
40	BR004_040	View of vegetation encroaching componen on retaining wall 2.
41	BR004_041	View of moisture staining throughout deck edges on deck slab 1.
42	BR004_042	Additional view of moisture staining throughout deck edges on deck slab 1.
43	BR004_043	Additional view of moisture staining throughout deck edges on deck slab 1.
44	BR004_044	Additional view of moisture staining throughout deck edges on deck slab 1.
45	BR004_045	View of moderate spalling on girder 1 near join with column 1. Efflorescence noted at this location on open girders 1.
46	BR004_046	View of minor vertical cracking on girder 4 near column 2 (unit 4) on open girders 1.
47	BR004_047	View of cross bracing.
48	BR004_048	View of cross bracing.
49	BR004_049	View of columns 1.
50	BR004_050	View of cross beams / floor beams 3.
51	BR004_051	View of minor diagonal cracking noted between girder 3 and girder 4 on cross beams / floor beams 3.
52	BR004_052	View of minor diagonal cracking noted between girder 1 and girder 2 on cross beams / floor beams 3.
53	BR004_053	View of cross beams / floor beams 4.
54	BR004_054	View of columns 2.
55	BR004_055	View of severe cracking (up to 1.5 mm width) along column 4 on columns 2.
56	BR004_056	View of retaining wall 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 8 of 42	
Road Number	-	Road Name	Forreston Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/7

File Reference	Photograph/Sketch Number	Defect
57	BR004_057	View of severe cracking throughout retaining wall. Overgrown vegetation encroaching component on retaining wall 1.
58	BR004_058	View of abutment 1.
59	BR004_059	View of moderate spalling throughout component. Moisture staining under girder 4 on abutment 1.
60	BR004_060	View of efflorescence above column 4 on abutment 1.
61	BR004_061	View of moisture staining under girder 1 on abutment 1.
62	BR004_062	View of retaining wall 2.
63	BR004_063	View of typical cracking through masonry retaining wall on retaining wall 2.
64	BR004_064	View of vegetation encroaching retaining wall on retaining wall 2.
65	BR004_065	View of waterway 1.
66	BR004_066	Additional view of waterway 1.
67	BR004_067	View of vegetation obstructing waterway on left hand side on waterway 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 9 of 42	
Road Number	-	Road Name	Forreton Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 1 Image Name: BR004_001 Description: View from approach 1.



Image Number: 2 Image Name: BR004_002 Description: View from approach 2.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 10 of 42	
Road Number	-	Road Name	Forreton Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 3 Image Name: BR004_003 Description: View of left hand elevation.



Image Number: 4 Image Name: BR004_004 Description: View of right hand elevation.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 11 of 42	
Road Number	-	Road Name	Forreton Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
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Photograph and Sketches Record

L2/8



Image Number: 5 Image Name: BR004_005 Description: View of left hand waterway.



Image Number: 6 Image Name: BR004_006 Description: View of right hand waterway.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 12 of 42	
Road Number	-	Road Name	Forrester Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
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Photograph and Sketches Record

L2/8



Image Number: 7 Image Name: BR004_007 Description: View of underneath.



Image Number: 8 Image Name: BR004_008 Description: View of minor Cracking on wearing surface on bridge approach 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 13 of	42
Road Number	-	Road Name	Forrester Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 9 Image Name: BR004_009 Description: Additional view of minor Cracking on wearing surface on bridge approach 1.



Image Number: 10 Image Name: BR004_010 Description: View of edge of approach surface breaking away on bridge approach 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 14 of 42
Road Number	-	Road Name	Forreston Road - Gumeracha	Chainage (km)
Function	Road over waterway	Waterway	Unknown	
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type
				Programmed

Photograph and Sketches Record

L2/8



Image Number: 11 Image Name: BR004_011 Description: View of erosion of soil exposing utilities below on bridge approach 1.



Image Number: 12 Image Name: BR004_012 Description: View of crack coinciding with joint location on bridge approach 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 15 of 42	
Road Number	-	Road Name	Forreston Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 13 Image Name: BR004_013 Description: View of loss of material (200mm) on post on guardrail 2.



Image Number: 14 Image Name: BR004_014 Description: View of compression joint seal 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 16 of 42	
Road Number	-	Road Name	Forrester Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 15 Image Name: BR004_015 Description: View of vegetation overgrown encroaching on component on railings/barriers 1.



Image Number: 16 Image Name: BR004_016 Description: View of kerb 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 17 of 42	
Road Number	-	Road Name	Forreston Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 17
1. Image Name: BR004_017 Description: View of minor spalling and cracking along kerb with reinforcement exposed on kerb 1.



Image Number: 18
exposed on kerb 1. Image Name: BR004_018 Description: Additional view of minor spalling and cracking along kerb with reinforcement exposed on kerb 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 18 of 42
Road Number	-	Road Name	Forrester Road - Gumeracha	Chainage (km)
Function	Road over waterway	Waterway	Unknown	
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type
				Programmed

Photograph and Sketches Record

L2/8



Image Number: 19 Image Name: BR004_019 Description: View of wearing surface 1.



Image Number: 20 Image Name: BR004_020 Description: Additional view of wearing surface 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 19 of 42	
Road Number	-	Road Name	Forreston Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 21 Image Name: BR004_021 Description: Additional view of wearing surface 1.



Image Number: 22 Image Name: BR004_022 Description: Additional view of wearing surface 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 20 of 42	
Road Number	-	Road Name	Forreton Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 23 Image Name: BR004_023 Description: View of minor rutting and cracking throughout component on wearing surface 1.



Image Number: 24 Image Name: BR004_024 Description: View of kerb 2.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 21 of 42	
Road Number	-	Road Name	Forreston Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
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Photograph and Sketches Record

L2/8



Image Number: 25

Image Name: BR004_025

Description: View of moderate cracking and spalling on kerb on kerb 2.



Image Number: 26

Image Name: BR004_026

Description: Additional view of moderate cracking and spalling on kerb on kerb 2.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 22 of 42
Road Number	-	Road Name	Forreton Road - Gumeracha	Chainage (km)
Function	Road over waterway	Waterway	Unknown	
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type
				Programmed

Photograph and Sketches Record

L2/8



Image Number: 27 Image Name: BR004_027 Description: Additional view of moderate cracking and spalling on kerb on kerb 2.



Image Number: 28 Image Name: BR004_028 Description: Additional view of moderate cracking and spalling on kerb on kerb 2.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 23 of	42
Road Number	-	Road Name	Forrester Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 29 Image Name: BR004_029 Description: View of pourable joint seal 1.



Image Number: 30 Image Name: BR004_030 Description: View of hole left from former barrier post (300mm) deep on guardrail 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 24 of	42
Road Number	-	Road Name	Forrester Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 31 Image Name: BR004_031 Description: View of minor cracking on wearing surface on bridge approach 1.



Image Number: 32 Image Name: BR004_032 Description: View of longitudinal cracking on bridge approach 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 25 of	42
Road Number	-	Road Name	Forrester Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 33 Image Name: BR004_033 Description: View of tensioner and post not connected on terminal on guardrail 2.



Image Number: 34 Image Name: BR004_034 Description: View of abutment 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 26 of 42	
Road Number	-	Road Name	Forreton Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 35 Image Name: BR004_035 Description: View of vegetation encroaching component on retaining wall 1.



Image Number: 36 Image Name: BR004_036 Description: View of abutment 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 27 of 42	
Road Number	-	Road Name	Forreton Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 37 Image Name: BR004_037 Description: View of vegetation encroaching component on abutment 1.



Image Number: 38 Image Name: BR004_038 Description: View of efflorescence noted near column 4 on abutment 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 28 of 42	
Road Number	-	Road Name	Forrester Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 39 Image Name: BR004_039 Description: View of retaining wall 2.



Image Number: 40 Image Name: BR004_040 Description: View of vegetation encroaching componen on retaining wall 2.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 29 of 42	
Road Number	-	Road Name	Forreston Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 41 Image Name: BR004_041 Description: View of moisture staining throughout deck edges on deck slab 1.



Image Number: 42 Image Name: BR004_042 Description: Additional view of moisture staining throughout deck edges on deck slab 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 30 of	42
Road Number	-	Road Name	Forrestone Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 43 Image Name: BR004_043 Description: Additional view of moisture staining throughout deck edges on deck slab 1.



Image Number: 44 Image Name: BR004_044 Description: Additional view of moisture staining throughout deck edges on deck slab 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 31 of 42	
Road Number	-	Road Name	Forrester Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 45 Image Name: BR004_045

Description: View of moderate spalling on girder 1 near join with column 1. Efflorescence noted at this location on open girders 1.



Image Number: 46 Image Name: BR004_046

Description: View of minor vertical cracking on girder 4 near column 2 (unit 4) on open girders 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 32 of	42
Road Number	-	Road Name	Forreton Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

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Image Number: 47 Image Name: BR004_047 Description: View of cross bracing.



Image Number: 48 Image Name: BR004_048 Description: View of cross bracing.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 33 of 42	
Road Number	-	Road Name	Forreston Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

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Image Number: 49 Image Name: BR004_049 Description: View of columns 1.



Image Number: 50 Image Name: BR004_050 Description: View of cross beams / floor beams 3.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 34 of 42
Road Number	-	Road Name	Forreston Road - Gumeracha	Chainage (km)
Function	Road over waterway	Waterway	Unknown	
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type
				Programmed

Photograph and Sketches Record

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Image Number: 51
/ floor beams 3.

Image Name: BR004_051

Description: View of minor diagonal cracking noted between girder 3 and girder 4 on cross beams



Image Number: 52
/ floor beams 3.

Image Name: BR004_052

Description: View of minor diagonal cracking noted between girder 1 and girder 2 on cross beams

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 35 of 42	
Road Number	-	Road Name	Forrester Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

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Image Number: 53 Image Name: BR004_053 Description: View of cross beams / floor beams 4.



Image Number: 54 Image Name: BR004_054 Description: View of columns 2.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 36 of 42	
Road Number	-	Road Name	Forrester Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

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Image Number: 55 Image Name: BR004_055 Description: View of severe cracking (up to 1.5 mm width) along column 4 on columns 2.



Image Number: 56 Image Name: BR004_056 Description: View of retaining wall 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 37 of 42
Road Number	-	Road Name	Forreton Road - Gumeracha	Chainage (km)
Function	Road over waterway	Waterway	Unknown	
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type
				Programmed

Photograph and Sketches Record

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Image Number: 57 Image Name: BR004_057
encroaching component on retaining wall 1.

Description: View of severe cracking throughout retaining wall. Overgrown vegetation



Image Number: 58 Image Name: BR004_058

Description: View of abutment 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 38 of 42	
Road Number	-	Road Name	Forrester Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

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Image Number: 59 Image Name: BR004_059 Description: View of moderate spalling throughout component. Moisture staining under girder 4 on abutment 1.



Image Number: 60 Image Name: BR004_060 Description: View of efflorescence above column 4 on abutment 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 39 of 42	
Road Number	-	Road Name	Forreton Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

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Image Number: 61 Image Name: BR004_061 Description: View of moisture staining under girder 1 on abutment 1.



Image Number: 62 Image Name: BR004_062 Description: View of retaining wall 2.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 40 of 42	
Road Number	-	Road Name	Forreton Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

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Image Number: 63 Image Name: BR004_063 Description: View of typical cracking through masonry retaining wall on retaining wall 2.



Image Number: 64 Image Name: BR004_064 Description: View of vegetation encroaching retaining wall on retaining wall 2.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 41 of 42	
Road Number	-	Road Name	Forrester Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

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Image Number: 65 Image Name: BR004_065 Description: View of waterway 1.



Image Number: 66 Image Name: BR004_066 Description: Additional view of waterway 1.

Structure ID	BR004	Structure Name	Hynes Bridge	Sheet	
Owner	Local Government Agency	Local Authority	Adelaide Hills Council	Page 42 of 42	
Road Number	-	Road Name	Forreton Road - Gumeracha	Chainage (km)	
Function	Road over waterway	Waterway	Unknown		
Date Inspected	30/09/2020	Inspected By	Alex Aldana	Entered By	Malcolm Mak
Reviewed By	Hanson Ngo	Date Reviewed	16/11/2020	Inspection Type	Programmed

Photograph and Sketches Record

L2/8



Image Number: 67 Image Name: BR004_067 Description: View of vegetation obstructing waterway on left hand side on waterway 1.

Appendix 2

ARRB Bridge Condition Assessment – Level 3



YOUR NATIONAL
TRANSPORT RESEARCH
ORGANISATION

Adelaide Hills Council Level 3 Bridge Inspections Report

ARRB Project No.: 016404

AHC Ref No.: OFF155056

Author: Ario Nourfardi & Alex
Aldana

Prepared for: Adelaide Hills Council

13 May 2021

Version 1

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1. Introduction

1.1 Background

The Australian Road Research Board (ARRB) carried out level 2 bridge inspection for 47 structures across Adelaide Hills Council (AHC) region in 2020. Based on the site observations, ARRB recommended to undertake level 3 inspections for 3 of those structures to further investigate the condition of the structures' components and provide preventative solutions.

Level 2 inspections have been delivered separately. This report outlines the findings of the Level 3 inspections.

1.2 Objective

The primary objectives of the level 3 bridge inspection report were to:

- thoroughly investigate the condition of the structural and non-structural components considering the level 2 inspection condition ratings.
- assess the need for maintenance works and outline priorities
- provide detailed defect mapping illustrating the extent and severity of the defect
- produce general arrangement sketches of structures including dimensions
- examine whether inspected structures are safe for traffic access
- recommend alternative solutions to prevent defects from deterioration.

1.3 Scope

The activities that ARRB implemented during the site inspections are outlined in Table 1.1.

Table 1.1: Level 3 inspection scope

ID	Structure name	Level 3 scope
BR025	Aldgate Valley Road Bridge	<ul style="list-style-type: none">• Capture general view and detailed images from all structure components• Access defected concrete components (ladder) to examine spalling and delamination using sounding hammer• Defect mapping• Install anchor bolts to monitor relative movements around cracks• Measure the general arrangements of the structure• Assess moisture
BR072	Montacute Road Culvert	<ul style="list-style-type: none">• Capture general view and detailed images from all structure components• Access defected concrete components (ladder) to examine spalling and delamination using sounding hammer• Defect mapping• Install anchor bolts to monitor relative movements around cracks• Measure the general arrangements of the structure• Measure loss of backfill and section depth by placing gauge in cracks
TBC	Stradbroke Road	<ul style="list-style-type: none">• Capture general view and detailed images from all structure components• Access defected concrete components to examine spalling and delamination using sounding hammer• Defect mapping• Install anchor bolts to monitor relative movements around cracks• Measure the general arrangements of the structure• Measure corrosion extent in steel girders

1.4 Methodology

The 3 structures were investigated to collect the required information regarding their condition. The specific methodology used for each structure is described below.

1.4.1 BR025: Aldgate Valley Road Bridge

- Capturing detailed images of all structure components and defects.
- Measuring the structure components if necessary.
- Sounding with hammer to identify areas with crumbling, delamination, and scaling concrete.
- Assessing the condition of the exposed reinforcement.
- Crack mapping to record width and the location of cracks.

1.4.2 BR072: Montacute Road Culvert

- Capture detailed images of all structure components and defects.
- Site measurements of the structure if necessary.
- Sounding with hammer, assessing moisture, measuring loss of backfill around cracks, condition of rebars.
- Crack mapping to record width and the location of cracks.
- Scanning rebars to investigate rebar spacing and cover.
- Installation of crack bolts at selected locations.

1.4.3 TBC: Stradbroke Road Bridge

- Site measurements of the structure if necessary.
- Crack mapping to record width and the location of cracks.
- Installation of crack bolts at selected locations.
- Assessing the effects of defects to the structural performance and serviceability of the structure.

2. Level 3 Inspections

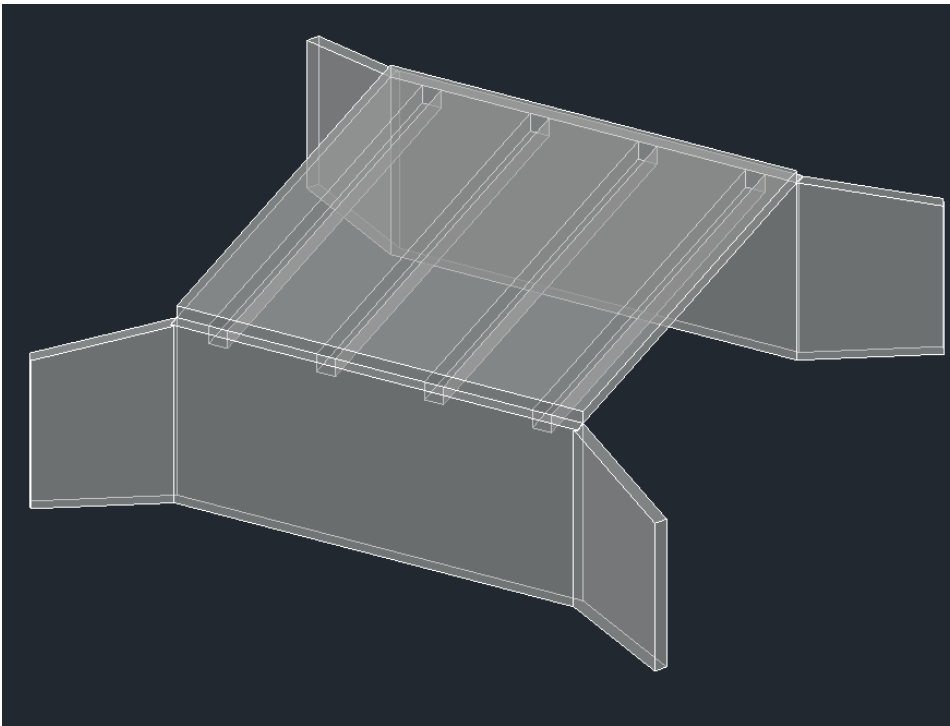
2.1 BR025 – Aldgate Valley Road Bridge

Aldgate Valley Road Bridge (BR025) is located at coordinates -35.036294, 138.75586, crossing an unknown waterway on Aldgate Valley Rd, Mylor, SA 5153. It is a single span bridge with span length of 7 m and overall width of 6.4 m, accommodating 2 traffic lanes. The superstructure type of this bridge is cast in situ integrated reinforced concrete beam and slab with 4 rectangular girders spaced at 1.7 m centre to centre. The substructure is composed of reinforced concrete abutments and wingwalls. The foundations of this bridge were not inspected due to being underground.

A Level 2 inspection was undertaken on 2 October 2020. The structure was in very poor condition (CS4) at that time due to severe cracking on both abutments and severe spalling on the underside of the deck and girders with exposed reinforcement.

Section 2.1.1 describes the major defects of the Aldgate Valley Road bridge and includes defect mapping illustrating the type, location and extent of each defect for deck and abutments. It also covers the installation of anchor bolts on abutment cracks for movement monitoring. Section 2.1.2 discusses possible intervention options.

Figure 2.1 Aldgate Valley Road Bridge 3D illustration



2.1.1 Observations

The major defects observed in the Aldgate Valley Road bridge were as follows:

- severe spalling with exposed reinforcement, scaling and delamination on the underside surface of the deck slab (Figure 2.2, Figure 2.3 and Figure 2.4,)
- spalling with exposed reinforcement, chipping and flexural cracks on the concrete girders (Figure 2.5 and Figure 2.6)
- severe vertical cracks on the abutments due to abutment 1 scouring and settlement (Figure 2.7 and Figure 2.8)
- severe abrasion and delamination on the outer surface right-hand side kerb (Figure 2.9)
- trapped moisture on the deck slab and girders (Figure 2.2)
- moderate horizontal crack on the right-hand side wing wall of abutment 1 (Figure 2.10 and Figure 2.11)

Figure 2.2 Abrasion, delamination and trapped moisture near end 2 of girder 4



Figure 2.3 Severe spalling and exposed reinforcement near end 1 of girder 4



Figure 2.4 Severe spalling and exposed reinforcement near end 2 of girder 1



Figure 2.5 Severe concrete chipping and exposed reinforcement on the right-hand side edge of girder 3, located at mid-span



Figure 2.6 Moderate flexural crack, 0.55 mm wide and located at mid-span of girder 2

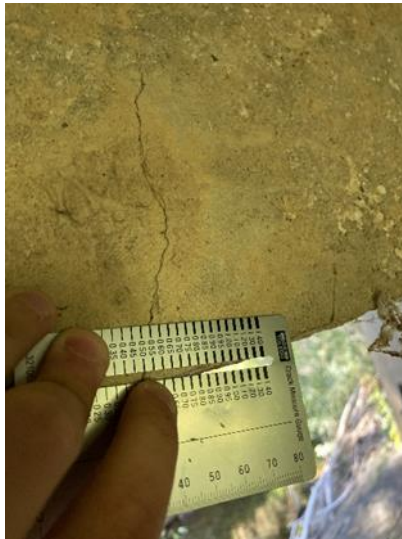


Figure 2.7 Extreme 5 mm wide vertical crack on left-hand side of abutment 1



Figure 2.8 Moderate 0.7 mm wide vertical crack at right-hand side of abutment 1 (under girder 3) extending 2 m from the soffit



Figure 2.9 Abrasion and delamination on the outer face of the right-hand side kerb



Figure 2.10 Moderate 0.8 mm wide horizontal crack extending across wingwall 2 left-hand side



Figure 2.11 Moderate 0.4 mm wide horizontal crack extending across wingwall 1 right-hand side



Due to the severity of the vertical crack shown in Figure 2.6 and in an attempt to monitor any relevant movement of the left-hand side part of wingwall 1 to abutment 1 in the future, a pair of anchor bolts were installed on both sides of the crack, and their distances were measured and recorded as 125 mm (Figure 2.12). The primary cause of this crack was a combination of excessive earth pressure behind the wingwall and abutment scoring and settlement, which potentially led to rotational movement around the wingwall baseline.

Figure 2.12 Bolts spacing recorded as 125 mm



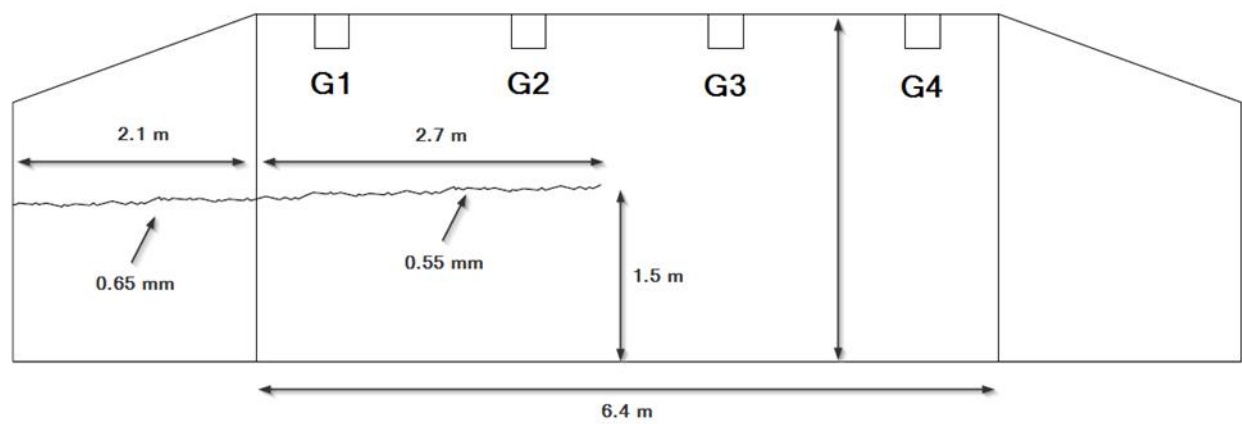
In order to determine the actual extent of the spalling (area of trapped moisture and depth of corrosion in reinforcement) a sounding hammer was applied, and loose delaminated concrete surfaces were removed (Figure 2.13). These defects had mostly occurred on deck slab 1 and 4, i.e. the outer slab of the side girders. Concentration of rainwater on the underside surface of the deck slabs and the rainwater's penetration into the concrete cover depth caused the reinforcement corrosion, which led to the expansion and local concrete burst. Moreover, not considering adequate concrete cover on the underside surface of the deck slabs contributed to this issue.

Figure 2.13 Example of before (left) and after (right) applying sounding hammer – located near end 2 of girder 1

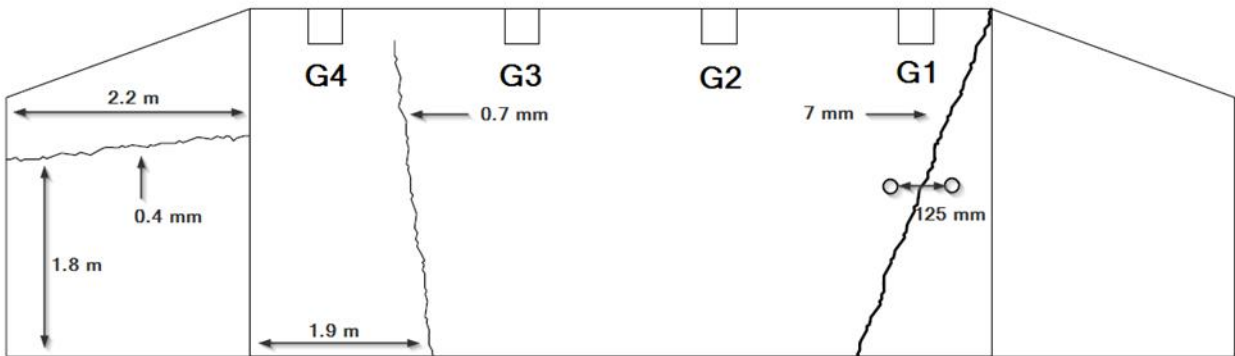


To further investigate the condition of defects, a defect map was prepared illustrating extent, dimension and location of each defect, for both abutments and the underside of the deck (Figure 2.14 and Figure 2.15).

Figure 2.14 Abutments elevation view – crack mapping

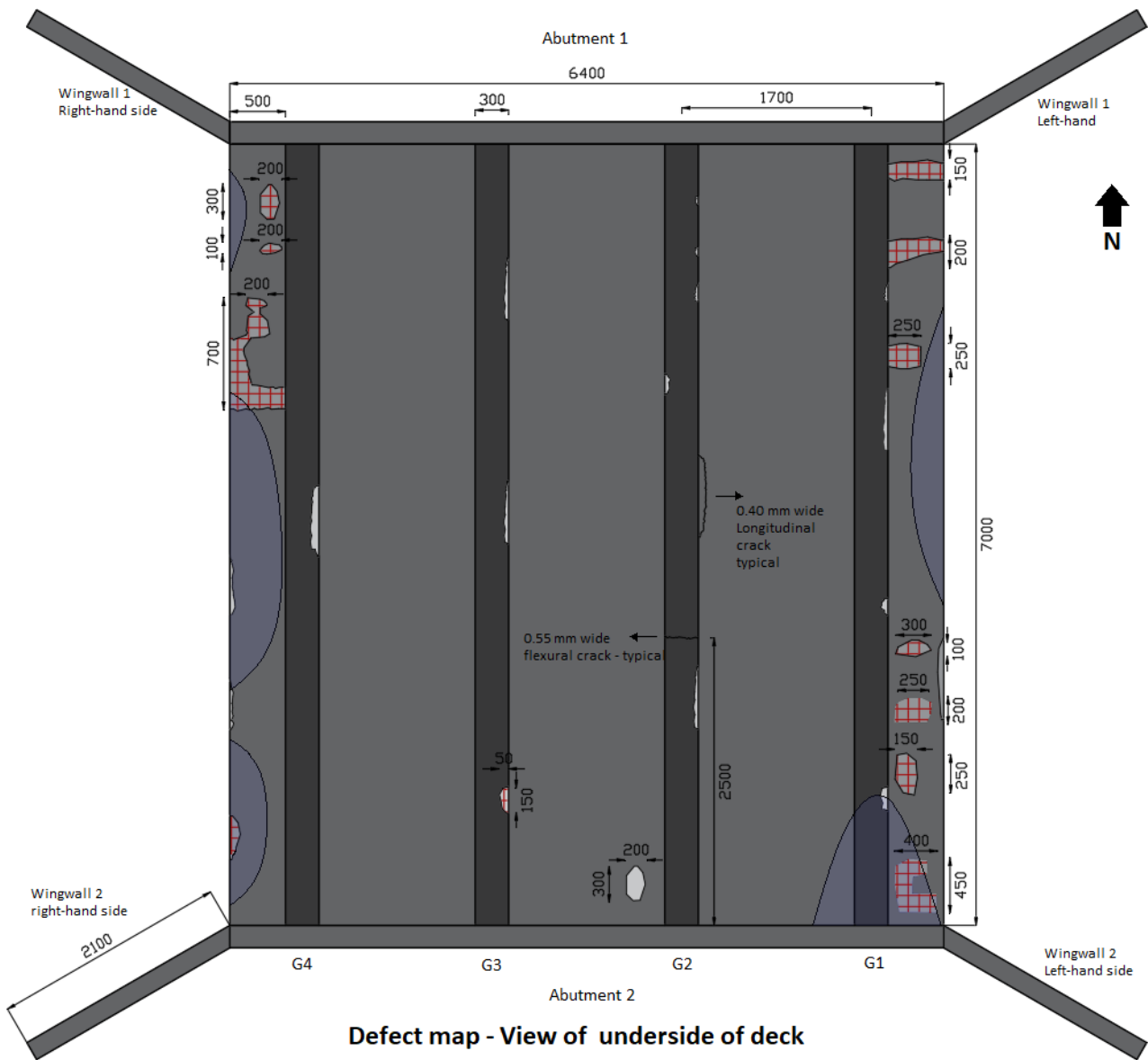


Abutment 2 Elevation View






Abutment 1 Elevation View

Figure 2.15 Defect mapping of underside of deck



Defect map - View of underside of deck

-  Severe concrete spalling and exposed reinforcement
-  Moderate concrete spalling and chipping
-  Trapped moisture area

Note 1 - All dimensions are in mm
Note 2 - Defect dimensions are only an approximation

2.1.2 Recommendations

Based on the on-site observations and considering the bridge components condition rating stated in the level 2 inspection, the following actions are recommended by ARRB.

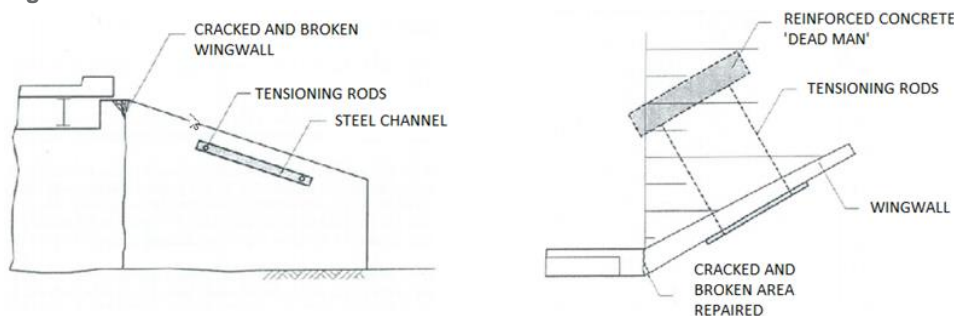
High priority

- Regular monitoring of the extent and depth of deficient concrete surfaces and recording defect developments at 6-monthly intervals.
- Regular monitoring of cracks and recording any development in crack widths and lengths at 6-monthly intervals. This includes monitoring the spacing of the installed anchor bolts mentioned in the previous section and recording any possible movement in each direction.
- Filling the major cracks described in the defect mapping and listed below with epoxy resin.
 - a) Vertical 125 mm crack (separation) on A1
 - b) Vertical 0.7 mm crack on A1
 - c) Horizontal 0.65 mm crack on left-hand side A2
 - d) Horizontal 0.55 mm crack on A2
 - e) 55 mm crack located at mid-span of G2
- Concrete patching of the surfaces with spalling and chipping. This prevents further development of concrete spalling and reinforcement corrosion. However, it should be noted that patch repair does not recover the capacity loss due to existing corrosion. (Cost: approximately \$2000)

Medium priority

- To prevent further development of the vertical crack on abutment 1 (Figure 2.7 and Figure 2.12), propping can be considered as a temporary solution. As a long-term solution, however, the wingwall can be restrained by tie rods as shown in Figure 2.16 below. In this case, the advice from a structural engineer should be sought with regards to the design of the tie rods and their termination, including the dead man.
(Cost: approximately \$5000)

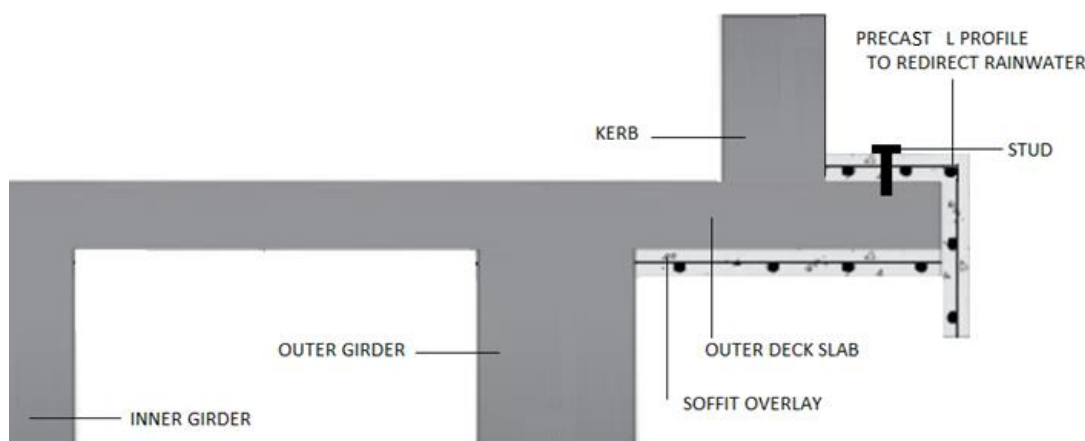
Figure 2.16 Tie rods installation



Low priority

- To prevent leakage and concentration of rainwater on the soffit of the outer deck slabs, L profiles can be installed on the edge of the deck slab to redirect rainwater (Figure 2.17). These precast L profiles can be installed to the deck slab surface by embedded studs. Also, as a repair solution for soffit spalling, the soffit overlay can be applied, which is more efficient in the long-term.
(Cost: approximately \$7000)

Figure 2.17 Soffit overlay and drainage



2.2 BR072 – Montacute Road Culvert

Montacute Road Culvert is located at coordinates -34.8930407982431, 138.73536, crossing an unknown waterway in Montacute Road, Montacute, SA 5153. It is a single span arch culvert with span length of 2.55 m, overall length and width of 3 m and 5.6 m, respectively. It carries 2 traffic lanes and has a box culvert widening on the right-hand side.

A level 2 inspection was undertaken on 1 October 2020. At the time of inspection, this structure was in very poor condition due to extreme extensive cracks along the arch and severe spalling on the soffit of the original structure (arch culvert) and the widening (box culvert).

Section 2.2.1 provides inspection observations and section 2.2.2 indicates general measurements and defect mapping. The recommends actions to monitor and prevent defects from deterioration is discussed in section 2.2.3.

2.2.1 Observations

The major defects observed in the Montacute Road Culvert were as outlined below:

- two extreme longitudinal cracks on the arch soffit, effectively dividing the section into 3 independently acting sections
- severe transversal crack extending between the 2 longitudinal cracks
- severe abrasion on the arch soffit causing exposed aggregates
- the absence of any structural reinforcement in the arch soffit
- heavy rainwater leakage caused by a wide gap between the original structure and the widening
- severe spalling and exposed reinforcement on the soffit of widening (box culvert).

As shown in Figure 2.18 and Figure 2.19, there are 2 severe longitudinal cracks extending the whole length of the arch soffit, located at approximately one third of the width of the arch from the edge. The primary cause of this type of crack is differential settlement within the abutment of the arch. The arch section is effectively divided into three independent rings, and flexibility of these rings has led to many transversal cracks extending between two longitudinal cracks at the arch crown. These transversal cracks are typical and measured from 0.6 mm to 6 mm wide. As a result of these longitudinal and transversal cracks, rainwater leakage has caused severe concrete abrasion and spalling on the soffit (Figure 2.20).

Figure 2.18 View of abutment 2



Figure 2.19 View of abutment 1



In the widening section of the structure, which is a box culvert, there are 3 severe spallings with exposed reinforcement. These spallings were mainly caused by rainwater leakage through the left-hand side edge of the structure as well as the gap between the original and widening structure. At the time of inspection, a sounding hammer was applied to remove the loose delaminated concrete and to determine the actual extent of spalling and reinforcement exposure. The 3 major spallings are shown in Figure 2.20, Figure 2.21 and Figure 2.22. Also, in Figure 2.21, the gap between the original and widening structures can be seen.

Figure 2.20 Spalling and exposed reinforcement on abutment 2 – box culvert section



Figure 2.21 Spalling and exposed reinforcement on soffit of box culvert section, near the centreline



Figure 2.22 Spalling and exposed reinforcement on soffit of box culvert section, near the left-hand side edge



2.2.2 Installation and Measurements

Since the cracked arch rings are highly flexible, they can be subject to relative movement, which must be closely monitored. To do this, a pair of anchor bolts were installed on each side of every crack on abutment 1 and abutment 2 at the time of inspection. The spacing between these anchor bolts was measured and recorded as shown in Figure 2.23, Figure 2.24, Figure 2.25 and Figure 2.26. Also, in Figure 2.27, the defect mapping of the entire soffit and abutments, including the arch and box culvert are indicated. It should be noted that typical and frequent transversal cracks have not been included in the defect mapping.

Figure 2.23 Installed anchorage bolts spacing, right-hand side of abutment 1 – 120 mm



Figure 2.24 Installed anchorage bolts spacing, left-hand side of abutment 1 – 102 mm



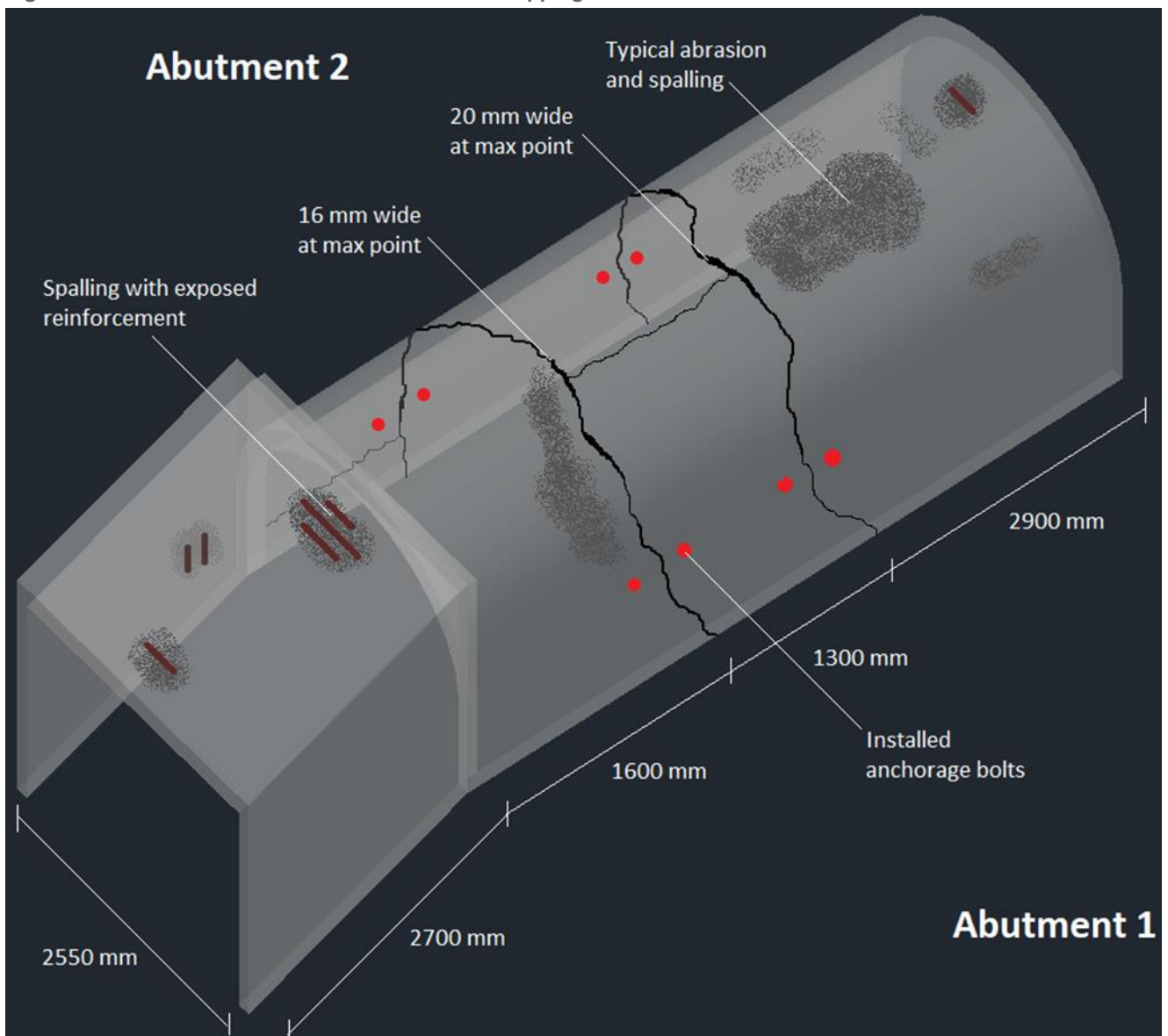
Figure 2.25 Installed anchorage bolts spacing, right-hand side of abutment 2 – 205 mm



Figure 2.26 Installed anchorage bolts spacing, left-hand side of abutment 2 – 90 mm



Figure 2.27 Arch culvert and box culvert defect mapping



Given the severity of the longitudinal cracks and the risk of relevant movement and rotations, it is important to ensure there is no significant loss of backfill behind the arch section. To do this, a measurement gauge was inserted through the crack at the inspection time to measure any existing gap behind the crack. However, no soft layer was penetrated by the measurement gauge and it was noted that the depth of the cracks had not developed to the entire concrete and mortar layer.

2.2.3 Recommendations

ARRB recommends the following:

High priority

- Monitor the width and depth of major cracks (horizontal movements and loss of backfill development) to determine if they are live and active. This includes monitoring the spacing of installed anchorage bolts regularly and recording any changes.
- Seal the gap between the original culvert (arch) and widening culvert (box) to prevent rainwater leakage.
- Repair the moderate cracks by injecting a low pressure silicone sealant.
- Regarding the severe cracks, the crack repair process should be followed as below:
 1. Removing the existing loose concrete and mortar.
 2. Cleaning with compressed air.
 3. Pressure injecting sand/cement/lime mortar mix into the cracks to ensure they are fully sealed and have achieved full bonding to the sides.

Medium priority

- An appropriate drainage system (as described in section 2.1.2) should be designed for the right- and left-hand side edges of the structure to redirect the rainwater and prevent rainwater leakage and concentration on the soffit. (cost to be calculated by consultant based on requirements)
- Considering very poor condition of the culvert and knowing that no reinforcement information was captured on the arch soffit using the rebar scanner, replacing the arch culvert with a new box culvert could be considered as a long-term solution. (cost to be calculated by consultant based on requirements)

2.3 TBC – Stradbroke Road Culvert

The Stradbroke Road culvert is located at coordinates -34.895313, 138.690743 on Stradbroke Road, Rostrevor, SA 5073. The structure is a single-span cast in situ concrete slab with steel girders. It has a span length of 4.2 m, overall length of 6.2 m and overall width of 11.6 m. This structure has cast in situ box culvert widening on the right-hand side and carries 2 traffic lanes.

The level 2 inspection was carried out on 1 October 2020. At the time of inspection, the structure was rated in very poor condition (CS4) due to severe cracking on the abutment walls and deck. It was also noted that separation of wingwall 1 left-hand side from abutment 1 was caused by the adjacent tree growth. Refer to level 2 inspection reports for details.

Section 2.3.1 aims to investigate the findings of the level 2 inspection and girders' condition in further detail. Also, anchor bolts were installed to monitor the crack developments and prevention options were examined.

2.3.1 Observations

During the inspection, it was found that all girders are severely corroded due to exposure to water current and moisture. The condition of every steel girder was checked separately, and it was noted that the section of 4 girders (girder 2, 3, 4 and 5 from the left-hand side) was severely split at the bottom flange and the mid-span. This is due to extreme corrosion and loss of effective section area. Figure 2.28 and Figure 2.29 indicate these typical sections splits.

Figure 2.28 Girder 2 corrosion and section split at mid-span



Figure 2.29 Girder 4 corrosion and section split at mid-span



2.3.2 Installation and Measurements

ARRB undertook on-site measurement of severe cracks located on both abutments (Figure 2.30 and Figure 2.31). As stated in the level 2 inspection report, the severe crack/separation located on the left-hand side of abutment 1 was caused by the adjacent tree growth. As a result, the left-hand side wingwall 1 is separated from the abutment 1 wall and rotated around its baseline (Figure 2.30). To be able to monitor the relevant movement of the wingwall and abutment 1, a pair of anchorage bolts were installed on each side of the gap at the time of inspection.

Similarly, a severe 4 mm wide crack was found on the left-hand side of abutment 2, extending across the full height of the abutment wall. This crack is located under girder 4 and is due to differential settlement along abutment 2. To be able to monitor any future relevant movements, a pair of anchorage bolts were installed on each side of the crack as shown in Figure 2.31. Also, the defect mapping of this structure is illustrated in Figure 2.32.

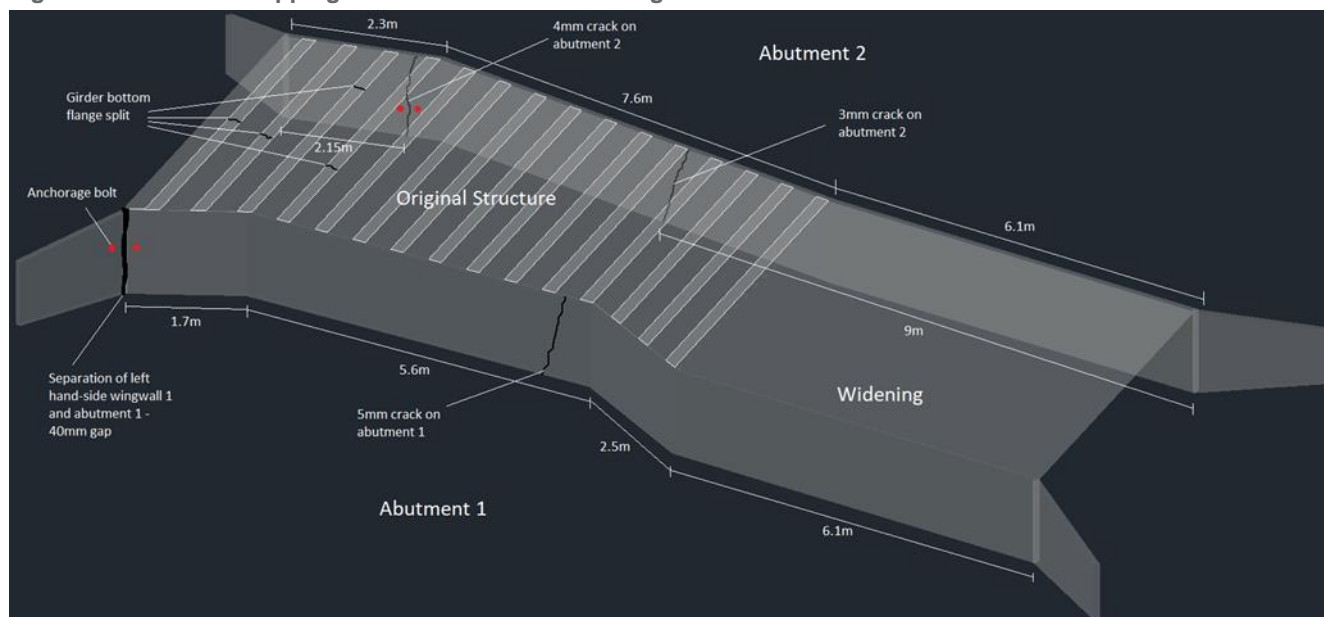
Figure 2.30 40 mm wide gap/separation between abutment 1 and wingwall 1 left-hand side – the spacing of anchorage bolts measured as 200 mm



Figure 2.31 4 mm wide crack on the left-hand side of abutment 2 – the spacing of anchorage bolts measured as 90 mm



Figure 2.32 Defect mapping of box culvert and widening



2.3.3 Recommendations

Based on the findings and observations, ARRB recommends the following.

High priority

- Monitor the width of the major cracks at 6-monthly intervals to determine if they are live and active. This includes monitoring the spacing of installed anchorage bolts regularly and recording any changes.
- Considering the extent of corrosion in the steel girders (>30%), it may be more cost-effective to undertake treatment of entire steel surfaces which includes removing the entire corroded layers and cleaning back to bright metal and applying protective epoxy resin on the bottom flange of the girders (cost to be calculated by consultant based on requirements).
- Given the full split in the mid-span of G1, G2, G3 and G4, an additional load assessment is to be carried out to ensure the structure performance under the relevant service load.

Medium priority

- Seal the typical vertical cracks on abutments by injecting a low pressure silicone sealant. In case of severely wide cracks, a mix of sand/cement/lime should be injected following air pressure cleaning and removal of loose concrete. (Cost: approximately \$2000)
- Restrain the left-hand side wingwall 1 by tie rods as described in the previous recommendations section and repair the gap between abutment 1 and the wingwall (Cost: approximately \$5000). If possible, investigate the option of removing the adjacent tree.

Low priority

- Regarding the girders with split bottom flange at mid-span, the option of installing a support bottom plate should be investigated (cost to be calculated by consultant based on requirements).

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Appendix 3

Draft Bridge Asset Management Plan



ASSET MANAGEMENT PLAN

Span and Culvert Bridges



Document Control		Asset Management Plan			
Document ID :					
Rev No	Date	Revision Details	Author	Reviewer	Approver
1	Aug 2021	Initial Draft	CM		
2					
3					
4					
5					
6					
7					
8					

The entity can choose either template to write/update their plan regardless of their level of asset management maturity and in some cases may even choose to use only the Executive Summary.

The illustrated content is suggested only and users should feel free to omit content as preferred (e.g. where info is not currently available).

This Asset Management Plan may be used as a supporting document to inform an overarching Strategic Asset Management Plan.

DISCLAIMER: This draft report has been prepared for educational purposes only as part of undertaking a Professional Certificate in Asset Management Planning. The data and conclusions have not been reviewed for accuracy nor endorsed or adopted by the organisation. DELETE if not Applicable

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1.0 EXECUTIVE SUMMARY

1.1 The Purpose of the Plan

This Asset Management Plan (AM Plan) details information about infrastructure assets with actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks. The plan defines the services to be provided, how the services are provided and what funds are required to provide over the 10 year planning period. The AM Plan will link to a Long-Term Financial Plan which typically considers a 10 year planning period.

1.2 Asset Description

This plan covers the infrastructure assets that provide Span and Culvert Bridges

Asset Category	Dimensions	Replacement Value
Span Bridges (Span longer than 6m)	Span Bridges – 27 Bridges Culvert Bridges – 20 Bridges	\$ 13,821,965
Culvert/Pipe Bridges (Span less than 6m)	Culvert – 44 Bridges Pipe – 6 Bridges	\$ 6,426,872
Totals		\$ 20,248,837

1.3 Levels of Service

The allocation in the planned budget in the Long Term Financial Plan is insufficient to continue providing existing services at current levels for the planning period.

The main service consequences of the Planned Budget are:

- Bridge fatigue will increase
- Likelihood of increased failures
- Bridge may require closing due to safety issues

1.4 Future Demand

The factors influencing future demand and the impacts they have on service delivery are created by:

- Minimal impact due to future demand as unpredictable increase in service not available

These demands will be approached using a combination of managing existing assets, upgrading existing assets and providing new assets to meet demand. Demand management practices may also include a combination of non-asset solutions, insuring against risks and managing failures.

- Increase in maintenance based on recent condition assessment
- Monitoring program to be implemented
- Heavy Vehicle routes and load limit on older structures

1.5 Lifecycle Management Plan

1.5.1 What does it Cost?

The forecast lifecycle costs necessary to provide the services covered by this AM Plan includes operation, maintenance, renewal, acquisition, and disposal of assets. Although the AM Plan may be prepared for a range of time periods, it typically informs a Long-Term Financial Planning period of 10 years. Therefore, a summary output from the AM Plan is the forecast of 10 year total outlays, which for the bridges is estimated as \$1,725,900 or \$172,590 on average per year.

1.6 Financial Summary

1.6.1 What we will do

Estimated available funding for the 10 year period is \$1,579,400 or \$157,940 on average per year as per the Planned Budget. This is 91.51% of the cost to sustain the current level of service at the lowest lifecycle cost.

The infrastructure reality is that only what is funded in the long-term financial plan can be provided. The Informed decision making depends on the AM Plan emphasising the consequences of Planned Budgets on the service levels provided and risks.

The anticipated Planned Budget for Span and Culvert Bridge Asset Group leaves a shortfall of \$14,650 on average per year of the forecast lifecycle costs required to provide services in the AM Plan compared with the Planned Budget currently included in the Long-Term Financial Plan. This is shown in the figure below.

The additional required funding is primarily driven by the maintenance that is required to not only clear a backlog of work but also requires allocating to ensure the bridges are safe, fit for purpose and the additional maintenance will prolong the life of the asset.

Forecast Lifecycle Costs and Planned Budgets

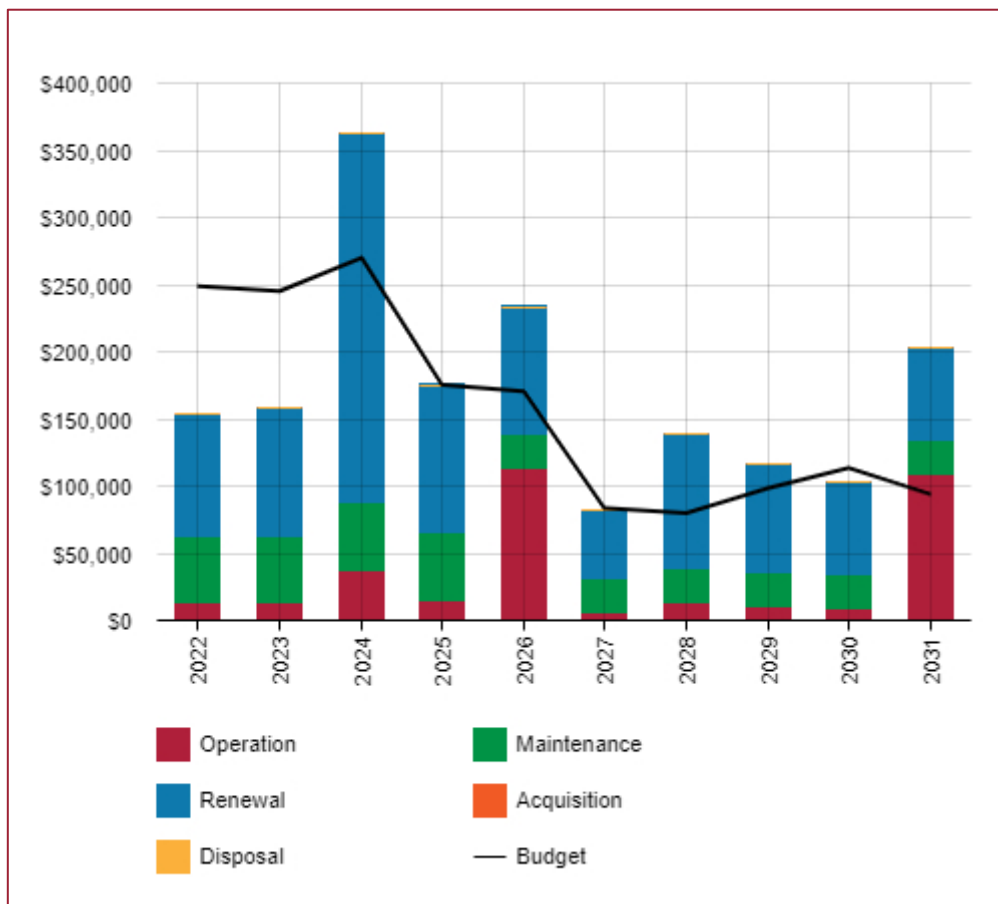


Figure Values are in current dollars.

We plan to provide Bridge and Culverts services for the following:

- Operation, maintenance, renewal and acquisition of the Span and Culvert/Pipe Bridges to meet service levels set by the annual budgets.
- Major repairs to Avenue Road Bridge, Aldgate Valley, Montacute Road and Stradbroke Road Bridges within the 10 year planning period.
- Increase maintenance dollars available to undertake identified? suggested routine maintenance
- Provide means to ensure Level 1 bridge inspections are undertaken at regular intervals

What we cannot do

We currently do **not** allocate enough budget to sustain these services at the proposed standard or to provide all new services being sought. Works and services that cannot be provided under present funding levels are:

- Undertake backlog of maintenance items identified in the ARRB level 2 span bridge condition assessment undertaken in 2020
- Monitor all suggested items identified in the ARRB level 2 span bridge condition assessment undertaken in 2020
- Provide internal resources to condition assess bridge assets

Our present budget levels are insufficient to continue to manage risks in the medium term.

The main risk consequences are:

- Bridge failure
- Bridge component failure – eg; safety rail/barrier, pipe or culvert collapse, deck failure (potholing, severe cracking)
- Bridge closure

We will endeavour to manage these risks within available funding by:

- Provide resources to review suggested monitor items
- Provide resources to undertake level 1 bridge condition assessments at regular intervals

1.7 Asset Management Planning Practices

Our systems to manage assets include:

- Open Office Finesse
- Confirm Enterprise Asset Management System

Assets requiring renewal are identified from either the asset register or an alternative method.

- The timing of capital renewals based on the asset register is applied by adding the useful life to the year of acquisition or year of last renewal,
- Alternatively, an estimate of renewal lifecycle costs is projected from external condition modelling systems and may be supplemented with, or based on, expert knowledge.

The Alternate Method was used to forecast the renewal life cycle costs for this asset management plan.

This AM Plan is based on two levels of confidence information.

Span Bridges (2020 Condition Assessment ARRB) – High level of Confidence

Culvert Bridges – Intermittent audits - Low level of Confidence

1.8 Monitoring and Improvement Program

The next steps resulting from this AM Plan to improve asset management practices are:

- Implement process for monitoring defects from 2020 condition assessment
- Undertake Level 1 condition assessment on 50 culvert bridges within the AHC network and resource the role either internally or externally
- Rebuild existing culvert bridge asset class within the Confirm Asset System Database

2.0 Introduction

2.1 Background

The Adelaide Hills Council delivers services to our residents, visitors and businesses that support the distinctive culture, creativity and accessibility of our community and region, and the bridges provide a functionality that support the existing transportation assets on sealed and unsealed roads. The asset class is a high risk asset class and it is appropriate that they are serviceable to continue delivering associated services to the community.

This asset management plan communicates the actions required for the responsive management of these assets and services, compliance with regulatory requirements, and funding needed to provide the levels of service over a 10-year planning period, and the value of these assets is approximately \$20.2 million.

The Span and Culvert/ Pipe Bridges asset management plan is a projection of the likely future funding requirements over the next 10 years, considering the state of our current assets, the community values and outcomes contained in the Strategic Plan 2020 – 2024. The document is not a detailed budget, but a key strategic document that informs the Long Term Financial Plan and hence the financial sustainability of Council over the long term.

The asset management plan is to be read with the Adelaide Hills Council planning documents. This should include the Asset Management Policy and developed along with other key planning documents:

- Adelaide Hills Council 2020-2024 Strategic Plan
- Adelaide Hills Council 2021-2022 Annual Business Plan
- Adelaide Hills Council 2021-2022 Long Term Financial Plan

The asset management plan outlines the responsibilities and management of assets to maximise their value to deliver the services to the community and to meet our obligations under the Local Government Act 1999 in preparation of asset management plans.

Throughout this journey we review the lifecycle of our assets, develop renewal strategies and analyse risks through condition audits, customer feedback, forecasting and integration into existing strategic documents to provide confidence that the community's asset base is sustainably funded and allows for minor or major challenges across the network. Minor impacts recently have included changes in operations for the Cuddle Creek Bushfire and also adaptation in providing services through the Covid-19 phase.

The asset management plan is to be reviewed on a regular basis and provides the detail for services levels, and the levels of funding that drive the renewal strategies for Adelaide Hills Councils Bridge network.

The AMP is a projection of the likely future funding requirements over the next 10 years, considering the age and state of the current assets, the community values and outcomes contained in the Strategic Plan 2020 – 2024. The document is not a detailed budget, but a key strategic document that informs the Long Term Financial Plan and hence the financial sustainability of Council over the long term.

Our Bridges: What do we own, and how healthy are they?

Councils bridge network is split into two categories, this comprising of span bridges which are the larger bridges which span greater than 6 metres, this covers the major structures from large overpasses, Avenue Road – spans the main rail line to Melbourne), major culvert bridges with multiple culverts covering large spans, and narrow road bridges (Onkaparinga Road, Verdun) that is one way but has multiple components. There are a total of 47 span bridges, broken into 27 major bridges, and 20 culvert bridges.

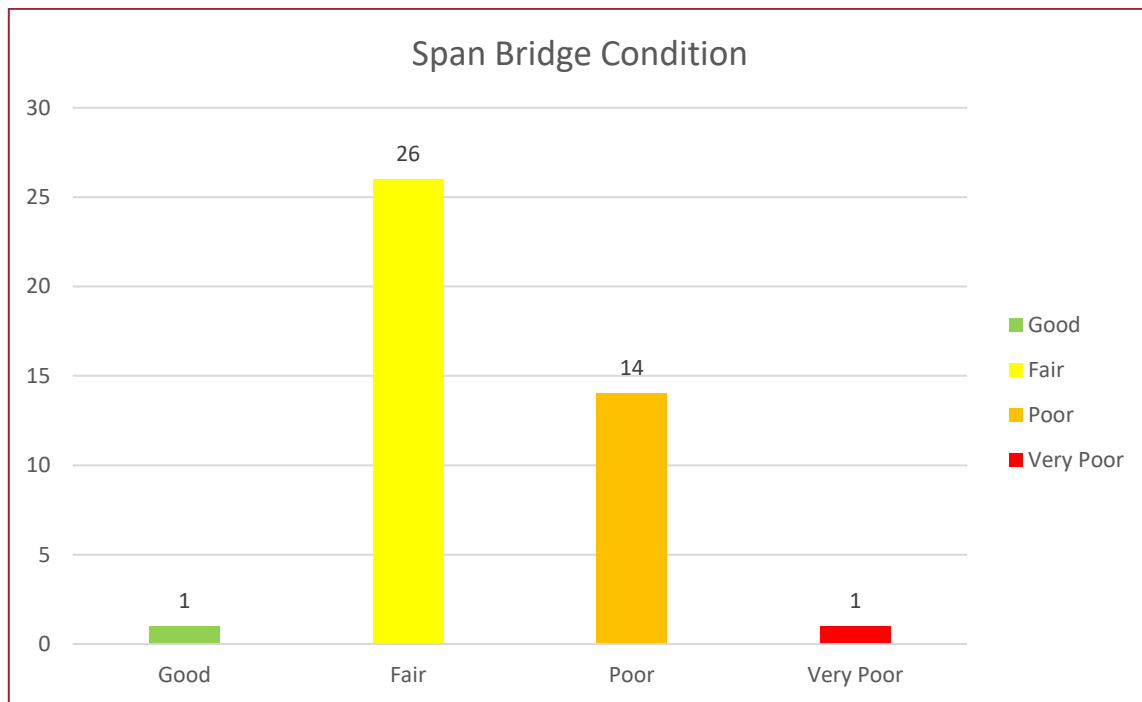


Onkaparinga Road – Bridgewater Span Bridge

The span bridges have recently been condition assessed by ARRB (Australian Road Research Board) who develop the condition assessment criteria for Australia wide, and have recently constructed a schema that captures all the major components of the bridge into a robust format for its age, condition and value.

The age profile is spread out from 60 through to over 100 years and some construction from primarily stone has been in its location for over 100 years, though key components have been replaced. The span bridges are a robust asset but are a potential high risk asset due to their nature.

The current value of the span bridges is at a replacement cost of \$20.1 million in today's dollars.



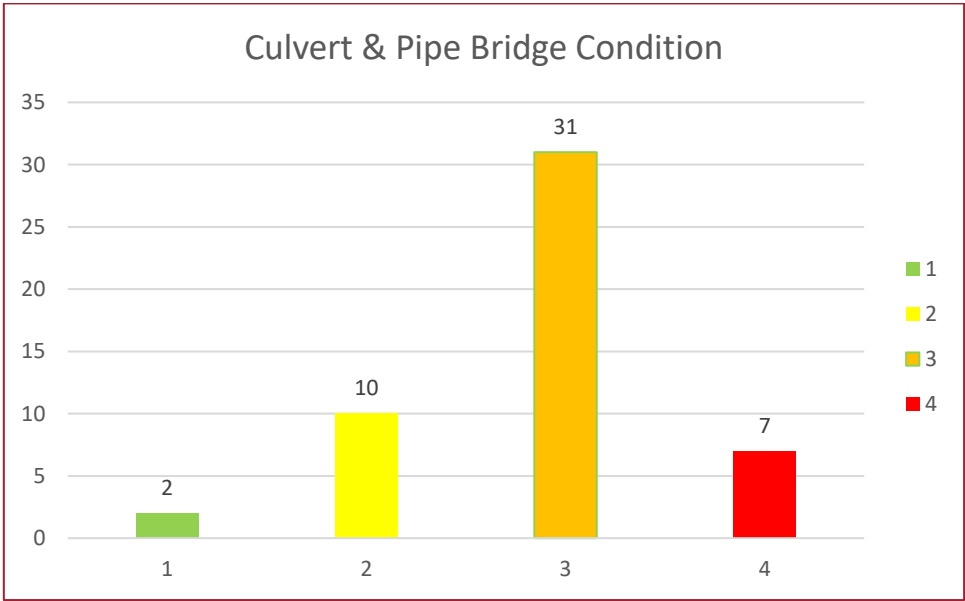
Span Bridge Condition Profile

The culvert class of bridges is made up of a combination of large culverts or medium to large pipes and are generally spread out across the rural network across creek catchments. Several assets have a combination of culvert and pipe where the capacity has been increased in-situ.



Martin Road Pipe Bridge - Oakbank

The Culvert and Pipe Bridge asset condition profile is not been updated since 2010 so the confidence in the condition is low and the likelihood of these being condition assessed as part of the improvement plan will provide greater insight into these assets. The basis of the valuation for this class is similar to the stormwater assets as they primarily use pipes or culverts and the additional decks/railing/headwalls are factored into provide an indicative replacement cost. The current value of these bridges is \$6.4 million.

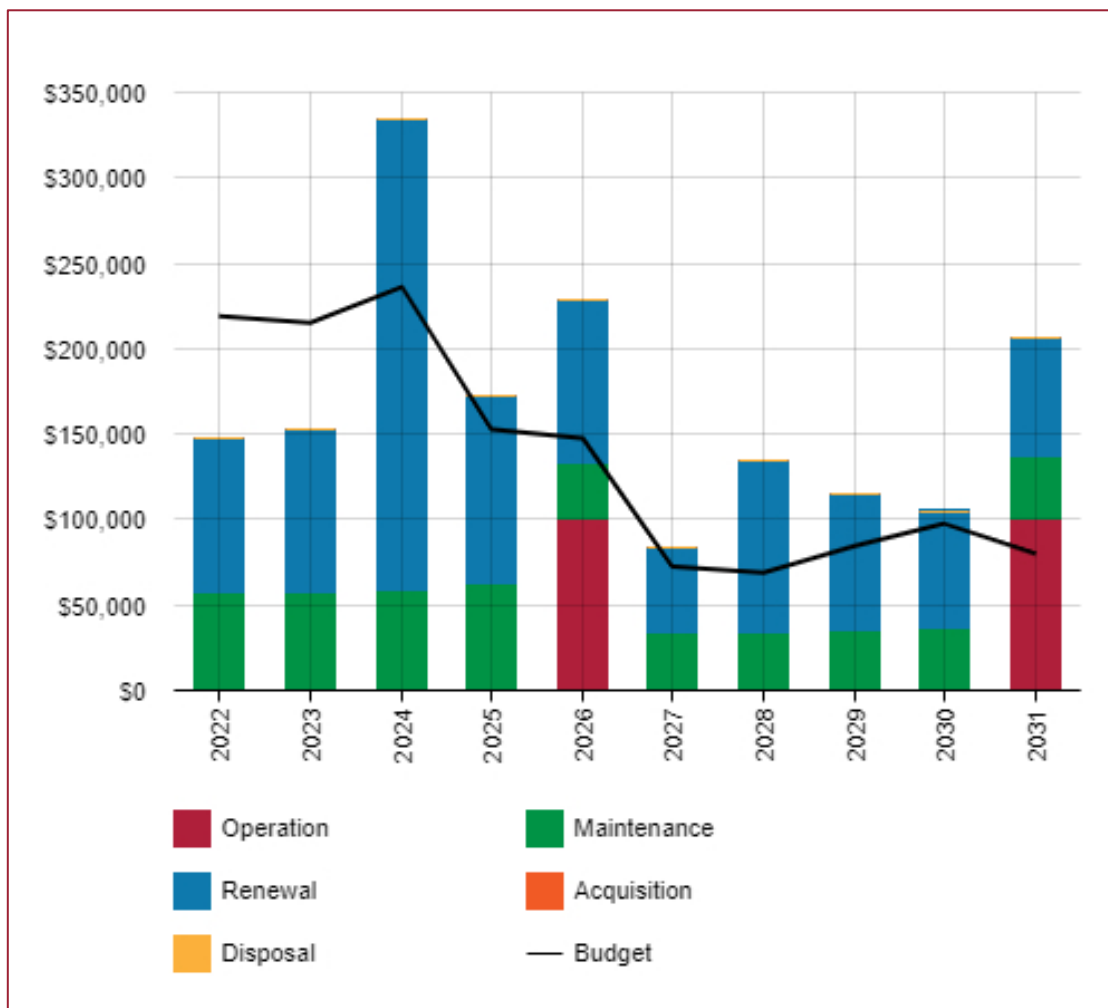


Culvert/Pipe Bridge Condition Profile

Forecast spending and wrap up.

The bridge asset class existing/current budget is insufficient to provide the services and safety that is currently planned across the life of this plan. The lifecycle graph below indicates an increase in maintenance spending which is currently unfunded to approximately \$55k (2022-2025) per year to undertake the suggested maintenance across the span bridges from the recent condition assessment. This figure may increase if the same approach is applied to the culvert/pipe bridges is explored.

The long term projection based on the recent 2020 condition assessment of the span bridges has highlighted a requirement for increased spending from 2030 through to 2040 as approximately 10 bridges and or their components are nearing the end of their life. The current forecast spend for the Adelaide Hills Council 2021-2031 is approximately \$150,000 (renewal and maintenance) per year for the life of this 10 year plan for renewal. The likely trend is upwards for the second 10 year period from 2030 onwards at a projected \$330k.



Key Takeaways

- Renewals – Reduced funding compared to Long Term Financial Projections for the 10 year period, but this is expected to increase from 2030.
- Maintenance – Funding for bridge maintenance has been minimal and based on reactive requirements. Condition assessment has highlighted a required increase to approx. \$55k per year for the first 5 years to ensure all identified high and medium priority maintenance are undertaken.

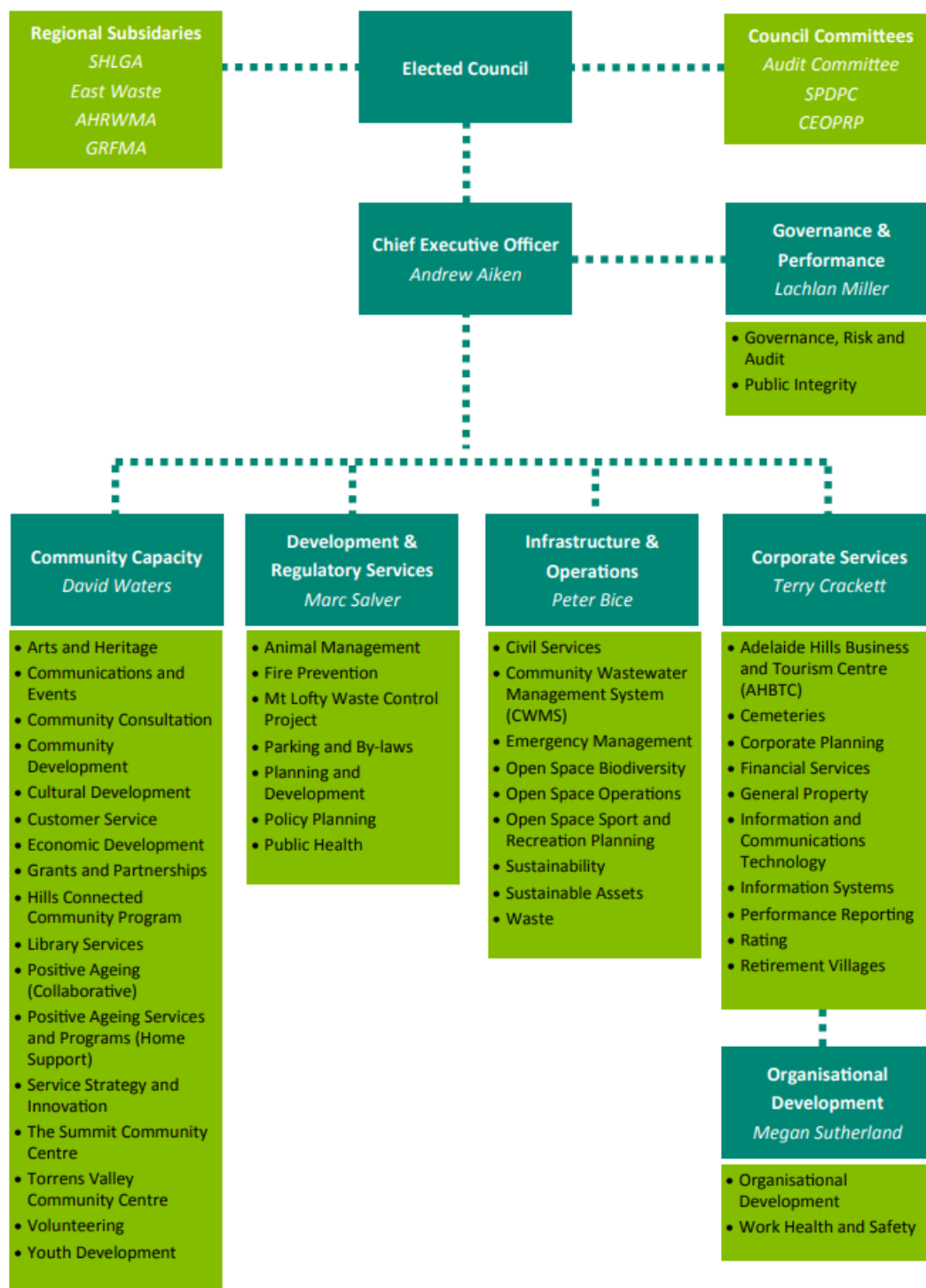
- Additional processes required to ensure Level 1 audits across bridge structures are undertaken on a yearly/bi-annual basis.
- Condition assessment required across the 50 culvert/pipe bridges still servicing the community, internal resources being trained to undertake these inspections.

Other references

Table 2.1: Key Stakeholders in the AM Plan

Key Stakeholder	Role in Asset Management Plan
Councillors	<ul style="list-style-type: none"> ■ Represent needs of community/shareholders, ■ Establish the strategic vision and budget ■ Allocate resources to meet the organisation's objectives in providing services while managing risks, ■ Ensure organisation is financial sustainable.
CEO/Directors	<ul style="list-style-type: none"> ■ Implement the strategic vision and budget set out by the elected Council ■ Establish the operational vision and policy ■ Oversee delivery of services
Infrastructure and Operation Directorate/ Strategic Assets	<ul style="list-style-type: none"> ■ Development of delivery of the Span and Culvert/ Pipe Bridge Asset Management Plan through the Infrastructure & Operations Directorate
Community	<ul style="list-style-type: none"> ■ Service levels through consultation, representation and expectation and the customer request system.

Our organisational structure for service delivery from infrastructure assets is detailed below,



2.2 Goals and Objectives of Asset Ownership

Our goal for managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,

- Identifying, assessing and appropriately controlling risks, and
- Linking to a Long-Term Financial Plan which identifies required, affordable forecast costs and how it will be allocated.

Key elements of the planning framework are

- Levels of service – specifies the services and levels of service to be provided,
- Risk Management,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015 ¹
- ISO 55000²

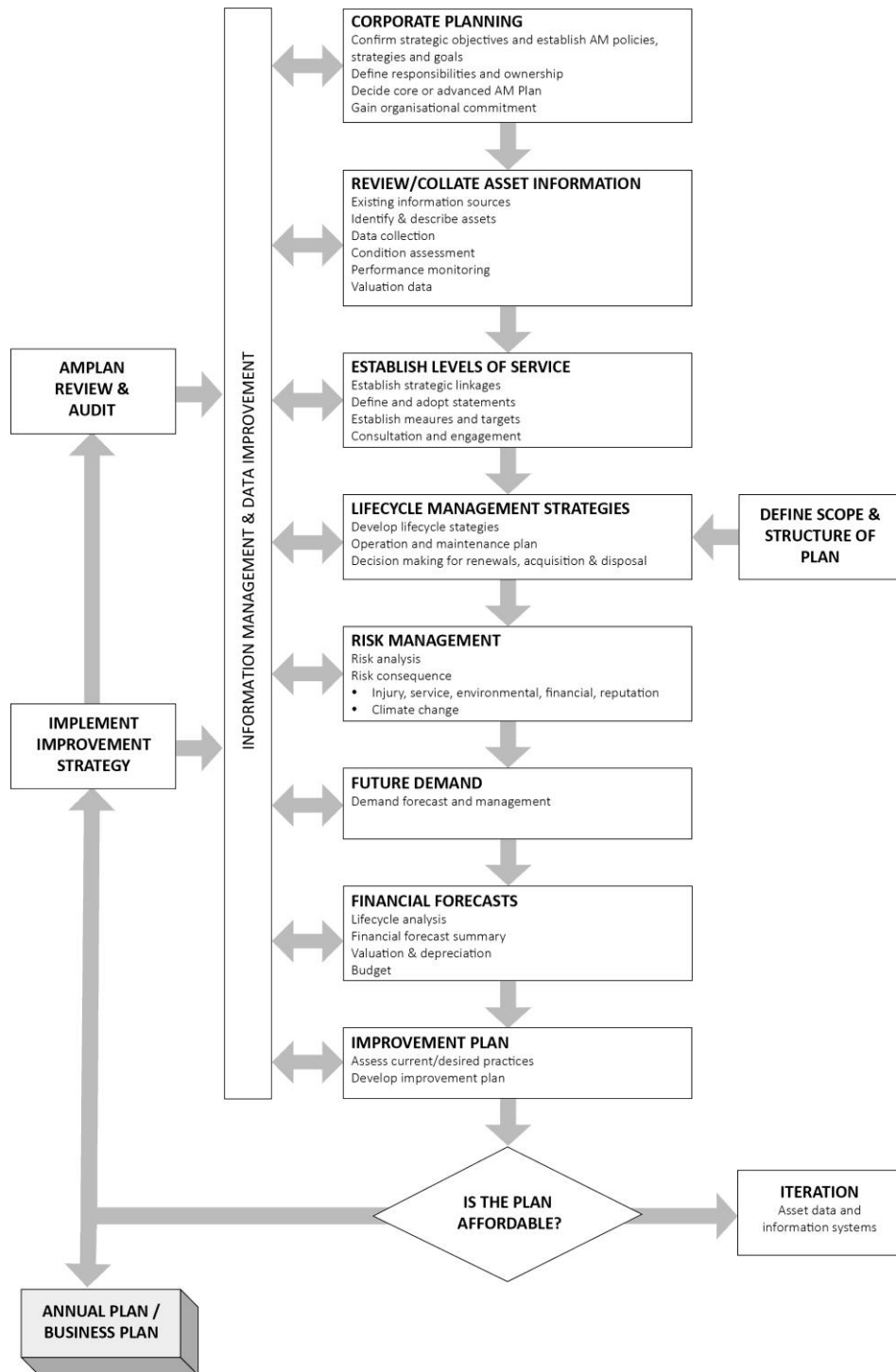
A road map for preparing an AM Plan is shown below.

Road Map for preparing an Asset Management Plan

Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11

¹ Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2 | 13

² ISO 55000 Overview, principles and terminology



3.0 LEVELS OF SERVICE

3.1 Customer Research and Expectations

This AM Plan is prepared to facilitate consultation prior to adoption of levels of service by the Adelaide Hills Council. Future revisions of the AM Plan will incorporate customer consultation on service levels and costs of providing the service. This will assist the Adelaide Hills Council and stakeholders in matching the level of service required, service risks and consequences with the customer's ability and willingness to pay for the service.

We currently have no research on customer expectations. Requests from the Customer Request System are not categorised and are not available, but professional judgement indicates the volume would be extremely low. The majority of requests are either sealing/potholing issues or additional footbridge/pedestrian access across span bridges.

3.2 Strategic and Corporate Goals

This asset management plan is prepared under the direction of the Adelaide Hills Council vision, mission, goals and objectives.

Our goal is:

A functional built environment.

- Consider external influences in our long term asset management and adaptation planning
- Sustainable management of our built assets ensures a safe, functional and well serviced community

Strategic goals have been set by the Adelaide Hills Council. The relevant goals and objectives and how these are addressed in this asset management plan are summarised in Table 3.2.

Table 3.2: Goals and how these are addressed in this Plan

Goal	Objective	How Goal and Objectives are addressed in the AM Plan
A functional BUILT ENVIRONMENT	B4 - Sustainable management of our built assets ensures a safe, functional and well serviced community	Asset Management Planning is a key part of the long term planning to ensure that the bridge asset remain safe, functional and appropriately maintained.
A functional BUILT ENVIRONMENT	Provide accessibility for the full range of users by ensuring Council's road, footpath and trails network is adequately maintained and service levels for all users are developed and considered	Providing funding and fit for purpose assets that are well serviced and responsive to the changing needs of the community.

3.3 Legislative Requirements

There are many legislative requirements relating to the management of assets. Legislative requirements that impact the delivery of the Roads, Footpath and Kerb service are outlined in Table 3.3.

Table 3.3: Legislative Requirements

Legislation	Requirement
Local Government Act (1999)	Sets out the role, responsibilities and powers of local governments including the preparation of long term financial plan supported by infrastructure and asset management plans for sustainable service delivery
Road Traffic Act (1961)	The act provides legislative requirements on the use of roads by vehicles and other road users.
Australian Road Rules	Requirements for users of the roads to obey
Australian Standards	Various standards that provide guidance and specifications for the management of transport assets
Native Vegetation Act (1991)	Management of the roadside will require an understanding of this act.
Australian Accounting Standards	Sets out the requirements to sustainably protect the environment during both the construction and life of the asset.

3.4 Customer Values

Service levels are defined in three ways, customer values, customer levels of service and technical levels of service.

Customer Values indicate:

- what aspects of the service is important to the customer,
- whether they see value in what is currently provided and
- the likely trend over time based on the current budget provision

Table 3.4: Customer Values

Service Objective:			
Customer Values	Customer Satisfaction Measure	Current Feedback	Expected Trend Based on Planned Budget
Safe and Traversable Bridges	Customer Surveys & Complaints	Minimal complaints received	Increase in minor/major safety issues unless maintenance increased
Bridge accessible	Customer Surveys & Complaints	Minimal complaints	Bridge closures may be required unless funding for minor/major repairs.
Pedestrian Access	Customer Complaints	3-5 Requests per year requesting additional capacity across bridges for pedestrians	No change to service but incorporated review into bridge renewals where service can be supplied/warranted

3.5 Customer Levels of Service

The Customer Levels of Service are considered in terms of:

Condition How good is the service ... what is the condition or quality of the service?

Function Is it suitable for its intended purpose Is it the right service?

Capacity/Use Is the service over or under used ... do we need more or less of these assets?

In Table 3.5 under each of the service measures types (Condition, Function, Capacity/Use) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current budget allocation.

These are measures of fact related to the service delivery outcome (e.g. number of occasions when service is not available or proportion of replacement value by condition %'s) to provide a balance in comparison to the customer perception that may be more subjective.

Table 3.5: Customer Level of Service Measures

Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget
Condition	Condition of Bridges	Undertake condition assessments at regular intervals	Span Bridges Condition – Number Good – 1 Fair – 26 Poor – 14 Very Poor - 1 Culvert Bridges Good – 2 Fair – 10 Poor – 31 Very Poor - 7	Span Bridges – In the short term the span bridges require increased investment to ensure the risk level is acceptable. Culvert Bridges – The condition on the span bridges is due for re-assessment to provide a detailed review of the required maintenance and renewals
	Confidence levels		Span Bridges High – Condition Assessment 2020 Culvert Bridges Medium to Low Level 1 Inspections undertaken in 2018	Span Bridges Increase in the budget based on the condition assessment Culvert Bridges Increase required based on outcomes from span bridges likely to be similar impact for culvert bridges
Function	Measure of the asset is appropriate for its intended use.	Bridge Hierarchy or Type	Breakdown of current hierarchy Split in to Span Bridges/Large Culverts that by definition are functional for their intended use.	Minor impact on the planned budget as the majority of the bridges within the network are functional and are intended for the use they currently provide
	Confidence levels		Span Bridges - High Recent Condition Assessment collection size and spans Culvert Bridges High to Medium	Span Bridges High – No functional requirements highlighted from recent audit so minimal impact on how span bridges function. Culvert Bridges Medium based on the culvert bridges are appropriate and function under current conditions.

Capacity	Whether the capacity of the assets are sufficient	Appropriate size to minimise impact to the service, or measure the failure of existing structure due to capacity issue.	No measure undertaken but in general the closure of a bridge due to flooding (under capacity) is during significant rainfall events impacting customers for minimal times throughout the year.	Aging structures identified for renewal are considered for capacity at the time. Minimal impact on the budget due to capacity across the network.
	Confidence levels		Medium Medium (Professional judgement supported by data sampling)	Medium Medium (Professional judgement supported by data sampling)

3.6 Technical Levels of Service

Technical Levels of Service – To deliver the customer values, and impact the achieved Customer Levels of Service, are operational or technical measures of performance. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

- **Acquisition** – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).
- **Operation** – the regular activities to provide services (e.g. opening hours, cleansing, mowing grass, energy, inspections, etc).
- **Maintenance** – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. road patching, unsealed road grading, building and structure repairs),
- **Renewal** – the activities that return the service capability of an asset up to that which it had originally provided (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),

Service and asset managers plan, implement and control technical service levels to influence the service outcomes.³

Table 3.6 shows the activities expected to be provided under the current 10 year Planned Budget allocation, and the Forecast activity requirements being recommended in this AM Plan.

Table 3.6: Technical Levels of Service

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
TECHNICAL LEVELS OF SERVICE				

³ IPWEA, 2015, IIMM, p 2 | 28.

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
Acquisition	New or Gifted assets fit for purpose	Condition assessed at time of acquisition	No planned maintenance for early life cycle	Ensure appropriate resources are supported operationally to derive asset condition at acquisition. No planned acquisitions or gifted assets identified.
		Budget	\$0	\$0
Operation	Project Management Support in Delivering Bridge Renewals	Bridge renewed or component at optimal time	Internal project management costs linked to renewals (Between 13-15%) \$206,000 10 Year Planning Period	Funding mechanism controlled outside AMP and operational costs will be aligned with the renewal spend \$143,000 10 Year Planning Period
	Bridge Audit	Condition Assessment Years 2025 & 2030	Not Funded	\$200k for the 10 year planning period.
		Budget	\$206,000	\$143k - 10 Yr Planning period – Project Management Costs (Separately Funded) \$200k – Two Bridge Condition Assessments – 10 Yr Planning Period.
Maintenance	Maintain Bridges	100 bridges across the network	Minimal based prior to bridge condition assessment	Funding required for Span & Culvert Bridges based on 2020 Condition and Maintenance Priorities \$49,000k Per Year from 2022-2025 \$24,000k Per Year from 2026-2031 Reduction based on clearance of maintenance priorities.
		Budget	\$1,000	\$49,000 Per Year (2022-2025) \$24,000 Per Year (2026-2031)

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
Renewal	Renew bridge/and/or components when required to ensure bridge fit for purpose and minimal risk	Condition Assessment Based	Span Bridges – Comprehensive list of renewal components identified from condition assessment	Span Bridges - Planned expenditure based on condition assessments conducted
			Culvert Bridges – Condition Assessment required to establish renewal baseline	Culvert Bridges- Indicative spending based on 2020 Span Bridge condition assessment and planning.
		Budget	\$1,490,000 Ten Year Period	\$1,033,000 Ten Year Period
Disposal	Bridges	Planned disposals	Nil	No disposals planned
		Budget	\$0	\$0

Note: * Current activities related to Planned Budget.

** Expected performance related to forecast lifecycle costs.

*** The forecast amount has been reduced after the condition assessment of 2020 which highlighted several bridges in a state of disrepair. These have been attended to before the life of this plan, thus reducing the overall spend.

It is important to monitor the service levels regularly as circumstances can and do change. Current performance is based on existing resource provision and work efficiencies. It is acknowledged changing circumstances such as technology and customer priorities will change over time.

4.0 FUTURE DEMAND

4.1 Demand Drivers

Drivers affecting demand include things such as population change, regulations, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

4.2 Demand Forecasts

The present position and projections for demand drivers that may impact future service delivery and use of assets have been identified and documented.

4.3 Demand Impact and Demand Management Plan

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.3.

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this AM Plan.

Table 4.3: Demand Management Plan

Demand driver	Current position	Projection	Impact on services	Demand Management Plan
Nil	No demands identified			

4.4 Asset Programs to meet Demand

The new assets required to meet demand may be acquired, donated or constructed. Additional assets are discussed in Section 5.4.

Acquiring new assets will commit the Bridges 21/22 to ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long-term financial plan (Refer to Section 5).

4.5 Climate Change Adaptation

The impacts of climate change may have a significant impact on the assets we manage and the services they provide. In the context of the Asset Management Planning process climate change can be considered as both a future demand and a risk.

How climate change impacts on assets will vary depending on the location and the type of services provided, as will the way in which we respond and manage those impacts.⁴

As a minimum we consider how to manage our existing assets given potential climate change impacts for our region.

Risk and opportunities identified to date are shown in Table 4.5.1

⁴ IPWEA Practice Note 12.1 Climate Change Impacts on the Useful Life of Infrastructure

Table 4.5.1 Managing the Impact of Climate Change on Assets and Services

Climate Change Description	Projected Change	Potential Impact on Assets and Services	Management
Storm Intensity	More extreme weather events	Potentially more localised flooding	Ensure process in place to manage capacity, fit for purpose and increased maintenance to ensure vegetation is removed.

Additionally, the way in which we construct new assets should recognise that there is opportunity to build in resilience to climate change impacts. Building resilience can have the following benefits:

- Assets will withstand the impacts of climate change;
- Services can be sustained; and
- Assets that can endure may potentially lower the lifecycle cost and reduce their carbon footprint

Table 4.5.2 summarises some asset climate change resilience opportunities.

Table 4.5.2 Building Asset Resilience to Climate Change

New Asset Description	Climate Change impact These assets?	Build Resilience in New Works
Asset Design	Fit for purpose	Building resilience into assets at design will increase the asset life based on climate impacts, and also lower which comes at an increased cost.

The impact of climate change on assets is a new and complex discussion and further opportunities will be developed in future revisions of this AM Plan.

5.0 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Bridges 21/22 plans to manage and operate the assets at the agreed levels of service (Refer to Section 3) while managing life cycle costs.

5.1 Background Data

5.1.1 Physical parameters

The assets covered by this AM Plan are shown in Table 5.1.1.

Span and Culvert Bridges

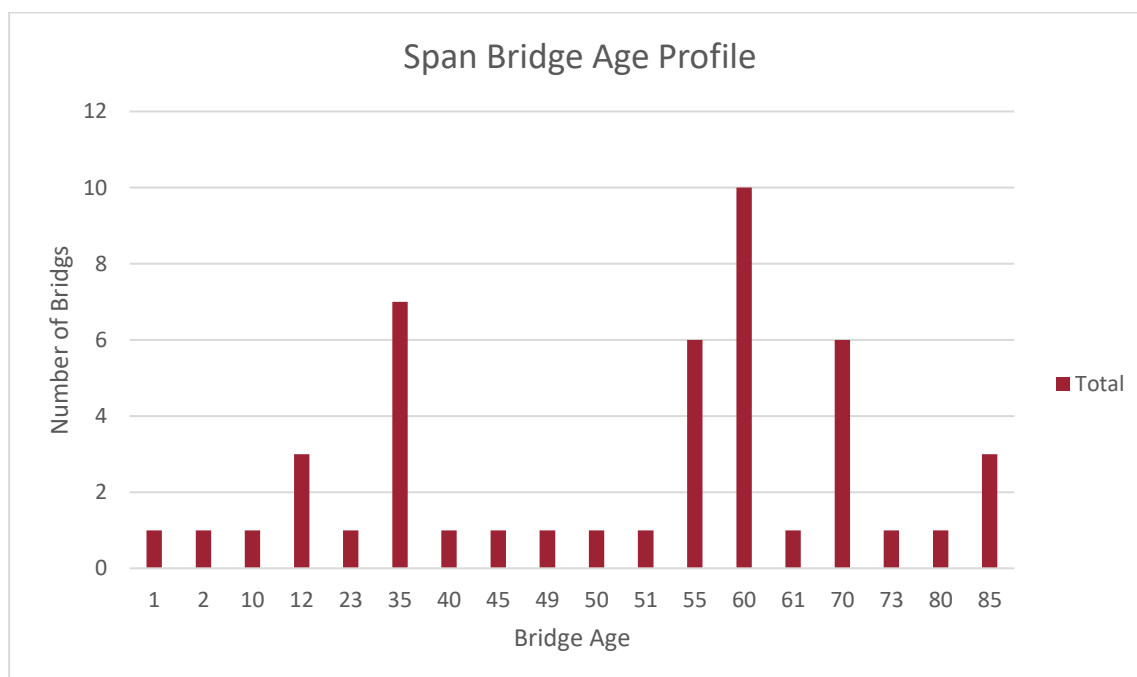
The age profile of the assets included in this AM Plan are shown in Figure 5.1.1.

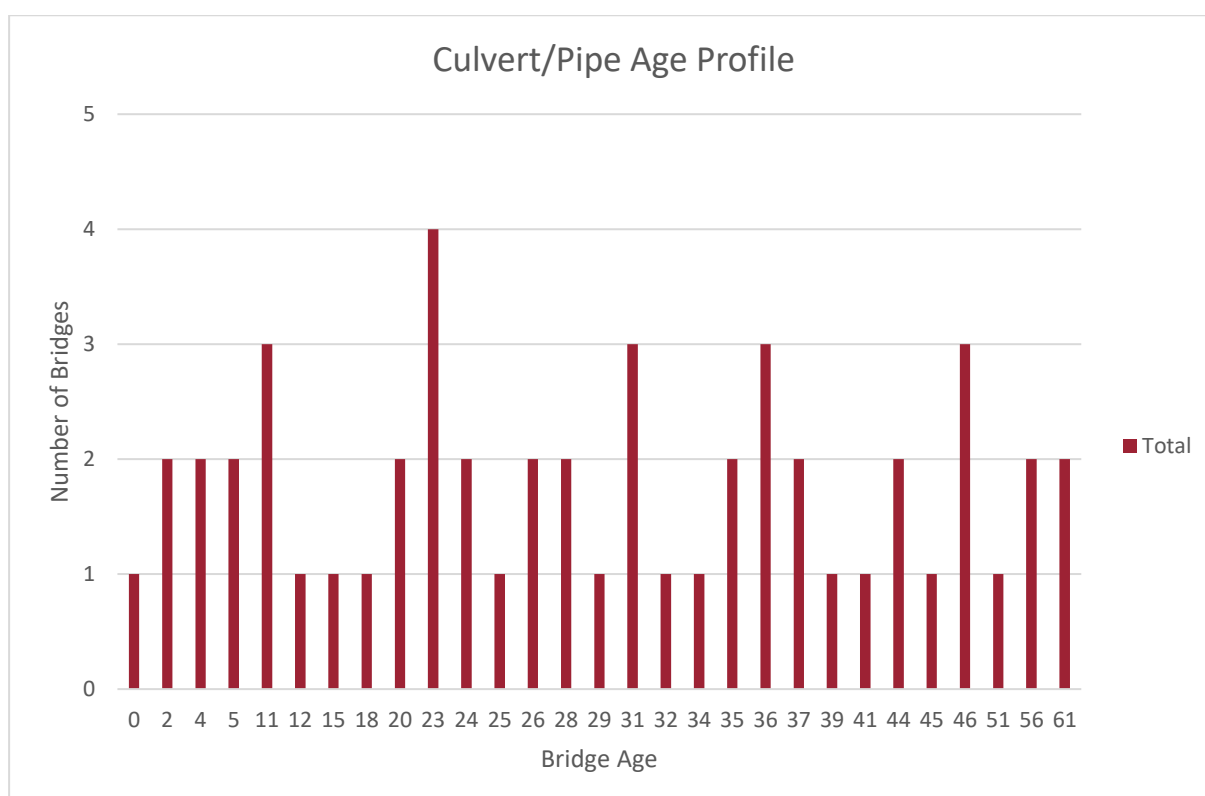
Table 5.1.1: Assets covered by this Plan

Asset Category	Dimensions	Replacement Value
Span Bridges (Span longer than 6m)	Span Bridges – 27 Bridges Culvert Bridges – 20 Bridges	\$ 13,821,965
Culvert Bridges (Span less than 6m)	Culvert – 44 Bridges Pipe – 6 Bridges	\$ 6,426,872
Totals		\$ 20,248,837

All figure values are shown in current day dollars.

Add discussion about the age asset profile. Outline how past peaks of investment that may require peaks in renewals in the future. Comment on the overall age versus useful lives of the assets.





Adelaide Hills Council has a portfolio of span and culvert bridges that whilst aging have had regular audits and provisioned funds to replace components. The componentised nature can often misrepresent the condition/age profile of the bridge. Construction may indicate the bridge is 70 years old but renewals throughout its life has ensured the main structural components are replaced to ensure safe passage, this can often skew the age of the structure. Similar to a house that is 60 years old that is re-clad or re-roofed it is old but the key components each with their own lifecycle have been replaced when due.

The age or the remaining useful life of the span bridges for the 10 year life of this plan indicates that of the 5 bridges across the network that are considered end of life, 3 have been identified for partial renewal, 1 has been completely reconstructed since the time of the audit and the remaining are flagged for minor/major work across this plan. This has reduced the overall funding required for the ten year period.

The forward projections beyond the 20 year period indicates 10 bridges ending or nearing their useful life, at an indicative cost of \$2.5 to \$3 million over the 10 years between 2030 to 2040 so an increased spend has been identified across these years.

5.1.2 Asset capacity and performance

Assets are generally provided to meet design standards where these are available. However, there is insufficient resources to address all known deficiencies. Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

Table 5.1.2: Known Service Performance Deficiencies

Location	Service Deficiency
Span Bridges	Minimal funding currently allocated for maintenance, and minimal maintenance being undertaken.
Culvert Bridges	Data collection and condition assessment required

Span and Culvert Bridges	Level 1 bridge assessments required, currently not resourced or funded

The above service deficiencies were identified from professional judgement, internal processes and asset condition assessments.

Condition is currently monitored for Span Bridges every 10 years, with a Level 1 planned annually (Not funded)

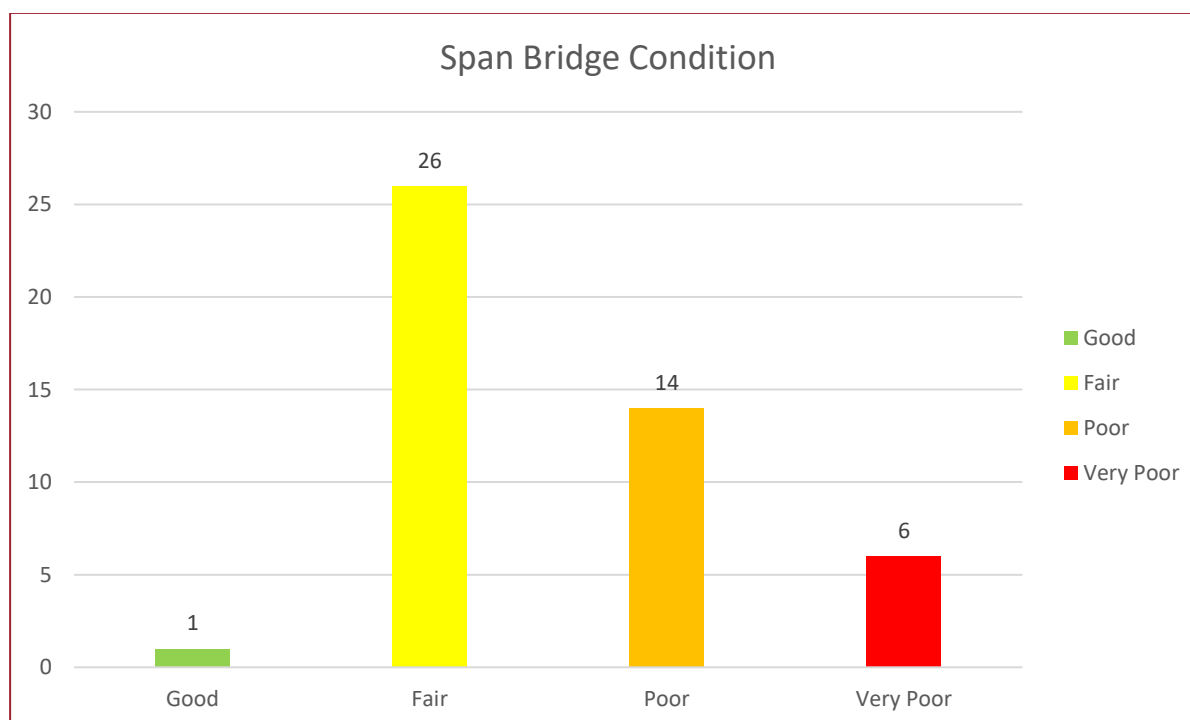
Condition is measured using a 1 – 5 grading system⁵ as detailed in Table 5.1.3. It is important that a consistent approach is used in reporting asset performance enabling effective decision support. A finer grading system may be used at a more specific level, however, for reporting in the AM plan results are translated to a 1 – 5 grading scale for ease of communication.

Table 5.1.3: Condition Grading System

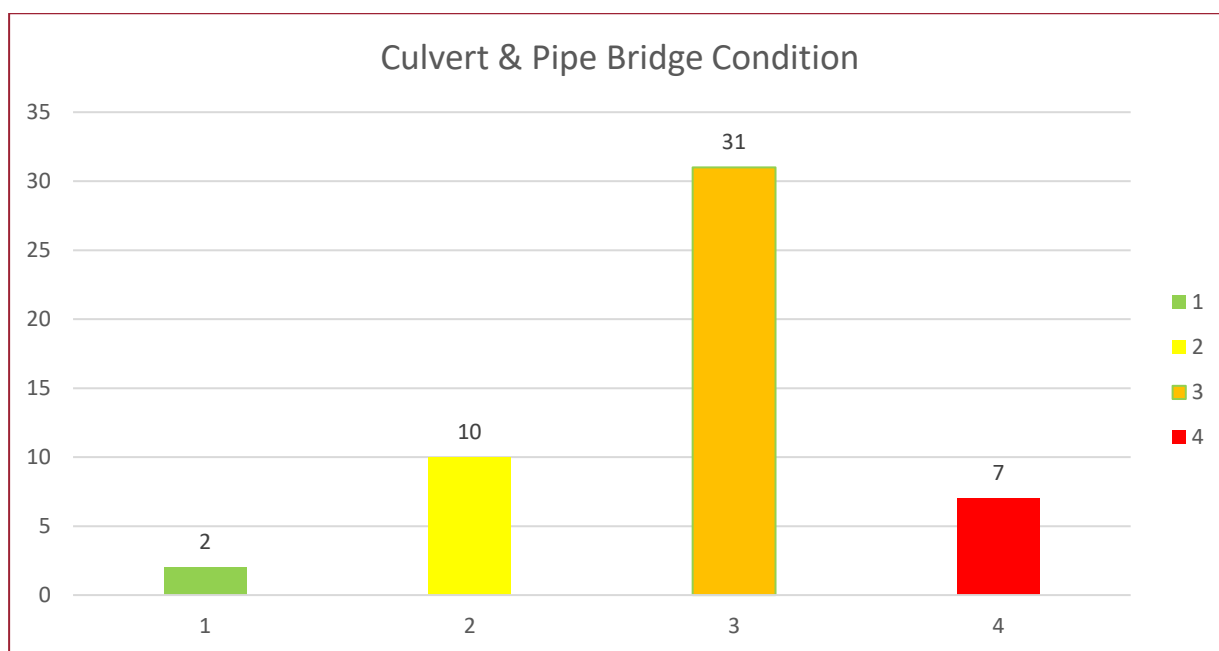
Condition Grading	Description of Condition
1	Very Good: free of defects, only planned and/or routine maintenance required
2	Good: minor defects, increasing maintenance required plus planned maintenance
3	Fair: defects requiring regular and/or significant maintenance to reinstate service
4	Poor: significant defects, higher order cost intervention likely
5	Very Poor: physically unsound and/or beyond rehabilitation, immediate action required

The condition profile of our assets is shown in Figure 5.1.3.

Figure 5.1.3: Asset Condition Profile



⁵ IPWEA, 2015, IIMM, Sec 2.5.4, p 2 | 80.



Bridge Conditions that have been assessed highlight that the span bridge portfolio is reasonably healthy, and the bridges within the very poor range have either been recently refurbished or are planned as part of the newly formulated renewal plans. The span bridge is generally a long lived asset, but the components identified for renewal will be prevalent in the future 20 plus year period as the majority heads towards the end of its useful life.

The culvert portfolio is usually a low value, lower risk item with less components and complexity and the upcoming condition audit process will reset the condition to a realistic 2021-22 level of detail for planning purposes.

All figure values are shown in current day dollars.

5.2 Operations and Maintenance Plan

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs, asphalt patching, and equipment repairs.

The trend in maintenance budgets are shown in Table 5.2.1.

Table 5.2.1: Maintenance Budget Trends

Year	Maintenance Budget \$
2021/2022	\$1,000
2022/2023	\$49,000 (Projected)
2023/2024	\$49,000 (Projected)

Maintenance budget levels are considered to be inadequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will

result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

Assessment and priority of reactive maintenance is undertaken by staff using experience and judgement.

Asset Hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery.

The hierarchy for the range of bridges is intrinsically linked to the road hierarchy that has been established in the Transport Asset Management Plan, and the bridges will be serviced based on location, volume and traffic and the risk is linked to the number of vehicles using the bridge.

The service hierarchy is shown in Table 5.2.2.

Table 5.2.2: Asset Service Hierarchy

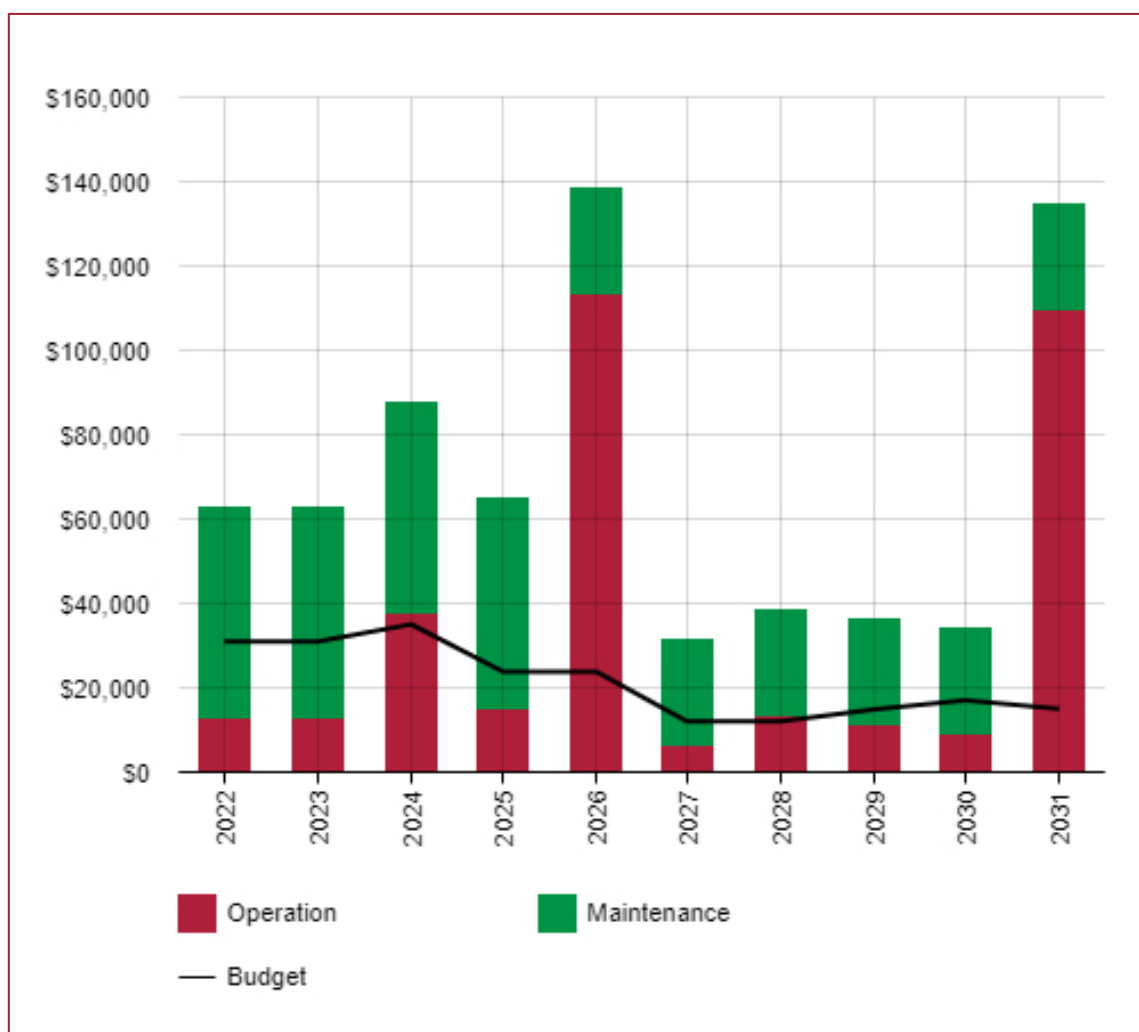
Service Hierarchy		Service Level Objective
Bridges	Urban Distributor	Urban Distributor Roads are roads that link suburbs, towns or areas that provide a direct link through a town or area or act as a bypass route around a town or urban area.
	Urban Collector	Urban Collector roads collect traffic from suburban areas and channel traffic directly to town centres or major points of activity. They may also link suburbs or towns directly to distributor roads. Urban Collector roads are appropriate for heavy vehicle traffic but B-Double and heavy transport movements are generally restricted.
	Urban Local	Urban Local roads carry low traffic volumes and provide access within an urban area or town and should not be thoroughfares and should be designed with traffic calming features to discourage through traffic and high speed traffic.
	Rural Distributor	Rural Distributors are roads that directly link rural areas and/or towns. They are bitumen sealed and carry large medium to volumes of traffic and are designed as freight routes.
	Rural Collector	Rural Collector roads collect traffic from rural areas and channel traffic to rural towns or to Rural Distributor roads. Rural Collector roads are suitable for heavy vehicles and farm machinery and are generally bitumen sealed but may be unsealed.
	Rural Local	Rural Local roads have low traffic volumes and link rural properties and

		areas to Rural Distributor and Rural Collector roads. Rural Local roads are generally unsealed and require a regular grading or maintenance program, unsealed roads policy derives the criteria for upgrading these to seal.
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Summary of forecast operations and maintenance costs

Forecast operations and maintenance costs are expected to vary in relation to the total value of the asset stock. If additional assets are acquired, the future operations and maintenance costs are forecast to increase. If assets are disposed of the forecast operation and maintenance costs are expected to decrease. Figure 5.2 shows the forecast operations and maintenance costs relative to the proposed operations and maintenance Planned Budget.

Figure 5.2: Operations and Maintenance Summary



Operational Spikes are Bridge Condition Assessments – 2026 & 2031

All figure values are shown in current day dollars.

Based the 2020 Span Bridges condition assessment a large volume of maintenance and monitoring has been identified across the bridge network, including spalling, concrete & seal cracking/patching, vegetation removal and safety barrier/railing that requires maintenance.

Acknowledging this maintenance can will provide a prolonged bridge life if undertaken, the aim of delivering the maintenance backlog is to sync with the renewals also identified to create packages of work. Eg; bundling all the safety barrier or vegetation work, and the smaller maintenance items attached to the larger renewals to be undertaken with other bodies of work.

The indicative costs provided throughout the condition assessment have been utilised with an additional on cost to cover site costs and traffic management. The figure for maintenance for the span bridges is approximately \$40k per year, equating to around 3% of the total value of the span bridges (IPWEA guidelines suggest 5% as best practice). This figure has been extended to the culvert/pipe bridges at an estimated value of \$15k per year, bringing the total planned budget figure to \$55k for the first 5 years of the plan and reduced to \$30-50k once additional condition assessments are undertaken.

Maintenance items identified from 2020 Condition Assessment for Span Bridges.

Maintenance Type	Urgent	High	Medium	Low	Grand Total
Deck drainage		1	6		7
Avenue Road Bridge		1			1
Euston Road Bridge			1		1
Old Mount Barker Road			1		1
Onkaparinga Road			1		1
Oval Road Culvert			1		1
Spoehr Road Bridge			1		1
Tiers Road Culvert			1		1
Guardrail/barrier maintenance		2	14	3	19
Avenue Road Bridge			1		1
Burns Road			1		1
Carey Gully Road Bridge			1		1
Checker Hill Road Culvert			1		1
Euston Road Bridge				1	1
Hynes Bridge			1		1
Kemp Road Bridge			1		1
Knotts Hill Road Bridge 1			1		1
Lower Hermitage Road Bridge			1		1
Merchants Road Bridge		1			1
Milan Terrace Bridge			1		1
Nicholls Road Culvert			1		1
Onkaparinga Road			1		1
Pfeiffer Road Bridge				1	1
Sires Road East Culvert			1		1
Spoehr Road Bridge				1	1
Stradbroke Road			1		1
Swamp Road Bridge			1		1
Watts Gully Road Bridge		1			1
Guardrail/barrier refurbishment			1	1	2
Hynes Bridge				1	1
Tiers Road Culvert			1		1
Investigation					
Foxhill Road Bridge					
Joint refurbishment		1	1		2

Carey Gully Road Bridge			1		1
Nicholls Road Culvert		1			1
Miscellaneous concrete repairs			11	3	14
Corkscrew Road Bridge			1		1
Graebers Road Bridge				1	1
Lower Hermitage Road Bridge			2		2
Onkaparinga Road			1		1
Oval Road Culvert				2	2
Somerset Road Bridge			2		2
Stevens Road Bridge			1		1
Tiers Road Bridge			1		1
Tiers Road Culvert			1		1
Watts Gully Road Bridge			2		2
Miscellaneous works		2	8	5	15
Checker Hill Road Culvert		1			1
Euston Road Bridge				1	1
Foxhill Road Bridge			1		1
Hynes Bridge			2		2
Knotts Hill Road Bridge 1			1		1
Knotts Hill Road Bridge 2				1	1
Onkaparinga Road			1	1	2
Oval Road Culvert				1	1
Pfeiffer Road Bridge			1		1
Shillabeer Road Bridge				1	1
Sires Road East Culvert			1		1
Spoehr Road Bridge			1		1
Stevens Road Bridge		1			1
Pavement Maintenance			3	3	6
Adelaide Gully Road Bridge			1		1
Carey Gully Road Bridge				1	1
McVitties Road Bridge				1	1
Montacute Road Culvert			1		1
Nicholls Road Culvert			1		1
Swamp Road Bridge				1	1
Structural concrete repairs	1	16	19		36
Adelaide Gully Road Bridge		1			1
Aldgate Valley Road Bridge		2	1		3
Avenue Road Bridge		1			1
Beaumont Road Bridge		1	2		3
Bonython Road Bridge		1			1
Euston Road Bridge		1			1
Graebers Road Bridge			1		1
Hynes Bridge			2		2
Kingsland Road Bridge		1	1		2
McVitties Road Bridge			1		1
Merchants Road Bridge		1			1
Nicholls Road Culvert		1			1
Onkaparinga Road			1		1
Oval Road Culvert			3		3
Pfeiffer Road Bridge			1		1
Rathjen Road Culvert (Complete)	1		2		3

Shillabeer Road Bridge			1		1
Spoehr Road Bridge		1			1
Stradbroke Road			1		1
Sturt Valley Road Culvert		1			1
Tiers Road Bridge			2		2
Tiers Road Culvert		2			2
Watts Gully Road Bridge		2			2
Structural steelwork painting			7		7
Aldgate Valley Road Bridge			1		1
Avenue Road Bridge			1		1
Camac Road Bridge			1		1
Graebers Road Bridge			2		2
Merchants Road Bridge			1		1
Spoehr Road Bridge			1		1
Structural steelwork repairs			2		2
McVitties Road Bridge			1		1
Onkaparinga Road			1		1
Timber deck repairs			1		1
Aldgate Valley Road Bridge			1		1
Underpinning/scour protection		1	6		7
Adelaide Gully Road Bridge		1			1
Burns Road			1		1
Foxhill Road Bridge			1		1
Knotts Hill Road Bridge 2			1		1
Montacute Road Culvert			1		1
Stevens Road Bridge			1		1
Watts Gully Road Bridge			1		1
Vegetation control		2	2	25	29
Beaumont Road Bridge		1		1	2
Burns Road				1	1
Checker Hill Road Culvert				1	1
Corkscrew Road Bridge				1	1
Forbes Road Bridge				1	1
Foxhill Road Bridge				1	1
Hartley Vale Road Culvert				1	1
Hollands Creek Rd Bridge #4				1	1
Hynes Bridge				1	1
Kemp Road Bridge				1	1
Knotts Hill Road Bridge 1				1	1
Knotts Hill Road Bridge 2				1	1
Lower Hermitage Road Bridge				1	1
McVitties Road Bridge				1	1
Milan Terrace Bridge				1	1
Montacute Road Culvert				1	1
Nicholls Road Culvert				1	1
Oval Road Culvert				1	1
Rathjen Road Culvert				1	1
Somerset Road Bridge				1	1
Stevens Road Bridge				2	2
Stradbroke Road		1			1
Sturt Valley Road Culvert			1	1	2

Tiers Road Bridge			1	1	2
Watts Gully Road Bridge				1	1
Waterway clearance			7	1	8
Aldgate Valley Road Bridge			1		1
Burns Road			1		1
Camac Road Bridge			1		1
Graebers Road Bridge			1		1
Kingsland Road Bridge			1		1
Nicholls Road Culvert			1		1
Sires Road East Culvert			1		1
Tiers Road Culvert				1	1
Onkaparinga Road			1		1
Grand Total	1	25	89	41	156

5.3 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.3. Asset useful lives were last reviewed in 2020 for Span Bridges.

Table 5.3: Useful Lives of Assets – Span Bridges

Span Bridges				
Structure Type	Deck Material	Superstructure Material	Substructure Material	Base Life (Years)
Bridge	Concrete	Concrete	Concrete	100
Bridge	Concrete	Concrete	Steel	90
Bridge	Concrete	Masonry	Concrete	100
Bridge	Concrete	Steel	Concrete	95
Bridge	Concrete	Steel	Steel	90
Bridge	Timber	Steel	Concrete	80
Bridge	Timber	Steel	Steel	80
Bridge	Timber	Steel	Timber	75
Bridge	Timber	Timber	Concrete	75
Bridge	Timber	Timber	Steel	75
Bridge	Timber	Timber	Timber	70
Box/Arch Culvert	Concrete	Concrete	N/A	90
Pipe Culvert	Concrete	N/A	N/A	60
Masonry Arch	Masonry	Masonry	N/A	100
Culvert & Pipe Bridges				

Structure Type	Base Life (Years)
Pipe	60
Culvert – Precast or Insitu	60

The Culvert and Pipe Bridge useful lives will be reviewed once a condition assessment is undertaken as part of this process.

Revaluation Unit Rates

ARRB as part of the 2020 the valuation process ensured that the bridge and its key components have been established into a proforma method to calculate the bridges current replacement cost based on the type and the dimensions of each bridge. An example for a **Cast In Situ Concrete Deck Slab** below calculates out the value for each bridge, hence the rates are grouped but calculated out on a bridge by bridge basis.

Modern Equivalent Structure - Cast In Situ Concrete Deck Slab				
Spans	Length (m)	Width (m)	Height (m)	
1	6	6	2	
Bridge Component	Replacement Cost	Notes		
Abutment - Concrete	\$ 65,523.78	assume abutment wall concrete is 500mm thick, abutment foundation is 1m wide x 0.8m long		
Deck - Concrete	\$ 50,302.32	assume deck concrete is 300mm thick		
Deck Surface - Asphalt	\$ 11,844.30	assume deck surface extends 5m each side		
Wingwalls - Concrete	\$ 7,548.96	assume wingwall concrete is 300mm thick		
Barriers - Steel	\$ 22,080.67	assume barrier extends 10m each side		
Total	\$ 157,300.03			

The estimates for renewals in this AM Plan were based on the alternative method.

The following span bridges have been identified for renewal with major components comprising the majority of the renewals – headwalls, deck (timber), improved drainage and structural concrete repairs over the life of the 10 year plan.

- Aldgate Valley Road Bridge
- Avenue Road Bridge
- Beaumont Road Bridge
- Checker Hill Road Culvert
- Euston Road Bridge
- Foxhill Road Bridge
- Kingsland Road Bridge
- Montacute Road Bridge
- Nicholls Road Culvert
- Onkaparinga Road
- Sires Road East Culvert
- Somerset Road Bridge
- Spoehr Road Bridge
- Stradbroke Road
- Tiers Road Culvert Woodside)

5.3.1 Renewal ranking criteria

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).⁶

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.⁷

The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 5.3.1.

The renewal ranking criteria is linked to the asset hierarchy in table 5.2.2 that is linked to the road hierarchy.

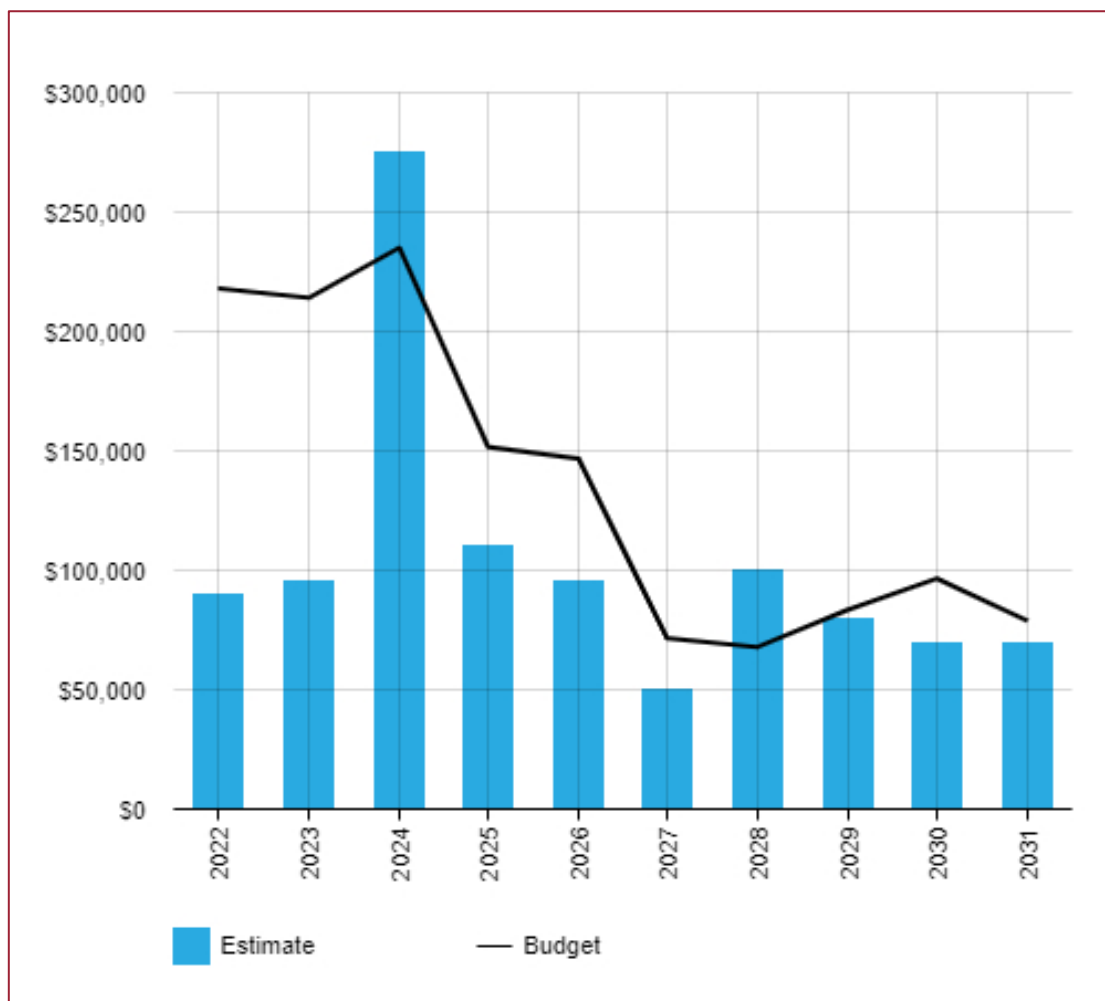
5.4 Summary of future renewal costs

Forecast renewal costs are projected to increase over time if the asset stock increases. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 5.4.1. A detailed summary of the forecast renewal costs is shown in Appendix D.

Figure 5.4.1: Forecast Renewal Costs

⁶ IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.

⁷ Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.



All figure values are shown in current day dollars.

The forecast renewal costs have been reduced based on projected component replacements identified within the 2020 condition assessment process. Several bridge components (Rathjen Road, Beaumont Road & Montacute Road) have been brought forward as part of the renewal program for 2021/22, not included within this asset management plan.

Council plans to undertake a Level 1 (simple) audit of the remaining 50 culvert/pipe bridges and items identified may impact the renewal program if major components are identified for renewal.

The expected budget beyond 2030 is predicted to increase due to span bridge components identified for renewal will reach end of life.

5.5 Acquisition Plan

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated to the Bridges 21/22.

No bridges are identified as being gifted or constructed during the life of this plan

5.5.1 Selection criteria

Proposed acquisition of new assets, and upgrade of existing assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Potential upgrade and new works should be reviewed to verify that they are essential to the Entities needs. Proposed upgrade and new work analysis should also include the development of a preliminary renewal estimate to ensure that the

services are sustainable over the longer term. Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed in Table 5.5.1.

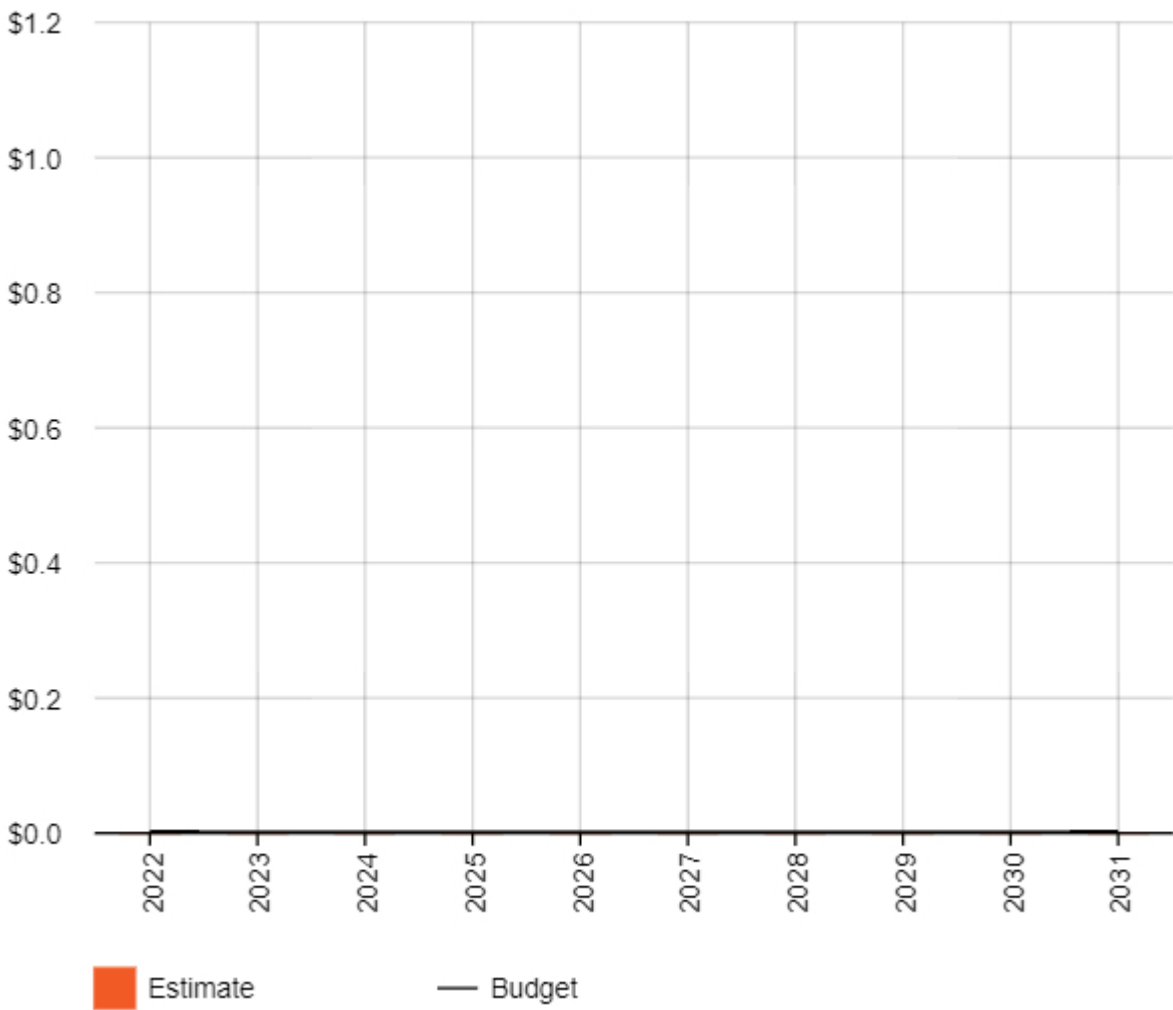
Table 5.5.1: Acquired Assets Priority Ranking Criteria

Criteria	Weighting

Summary of future asset acquisition costs

Forecast acquisition asset costs are summarised / summarized in Figure 5.5.1 and shown relative to the proposed acquisition budget. The forecast acquisition capital works program is shown in Appendix A.

Figure 5.5.1: Acquisition (Constructed) Summary

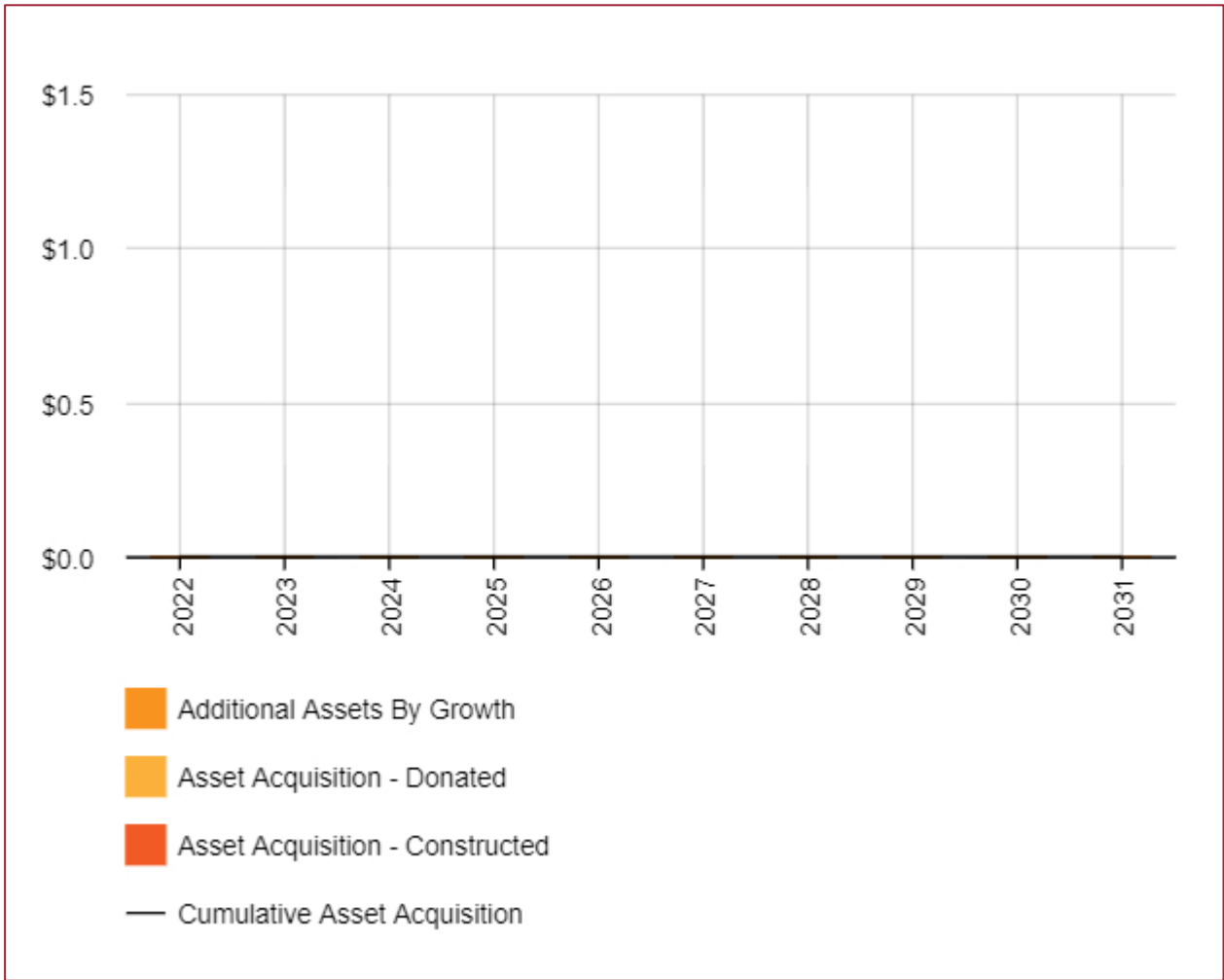


All figure values are shown in current day dollars.

When an Entity commits to new assets, they must be prepared to fund future operations, maintenance and renewal costs. They must also account for future depreciation when reviewing long term sustainability. When reviewing the long-term impacts of asset acquisition, it is useful to consider the cumulative value of the

acquired assets being taken on by the Entity. The cumulative value of all acquisition work, including assets that are constructed and contributed shown in Figure 5.5.2.

Figure 5.5.2: Acquisition Summary



All figure values are shown in current dollars.

Expenditure on new assets and services in the capital works program will be accommodated in the long-term financial plan, but only to the extent that there is available funding.

Council does not plan to acquire or construct any assets through the life of this plan.

5.6 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 5.6. A summary of the disposal costs and estimated reductions in annual operations and maintenance of disposing of the assets are also outlined in Table 5.6. Any costs or revenue gained from asset disposals is included in the long-term financial plan.

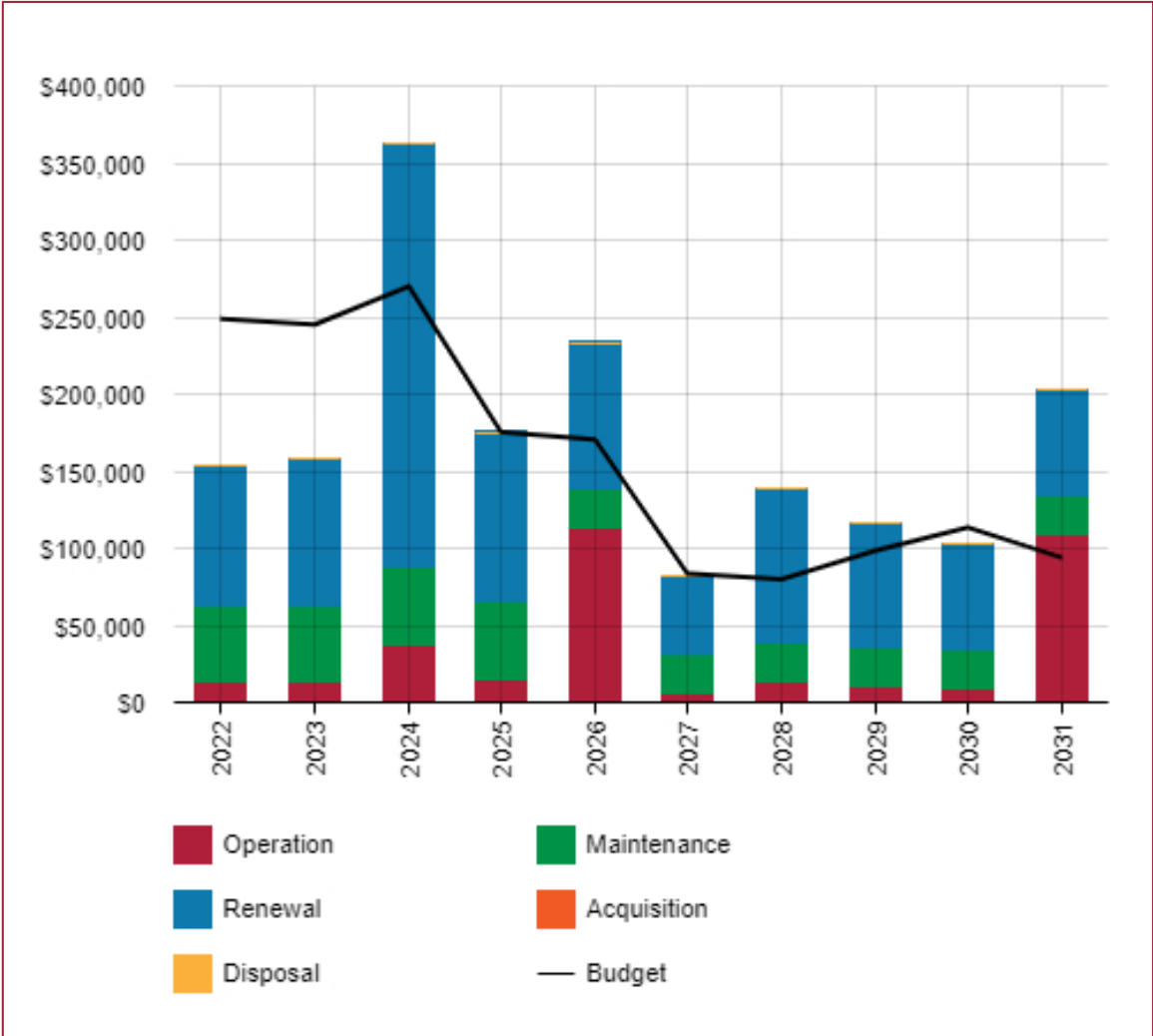
5.7 Summary of asset forecast costs

The financial projections from this asset plan are shown in Figure 5.7.1. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

The bars in the graphs represent the forecast costs needed to minimise the life cycle costs associated with the service provision. The proposed budget line indicates the estimate of available funding. The gap between the forecast work and the proposed budget is the basis of the discussion on achieving balance between costs, levels of service and risk to achieve the best value outcome.

No assets identified for disposal throughout the life of this plan.

Figure 5.7.1: Lifecycle Summary



All figure values are shown in current day dollars.

Identified savings within the renewal program due to components being completed early through the renewal/audit process have reduced the overall renewal budget, but the condition assessment process has identified a large number of maintenance items to be maintained into order to prolong the lifecycle of the bridges identified. The pro-active maintenance process is linked to the core condition assessment process, and has been identified within the operation budget for re-collection in 2026 and 2031 to ensure the high risk bridge assets is fit for purpose.

6.0 RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: ‘coordinated activities to direct and control with regard to risk’⁸.

An assessment of risks⁹ associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a ‘financial shock’, reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 6.1. Failure modes may include physical failure, collapse or essential service interruption.

Table 6.1 Critical Assets

Critical Asset(s)	Failure Mode	Impact
Avenue Road Bridge, Stirling	Collapse/Component Fail	Main rail line impacted between Adelaide to Melbourne.
Onkaparinga Road, Bridgewater	Collapse/Component Fail	Main rail line impacted between Adelaide to Melbourne.
Montacute Road, Montacute	Collapse/Component Fail	Significant alternate route for current access into the city.

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

6.2 Risk Assessment

The risk management process used is shown in Figure 6.2 below.

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of International Standard ISO 31000:2018.

⁸ ISO 31000:2009, p 2

⁹ REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

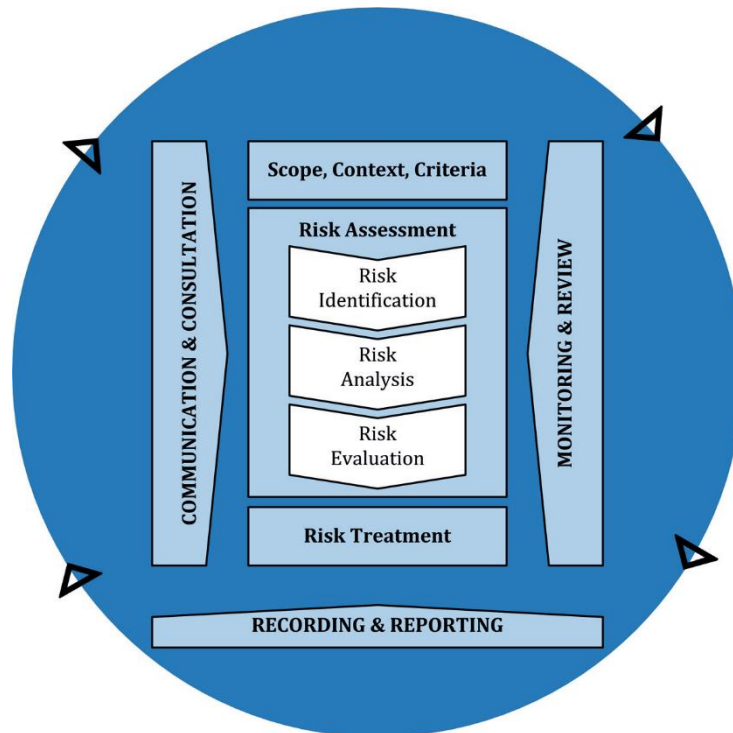


Fig 6.2 Risk Management Process – Abridged
Source: ISO 31000:2018, Figure 1, p9

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks¹⁰ associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a ‘financial shock’, reputational impacts, or other consequences.

Critical risks are those assessed with ‘Very High’ (requiring immediate corrective action) and ‘High’ (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 6.2. It is essential that these critical risks and costs are reported to management and the Senior Leadership Team

Table 6.2: Risks and Treatment Plans

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Bridges	Failure/Collapse	Med	Undertake Yearly Level 1 inspections	Low	\$5-10k per year
Bridges on Monitor List	Failure/Collapse	Medium	Undertake monitoring program per assessment	Low	\$10k once off

Note * The residual risk is the risk remaining after the selected risk treatment plan is implemented.

¹⁰ REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

6.3 Infrastructure Resilience Approach

The resilience of our critical infrastructure is vital to the ongoing provision of services to customers. To adapt to changing conditions we need to understand our capacity to ‘withstand a given level of stress or demand’, and to respond to possible disruptions to ensure continuity of service.

Resilience recovery planning, financial capacity, climate change risk assessment and crisis leadership.

Our current measure of resilience is shown in Table 6.3 which includes the type of threats and hazards and the current measures that the organisation takes to ensure service delivery resilience.

Table 6.3: Resilience Assessment

We do not currently measure our resilience in service delivery. This will be included in future iterations of the AM Plan.

6.4 Service and Risk Trade-Offs

The decisions made in adopting this AM Plan are based on the objective to achieve the optimum benefits from the available resources.

6.4.1 What we cannot do

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years. These include:

- Undertake backlog of maintenance items identified in the ARRB level 2 span bridge condition assessment undertaken in 2020
- Monitor all suggested items identified in the ARRB level 2 span bridge condition assessment undertaken in 2020
- Provide internal resources to condition assess bridge assets

6.4.2 Service trade-off

If there is forecast work (operations, maintenance, renewal, acquisition or disposal) that cannot be undertaken due to available resources, then this will result in service consequences for users. These service consequences include:

- Bridge closure and rerouting
- Loss of reputation for council
- No access to services

6.4.3 Risk trade-off

The operations and maintenance activities and capital projects that cannot be undertaken may sustain or create risk consequences. These risk consequences include:

- Bridge failure
- Bridge component failure – eg; safety rail/barrier, pipe or culvert collapse, deck failure (potholing, severe cracking)
- Bridge closure

These actions and expenditures are considered and included in the forecast costs, and where developed, the Risk Management Plan.

7.0 FINANCIAL SUMMARY

This section contains the financial requirements resulting from the information presented in the previous sections of this AM Plan. The financial projections will be improved as the discussion on desired levels of service and asset performance matures.

7.1 Financial Sustainability and Projections

7.1.1 Sustainability of service delivery

There are two key indicators of sustainable service delivery that are considered in the AM Plan for this service area. The two indicators are the:

- asset renewal funding ratio (proposed renewal budget for the next 10 years / forecast renewal costs for next 10 years), and
- medium term forecast costs/proposed budget (over 10 years of the planning period).

Asset Renewal Funding Ratio

Asset Renewal Funding Ratio¹¹ 144.24%

The 20 year prediction sees twice the number of bridges recognised for renewal or reconstruction which indicatively projects an increase by 100% of the spend to fulfil the sustainability ratio

The Asset Renewal Funding Ratio is an important indicator and illustrates that over the next 10 years we expect to have 144% of the funds required for the optimal renewal of assets.

The forecast renewal work along with the proposed renewal budget, and the cumulative shortfall, is illustrated in Appendix D.

Medium term – 10 year financial planning period

This AM Plan identifies the forecast operations, maintenance and renewal costs required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

This forecast work can be compared to the proposed budget over the first 10 years of the planning period to identify any funding shortfall.

The forecast operations, maintenance and renewal costs over the 10 year planning period is \$150,000 average per year.

The proposed (budget) operations, maintenance and renewal funding is \$150,000 on average per year giving a 10 year funding shortfall of 9,300 per year. This indicates that 94.16% of the forecast costs needed to provide the services documented in this AM Plan are accommodated in the proposed budget. Note, these calculations exclude acquired assets.

Providing sustainable services from infrastructure requires the management of service levels, risks, forecast outlays and financing to achieve a financial indicator of approximately 1.0 for the first years of the AM Plan and ideally over the 10 year life of the Long-Term Financial Plan.

Note – The forecast budget v the planned (LTFP) shows a reduction in funding as opposed to what was originally forecast, thus leading to a high asset funding renewal ratio. This is partly offset by the increase in maintenance and is reflected with 2 audits required (\$200k), and the reduction in planned renewals reduces the overhead for delivery of the planned project management fees across the life of the plan.

¹¹ AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

7.1.2 Forecast Costs (outlays) for the long-term financial plan

Table 7.1.3 shows the forecast costs (outlays) required for consideration in the 10 year long-term financial plan.

Providing services in a financially sustainable manner requires a balance between the forecast outlays required to deliver the agreed service levels with the planned budget allocations in the long-term financial plan.

A gap between the forecast outlays and the amounts allocated in the financial plan indicates further work is required on reviewing service levels in the AM Plan (including possibly revising the long-term financial plan).

We will manage the 'gap' by developing this AM Plan to provide guidance on future service levels and resources required to provide these services in consultation with the community.

The primary short term gap is the lack of maintenance expenditure currently available to maintain the asset class.

Forecast costs are shown in current dollar values.

Table 7.1.2: Forecast Costs (Outlays) for the Long-Term Financial Plan

Year	Acquisition	Operation	Maintenance	Renewal	Disposal	Total
2022	0	30000	1000	218000	0	249000
2023	0	30000	1000	214100	0	245100
2024	0	34000	1000	235000	0	270000
2025	0	22800	1000	151700	0	175500
2026	0	22800	1000	146700	0	170500
2027	0	11000	1000	71500	0	83500
2028	0	11000	1000	67900	0	79900
2029	0	13900	1000	83600	0	98500
2030	0	16000	1000	96500	0	113500
2031	0	14000	1000	78900	0	93900

Year	Acquisition	Operation	Maintenance	Renewal	Disposal
2022	0	\$ 13,000	\$ 50,000	\$ 90,000	0
2023	0	\$ 13,000	\$ 50,000	\$ 95,000	0
2024	0	\$ 38,000	\$ 50,000	\$ 275,000	0
2025	0	\$ 15,300	\$ 50,000	\$ 110,000	0
2026	0	\$113,300	\$ 25,000	\$ 95,000	0
2027	0	\$ 6,500	\$ 25,000	\$ 50,000	0
2028	0	\$ 13,700	\$ 25,000	\$ 100,000	0
2029	0	\$ 11,200	\$ 25,000	\$ 80,000	0
2030	0	\$ 9,200	\$ 25,000	\$ 69,000	0
2031	0	\$109,700	\$ 25,000	\$ 69,000	0

7.2 Funding Strategy

The proposed funding for assets is outlined in the Entity's budget and Long-Term financial plan.

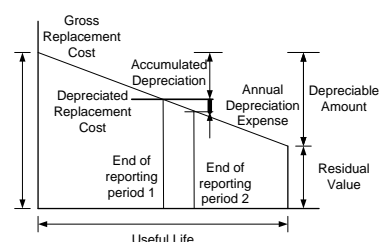
The financial strategy of the entity determines how funding will be provided, whereas the AM Plan communicates how and when this will be spent, along with the service and risk consequences of various service alternatives.

7.3 Valuation Forecasts

7.3.1 Asset valuations

The best available estimate of the value of assets included in this AM Plan are shown below. The assets are valued at fair value:

Replacement Cost (Current/Gross)	\$20,248,837
Depreciable Amount	\$20,248,837
Depreciated Replacement Cost ¹²	\$8,672,636
Depreciation	\$315,560



7.3.2 Valuation forecast

Asset values are forecast to increase, and may change depending on the valuation of the culvert bridges once condition assessed and valued.

Additional assets will generally add to the operations and maintenance needs in the longer term. Additional assets will also require additional costs due to future renewals. Any additional assets will also add to future depreciation forecasts.

No assets identified for construction.

7.4 Key Assumptions Made in Financial Forecasts

In compiling this AM Plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan and should provide readers with an understanding of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this AM Plan are:

- Renewal forecasts have been made by professional judgement, condition assessments & existing datasets
- A 3% uplift has been included for maintenance, operations or renewal over the long term forecast.
- Current day dollars

7.5 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale¹³ in accordance with Table 7.5.1.

Table 7.5.1: Data Confidence Grading System

Confidence Grade	Description
A. Very High	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B. High	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$

¹² Also reported as Written Down Value, Carrying or Net Book Value.

¹³ IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

Confidence Grade	Description
C. Medium	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D. Low	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E. Very Low	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 7.5.2.

Table 7.5.2: Data Confidence Assessment for Data used in AM Plan

Data	Confidence Assessment	Comment
Demand drivers	C	Professional Judgement
Growth projections	B	Strategic Plan
Acquisition forecast	B	No assets recognised for acquisition
Operation forecast	B	Included in the long term financial plan
Maintenance forecast	C	Included in the long term financial plan, targeted approach to capturing maintenance information
Renewal forecast - Asset values	B-C	ARRB Condition Assessment and Professional Judgement
- Asset useful lives	B	ARRB Condition Assessment and Professional Judgement
- Condition modelling	C	ARRB Condition Assessment and Professional Judgement
Disposal forecast	B	No assets identified for disposal

The estimated confidence level for and reliability of data used in this AM Plan is considered to be medium to high based on recent condition assessment.

8.0 PLAN IMPROVEMENT AND MONITORING

8.1 Status of Asset Management Practices¹⁴

8.1.1 Accounting and financial data sources

This asset management plan utilises accounting and financial data. The source of the data is Finesse Financial Suite

8.1.2 Asset management data sources

This asset management plan also utilises asset management data. The source of the data is Confirm Asset Management System

8.2 Improvement Plan

It is important that an entity recognise areas of their asset management plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this asset management plan is shown in Table 8.2.

Table 8.2: Improvement Plan

Task	Task	Responsibility	Resources Required	Timeline
1	Undertake condition assessment and valuation across the remaining culvert and pipe bridges assets – Planned for 2022	Strategic Assets	\$10,000	2022
2	Develop process to manage monitor program	Strategic Assets	Internal	2022
3	Review yearly maintenance requirements	Strategic Assets/Civil Services	Internal	2023
4	Reclassify potential culvert bridges that identify as storm water assets.	Strategic Assets	Internal	2024
5				

8.3 Monitoring and Review Procedures

This AM Plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, acquisition and asset disposal costs and planned budgets. These forecast costs and proposed budget are incorporated into the Long-Term Financial Plan or will be incorporated into the Long-Term Financial Plan once completed.

The AM Plan has a maximum life of 4 years and is due for complete revision and updating within 2 years of each local government election.

8.4 Performance Measures

The effectiveness of this AM Plan can be measured in the following ways:

¹⁴ ISO 55000 Refers to this as the Asset Management System

- The degree to which the required forecast costs identified in this AM Plan are incorporated into the long-term financial plan,
- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures consider the 'global' works program trends provided by the AM Plan,
- The degree to which the existing and projected service levels and service consequences, risks and residual risks are incorporated into the Strategic Planning documents and associated plans,
- The Asset Renewal Funding Ratio achieving the Organisational target (this target is often 90 – 100%).

9.0 REFERENCES

- IPWEA, 2006, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2015, 3rd edn., 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2008, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/namsplus.
- IPWEA, 2015, 2nd edn., 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/AIFMM.
- IPWEA, 2020 'International Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney
- IPWEA, 2018, Practice Note 12.1, 'Climate Change Impacts on the Useful Life of Assets', Institute of Public Works Engineering Australasia, Sydney
- IPWEA, 2012, Practice Note 6 Long-Term Financial Planning, Institute of Public Works Engineering Australasia, Sydney, <https://www.ipwea.org/publications/ipweabookshop/practicenotes/pn6>
- IPWEA, 2014, Practice Note 8 – Levels of Service & Community Engagement, Institute of Public Works Engineering Australasia, Sydney, <https://www.ipwea.org/publications/ipweabookshop/practicenotes/pn8>
- ISO, 2014, ISO 55000:2014, Overview, principles and terminology
- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- 'Strategic Plan 2020 – 2024'
- 'Annual Business Plan 21/22'

10.0 APPENDICES

Appendix A Acquisition Forecast

No assets identified for construction or gifted to Council.

Table A3 - Acquisition Forecast Summary

Year	Constructed	Donated	Growth
2022	0	0	0
2023	0	0	0
2024	0	0	0
2025	0	0	0
2026	0	0	0
2027	0	0	0
2028	0	0	0
2029	0	0	0
2030	0	0	0
2031	0	0	0

Appendix B Operation Forecast

B.1 – Project management costs incurred in delivering bridge/component renewals (budgeted through existing operations budget)

Table B2 - Operation Forecast Summary

Year	Operation Forecast	Additional Operation Forecast	Total Operation Forecast
2022	\$ 30,000	\$ -	\$ 13,000
2023	\$ 30,000	\$ -	\$ 13,000
2024	\$ 34,000	\$ -	\$ 38,000
2025	\$ 22,800	\$ -	\$ 15,300
2026	\$ 22,800	\$ -	\$ 113,300
2027	\$ 11,000	\$ -	\$ 6,500
2028	\$ 11,000	\$ -	\$ 13,700
2029	\$ 13,900	\$ -	\$ 11,200
2030	\$ 16,000	\$ -	\$ 9,200
2031	\$ 14,000	\$ -	\$ 109,700

Add \$100 k for 2025 and 2030

Appendix C Maintenance Forecast

C.1 – Increase in maintenance identified through condition assessment process 2020

Table C2 - Maintenance Forecast Summary

Year	Maintenance Forecast	Additional Maintenance Forecast	Total Maintenance Forecast
2022	\$ 1,000	\$ -	\$ 50,000
2023	\$ 1,000	\$ -	\$ 50,000
2024	\$ 1,000	\$ -	\$ 50,000
2025	\$ 1,000	\$ -	\$ 50,000
2026	\$ 1,000	\$ -	\$ 25,000
2027	\$ 1,000	\$ -	\$ 25,000
2028	\$ 1,000	\$ -	\$ 25,000
2029	\$ 1,000	\$ -	\$ 25,000
2030	\$ 1,000	\$ -	\$ 25,000
2031	\$ 1,000	\$ -	\$ 25,000

Appendix D Renewal Forecast Summary

D.1 – The forecast budget for renewals based on the recent condition assessment is below the projected long term financial plan projections.

The predicted spend for the following 10 years from 2031 to 2041 has identified approx. 10 bridges reaching end of life, this is projected to be around \$330k per year.

Table D3 - Renewal Forecast Summary

Year	Renewal Forecast	Renewal Budget
2022	\$ 90,000	\$ 218,000
2023	\$ 95,000	\$ 214,100
2024	\$ 275,000	\$ 235,000
2025	\$ 110,000	\$ 151,700
2026	\$ 95,000	\$ 146,700
2027	\$ 50,000	\$ 71,500
2028	\$ 100,000	\$ 67,900
2029	\$ 80,000	\$ 83,600
2030	\$ 69,000	\$ 96,500
2031	\$ 69,000	\$ 78,900

Appendix E Disposal Summary

E.1 - No disposals identified

Table E3 – Disposal Activity Summary

Year	Disposal Forecast	Disposal Budget
2022	0	0
2023	0	0
2024	0	0
2025	0	0
2026	0	0
2027	0	0
2028	0	0
2029	0	0
2030	0	0
2031	0	0

Appendix F Budget Summary by Lifecycle Activity

Total lifecycle costs.

Table F1 – Budget Summary by Lifecycle Activity

Year	Acquisition	Operation	Maintenance	Renewal	Disposal	Total
2022	\$ -	\$ 30,000	\$ 1,000	\$ 218,000	\$ -	\$ 249,000
2023	\$ -	\$ 30,000	\$ 1,000	\$ 214,100	\$ -	\$ 245,100
2024	\$ -	\$ 34,000	\$ 1,000	\$ 235,000	\$ -	\$ 270,000
2025	\$ -	\$ 22,800	\$ 1,000	\$ 151,700	\$ -	\$ 175,500
2026	\$ -	\$ 22,800	\$ 1,000	\$ 146,700	\$ -	\$ 170,500
2027	\$ -	\$ 11,000	\$ 1,000	\$ 71,500	\$ -	\$ 83,500
2028	\$ -	\$ 11,000	\$ 1,000	\$ 67,900	\$ -	\$ 79,900
2029	\$ -	\$ 13,900	\$ 1,000	\$ 83,600	\$ -	\$ 98,500
2030	\$ -	\$ 16,000	\$ 1,000	\$ 96,500	\$ -	\$ 113,500
2031	\$ -	\$ 14,000	\$ 1,000	\$ 78,900	\$ -	\$ 93,900

Appendix G – Monitoring Program for Span Bridges



Road Name	Chainage	Latitude	Longitude	Action	Priority	Date Noted
120 Aldgate Valley Road - Mylor		- 35.03706563	138.7538003	Monitor holes between stones noted throughout abutment 1 masonry wall.	Monitor	2/10/2020
Adelaide Gully Road		- 34.80949554	138.8358106	Monitor spalling at Abutment 2 right hand side wingwall.	Monitor	1/10/2020
Avenue Road - Stirling		- 35.00771485	138.7097066	Prepare vegetation control plan for vegetation encroaching on bridge barriers, wearing surface, kerbing, abutment 2 and wingwalls.	Monitor	29/9/2020
Avenue Road - Stirling		- 35.00771485	138.7097066	Monitor mortar joints on approach 2 barrier.	Monitor	29/9/2020
Brooks Bridge Swamp Road - Uraidla		-34.9733588	138.7354993	Monitor movement between culvert units.	Monitor	8/10/2020
Brooks Bridge Swamp Road - Uraidla		-34.9733588	138.7354993	Monitor cracking noted on culverts.	Monitor	8/10/2020
Camac Road - Balhannah		- 34.98993369	138.8079558	Monitor cracking noted on abutment 2 and abutment 2 wingwalls.	Monitor	6/10/2020
Corkscrew Road - Montacute		-34.8776435	138.7558069	Monitor concrete defects (cracking, delamination and spalling) throughout abutment 1 and abutment 2.	Monitor	1/10/2020

Corkscrew Road - Montacute		-34.8776435	138.7558069	Seal horizontal cracking through mid point of abutment 1 left hand side wingwall.	Monitor	1/10/2020
Forbes Road - Aldgate		-35.026101	138.7400836	Monitor separation between batter protection and headstock at abutment 1.	Monitor	2/10/2020
Forbes Road - Aldgate		-35.026101	138.7400836	Monitor cracking in batter protection at abutment 2.	Monitor	2/10/2020
Foxhill Road - Mount George		-35.00172892	138.7563556	Monitor rotten timber decking.	Monitor	6/10/2020
Hollands Creek Rd - Cudlee Creek		-34.85534481	138.8285511	Monitor cracking on both abutments.	Monitor	1/10/2020
Kain Avenue - Bridgewater		-35.0098741	138.7497889	Monitor scouring in waterway at left hand side of abutment 2.	Monitor	7/10/2020
Kingsland Road - Aldgate		-35.01565246	138.7362072	Monitor the deterioration of the deck wearing surface	Monitor	2/10/2020
McVitties Road - Birdwood		-34.83058997	138.9814416	Monitor cracks on masonry abutments and wingwalls.	Monitor	30/9/2020
Milan Terrace - Aldgate		-35.01625828	138.7247395	Verify the original condition of the channel to see if the channel material is eroded, or it is silt accumulation (e.g. photo 25)	Monitor	8/10/2020
Old Carey Gully Road - Piccadilly		-34.9890259	138.7407639	Monitor cracking on abutment 2 right hand side wingwall.	Monitor	8/10/2020
Old Carey Gully Road - Piccadilly		-34.9890259	138.7407639	Monitor loose masonry stones at top of abutment 2 left	Monitor	8/10/2020

				hand side wingwall.		
Old Mount Barker Road - Bridgewater		- 35.00486218	138.7527311	Monitor cracking between masonry stones noted on abutment 1.	Monitor	7/10/2020
Old Mount Barker Road - Bridgewater		- 35.00486218	138.7527311	Monitor mortar missing at base of abutment 1 left hand side wingwall.	Monitor	7/10/2020
Sires Road East - Kersbrook		- 34.75105196	138.8728587	Monitor separation between pipe culvert units.	Monitor	28/9/2020
Spoehr Road - Balhannah		- 34.99555302	138.8121114	Monitor abutment 1 and abutment 2 for movement.	Monitor	6/10/2020
Stevens Road - Mylor		- 35.03396509	138.7460595	Monitor abutments for further movement.	Monitor	2/10/2020
Stradbroke Road		-34.895313	138.690743	Monitor vertical separation noted on abutment 1 wall of original structure and left hand side of deck.	Monitor	1/10/2020
Tiers Road - Woodside		- 34.94671629	138.856516	Monitor rotation of wingwall.	Monitor	7/10/2020

Appendix H

Sample of Bridge Audit Condition Assessment Sheet

Structure Condition Inspection Report										L2/1		Sheet Page 1 of 34	
		Structure ID		BR044		Owner		Local Government Agency					
Structure Name		Beaumont Road Bridge		Region		Adelaide Hills Council							
Local Authority		Adelaide Hills Council		Coordinates		-34.99944141, 138.790874							
Road Number		-		Road Name		Beaumont Road - Verdun		Chainage					
Road Type		Local Access		Waterway		Unknown		Year Built					
Structure Type		Culvert		Function		Road over waterway							
Superstructure Type		Pipe culvert		Superstructure Material		Precast reinforced concrete							
Span Arrangement		1/1.5, 1/1.5, 3/1.5		Overall Length (m)		1.5		Overall Width (m)		10.8			
General Comment													
Pipe culvert with 1.5 m diameter.													
Date Inspected		06/10/2020		Inspected By		Alex Aldana		Inspection Type		Programmed		Entered By	
Date Reviewed		16/11/2020		Reviewed By		Hanson Ngo		Date of Last Inspection				Next Inspection Due	
Original Rating		CS4		Original Comment		Structure was found in very poor condition at the time of inspection.							
WL1 Rating				WL1 Comment									
WR1 Rating				WR1 Comment									
Overall Inspection Comment													
Structure rated very poor with cracking throughout pipe culvert and separation/movement between pipe culvert units.													
Component Condition Inspection Report										L2/2			
Component Location				Exposure Class	Quantity	Unit	Quantity per Condition State				Defect	Action Required?	
Modification	Group	Component	Standard Number				1	2	3	4			
O	AP1	GR1	55S	1	1	Ea.	1	0	0	0	No major defects noted. Refer to photo 8.	<input type="checkbox"/>	
O	AP1	AP1	52O	1	1	Ea.	0	1	0	0	Pothole development noted to left hand side. Refer to photos 9-10.	<input checked="" type="checkbox"/>	
O	AP1	GR2	55S	1	1	Ea.	1	0	0	0	No major defects noted. Refer to photo 11.	<input type="checkbox"/>	
O	S1	BR1	51S	1	2	Lin. m	2	0	0	0	No major defects noted. Refer to photo 12.	<input type="checkbox"/>	
O	S1	WS1	14O	1	16	m²	8	8	0	0	Break up and pothole develop noted to left hand edge. Crocodile cracking noted to right hand side. Refer to photos 13-14.	<input checked="" type="checkbox"/>	
O	S1	BR2	51S	1	2	Lin. m	2	0	0	0	No major defects noted. Refer to photo 15.	<input type="checkbox"/>	
O	AP2	GR1	55S	1	1	Ea.	1	0	0	0	No major defects noted. Refer to photo 16.	<input type="checkbox"/>	
O	AP2	AP1	52O	1	1	Ea.	1	0	0	0	No major defects noted. Refer to photo 17.	<input type="checkbox"/>	
O	AP2	GR2	55S	1	1	Ea.	1	0	0	0	No major defects noted. Refer to photo 18.	<input type="checkbox"/>	
O	A1	WW1	63C	2	2	Ea.	0	1	1	0	Overgrown vegetation encroaching on left hand side wingwall. Typical cracking in masonry on left hand side. Loss of fines throughout right hand side wingwall. Moderate spalling up to 40 mm deep on rhs wingwall. Severe cracking up to 35 mm and delamination noted on rhs wingwall. Vegetation encroaching on rhs wingwall. Refer to photos 19-26.	<input checked="" type="checkbox"/>	
O	S1	CBS1	8C	2	5	m²	2	0	0	3	Severe crack up to 9mm wide near abutment 2. 30 mm separation between pipe and culvert base slab. Refer to photos 27-29.	<input checked="" type="checkbox"/>	
O	S1	HW1	63C	2	1	Ea.	1	0	0	0	No major defects noted. Refer to photo 30.	<input type="checkbox"/>	
O	S1	PC1	60P	2	12	Lin. m	0	0	0	12	PC: 5 units. Unit 1, 3, 4 and 5 are 2.4m long. Unit 2 is 1.2m wide. Pipe diameter is 1.5m. Misalignment noted between all units. Unit 4 and 5 are held together with a steel bracket. 40 mm separation between unit 1 and 2. Horizontal cracking to PC2, up to 0.3 mm, noted at midheight. 40 mm Separation between unit 2 and unit 3. Longitudinal cracking to unit 3, 4 and 5, up to 0.3 mm wide, noted at top. Horizontal cracking to unit 3, up to 0.3 mm wide, noted at midheight. Horizontal cracking to PC3, up to 0.3 mm, noted at midheight. 40 mm separation between unit 3 and 4. 120mm separation between unit 4 and 5. Moderate to severe spalling at reinforcement. 60 mm separation between right hand side wingwalls and pipe unit 5. Loss of backfill behind joints. Refer to photos 7, and 31-44.	<input checked="" type="checkbox"/>	
O	S1	HW2	63C	2	1	Ea.	0	0	0	1	Severe crack noted up to 50 mm wide. Refer to photos 45-46.	<input checked="" type="checkbox"/>	
O	S1	CBS2	8C	2	0	m²	0	0	0	0	Unable to inspect as under 25% of component is accessible due to being underwater. Transversed component on foot, no defects noted. No major	<input type="checkbox"/>	



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 2021
AGENDA BUSINESS ITEM**

Item: 12.6

Responsible Officer: Natalie Westover
Manager, Property Services
Corporate Services

Subject: Road Land Purchase – Portion of Teringie Drive, Teringie

For: Decision

SUMMARY

The purpose of this report is to obtain a resolution to purchase a section of privately owned land that is currently utilised as road reserve. This process proposes to purchase from one land owner.

The purchase of this land parcel will ensure the land is legally accessible by Council as a public road to use and maintain for the community to use as a public road.

The adjoining land owner's land is identified as Pieces 1 and 2 in Filed Plan No. 130312 contained in Certificate of Title Volume 5891 Folio 904 and known as 59 Teringie Drive, Teringie (**Appendix 1 and 2**). It is proposed to purchase Piece 2 in Filed Plan No. 130312 being portion of the land contained in the said Certificate of Title ("Land"), this will require a land division to separate the two pieces of land contained within the title.

The land owner is agreeable to the proposed purchase of the Land by Council of what is identified as Allotment 592 Teringie Drive in Deposited Plan 127876 (**Appendix 3**).

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To purchase Allotment 592 in Deposited Plan No. 127876 (**Appendix 3**) being an area of land totalling 88sqm identified in red on the Certificate of Title attached as **Appendix 2** ("Land") from the land owner at 59 Teringie Drive, Teringie, for the purchase price of \$5,000 (excl GST) plus all reasonable costs to vest the Land as public road.
 3. The Land being purchased to be excluded as Community Land pursuant to the *Local Government Act 1999*; and
 4. That the CEO be authorised to sign all necessary documentation to give effect to this resolution.
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal A Prosperous Economy

Objective E2 Provide Local Infrastructure to drive growth and productivity

Priority E2.4 Manage and maintain Council assets to maximise their utilisation and benefit to the community.

Strategic Plan 2020-24 – A brighter future

Goal A Progressive Organisation

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

Priority O3.2 Ensure that renewal of assets and the associated maintenance is based on current asset management plans which consider reviewed services levels and whole of life costings.

Priority O3.4 Assess the range and level of services undertaken to ensure they fulfil Council's legislative and strategic intent.

Ensuring Council's road land and infrastructure is either located on Council-owned or controlled land or secured by some other form of legal tenure is essential for appropriate risk management of Council infrastructure and community safety.

➤ Legal Implications

The purpose of the acquisition is to ensure that risk is appropriately managed for the Land and that the Land is legally accessible by the Council to maintain, and to the general community to use for access purposes.

➤ Risk Management Implications

The acquisition of the Land will assist in mitigating the risk of:

Council road infrastructure being located on privately owned land leading to appropriate ownership, liability and road management for road infrastructure.

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

➤ Financial and Resource Implications

The Land is currently maintained by Council within existing resource allocations.

Council engaged McLean Gladstone Valuers to prepare a report based on the area of land to be acquired to undertake the road acquisition project. Using a "Before and After" method of valuation, it was determined that a value of \$140/sqm be used.

Using this method the valuation of the land for the acquisition for this project as below:

BEFORE AND AFTER METHOD

The Before and After method requires the property at 59 Teringie Drive, Teringie to be valued “As Is” and subsequent to the land being added. I have determined the land component only as based on comparable sales so the analysis is not confused by the value of differing improvements. The difference in the land value represents the additional value of the adjoining land.

CALCULATION

	<u>SITE AREA</u>	<u>RATE</u>		<u>SITE VALUE</u>
BEFORE	3,035 m ²	\$140 per m ²	SAY	\$425,000
AFTER	2,947 m ²	\$142.50 per m ²	SAY	\$420,000
DIFFERENCE:				\$ 5,000

The land will be purchased in Council for the sum of \$5,000.

The land division and conveyancing costs associated to accept the land transfer will be managed within existing resource allocations.

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

The transfer of the Land, and the declaration of the Land as public road, will ensure that the Land is maintained to an appropriate standard as a public thoroughfare.

➤ **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: Property Advisory Group, meeting 31 May 2021

Administration: Director Corporate Services
Manager, Civil Services
Manager, Strategic Assets
Roads Officer
Technical Officer, Civil Services
Asset Management Officer

External Agencies: Not Applicable

Community: Not Applicable

2. BACKGROUND

The land owner of 59 Teringie Drive Teringie contacted Council in April 2021, advising that it had come to their attention that they owned a piece of land that appeared to be a part of the road reserve on the corner of Teringie Drive and Norton Summit Roads Teringie.

Historical searching through the Land Titles Office records show that a land division of portion of Section 856 in the Hundred of Adelaide was completed in June 1963. The result was only a portion of the road reserve land being vested in Council as public road. The remaining piece of land (identified as Piece 2 in Appendix 2) has never vested in Council as public road and remains in private ownership.

Current mapping imagery suggests this area of land as one parcel (refer **Appendix 1**), when in fact the legal property boundaries are more accurately depicted in **Appendix 2**. Council staff have alerted the Land Titles Office to this discrepancy, and understand that this mapping error will be remedied.

3. ANALYSIS

Council staff undertook an assessment of the Land and it was considered that the purchase of the Land was the most appropriate course of action. A physical realignment of the road is not feasible due to the topography of the land. The Land is separated from the remaining section of the landowner's land by another allotment.

Survey plans and valuations have been undertaken.

Council engaged McLean Gladstone Valuers to prepare a report based on the area of land to be acquired to undertake the road acquisition project. Using a "Before and After" method of valuation, it was determined that a value of \$140/sqm be applied to the road land as detailed in the finance section of this report.

Further, the valuer advised that he adopted \$142.50/sqm for value of 59 Teringie Drive, once the road area was removed, as derived by the median representation of the market value, utilising comparable sales evidence.

Council staff have negotiated terms with the adjoining land owner and a conditional offer to purchase the Land from the landowners of 59 Teringie Drive Teringie was based on the recommendations contained within the valuation report.

The Valuation Report prepared by McLean Gladstone indicated that the value for the Land was the same for both a negotiated outcome between the parties and if a compulsory acquisition process was undertaken. Given the willingness of the land owner to resolve the issue, and the additional costs of undertaking a compulsory acquisition process, a negotiated purchase outcome is seen as the most appropriate course of action.

4. OPTIONS

Council has the following options:

- I. Resolve to accept the vesting of Allotment 592 Teringie Drive, Teringie in accordance with the Recommendation (Recommended)
- II. Resolve not to accept the vesting of Allotment 592 Teringie Drive, Teringie in accordance with the Recommendation which would result in a portion of the Council's public road network being situated on privately owned land (Not Recommended)

5. APPENDICES

- (1) Map identifying the location of the land parcel
- (2) Certificate of Title Volume 5891 Folio 904
- (3) Deposited Plan D127876

Appendix 1

Identification Map of Road Reserve Land



Appendix 2

Certificate of Title Volume 5891 Folio 904

Certificate of Title - Volume 5891 Folio 904

Parent Title(s)	CT 5787/903			
Creating Dealing(s)	TG 9511458			
Title Issued	26/03/2003	Edition 4	Edition Issued	15/10/2007

Estate Type

FEE SIMPLE

Registered Proprietor

Description of Land

ALLOTMENT COMPRISING PIECES 1 AND 2 FILED PLAN 130312
IN THE AREA NAMED TERINGIE
HUNDRED OF ADELAIDE

Easements

SUBJECT TO EASEMENT(S) OVER THE LAND MARKED A FOR WATER SUPPLY PURPOSES (TG 9511458)

Schedule of Dealings

Dealing Number	Description
10802553	MORTGAGE TO WESTPAC BANKING CORPORATION (SINGLE COPY ONLY)

Notations

Dealings Affecting Title	NIL
Priority Notices	NIL
Notations on Plan	NIL

Registrar-General's Notes

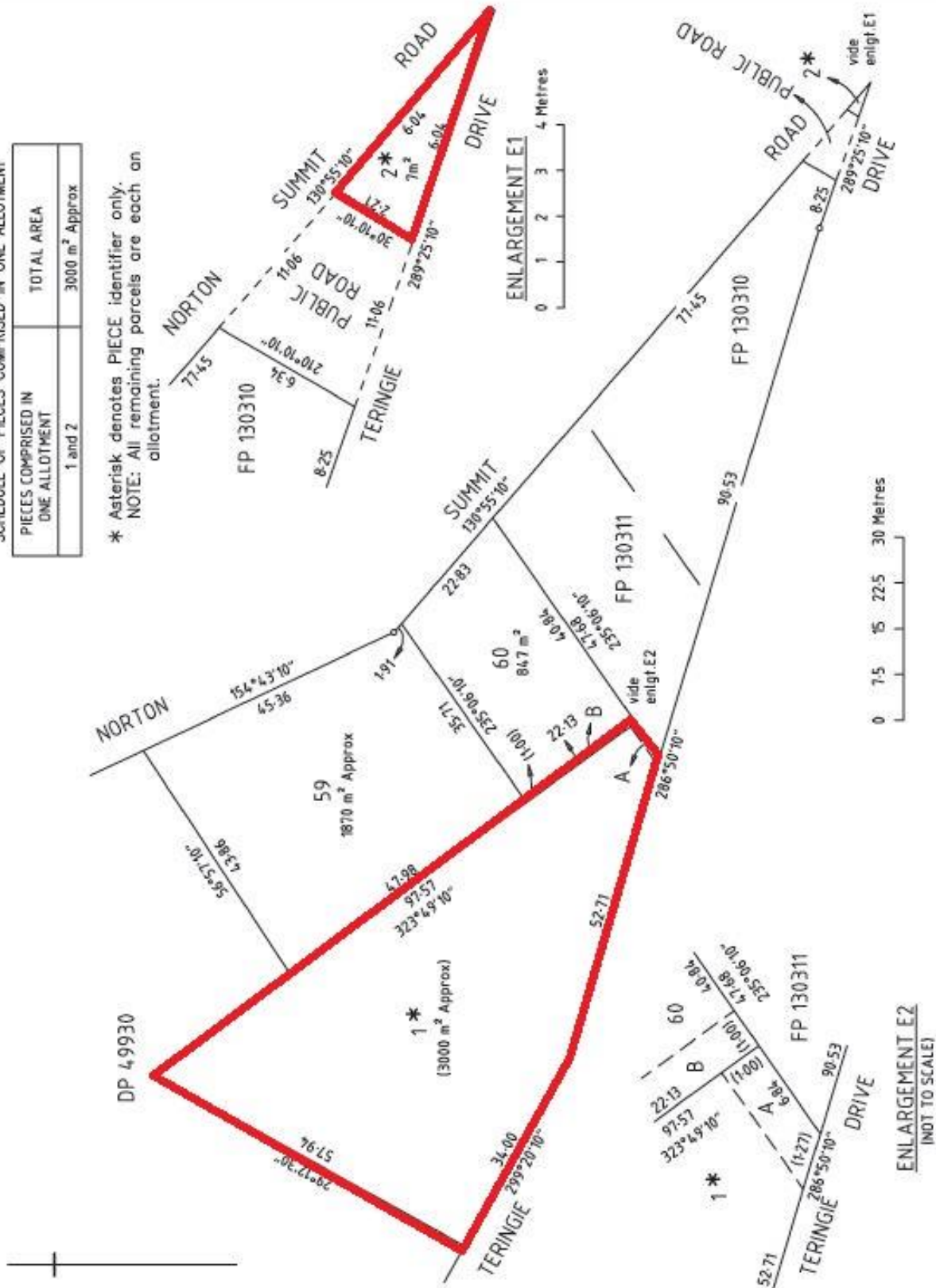
UNAPPROVED D127876

Administrative Interests	NIL
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SCHEDULE OF PIECES COMPRISED IN ONE ALLOTMENT

PIECES COMPRISED IN ONE ALLOTMENT	TOTAL AREA
1 and 2	3000 m ² Approx


* Asterisk denotes PIECE identifier only.
NOTE: All remaining parcels are each on allotment.



Appendix 3

Deposited Plan 127876

NOT YET APPROVED

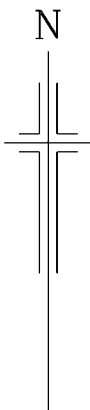
PURPOSE:		DIVISION		AREA NAME:		TERINGIE		APPROVED:		<div><div>D127876</div><div>SHEET 1 OF 2</div><div>109534_text_01_v01_Version_1</div></div>	
MAP REF:		6628/43/H		COUNCIL:		ADELAIDE HILLS COUNCIL		DEPOSITED:			
LAST PLAN:				DEVELOPMENT NO:							

AGENT DETAILS:		RICHARD RETALLACK PO BOX 154 DAW PARK SA 5041 PH: 0488 663 360 FAX:		SURVEYORS CERTIFICATION:	
AGENT CODE:		RIRE			
REFERENCE:		R21087AHC			

SUBJECT TITLE DETAILS:									
PREFIX	VOLUME	FOLIO	OTHER	PARCEL	NUMBER	PLAN	NUMBER HUNDRED / IA / DIVISION	TOWN	REFERENCE NUMBER
CT	5891	904		ALLOTMENT(S) COMPRISING PIECES	(1*,2*)	F	130312 ADELAIDE		
OTHER TITLES AFFECTED:									

EASEMENT DETAILS:									
STATUS	LAND BURDENED	FORM	CATEGORY	IDENTIFIER	PURPOSE	IN FAVOUR OF			CREATION
EXISTING	591	SHORT	EASEMENT(S)	A	FOR WATER SUPPLY PURPOSES				TG 9511458

ANNOTATIONS:

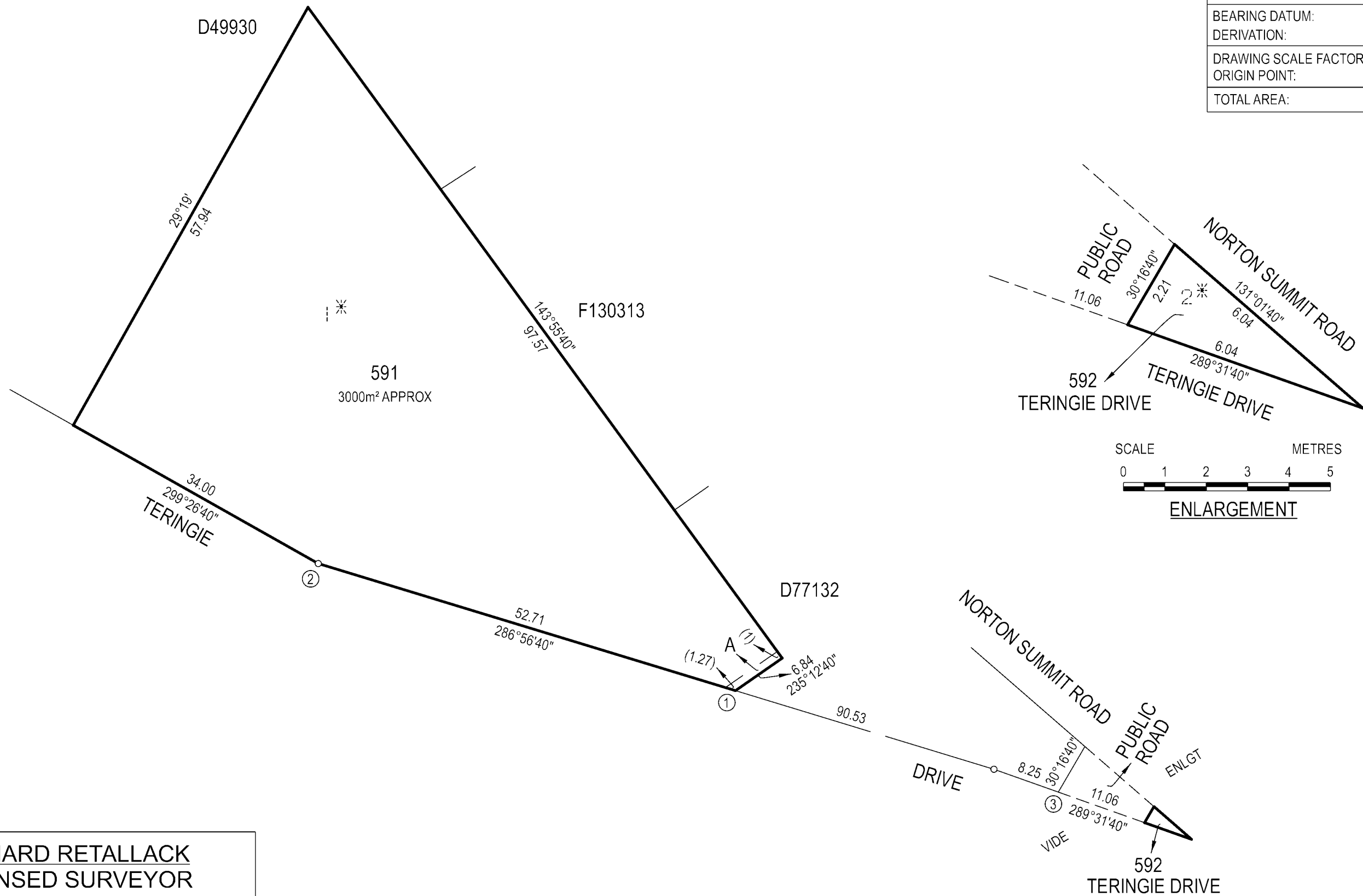


D127876

SHEET 2 OF 2

109534_pland_1_V01_Version_1

BEARING DATUM:	(1) - (2) 286°56'40"
DERIVATION:	D77132 ADOPTED
DRAWING SCALE FACTOR:	1.0
ORIGIN POINT:	CORNER 3
TOTAL AREA:	



RICHARD RETALLACK
LICENSED SURVEYOR

PO BOX 154 DAW PARK SA 5041
M 0488 663 360 E retallack_office@bigpond.com

REF: R21087AHC



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 2021
AGENDA BUSINESS ITEM**

Item:	12.7
Responsible Officer:	Natalie Westover Manager, Property Services Corporate Services
Subject:	Section 221 (Road Rent) Permit – Redden Drive, Cudlee Creek – CFS Water Storage Tank
For:	Decision

SUMMARY

The purpose of this report is to seek a resolution to issue the SA Country Fire Service (CFS) with an exclusive section 221 (Road Rent) Permit (the "Permit") pursuant to Section 221 of the *Local Government Act 1999* ("Act") for a term of thirty (30) years.

The Permit is sought for the occupation of a portion of the road reserve located at the corner of Redden Drive and Banks Road, Cudlee Creek for the purposes of the CFS installing a large fire water storage tank (refer ***Appendix 1 and Appendix 2***).

An exclusive Permit over this land parcel will ensure the land is legally accessible by the CFS for the purpose of installation of a water storage tank for the provision of firefighting water in the event of a bushfire in the Cudlee Creek region. The remaining area of road reserve will be available to be utilised by the local community for car parking purposes.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
 - 2. To issue an exclusive road rent permit under section 221 of the *Local Government Act 1999* for a term of thirty (30) years to the SA Country Fire Service for the purpose of installation of a water storage tank for the provision of water for fire fighting purposes.**
 - 3. Authorise the Chief Executive to finalise and sign all necessary documentation pursuant to give effect to this resolution.**
-

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-government organisations to support the community recover from natural disasters and the COVID-19 pandemic.

Goal Community Wellbeing

Objective C4 An active, healthy, thriving and resilient community

Priority C4.5 Take an all hazards approach to emergency management so we can support the emergency services and the community before, during and after disaster events.

Council issues permits for the alteration of roads, in accordance with Section 221 of the *Local Government Act 1999* and Council's Road Rent Policy.

➤ Legal Implications

The alteration of road for the proposed purpose and permission to exclusively occupy the land for that purpose is covered under section 221 of the Act.

The CFS have applied for an exclusive use permit for a thirty (30) year term and in accordance with Council's Road Rent Policy, this request is be presented to Council for a decision.

➤ Risk Management Implications

The issue of an exclusive use permit will assist in mitigating the risk of:

Non-compliance with legislative requirements leading to privately owned infrastructure and unauthorised encroachments on road reserve leading to increased risk and liability for council.

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

The issue of a permit that will enable the installation of a new water storage tank will assist in mitigating the risk of:

Inadequate supply of water for emergency firefighting purposes leading injury or death, loss of property and environmental damage.

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Extreme (5C)	Extreme

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

➤ **Financial and Resource Implications**

The issue of the permit is managed within existing resource allocations.

The CFS, in conjunction with grants from third parties, are funding the installation and maintenance of the water storage tank.

Council's Engineering staff have prepared costings to attend to the base preparation for the tank location, including batter and levelling of the site. It is still to be confirmed if the CFS still require Council assistance with the site preparation. In the event that Council will attend to this, a costing of approximately \$28,000.00. At this time there is no budgeted allocation for this expense.

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

Following the Cudlee Creek Bushfire in December 2019, additional water provision in Cudlee Creek to assist in emergency fire situations is considered to be a very beneficial community outcome. Indeed the desire for a fire water tank was raised with the former Local Recovery Committee by local community members and has been championed by local CFS brigade members.

➤ **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: Manager - Sustainability, Waste and Emergency Management
Roads Officer
Technical Officer, Civil Services
Statutory Planner
Civil Projects Coordinator

External Agencies: SA Country Fire Service

Community: Not Applicable

2. BACKGROUND

Following the Cudlee Creek Bushfires in December 2019, the CFS were seeking opportunities to provide additional firefighting resources to the community brigades. The CFS approached Council in late 2020, seeking appropriate sites in the Cudlee Creek region for the purposes of installing a large fire water storage tank.

Council staff suggested the road reserve land located at the corner of Redden Drive and Banks Road, Cudlee Creek (**Appendix 1**). This location was selected due to the size of the road reserve which would be suitable for the placement of the large water storage tank, whilst still maintaining public access for parking of vehicles.

An application for the alteration of the road was received by Council in March 2021. The site plan for the application can be referred to in **Appendix 2**. Council staff undertook its internal assessment of the application and approved the permit, subject to Council endorsement. The permit document was prepared and presented to the CFS for execution (See **Appendix 3**).

After receiving the permit for execution, the CFS have subsequently requested a 30 year term for the permit in line with the expected life span of the tank.

3. ANALYSIS

Council's *Road Rent Policy* states that "Exclusive Permits" are where the permit holder has a right to exclusive use of the road or road reserve. It further states that "Permits are issued for up to a five (5) year period". The policy enables requests for longer terms for exclusive purpose to be assessed on a case by case basis.

As this permit request is an Exclusive Use permit for the area of road reserve land where the water storage tank will be placed for a thirty (30) year term, endorsement by Council resolution is required to issue an approval for this permit.

The issue of a permit to the CFS will provide additional local water for emergency fire fighting purposes for the CFS to access and use as necessary. In the event this request for an exclusive permit is not approved, the CFS will need to reconsider the preferred location for this water storage tank which may make the option unviable in the Cudlee Creek area. The term requested by the CFS is based on the expected life span of the water tank.

4. OPTIONS

Council has the following options:

- I. Approve the issue of an exclusive road permit to the CFS for a term of 30 years (Recommended)
- II. Not approve the issue of the proposed permit which may jeopardise the project for the CFS (Not Recommended)

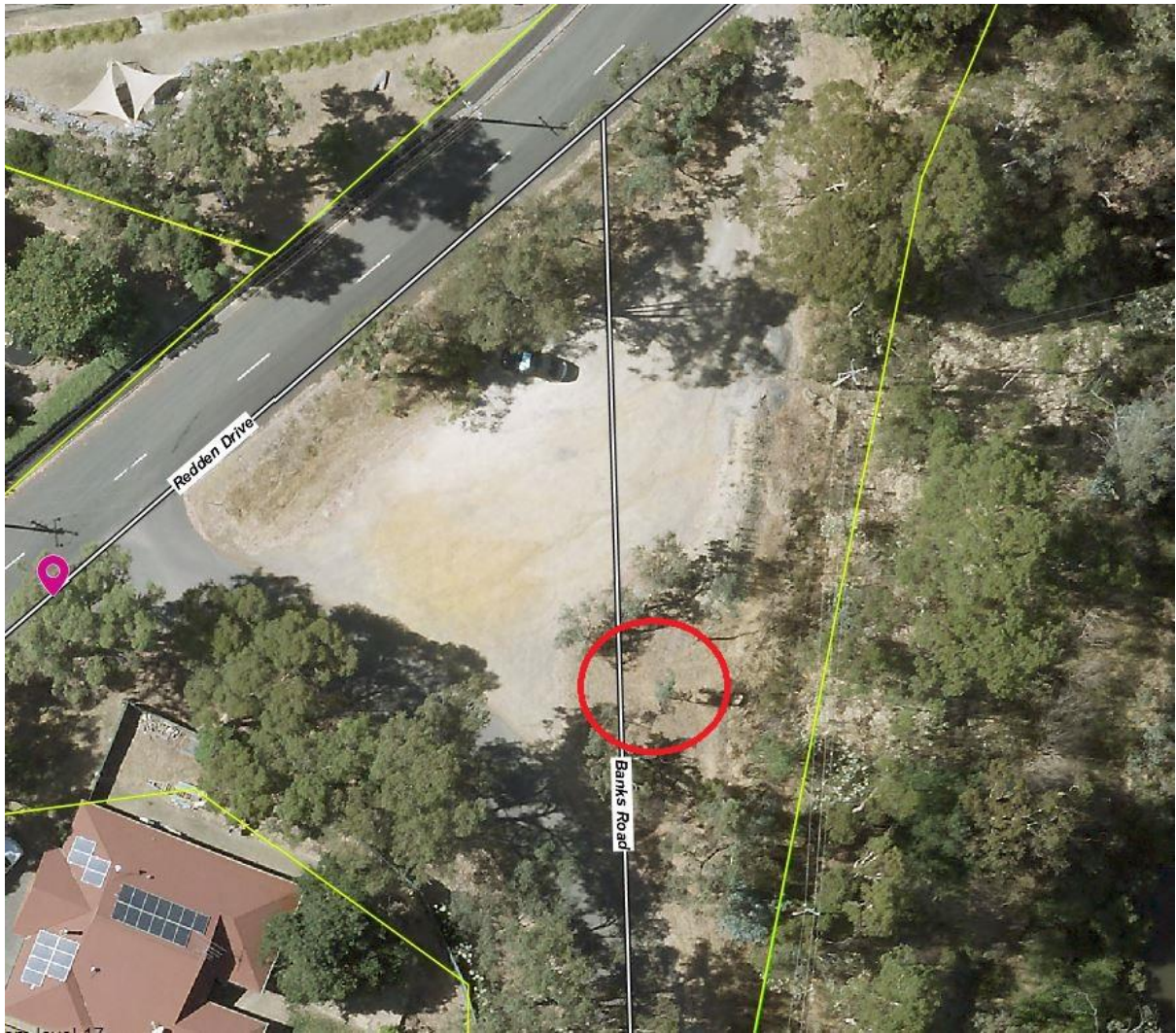
5. APPENDICES

- (1) Identification of Road Land
- (2) CFS Site Plan Proposal
- (3) Draft Section 221 Permit

Appendix 1

Identification of Road Land



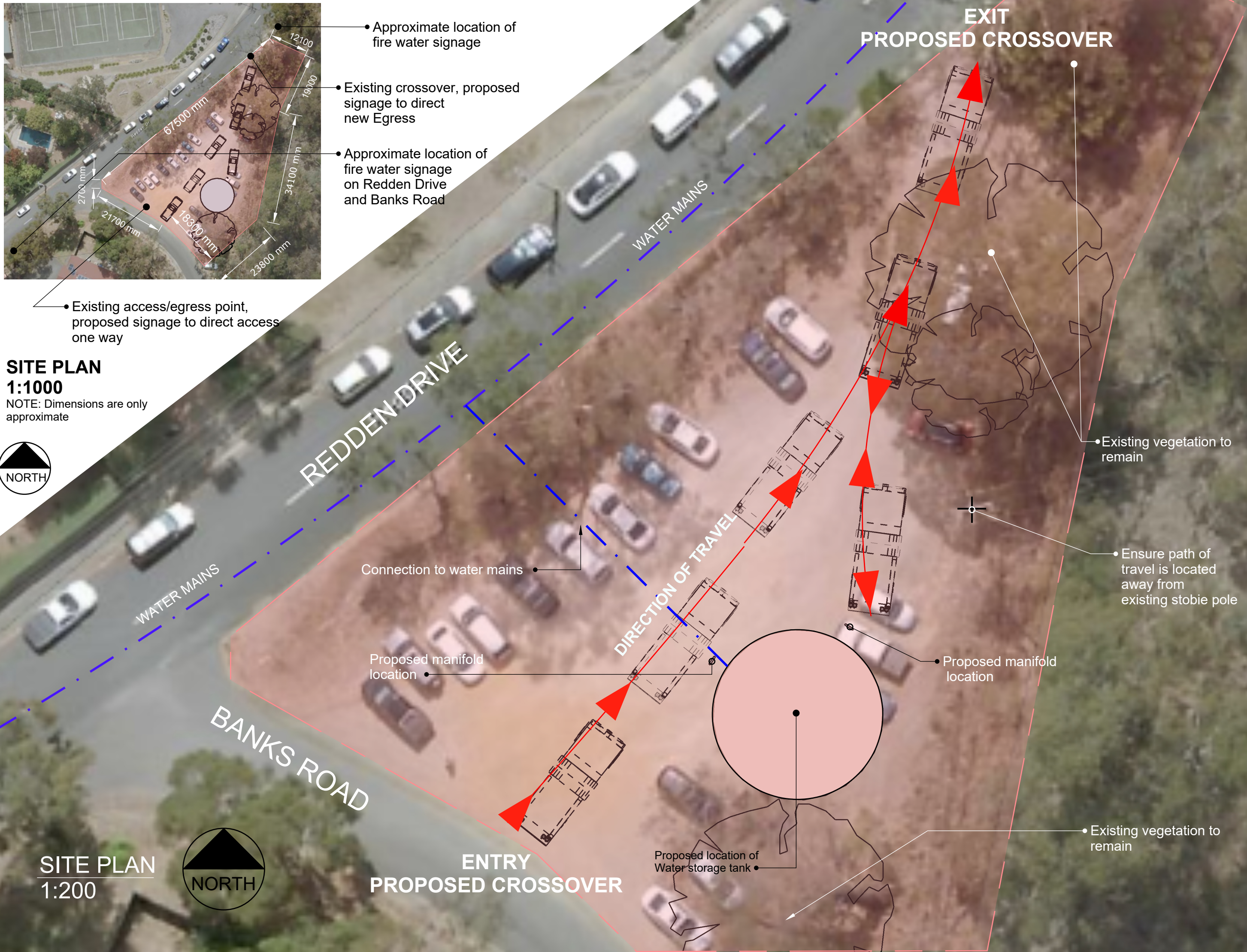


Appendix 2

CFS Site Plan Proposal



SITE PLAN
1:1000
NOTE: Dimensions are only approximate



SITE PLAN
1:200



CUDLEE CREEK WATER STORAGE TANK- PROPOSED SITE
ROAD RESERVE, BAROSSA COUNCIL

Appendix 3

Draft Section 221 Permit



SCHEDULE

ENCROACHMENT PERMIT

(Sections 221 and 222 of the *Local Government Act 1999* (SA))

Your Details (You, Your)	<p>Person/company name and ACN/ABN: South Australian Country Fire Service</p> <p><u>Contact Person</u> Title: Ms First Name: Anna Surname: Tsormpatzoglou Position in the organisation: Operations Facilities Project Officer Address: 60 Waymouth Street, Adelaide SA 5000 Telephone number: 8115 3342 Email: anna.tsormpatzoglou@sa.gov.au</p>
Council	<p>Adelaide Hills Council Contact person/position: Kylie Caruso Site address: 63 Mount Barker Road, Stirling Postal address: PO Box 44, Woodside SA 5244 Telephone number: 08 8408 0400 Email: property@ahc.sa.gov.au</p>
Road Area	That portion of the public road reserve adjacent to Redden Drive/Banks Road, Cudlee Creek (Public Road) being the area marked in RED on the plan attached at Annexure A
Term	Thirty (30) years commencing on 1 July 2021 and expiring on 30 June 2051
Alteration	Installation and maintenance of CFS Water storage tank on the road reserve
Business Purpose	Not Applicable
Permitted Use	Undertake the Alteration and use the Road Area for purposes of providing water supply for the CFS and Cudlee Creek community
Fee	\$ NIL
Special Conditions	<ol style="list-style-type: none"> 1. Provision of Public Liability Insurance Cover 2. All maintenance of said water tank will remain the responsibility of the permit holder. 3. Should the water tank be removed from the site, steps to remediate the site are taken.

I/we agree to:

- the General Terms and Conditions and the Schedule to this agreement;
- any/all additional Special Conditions included in the Schedule to this agreement; and
- pay the **Fee** and other costs and charges as required by this agreement.

Execution by individual

.....
Signature

.....
Name (print)

.....
Date

OR

Execution by company

Executed by
pursuant to section 127 of the *Corporations Act 2001*

.....
Signature of Director/Sole Director and Secretary

.....
Signature of Director/Company Secretary

.....
Date

FOR COUNCIL USE ONLY

Signed for Adelaide Hills Council by its authorised delegate in the presence of:

.....
Signature of witness

.....
Signature of delegate

.....
Name of witness (print)

.....
Name

Date:.....

.....
Position of delegate

Reference number:

GENERAL TERMS AND CONDITIONS

DEFINITIONS	Words that are in bold in these General Terms and Conditions and any Special Conditions have the meaning given to them in the Schedule to this agreement.
INTERPRETATION	If there is no Alteration set out in this agreement, then the associated provisions of this agreement will not apply. If there is no Business Purpose set out in this agreement, then the associated provisions of this agreement will not apply.
RIGHT TO USE	<ol style="list-style-type: none">1. You are authorised by the Council to undertake the Alteration to the Road Area pursuant to section 221 of the <i>Local Government Act 1999</i> (SA).2. You are permitted by the Council to use the Road Area for the Business Purpose pursuant to section 222 of the <i>Local Government Act 1999</i> (SA).3. This agreement does not give You any other rights to alter or use the Road Area.
CONTROL OF OTHERS	<ol style="list-style-type: none">4. Where the context permits, where You are under an obligation to do or not do something under this agreement, Your obligation extends to You using Your best endeavours to ensure that all persons that are present on the Road Area during the Term, including but not limited to Your employees, agents and invitees do or refrain from doing those things also.
FEE	<ol style="list-style-type: none">5. You must pay the Fee to Council at the time and in the manner set out in the Schedule.
LEGAL REQUIREMENTS	<ol style="list-style-type: none">6. This agreement gives You the Council's approval as owner of the Public Road to use Road Area for the Permitted Use. It does not give You any other approvals. You must obtain all other approvals required for the Permitted Use, including any development approvals (which may be required to be granted by the Council in its separate capacity as the relevant statutory authority) or liquor licences.7. You must comply with all laws and legal requirements relating to Your use of the Road Area and the Alteration and Business Purpose.
INFRASTRUCTURE	<ol style="list-style-type: none">8. The infrastructure, equipment or improvements comprising or associated with the Alteration are owned by You and are Your responsibility.9. You must maintain the structures, improvements and infrastructure comprising or associated with the Alteration in good repair and safe condition during the Term.10. You must ensure the structures, improvements and infrastructure comprising or associated with the Alteration do not interfere with or cause damage to or affect in any way:<ol style="list-style-type: none">a. any adjoining property;b. any wire, post, cable, pipe or other property or infrastructure belonging to the Council, a utilities or service provider or any adjoining property owner; orc. the use of the Road Area or the Public Road by the public.

- RESTRICTIONS ON USE**
11. **You** may only use the **Road Area** for the **Permitted Use**. **You** may not use it for any other purpose.
12. **You** must use the **Road Area** safely and so as not to cause any offense or create a nuisance or disturbance for other people.
- ALCOHOL**
13. **You** must not sell alcohol within the **Road Area** or any public areas surrounding the **Road Area** without the written consent of the **Council**.
- SMOKE-FREE AREAS**
14. **You** must not smoke within any area designated smoke-free by the **Council**.
- SALE OF FOOD**
15. **You** must not sell, or permit the sale of, food within the **Road Area** except with the prior written consent of the **Council**.
- REPAIR OF DAMAGE**
16. **You** must repair all damage that is caused to the **Road Area** or any other property (including but not limited to buildings and equipment) during the **Term**.
- CLEANING**
17. **You** must ensure the **Road Area** is kept in a clean and tidy condition and free from rubbish during the **Term**.
18. Public bins (if any) within the **Road Area** must only be used for general food, beverage and similar waste. **You** must not use public bins for business waste (including but not limited to boxes that contained supplies and other waste generated by **Your** operations) and **You** must ensure that all business waste is disposed of appropriately at **Your** cost.
- YOUR RISK**
19. **You** agree:
- a. **Your** use of the **Road Area** is at **Your** own risk;
 - b. the **Council** has given you no warranty that the **Road Area** is suitable for the **Permitted Use**;
 - c. to release the **Council** from any claims that **You** may have against the **Council** for loss, damage, injury or death suffered or incurred as a result of **Your** use of the **Road Area**; and
 - d. to indemnify the **Council** against all claims that are made against the **Council** for loss, damage, injury or death caused or contributed to by:
 - i. **Your Alteration** to or **Business Use** of the **Road Area**;
 - ii. matters occurring at the **Road Area** relating to **You** during the **Term**; or
 - iii. any breach by **You** of this agreement.
- INSURANCE**
20. **You** must maintain a public risk policy of insurance in relation to **Your** use of the **Road Area** for at least twenty million dollars for any one claim and unlimited in the aggregate, and which covers events occurring during the policy's currency regardless of when claims are made.
21. **You** must maintain a policy of insurance for the structures, improvements and infrastructure comprising or associated with the **Alteration** for their full replacement value.
22. **You** must provide a copy of the certificates of currency for the policies described above to the **Council** before the start of the **Term** and at any time they are renewed during the **Term**.
- NO TRANSFER**
23. **You** cannot transfer this agreement or your rights to use the **Road Area** or grant any other person rights to use the **Road Area**.

**COUNCIL'S
RIGHTS**

24. The **Council** may:
- carry out works within the **Road Area** or surrounding areas that may interfere with **Your** use of the **Road Area**;
 - take any action that it considers to be reasonable if there is an emergency and **You** must comply with all directions of the **Council** during the emergency; and
 - do anything that **You** are required to do under this agreement if **You** do not do it or do not do it properly and recover its costs of doing so from **You**.

**COMPLY WITH
DIRECTIONS**

25. **You** must comply with all reasonable directions of the **Council** in relation to **Your** use of the **Road Area**.

**BREACH AND
TERMINATION**

26. If **You** breach a provision of this agreement and that breach is capable of remedy, **You** will have seven days from the receipt of a notice from the **Council** advising of the breach to remedy the breach (except in the case of an emergency, in which case the **Council** may remedy the breach and recover its costs of doing so).
27. If **You** do not remedy the breach set out in the notice OR the breach is not capable of remedy (in both cases in the **Council's** reasonable opinion) the **Council** may give **You** a further written notice proposing the termination of this agreement. **You** will have one month in which to make written representations to the **Council** on the proposed termination (unless the **Council** determines that a shorter period should apply for the protection of the public).
28. The **Council** will consider any representations **You** make and then notify **You** as to whether this agreement is terminated or not.

EXPIRY

29. The permit holder (**You**) must issue a Notice of intention to seek a new Section 221 permit, to be issued to the **Council** not less than six (6) months and not longer than twelve (12) months prior to the permit's expiry.
30. The permit holder will not be entitled to a new permit if:
- The permit holder has been in breach of this permit at any time
 - The permit holder is in breach of the permit at the time of issuing a Notice of Intention; or
 - The permit holder is in breach or commits a breach of this permit after giving notice but before the commencement of the new term.
31. Upon the expiry or earlier termination of this agreement, unless you are granted a new authorisation pursuant to section 221 of the *Local Government Act 1999* (SA) and/or a new permit pursuant to section 222 of the *Local Government Act 1999* (SA) (as required) **You** must:
- if required by the **Council**, remove all structures, improvements and infrastructure comprising or associated with the **Alteration** and make good any damage to the **Road Area** and surrounding areas caused by such removal; and
 - ensure that the **Road Area** is left in a clean and tidy condition, including by appropriately disposing of all rubbish and removing all goods and equipment from the **Road Area**.

GST

32. If any GST (within the meaning of the *A New Tax System (Goods and Services Tax) Act 1999* (Cth)) is payable on a supply made pursuant to this agreement then the recipient of the supply must pay the additional GST amount at the same time as it pays for the supply.

COSTS

33. The **Council** may recover from **You** all costs it incurs in consequence of any actual or threatened breach by **You** of this agreement.

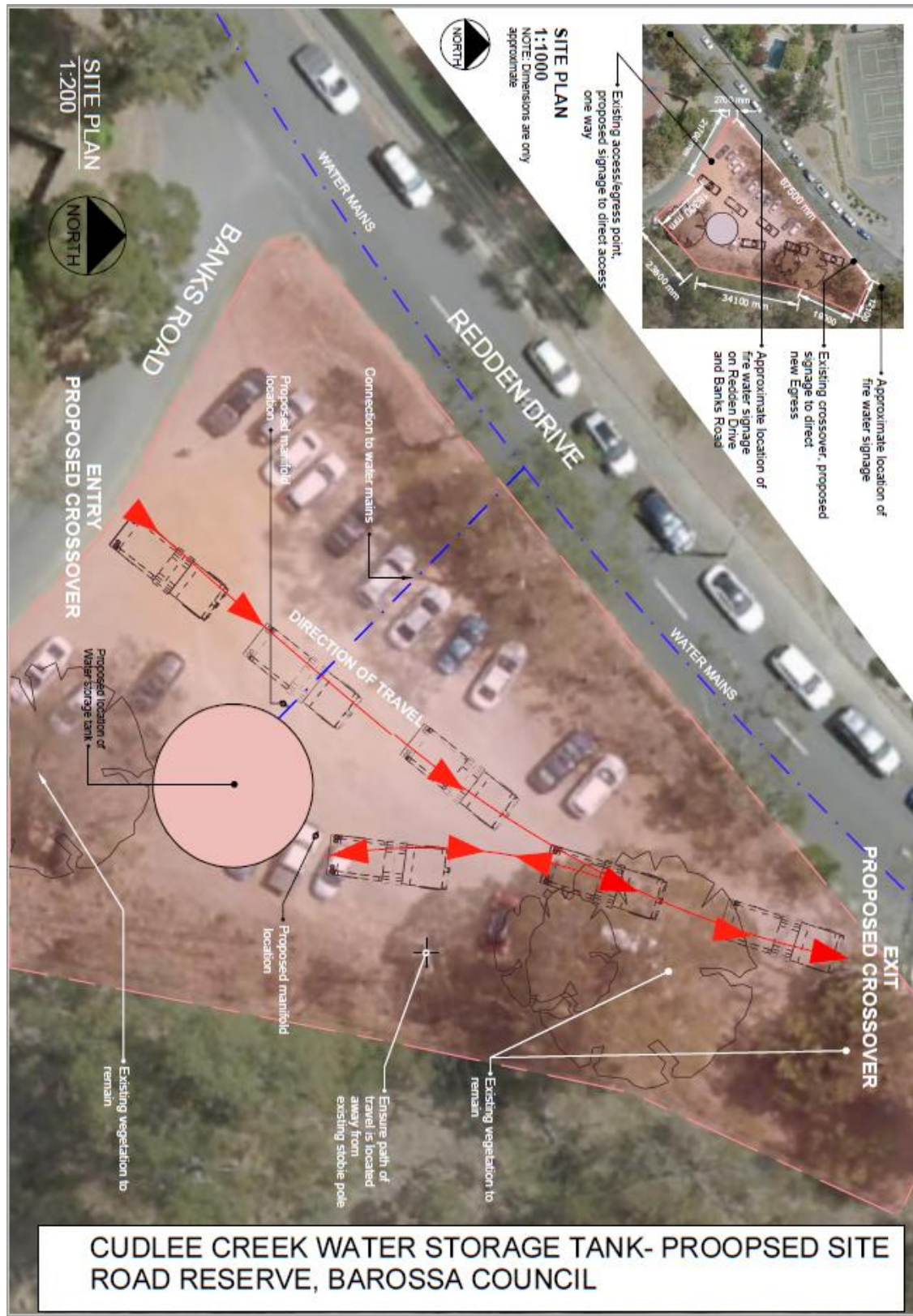
34. Notices under this agreement must be sent in writing to the names and addresses

**SPECIAL
CONDITIONS**

35. **You** must comply with all Special Conditions contained in the Schedule to this agreement.

DRAFT

Annexure A – Plan





**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 2021
AGENDA BUSINESS ITEM**

Item: 12.8

Responsible Officer: Kira-marie Laverty
Corporate Planning and Performance Coordinator
Office of the Chief Executive

Subject: Service Review Framework

For: Decision

SUMMARY

Council has resolved to implement a *Service Review Framework* (the Framework) as part of the *Annual Business Plan 2021-22*. The Framework will provide Council with principles and guidelines for conducting an external Service Review to evaluate the adequacy, effectiveness and efficiency of the reviewed services.

The purpose of this report is to provide the draft Framework (***Appendix 1***) for Council's consideration and adoption. The Audit Committee reviewed the draft Framework at its 18 October 2021 meeting and resolved to recommend its adoption to Council.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To adopt the draft *Service Review Framework- draft October 2021* as contained in ***Appendix 1***.
-

1. GOVERNANCE

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

Strategic Plan 2020-24 – A brighter future

Goal A Progressive Organisation

Objective O2 Our customers find it easier to interact and do business with Council and have an improved customer experience.

Priority O2.2 Modernise our services and enhance the customer experience by making service delivery faster, more convenient and more proactive.

Priority 2.4 Continuously strive to measure and improve performance and service delivery across all functions.

- 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

Council also operates an Internal Audit Program which, while undertaking somewhat similar review activities, has as its main focus to evaluate the adequacy and effectiveness of the systems of internal control within the Council to manage risk.

The Internal Audit Program and this Framework are complementary but separate governance activities

➤ **Legal Implications**

Section 8 of the *Local Government Act 1999* (the Act) sets out the principles that a council must act to uphold and promote observance in the performance of its roles and functions. The following principles are particularly relevant in the context of the Framework:

- (g) manage its operations and affairs in a manner that emphasises the importance of service to the community;
- (h) seek to ensure that council resources are used fairly, effectively and efficiently and council services, facilities and programs are provided effectively and efficiently;
- (i) seek to provide services, facilities and programs that are adequate and appropriate and seek to ensure equitable access to its services, facilities and programs;
- (ia) seek to balance the provision of services, facilities and programs with the financial impact of the provision of those services, facilities and programs on ratepayers;
- (j) achieve and maintain standards of good public administration;
- (k) ensure the sustainability of the council's long-term financial performance and position.

➤ **Risk Management Implications**

Lack of effective strategic planning and resource allocation processes

Inherent Risk	Residual Risk	Target Risk
Extreme (4A)	Low (3E)	Low

The Framework is a mitigation action in addition to the many controls that are already in place for this risk.

➤ **Financial and Resource Implications**

The Service Review Framework development and resulting Service Reviews is a funded initiative in the Annual Business Plan 2021-22. The funding relates directly to the annual cost of appointing an external contractor to conduct one review.

Future resource implications related to conducting Service Reviews will be for the staff time required to participate in the reviews and any implementation of the Review Report recommendations. These costs will be explored more fully in future Service Review Briefs and reports to Council.

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

The purpose of the Framework is to assist in clarifying the community's service aspirations and assess how efficiently and effectively those aspirations are being met through the current service ranges and levels.

➤ **Sustainability Implications**

The analysis of Council's service ranges and levels will assist in identifying process efficiency and savings opportunities as well as confirming Council's compliance with statutory obligations

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	The Framework was considered at the Audit Committee meeting on 18 October 2021 where it was resolved to recommend adoption of the Framework to Council.
<i>Council Workshops:</i>	The Service Review Framework was discussed in the 26 March 2021 Annual Business Plan and Budget workshop.
<i>Advisory Groups:</i>	Not applicable
<i>Administration:</i>	The Executive Leadership Team have been consulted in the development of the Framework.
<i>External Agencies:</i>	The Service Review processes of other councils have been considered in the development of the Framework.
<i>Community:</i>	Not applicable

2. BACKGROUND

Council resolved to implement the *Service Review Framework* (the Framework) as part of the *Annual Business Plan 2021-22*. The Framework provides Council with principles and guidelines for conducting an external Service Review to evaluate the adequacy, effectiveness and efficiency of the reviewed services.

The high level overview and proposed scope of the Framework was discussed with Council at the 2021-22 Annual Business Plan and Budget workshop on 26 March 2021.

The Framework was considered at the Audit Committee meeting on 18 October 2021 where it was resolved to recommend adoption of the Framework to Council.

7.4. Service Review Framework (draft for review)

Moved Cr Leith Mudge

S/- Natalie Johnston

AC 50/21

The Audit Committee resolves:

- 1. That the report be received and noted**
- 2. To recommend to Council to adopt the *Service Review Framework* contained in *Appendix 1*.**

Carried Unanimously

3. ANALYSIS

The implementation of the Framework will be staged in the following phases:

Phase 1 – Adoption of the Framework

- The Framework (**Appendix 1**) outlines the principles and guidelines for conducting an external review

Phase 2 – Selection of the Function(s) to be reviewed

- A function is a group of like services which will be reviewed by the external consultant
- Each function will be scored annually against a series of criteria to determine the priority for review and indicative schedule of reviews
- The criteria will include, but may not be limited to:
 - The volume of transactions
 - Resourcing (revenue, expenditure and staffing)
 - Customer feedback (where available)
 - Statutory requirements
- The criteria and indicative schedule will be reviewed annually and provided to Council

Phase 3 – Develop a Service Review Brief

- Once the function has been selected, a Service Review Brief will be developed setting out the Function, underlying services being reviewed and the specific objectives/area of focus
- The Service Review brief will be provided to Council prior to commencement

Phase 4 – Conduct the Service Review

- Engage the Service Review consultant
- Undertake the Service Review fieldwork guided by the *Australian Centre of Excellence for Local Government - Service Delivery Review* guidelines.
- Prepare the Review Report incorporating recommendations, management responses, actions, timeframes and responsible officers.
- Provide report to Audit Committee for review and to Council for adoption.

Any additional suggestions for criteria and objectives to those listed in **Appendix 1** can be provided to the Governance and Performance team for consideration prior to the 16 November workshop where the criteria and scoring will be presented if the framework is adopted.

4. OPTIONS

Council has the following options:

- I. To adopt the *Service Review Framework* contained in **Appendix 1** (Recommended)
- II. To adopt the *Service Review Framework* with changes as specified by Council
- III. To not adopt the *Service Review Framework* (Not Recommended)

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


5. APPENDIX

- (1) *Service Review Framework – draft October 2021*

Appendix 1

Service Review Framework – draft October 2021

COUNCIL POLICY

 Adelaide Hills COUNCIL	Service Review Framework
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Policy Number:	GOV-24
Responsible Department(s):	Governance and Performance
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	<i>Internal Audit Policy</i>
Relevant Procedure(s):	N/A
Relevant Legislation:	N/A
Policies and Procedures Superseded by this policy on its Adoption:	N/A
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 October 2024 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
0.1	8/10/21	Draft for consultation	N/A

DRAFT

Service Review Framework

1. INTRODUCTION

- 1.1 Council has a culture of continuous improvement across all of its services and activities.
- 1.2 In addition to these continuous improvement processes, it is also prudent to periodically conduct an objective and in-depth analysis of Council's key services to assist Council in clarifying the community's service aspirations and assessing how efficiently and effectively those aspirations are being met through the current service ranges and levels. These in-depth analyses are known as Service Reviews (Reviews).
- 1.3 This Service Review Framework (the Framework) provides Council with principles and guidelines for conducting external Service Reviews.

2. OBJECTIVES

- 2.1 The objective of this Service Review Framework is to facilitate 'value for money' in service provision through the analysis of factors such as:
- Service clarity, replicability and quality
 - Customer (internal or external) priorities, aspirations and experience
 - Alignment to the Council's strategic intent
 - Statutory obligations
 - Service delivery modes and alternatives (including outsourcing and shared services)
 - Process efficiency and saving opportunities
 - Service delivery effectiveness and performance assessment

3. DEFINITIONS

- 3.1 A **"Function"** is a group of like or complementary services.
- 3.1.1 A **"Service"** is any specific activity undertaken to deliver outcomes for stakeholders as part of carrying out Council's functions and objectives.
- 3.1.2 A **"Functional Area"** is the section or teams in Council where the services are performed.

4. POLICY STATEMENT

- 4.1 Council is committed to implementing and maintaining a Service Review Framework that assures stakeholders that it is fulfilling its responsibilities and meeting the needs of the community through effective and efficient services.
- 4.2 A fundamental component of this Framework is the operation of an objective review that evaluates the adequacy, effectiveness and efficiency of the Council services under review and the extent to which the services delivered met the community's aspirations.

5. SCOPE

- 5.1 The Framework sets out the elements for conducting an external Service Review using a consultant. This Policy does not cover internal Service Reviews or activities which may be conducted within teams as part of their continuous improvement practices.
- 5.2 Council also operates an Internal Audit Program which, while undertaking somewhat similar review activities, has as its main focus to evaluate the adequacy and effectiveness of the systems of internal control within the Council to manage risk.
- 5.3 The Internal Audit Program and this Framework are complementary but separate governance activities.

6. ELEMENTS OF THE SERVICE REVIEW

6.2 Function vs Service

- 6.2.1 Services within Council have been grouped together into a Function for the purpose of planning, resourcing and performance reporting. There are currently 44 Functions identified within Council.
- 6.2.2 The Service Reviews will be undertaken on a Function and the like Services that are grouped within it. Some Functions have a larger number of Services and therefore not every Service under a Function may be able to be included in a Review.

6.3 Determining the Function(s) to be reviewed

- 6.3.1 Each Function will be scored annually against a series of criteria to determine the priority for review and an indicative schedule of reviews developed for the forthcoming 3 years. The criteria will include, but may not be limited to, the:
- Volume of transactions
 - Resourcing (revenue, expenditure and staffing)
 - Customer feedback (where available)
 - Statutory requirements
- 6.3.2 The criteria and indicative schedule will be reviewed annually and provided to Council.

6.4 Service Review Brief

- 6.4.1 Once the schedule has been determined, a Service Review Brief will be developed setting out the Function and underlying Services being reviewed, the specific objectives/areas of focus, and the resource implications and costs of conducting the review. The Service Review Brief will be provided to Council.

6.5 Timing

- 6.5.1 The timing for the Review(s) within the financial year will be based on the availability of the consultant and capacity of the Functional Area to participate.

6.6 Methodology

- 6.6.1 The methodology to be utilised by the consultant in the review is based on the *Australian Centre of Excellence for Local Government - Service Delivery Review* guidelines (the

Guidelines). Other business improvement tools and processes (i.e. Lean, Six Sigma, etc.) may be utilised depending on the Review to be conducted.

6.6.2 The Guidelines are built around seven main steps and include suggested tools and resources to assist in service review delivery. The seven main steps are:

- Establish the building blocks
- Set the project up
- Gather existing information
- Analyse services
- Engage stakeholders
- Implement change
- Evaluate and drive continuous improvement

6.7 Review Output

6.7.1 At the conclusion of a Review, the consultant will be required to prepare a report setting out, but not limited to, the following:

- Description of Service(s) (range, level, volumes, inputs, outputs, etc.)
- Customer/stakeholder analysis
- Assessment of Service(s) appropriateness, effectiveness and efficiency (including where applicable, benchmarking data from other comparable organisations)
- Process maps of Service(s)
- Recommendations
 - Refinements to current Service provision quality, effectiveness and efficiency
 - Proposals (as applicable) to change service range, level, delivery modes, etc.
 - Implementation plan including action, responsible officers and due dates

6.8 Implementation Plan Monitoring and Reporting

6.8.1 Recommendations from the Service Reviews that are adopted by Council will be monitored and the progress and evaluation of implementation will be reported to Council on a biannual basis.

6.8.2 Resourcing or other implications arising from Service Reviews will be the subject of separate reports to Council as required.

7. **FUTURE EXPANSION**

7.1 This Framework has the potential to be expanded for additional reviews in the future if additional funding and/or resources are applied

8. **DELEGATION**

8.1 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.

9. AVAILABILITY OF THE POLICY

- 9.1 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.

DRAFT

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 2021
AGENDA BUSINESS ITEM**

Item:	12.9
Responsible Officer:	Lachlan Miller Executive Manager Governance & Performance Office of the Chief Executive
Subject:	Policy Adoption – Information or Briefing Sessions Policy
For:	Decision

SUMMARY

The Informal Gatherings and Discussions regime has been part of the *Local Government Act 1999* since 2016. The Informal Gatherings regime places obligations on councils regarding the conduct of these gatherings.

The Local Government Reform process, via the *Statutes Amendment (Local Government Review) Act 2021*, has resulted in the cessation of the Informal Gatherings regime and the commencement of an Information or Briefing Sessions regime.

Councils are not required to adopt an *Information or Briefing Session Policy* (the “Information Sessions Policy”) however doing so enables the Council to take a number of discretionary policy positions regarding how the regime will operate at Adelaide Hills Council.

The purpose of this report is to outline the transition between the two regimes and propose an Information Sessions Policy for the Council’s consideration and adoption.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
 - 2. With an effective date of 9 November 2021, to revoke the 21 April 2020 *Informal Council and Council Committee Gatherings and Discussions Policy* and to adopt the draft 26 October 2021 *Information or Briefing Sessions Policy* as contained in *Appendix 1*.**
 - 3. That the Chief Executive Officer be authorised to:**
 - a. Make any formatting, nomenclature or other changes to the draft 26 October 2021 *Information or Briefing Sessions Policy* prior to the effective date and to give effect to any associated resolutions regarding the Policy; and**
 - b. Make any nomenclature or other changes to any other Council policies that refer to informal gatherings or discussions to ensure consistency with the *Information or Briefing Sessions Policy*.**
-

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 O4.1 Optimise opportunities for the community to access and provide input into the decision-making processes

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 *Informal Council and Council Committee Gatherings and Discussions Policy* (the “Informal Gatherings Policy”) sets out the legislative provisions and administrative arrangements relating to the holding of informal gatherings and discussions for councils and council committees. It has links to a number of other Council policies.

The *Advisory Group Operation and Conduct Policy* sets out the administrative arrangements regarding the conduct of Advisory Group meetings. These meetings, in some circumstances, are likely to trigger the new Information Sessions provisions.

➤ Legal Implications

The *Local Government Act 1999* (the “LG Act”) was amended in 2016 to insert s90(8a)-(8e) creating the Information Gathering or Discussions regime. These provisions set out a number of requirements (including the adoption of a policy) to guide the circumstances under which a council or council committee could hold informal gatherings and discussions.

The *Statutes Amendment (Local Government Review) Act 2021* (the “Amendment Act”) was assented to by the Governor on 17 June 2021. Section 51 of the Amendment Act will amend parts of s90 of the LG Act and s52 of the Amendment Act will insert a new s90A into the LG Act. These changes came into effect on 20 September 2021.

➤ Risk Management Implications

The adoption of a policy piece regarding the use of the provisions under s90A 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**

The resource implications of administering the Information Sessions Policy are accommodated in the current Governance & Performance Department budget.

It is not anticipated that there will be any additional financial implications for the holding of Information Sessions as they transition from Informal Gatherings.

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

Public access to Information Sessions to observe and participate in these deliberations (where appropriate) is an important mechanism in the local government system of democracy.

The draft Information Sessions Policy (**Appendix 1**) provides information to the community on the nature of and access to Information Sessions.

➤ **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: A workshop was conducted on 17 August 2021 on the first tranche of Local Government Reform which included the requirements of s90A.

Advisory Groups: Not Applicable

Administration: Chief Executive Officer
Governance & Risk Coordinator
Executive Assistant Mayor & CEO
Advisory Group Executive Officers

External Agencies: Local Government Association
Governance & Policy Officers Network

Community: Not Applicable

2. BACKGROUND

The Informal Gatherings regime created requirements on councils that held informal gatherings to develop a policy setting out the procedures for the holding of gatherings.

In circumstances in which the subject matter of a gathering was, or was intended to be, part of a formal agenda of a council or a council committee meeting, these were classified as 'designated informal gatherings'. This form of gathering carried additional legislative obligations to hold the gathering open to the public and to provide details of the gathering on the council website.

In the Adelaide Hills Council context, Council Member workshops, professional development sessions and Advisory Group meetings all fell under the provisions of the Informal Gatherings regime. Further, workshops and Advisory Group meetings often triggered the 'designated informal gathering' requirements.

Council adopted an Informal Gatherings Policy in 2016 and this was revised a number of times, most recently on 21 April 2020 (Res 63/20) to accommodate the provisions of *Electronic Participation in Council Meetings Notice (No 1) 2020* (Notice No.1). Of relevance later in this discussion, the revised Policy made provisions for electronic participation (via live streaming) but did not provide for the recording of Informal Gatherings.

On 22 October 2019, Council resolved (Res 245/19) to authorise the CEO to make changes to the informal gatherings schedule, timing and locations. On 23 June 2020, in consideration of a report on *'Resumption of physical Council Meetings, Workshops & Community Forums'* Council resolved (108/20) to note that the CEO maintains the Res 245/19 authorisation (ostensibly to be able to change an Informal Gathering location from a physical location to an electronic (Zoom) location), as required.

The commencement of the Local Government Reform process in 2019 provided the opportunity for a number of councils to raise their concerns with the Office of Local Government regarding the onerous provisions and operation of the Informal Gatherings regime.

The *Statutes Amendment (Local Government Review) Bill 2019* proposed the deletion of s90(8a)-(8e) and therefore the Informal Gatherings regime to be replaced with a proposed s90A creating an Information Sessions regime. While there were some amendments made to proposed s90A during the parliamentary process, the basic intent of the new regime has been enacted in the resultant Amendment Act.

Section 90A came into effect on 20 September 2021.

3. ANALYSIS

Information Sessions Policy

While there are some similarities between the outgoing Informal Gatherings and the incoming Information Sessions, there are a number of important differences as follows:

- a. Informal Gatherings could include any informal gatherings involving Council Members whereas Information Sessions only include sessions conducted for the purpose of providing information or a briefing to attendees.
- b. The Informal Gatherings provisions were silent on the number of Council Members required to attend before the regime was activated whereas the Information Sessions provisions are specific that it applies when more than one (1) Member is invited to the session.
- c. The Informal Gatherings provisions prescribed requirements specific to ‘designated informal gatherings’ whereas the Information Session provisions requirement is for sessions to be open to the public if they deal with information to be on a formal council or council committee agenda [s90A(3)].
- d. Designated Informal Gatherings could be closed to the public to consider matters related to (1) planning of a strategic or general nature; or (2) the confidentiality provisions of s90(3). Information Sessions can only be closed if the matter triggers the confidentiality provisions of s90(3).
- e. The Informal Gatherings provisions were silent on who could conduct the gathering for the regime to apply whereas the Information Sessions provisions only apply if the session is conducted by the council or the CEO. Advice provided by the LGA is that sessions organised by staff are taken to be organised by the CEO.
- f. The details of Designated Informal Gatherings were required to be published on a council website prior to the meeting but the timing was not prescribed whereas an Information Session (which is dealing with a formal Council/Committee agenda item) is required to have the session details published as soon as practicable after the session.
- g. The Informal Gatherings provisions required a policy to be developed to conduct gatherings whereas there is no requirement for a policy under the Information Sessions provisions.

As identified in point (g) above, there is no legislative requirement to adopt an Information Sessions Policy however the Administration has drafted a Policy to enable the Council to set down a number of discretionary policy positions (see clause 6.2 of **Appendix 1**). Further, adopting a plain English policy enables both the public and members of the Administration to more easily understand the obligations of s90A.

While the draft Information Sessions Policy is based loosely on the Informal Gatherings Policy, it should be noted that it is a new and separate policy and therefore is not shown in Track Changes.

Electronic (Virtual) Participation of Members in Physical Meetings

Due to the ongoing Public Health Emergency (COVID), the draft Information Sessions Policy contains an Appendix 2 which sets out how the provisions of the Policy can be altered to accommodate participation by electronic means as provided for under Notice No. 1.

Unfortunately the provisions of Notice No.1 only allow a Member(s) to participate electronically (i.e. via Zoom or MS Teams) if the proceedings can be viewed by the public via a live stream or if a live stream is not possible via a recording of the session posted on the website as soon as practicable after the session.

Council's current resolved position (Res 145/19 and Informal Gatherings Policy taken together) is that workshops, professional development sessions and Advisory Group meetings are only live streamed if the gathering location is an electronic (virtual) location (i.e. the entire meeting is virtual) and they are not to be recorded.

Previously (under the Informal Gatherings regime) if a workshop, professional development or Advisory Group member was unable to physically attend at the session location (i.e. illness, travel, caring responsibilities, other commitments) they could participate virtually and (as the session was being held at a physical location) the session was not live streamed or recorded. However with the new provisions and Council's resolved position, this practice cannot continue (as enabling virtual participation of a member triggers the requirement to live stream the meeting) thereby denying the physically-absent participant the opportunity to attend the session.

To address the above situation, the draft Policy (**Appendix 1**) proposes that all workshops (clause 6.2.3) and professional development sessions (clause 6.2.6) be live streamed for those sessions required to be open to the public under s90A(3), not just those where a member(s) cannot physically attend.

Council will note that this proposal does not include Advisory Groups as it considered that the community members did not contemplate the possibility of their deliberations being live streamed when they volunteered to join these Groups (they are not public officers) and there is the potential for some of these members to withdraw if a live streaming regime was commenced. As such, Council Members will not be able to participate in these meetings virtually when the meeting is conducted in a physical location.

Publication of Information Session Details

One of the proposed discretionary elements of the draft Policy (**Appendix 1**) is to publicise session details prior to session commencement (clause 6.2.5 of draft Policy). This occurred under the Informal Gatherings regime but is not a requirement under the Information Sessions regime (although details are required to be published after the session).

Publishing the details prior to the session will facilitate Council's Strategic Plan goal and priority regarding optimising opportunities for the public to access and have input to Council's decision making processes.

4. OPTIONS

Council has the following options:

- I. To revoke the *Informal Council and Council Committee Gatherings and Discussions Policy* as the empowering legislation has been repealed (Recommended).
- II. To adopt the draft *Information or Briefing Sessions Policy* as attached (Recommended)
- III. To alter or substitute elements of the draft *Information or Briefing Sessions Policy* (Not Recommended).
- IV. To authorise the CEO to make changes to other Council policies to ensure consistency with the Information Sessions Policy. For example this may include but is not limited to the *Code of Practice for Council and Committee Meetings and Documents* and the *Advisory Group Operation and Conduct Policy*.
- V. To determine not to adopt any policy positions in relation to Information Sessions (Not Recommended).

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


5. APPENDIX

- (1) *Information or Briefing Sessions Policy – October 2021 (draft)*

Appendix 1

*Information or Briefing Sessions Policy –
October 2021 (draft)*

COUNCIL POLICY

	INFORMATION OR BRIEFING SESSIONS
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Policy Number:	GOV-23
Responsible Department(s):	Governance & Performance
Relevant Delegations:	As per the delegations schedule and as included in this Policy
Other Relevant Policies:	<i>Advisory Group Operation & Conduct Council Member Conduct Policy Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents Code of Practice for Council Meeting Procedures</i>
Relevant Procedure(s):	Nil
Relevant Legislation:	<i>Local Government Act 1999 Local Government (General) Regulations 2013 Local Government (Procedures at Meetings) Regulations 2013 Electronic Participation in Council Meetings Notice (No 1) 2020</i>
Policies and Procedures Superseded by this policy on its Adoption:	<i>Informal Council and Council Committee Gatherings and Discussions Policy</i>
Adoption Authority:	Council
Date of Adoption:	<i>To be added administratively</i>
Effective From:	<i>To be added administratively</i>
Minute Reference for Adoption:	<i>To be added administratively</i>
Next Review:	No later than September 2024 or as required by legislation.

INFORMATION OR BRIEFING SESSIONS

1. INTRODUCTION

- 1.1. Information or Briefing Sessions provide a valuable opportunity to enhance Council decision-making processes by providing opportunities for Council and Committee Members to become better informed on issues and seek further clarification prior to making decisions at formally constituted meetings.
- 1.2. Open and transparent Council meetings and Council Committee meetings underpin representative democracy and ensure public confidence in Council's decision-making processes. Section 90A(2) of the *Local Government Act 1999* (the 'Act') provides that Information or Briefing Sessions, should not be used, or be seen to be used, as a replacement for full debate and decision-making at Council meetings or Council Committee meetings.

2. PUBLIC HEALTH EMERGENCY

- 2.1 Any legislative instruments arising from the Public Health Emergency that impact on the application of the provisions of this Policy are contained in **Appendix 2**.

3. POLICY OBJECTIVE

- 3.1. This Policy aims to ensure that the statutory requirements for openness and transparency in Council decision-making are observed; while providing an opportunity for Information or Briefing Sessions to Council and Committee Members, including in confidence where this is warranted by the nature of the subject matter to be discussed.

4. DEFINITIONS

- 4.1. "**Information or briefing session**" is a session to which more than one (1) member of the council or a council committee is invited by the council or the chief executive officer (CEO) of the council to attend or be involved in for the purpose of providing information or a briefing to attendees [Section 90A(1)].

5. SCOPE

- 5.1. This Policy applies to Information or Briefing Sessions of the Council or a Council Committee.

6. INFORMATION OR BRIEFING SESSIONS

- 6.1. Legislative Provisions – s90A of the Local Government Act 1999
 - 6.1.1. The following is a plain English explanation of the provisions relating to information or briefing sessions. For the specific legislative requirements, please refer to of s90A of the *Local Government Act 1999*.
 - 6.1.2. An Information or Briefing Session is a session to which more than one (1) member of the council or a council committee is invited by the council or the chief executive officer (CEO) of the council to attend or be involved in for the purpose of providing information or a briefing to attendees [s90A(1)].
 - 6.1.3. A matter must not be dealt with at an Information or Briefing Session in such a way as to obtain, or effectively obtain, a decision on a matter outside of a formal council or committee meeting [s90A(2)].

- 6.1.4. Where a matter is to be discussed at an Information or Briefing Session that is or is intended to be on the formal agenda of a council or council committee meeting, the Information or Briefing Session must be conducted in a place open to the public [s90A(3)].
- 6.1.5. Notwithstanding clause 6.1.4, an Information or Briefing Session may be closed to the public to the extent that the council or the CEO consider it necessary and appropriate to the session participants to receive, discuss and consider information of a type provided for in s90(3) of the Act [Section 90A(4)]. See **Appendix 1** for the provisions of s90(3)
- 6.1.6. If an Information or Briefing Session is to be closed to the public, as per clause 6.1.5, an order for the purposes of s90(2) must be made by the Council or the CEO (as relevant) and recorded in writing setting out [s90A(5)]:
- 6.1.6.1. The grounds upon which the order was made;
 - 6.1.6.2. The basis on which the information provided at the Information Session relates to the provisions of s90(3); and
 - 6.1.6.3. If relevant, as required for elements of s90(3), the reasons that public disclosure of the information would have been contrary to the public interest.
- 6.1.7. The following provisions apply to an Information or Briefing Session [s90A(6)]:
- 6.1.7.1. Sections 90(5), (6) and (7a) of the Act apply as if it was a council or council committee meeting;
 - 6.1.7.2. A prescribed matter cannot be dealt with at an Information Session; and
 - 6.1.7.3. A reference to a meeting in s94 – *Investigation by Ombudsman* and s95 – *Obstructing Meetings* apply to Information Sessions.
- 6.1.8. A council or the CEO must comply with the requirements of regulations relating to the publication of prescribed information relating to the Information or Briefing Session [s90A(7)]. The current provisions are:
- 6.1.8.1. The following details must be published as soon as practicable after the holding of an Information Session:
 - Place, date and time;
 - The matter discussed;
 - Whether or not the session was open to the public.

6.2. Council Policy

- 6.2.1. The Adelaide Hills Council operates three types of regular sessions that may come under the definition of an Information or Briefing Session being Workshops, Professional Development sessions and Advisory (or Working) Group meetings. Other briefing sessions may occur on an as needed basis between the Administration and some or all Council Members.
- 6.2.2. Workshops are held to provide Council and/or Committee Members with historical or contextual information on matters that are likely to come to a future Council or Committee meeting. In this respect most Workshops will need to be open to public in accordance with clause 6.1.4 [Section 90A(3)] unless the confidentiality provisions of s90(3) apply {as per clause 6.1.5 [Section 90A(4)] above}.
- 6.2.3. Council's position is that all Workshops that are required to be open to the public under s90A(3) will be live streamed unless the confidentiality provisions of s90(3) apply {as per clause 6.1.5 [Section 90A(4)] above}.
- 6.2.4. A regular practice for Workshops held at Nairne Road Woodside is to allocate time for a public forum (similar to that continued in Council meetings under the *Code of Practice for Council Meeting Procedures*) for the purpose of providing a forum for members of the community to raise matters of interest/concern with the Council Members. The CEO will have regard to this practice, where appropriate, when determining workshop agendas however public forums will not be conducted where the session is being conducted only by electronic means.
- 6.2.5. Professional Development sessions provide training to Council or Committee Members in topics relevant to their role as Members of the Council or Committee. In general terms the training will not be a topic that will be on a formal agenda of a Council or Committee meeting and therefore the provisions of clause 6.1.4 [Section 90A(3)] to conduct the session open to the public are unlikely to apply.
- 6.2.6. Council's position is that all Professional Development sessions that are required to be open to the public under s90A(3) will be live streamed unless the confidentiality provisions of s90(3) apply {as per clause 6.1.5 [Section 90A(4)] above}.
- 6.2.7. Advisory (and Working) Groups' role, as set out in the *Advisory Group Operation & Conduct Policy*, is to provide advice to its Executive Officer on specific matters. These meetings do entail, on occasion, the Executive Officer (a Council Officer) providing a briefing to the Group Members on matters that are likely to come to a future Council or Committee meeting. A number of these Groups have Council Member membership and therefore will need to be open to public in accordance with clause 6.1.4 [Section 90A(3)] unless the confidentiality provisions of s90(3) apply {as per clause 6.1.5 [Section 90A(4)] above}.
- 6.2.8. Council's position is that Advisory (and Working) Group meetings that are required to be open to the public under s90A(3) will not be live streamed.
- 6.2.9. In addition to the mandatory publication requirements as set out in clause 6.1.8, Council has determined that, where reasonably practicable, the details relating to the following Information or Briefing Sessions will be published prior to the session to inform interested members of the public:

- 6.2.9.1. Workshops;
- 6.2.9.2. Professional Development {where the provisions of clause 6.1.4 [Section 90A(3)] apply; and
- 6.2.9.3. Advisory or Working Group meetings {where the provisions of clause 6.1.4 [Section 90A(3)] apply.

For the avoidance of doubt, nothing in this section precludes the conduct of an Information or Briefing Session if the details are not published prior to the session.

- 6.2.10. Information or Briefing Sessions will be chaired by the CEO or another senior Council Officer. The Chair is responsible for ensuring that the purpose, intent and outcomes of the sessions are consistent with section 90 of the Act.

6.3. Administration

- 6.3.1. A schedule of specific types of Information or Briefing Sessions, (i.e. workshops and professional development/training sessions), is determined by Council. Generally workshops and professional development sessions are each held on a monthly basis unless there is conflict with Council or Committee meetings. The CEO does however have the authority to conduct sessions outside of the Council's schedule.
- 6.3.2. A schedule of planned workshop and professional development sessions will be published on Council's website. Ordinary Council meeting agendas also will provide the dates/venues of the following three months workshops and professional development sessions together with Council and s41 Committee meetings and Community Forums.
- 6.3.3. Advisory and Working Groups meet at least quarterly and establish their own meeting schedules.
- 6.3.4. The following administrative processes for Information or Briefing Sessions, will apply:
 - A written record of the persons invited to attend the Information or Briefing Sessions and those persons present at the session will be maintained by Council Administration.
 - An outline of topics and activities will be prepared for each Information or Briefing Session and the CEO will aim to circulate the outline to the invitees to provide reasonable notice for preparation, particularly where there is pre-reading recommended.
 - Information or Briefing Sessions are not subject to the procedural meeting requirements of the Act and *Local Government (Proceedings at Meetings) Regulations 2013*.
 - The Council's *Annual Report* will include details of Information or Briefing Sessions held by Council in the preceding financial year, including their purpose, the matters discussed at workshops and professional development/training sessions and whether the public were able to attend

7. DELEGATION

7.1. The CEO has the delegation to:

- 7.1.1. Approve, amend and review any procedures that shall be consistent with this Policy.
- 7.1.2. Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.
- 7.1.3. Amend *Appendix 2* consistent with any legislative provisions or notices issued under s302B of the *Local Government Act 1999*.

DRAFT

Appendix 1

Information and matters within the ambit of Section 90(3) *Local Government Act 1999*

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- (b) information the disclosure of which:
 - (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;
- (c) information the disclosure of which would reveal a trade secret;
- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which:
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (ii) would, on balance, be contrary to the public interest;
- (e) matters affecting the security of the Council, Members or employees of the Council, or Council property, or the safety of any person;
- (f) information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;
- (g) matters that must be considered in confidence in order to ensure that the Council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;
- (h) legal advice;
- (i) information relating to actual litigation, or litigation that the Council or Council Committee believes on reasonable grounds will take place, involving the Council or an employee of the Council;
- (j) 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;
- (k) tenders for the supply of goods, the provision of services or the carrying out of works;
- (m) information relating to a proposed amendment to a Development Plan under the *Development Act 1993* before a Development Plan Amendment proposal relating to the amendment is released for public consultation under that Act;
- (n) information relevant to the review of a determination of a Council under the *Freedom of Information Act 1991*.
- (o) Information relating to a proposed award recipient before the presentation of the award.

Appendix 2

Altered provisions relating to the Public Health Emergency

1. LEGISLATIVE BASIS

- 1.1. On 15 March 2020, the Chief Executive of the Department for Health and Wellbeing in the State of South Australia, pursuant to section 87 of the *South Australian Public Health Act 2011*, declared that an emergency which threatens to cause the death of, or injury or other damage to the health of any person is occurring or about to occur in relation to the transmission of COVID-19, and declared the emergency to be a public health emergency.
- 1.2. On 22 March 2020, the State Co-ordinator for the State of South Australia declared, pursuant to section 23 of the *Emergency Management Act 2004*, that a Major Emergency is occurring in respect of the outbreak of the Human Disease named COVID-19 within South Australia.
- 1.3. On 30 March 2020 the Minister for Transport, Infrastructure and Local Government issued a notice pursuant to section 302B of the *Act 1999* ('Notice No 1') varying or suspending the operation of the specified provisions of the Act as set out in Schedule 1 to Notice No 1. Notice No 1 commenced operation on 31 March 2020.
- 1.4. For the period Notice No 1 has effect (as provided for in Notice No 1), this *Information or Briefing Sessions Policy* (the Policy) is altered as set out below and those alterations have effect notwithstanding any other provision in this Policy to the contrary.
- 1.5. The alterations to this Policy are made consistent with Notice No 1 and the Council's *Code of Practice for Access to Meetings and Code of Practice for Meeting Procedures*.
- 1.6. For the avoidance of doubt, save for the alterations to the Policy as set out below, this Policy otherwise applies to all Information or Briefing Sessions of the Council.

2. DEFINITIONS

- 2.1. "**Electronic means**" includes a telephone, computer or other electronic device used for communication.

3. ATTENDANCE AT INFORMATION SESSIONS

- 3.1. Members of the Council or Council Committee may participate in an Information or Briefing Session by electronic means.
- 3.2. A member of the Council or Council Committee participating in an Information or Briefing Session by electronic means is taken to be present at the Session provided that the member:
 - 3.2.1. Can hear all other members present at the Information or Briefing Session; and
 - 3.2.2. Can be heard by all other members present at the Information or Briefing Session.

4. PUBLIC ACCESS TO INFORMATION SESSIONS

- 4.1. Notice No 1 provides that an Information or Briefing Session will be taken to be conducted in a place open to the public even if one or more Council Members participate in the meeting by electronic means provided that –
- 4.1.1. The CEO (or a person nominated in writing by the CEO) makes available to the public a live stream¹ of the Session on a website determined by the chief executive officer and ensures that members of the public can hear the discussion between all Council Members present at the Session via the live stream; or
- 4.1.2. If the CEO (or a person nominated in writing by the CEO) has taken reasonable steps to make available a live stream of the Session but is unable to make available a live stream of the meeting, the CEO (or a person nominated in writing by the CEO) makes available to the public a recording of the Session as soon as practicable after the Session on a website determined by the CEO and ensures that members of the public can hear the discussion between all Council Members present at the Session via the recording.
- 4.2. If the CEO (or a person nominated in writing by the CEO) has taken reasonable steps to make available to the public a live stream of the Session or, (if unable to make available a live stream of the meeting) a recording of the Session but is unable to comply the CEO (or a person nominated in writing by the CEO) must publish on a website determined by the chief executive officer the steps taken to comply.

¹ *live stream* means the transmission of audio and/or video from a meeting at the time that the meeting is occurring;

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 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
27/10/2020	Ordinary Council	224/20	MON Speed Limit Reduction Longwood & Red Hill Roads	None declared
27/10/2020	Ordinary Council	226/20	Memorial Seat for former Cr Bill Gale	None declared
23/03/2021	Ordinary Council	63/21	Sale of Land for Recovery of Debt, Lenswood - Confidential Item	None declared
23/03/2021	Ordinary Council	64/21	Sale of Land for Recovery of Debt, Lenswood - Period of confidentiality	None declared
27/04/2021	Ordinary Council	75/21	Road Closure & Opening adjacent 36 Pioneer Ave Lobethal	None declared
27/07/2021	Ordinary Council	153/21	Support for Road Closures 2021 Adelaide Hills Rally	None declared
24/08/2021	Ordinary Council	176/21	Old Balhannah Railway Station Expression of Interest	None declared
24/08/2021	Ordinary Council	180/21	Black Summer Bushfire Recovery Grants	None declared
28/09/2021	Ordinary Council	198/21	Petition - Traffic Speed Review Woolcock Road Longwood	None declared
28/09/2021	Ordinary Council	199/21	MON - Letter of Thanks to retiring Gov Hieu Van Le AC	None declared
28/09/2021	Ordinary Council	201/21	MON - Torrens Valley Road Speed Limit	None declared
28/09/2021	Ordinary Council	206/21	2021-2022 Australian Government Black Spot Program - Funding Deeds	None declared
28/09/2021	Ordinary Council	208/21	Policy Adoption - Privately Funded (Council-led) Code Amendments	None declared
28/09/2021	Ordinary Council	209/21	Policy Review - Mayor Seeking Legal Advice	None declared
28/09/2021	Ordinary Council	210/21	Policy Review - Directional Signage	None declared
28/09/2021	Ordinary Council	211/21	Policy Review - Street Lighting	None declared

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

The timely completion of Council resolutions assists in meeting legislative and good governance responsibilities and obligations.

➤ Legal Implications

Not applicable

➤ Risk Management Implications

Regular reporting on outstanding action items will assist in mitigating the risk of:

Actions arising from Council resolutions may not be completed in a timely manner

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

➤ Financial and Resource Implications

Not applicable

➤ Customer Service and Community/Cultural Implications

Not applicable

➤ Sustainability Implications

Not applicable

➤ Engagement/Consultation conducted in the development of the report

Not applicable

2. BACKGROUND

At its meeting of 24 March 2015 Council resolved:

That the CEO provides a report to the 28 April 2015 Council meeting in relation to outstanding resolutions passed before 31 March 2013 outlining the reasons why the resolutions have not been completed, detailing what actions have been taken and an estimated date of completion.

The contents of this report formed a workshop discussion with Council Members on 3 May 2017.

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

3. ANALYSIS

The Action list has been updated to provide Council with information regarding outstanding actions. Completed resolutions are identified in the recommendation for removal from the Action List.

4. OPTIONS

Council has the following options:

- I. Note the status of the outstanding items and the proposed actions
- II. Resolve that other actions are required.

5. APPENDIX

- (1) Action List

Appendix 1

Action List

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	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	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	Croft Road upgrade application for the Bushfire Recovery Grant Funding Program has been submitted.	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	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.	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, MylorKylie 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	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 Kylie Road Nature Reserve, Leslie Creek Reserve Aldgate Valley 2 Reserve Doris Coulls Reserve Mylor Parklands Heathfield Waste Facility Heritage Assessments scheduled for FY21/22: • 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	FALSE
11/09/2018	Special Council	229/18	Road Exchange McBeath Drive, Skye Horsnell Gully	None declared	In accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, as regards the land within the Adelaide Hills Council area, enter into an Agreement for Exchange with Boral Resources (SA) Ltd and issue a Road Process Order to open as road portions of Section 906 Hundred of Adelaide numbered "1", "2" and "3" on Preliminary Plan No. 17/0066 (Appendix 1) and in exchange to close portions of McBeath Drive marked "A", "B", "C" and "D" on Preliminary Plan No. 17/0066, subject to the following: Boral Resources (SA) Ltd agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs; Boral Resources (SA) Ltd agreeing to pay all costs associated with a Council boundary adjustment between Adelaide Hills Council and the City of Burnside to rectify the resulting Council boundary anomaly from the road exchange process. The closed road is excluded as Community Land pursuant to the Local Government Act 1999. Council approves the sale of the differential between the total area of closed road and the total area of opened road of approximately 1,242m2 to Boral Resources (SA) Ltd for the amount of \$6,210 as determined by an independent valuation. 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 necessary, including affixation of the common seal, to give effect to this resolution.	Terry Crackett	In Progress	Road exchange documentation has been executed and provided to Boral for lodgement with the Surveyor-General. Submission has been prepared and lodged with the Boundaries Commission jointly on behalf of the City of Burnside and Adelaide Hills Council. The Boundaries Commission has agreed to investigate the proposal and that process is underway. Further feedback has been provided to the Boundaries Commission to progress. Boral are negotiating a Land Management Agreement with the State Government which has delayed the completion of the land division and road exchange. Awaiting advice that land division has been completed so that the boundary realignment can occur. October 21 - Boral have advised that they are in their final stages of approvals for the land division to progress	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
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	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. October 21 - landscape design out for consultation	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 <i>Local Government Act 1999</i> , Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer. Refer to confidential minute	Peter Bice	In Progress	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 know as Randell's Cottages being supported. That subject to the response from the State Commission Assessment Panel, a Development Application be lodged for a non-complying land division. That, if a land division is not supported, an expression of interest (EOI) process be undertaken in respect of the local heritage listed building located at 1 Beavis Court, Gumeracha known as Randell's Cottages to determine any interest in restoring the building for tourism or other purpose (other than long term residential) under a long term lease arrangement. That the CEO be delegated to prepare the necessary documentation to undertake the EOI. That a report be presented to Council following the EOI detailing the results of that process and providing further options.	Terry Crackett	Not Started	The land sits within the 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. August 21 - review currently underway by Plan SA	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	The tender assessment for the Heathfield High School courts component of this project is complete, with the successful tenderer starting onsite this week. A funding contribution from the Heathfield High School has been confirmed to enable to project to progress. The Stirling Comets Netball Club, who will utilise this space have been updated on the project's process.	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	Works to existing courts at Stonehenge Reserve Council staff have undertaken a review of the mobile library service delivery model and a revised business case considered by Council at its June 2021 meeting. This resulted in a new approach to replacing the mobile library. Draft Library Services Strategy presented at a Council Workshop 10 November 2020 for feedback. Subsequent changes to library management and the detailed review of the outreach services offering (as above) resulted in further work being deferred until the second half of 2021.	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	Council is seeking quotes for Council owned lights in Aldgate, Summetown and Uradilla. The Public Lighting Working Group (including representatives from Local Government, DIT and SAPN) 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 and have nominated to join main street lighting working group.	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	Through collaboration with Council's Rural Land Management Advisory Group the rural land management education series titled "Adelaide Hills – A Shared Space" will be finalised within the next 3 weeks. To finalise the content and coordinate a tailored Communications Plan will	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	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	<p>The Circular Procurement Project is now underway, and the Memorandum of Understanding has been executed.</p> <p>Amendments to Council's procurement processes has been completed to provide effect to Council's participation in the Circular Procurement trial.</p> <p>Staff training in the Circular Procurement Project has been undertaken.</p> <p>Recording of goods purchased with recycled content has commenced including bin surrounds, wheele bins, office paper, fence posts and road construction materials.</p> <p>To date council has purchased 3446 tonnes of recycled product including predominantly recycled road base and other items such as wheelle bins, bollards, picket fence panels and steel rails.</p> <p>Training is ongoing as required, staff continue to record purchases of recycled product through the procurement process.</p> <p>Staff continue to record purchases of recycled product through the procurement process.</p>	FALSE
26/11/2019	Ordinary Council	277/19	MON Water Usage from Bores	None declared	<ol style="list-style-type: none"> That the CEO investigates any circumstances where Council provides water to or receives water from a person/organisation. 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	<p>Investigations as to various arrangements is being undertaken with a report being presented to Council once further investigations are completed.</p> <p>May 21 - investigations have indicated some complexities with one of the sites which is being further investigated before a report is presented</p>	FALSE
17/12/2019	Ordinary Council	314/19	Road Exchange Montacute Road Montacute	None declared	<ol style="list-style-type: none"> That the report be received and noted To execute under seal a Deed of Assignment of Rights to Occupation to bring land identified as proposed Allotment 11 in DP 72622 under the <i>Real Property Act 1886</i> 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 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 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	<p>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 Awaiting finalisation by the Surveyor-General</p>	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	<p>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 has been prepared, community consultation on the design is underway and submission for the Supreme Court is being prepared.</p>	FALSE
23/06/2020	Ordinary Council	122/20	Event Opportunity - Confidential Item	None declared	Refer to Confidential Minute	David Waters	In Progress	The matter remains subject to the confidentiality	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	This item remains in confidence as we await announcement from SATC.	FALSE
28/07/2020	Ordinary Council	149/20	Road Widening Netherhill Road Kenton Valley	None declared	<ol style="list-style-type: none"> That the report be received and noted 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. To purchase the area of land being 188 sqm identified in red on the Land Acquisition Plan attached as <i>Appendix 2</i> ("land") from Paul Andrew Arnup and Danielle Marie Beatrice Helbers the land owner at 109 Nether Hill Road, Kenton Valley, for the purchase price of \$3,760 (excl GST) plus all reasonable costs to vest the Land as public road. The road land being acquired to be excluded as Community Land pursuant to the <i>Local Government Act 1999</i>; and That the Mayor and CEO be authorised to sign all necessary documentation, including affixing the common seal, to give effect to this resolution. 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	<p>Progress has commenced in accordance with the resolution</p> <p>Awaiting completion of the process by the Surveyor and Land Services Group</p>	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
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	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 applicant and applicant's lawyer, and LMA updating for PDI Act being undertaken. Signed LMA received for execution.	FALSE
22/09/2020	Ordinary Council	205/20	100 Old Mt Barker Road Stirling	Material - Cr Kiriilee 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	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 October 21 - meeting held with occupiers of the site to discuss progression of works and leasehold arrangements including restrictions on use	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	Completed	Based on a 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 with subsequent follow ups. DIT rejected speed limit reduction, stating that the road set up complies with the existing 80kph as there are limited entry points from properties onto the road as well as common DIT road requirements such as width and traffic volume.	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	Completed	Seat and plaque have been installed	FALSE
27/10/2020	Ordinary Council	261/20	Confidential - Event Opportunity	None declared	As per confidential minute	David Waters	Not Started	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	Triggers for bringing this item out of confidence have not yet occurred as the SATC decision has	FALSE
15/12/2020	Ordinary Council	300/20	Road Exchange Pomona Road Stirling	None declared	<ol style="list-style-type: none"> 1. That the report be received and noted. 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. <p>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</p>	Terry Crackett	In Progress	Final Plans and Road Process Order documents have been executed by all parties. Awaiting on processing with the Surveyor-General and the Lands Titles Office	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		FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
23/02/2021	Ordinary Council	28/21	Relief & Recovery Fund	None declared	<p>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 regionHow the activities of the fund would be overseen, for example, what type of Committee should be established and what operational rules would applyEnsuring the structure of the Fund adheres to all relevant legislationAn analysis of the costs associated with establishing and administering the FundSteps required for the Fund to obtain Deductible Gift Recipient status from the Australian Taxation Office.</p> <p>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.</p>	David Waters	In Progress	A workshop on this topic is proposed for early November 2021, followed by a report to Council in the same month.	FALSE
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	<p>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.</p> <p>Workshop completed with Council Members in June 2021. Investigations into Council's use of single use plastics continues.</p> <p>Further workshop with Council members scheduled for 14 September 2021.</p> <p>A report providing the outcome of the Single Use Plastics investigation is to be presented to Council at the October 2021 Ordinary Council meeting.</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:Our Lady of the Rosary Church, Aldgate - \$2,500Old Post Office, Crafers - \$1,417Craetagus Cottage, Crafers - \$2,500Circa 1850's Cottage, Mount George - \$2,500Shop, Stirling - \$2,500Stone Cottage, Stirling - \$2,500Former Aldgate Valley Church of Christ, Aldgate - \$2,500Cudlee 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	<p>Round 2 update:</p> <p>Two out of the eight applications have received grant funding following successful completion of the grant application process. One is still engaged in the Developemnt Assessment process. One application has been withdrawn. Full completion of Round 2 is contingent on the individual property owners and for this reason It is difficult to estimate a likely timeline. It is hoped that the</p>	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 Fulgrave Road, Crafers</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, Inglewood</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	Being progressed in accordance with resolution	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	Completed	All outstanding fines have been paid and the property sale did not proceed	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	Completed	All outstanding fines have beenpaid and the property sale did not proceed	TRUE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
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	In Progress	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. Increased budget for free green organic drop off days adopted with the 2021/22 Annual Business Plan and Budget at the June 2021 Council meeting. Funding for a detailed analysis of Option	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	Completed	Road Process gazetted on 14 October 2021	FALSE
25/05/2021	Ordinary Council	105/21	Multi-Year Road Rally Proposal CONFIDENTIAL	None declared	Refer to confidential minute	David Waters	In Progress	The Report has been partially released and the	TRUE
22/06/2021	Ordinary Council	117/21	Mobile Library Replacement	None declared	That the report be received and noted. 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. That the report be received and noted. 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.	David Waters	In Progress	Preliminary scoping for the new vehicle is underway. Oct 21-Scoping potential vehicle replacements continues. Assessing and analysing fit out requirements.	FALSE
22/06/2021	Ordinary Council	119/21	Community & Recreation Facilities Framework & Play Space Framework - Drafts for Consultation	None declared	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: Make any formatting, nomenclature or other minor changes to the Draft Framework documents 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	Framework consultation with stakeholders and the general community commenced in August 2021. Consultation findings will be discussed with Council at an upcoming workshop, with a final draft document due to be presented in December 2021.	FALSE
22/06/2021	Ordinary Council	120/21	Local Government Infrastructure Partnership Program Grant Deed & Associated Projects	None declared	1. The report be received and noted 2. The CEO completes an economic and environmental cost benefit analysis for the Woodside Water Reuse Project 3. This analysis be presented at a Council workshop and then subsequently a report be prepared for Council by 30 September 2021.	Peter Bice	In Progress	Initial steps to undertake economic and environmental cost benefit analysis for Woodside Water Reuse project have been undertaken. Economic and environmental cost benefit analysis progress reported to Sustainability Advisory Group 9 September 2021 and scheduled for Council Member workshop 14 September 2021. Further to a formal motion put and carried at the	FALSE
22/06/2021	Ordinary Council	146/21	Event Opportunity - SANTOS TDU 2022	None declared	Refer to Confidential Minute	David Waters	Not Started	The Santos Tour Down Under has been replaced with a domestic event in 2022 however the report	TRUE
22/06/2021	Ordinary Council	147/21	Event Opportunity SANTOS TDU 2022	None declared	that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until Council receives written confirmation from the South Australian Tourist Commission that the event information is no longer confidential, but not longer than 30 June 2022.	David Waters	Not Started		FALSE
27/07/2021	Ordinary Council	152/21	Assistance to Vulnerable Residents on Catastrophic Fire Days	None declared	The CEO investigates measures that Council could take to assist vulnerable residents such as the elderly, disabled and young in bushfire prone areas of the Adelaide Hills Council district on Catastrophic and Extreme fire danger days. The investigation includes (but is not limited to) an exploration of options to provide transportation of vulnerable residents to areas designated as Bushfire Safer Places, the establishment of shelters for vulnerable people in nearby Bushfire Safer Places, Federal, State and NGO partnerships (e.g. LGA, Red Cross), funding sources and grants that could be applied to a program of this nature, and development of a communication campaign to allow people in the Council district to determine where their nearest Bushfire Safer Places and Places of Last Resort are located and what services (both government and non-government) will be available to them in these locations on different levels of fire danger day. A report on the outcomes of the investigation be discussed at a workshop and presented to Council no later than the November 2021 Ordinary Council Meeting to allow sufficient time for some measures (if identified) to be implemented for the start of the 2021/22 fire danger season.	Peter Bice	In Progress	Investigation into assisting vulnerable residents on catastrophic fire danger days has commenced. Council Member Workshop currently being organised with CFS. Council Member workshop planned for 19 October to discuss assisting vulnerable persons on extreme and catastrophic fire danger days.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
27/07/2021	Ordinary Council	153/21	Support for Road Closures 2021 Adelaide Hills Rally	None declared	<ol style="list-style-type: none"> That the report be received and noted. That, in relation to the 2021 Adelaide Hills Rally, Council supports the event contingent on the organisers, to the satisfaction of the Chief Executive Officer: Complying with Council's <i>Festivals and Events Policy – Guideline No. 1 for Competitive Motoring Events</i> Providing evidence of satisfactory insurance to cover any damage to third party property caused by the event. Entering into a road repair agreement with Council to cover any rectification works required as a result of damage caused by the event. Providing confirmation that the affected business owners are aware of the road closures. Providing written confirmation that the concerns raised by affected residents have been adequately addressed (noting that not all concerns can necessarily be addressed to the satisfaction of all residents) and that arrangements for egress and ingress for those properties can be managed within the event where possible. Written confirmation from the organisers that they will erect advance notice of road closures on the affected roads, at least three weeks prior to the event. Providing evidence of satisfactory procedures for enabling emergency services access to properties on the event route at all times. That subject to the requirements of Item 2. being undertaken, Council provides consent for road closure orders in relation to the event, to be held on Saturday 23 and Sunday 24 October 2021 as follows: Saturday 23 October 2021 Retreat Valley Stage Closure 7:00am – 12:30pm Retreat Valley Road, Odea Road, Berry Hill Road and Langley Road closed – from Gorge Road to Cudlee Creek Road Charlgate Stage Closure 7:20am – 12:50pm Harrison Road, Kings Road, Burnley Road, Teakles Road, Lewis Road, Bell Springs Road and Warmington Run closed – from Quarry Road to Hollows Road (then continued into Mount Barker District Council) 	David Waters	Completed	Administration have received notification from the organisers of the Adelaide Hills Rally (due to be run by Ultimate Motor Sports on gravel roads in October), that they will not be proceeding with the event due to the impact of border closures and health requirements.	FALSE
27/07/2021	Ordinary Council	154/21	AH Reconciliation Working Group Terms of Reference & Membership	None declared	<ol style="list-style-type: none"> the report be received and noted. Council adopts the changes to the Terms of Reference of the Adelaide Hills Reconciliation Working Group as proposed in <i>Appendix 1</i> with a review to take place in two years. Council authorises the Chief Executive Officer to make any minor alterations to the Terms of Reference, not affecting the substantive form or function of the Adelaide Hills Reconciliation Working Group, as may be required to finalise the matter. in conjunction with the Mount Barker District Council, to commence the Adelaide Hills Reconciliation Working Group Community Member Expression of Interest process and appoints Cr Kirilee Boyd to the selection panel with Cr Ian Bailey as proxy member. 	David Waters	In Progress		FALSE
27/07/2021	Ordinary Council	156/21	Revised LGIPP Grant Deed for Water Management Projects	None declared	<ol style="list-style-type: none"> That the report be received and noted. To commit \$350,000 to the Local Government Infrastructure Partnerships Program grant funding and associated sustainable water management projects. To authorise the Chief Executive Officer and Mayor to execute all documentation, including under seal as necessary, to give effect to this resolution. To authorise the Chief Executive Officer to undertake any document changes required to execute the draft Grant Deed and associated documentation. 	Peter Bice	In Progress	The Draft Grant Deed has been prepared by Department of Treasury and Finance in line with the above resolution. The revised Draft Grant Deed has been reviewed by Council and a hard copy has now been sent to Council for signing. This has yet to be received.	FALSE
27/07/2021	Ordinary Council	158/21	Revocation of Community Land Classification - Closed Roads R2142AA & R1573AB	Perceived - Cr Linda Green	<ol style="list-style-type: none"> That the report be received and noted To commence a revocation of community land process for the land described as "AA" in Road Plan No. 2142 ("Closed Road"), off Lenger Road, Mount Torrens 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. To commence a revocation of community land process for the land described as "A" and "B" in Road Plan No. 1573 ("Closed Road") adjacent to 105 Nicholls Road, Norton Summit 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	Commenced in accordance with the resolution	FALSE
27/07/2021	Ordinary Council	162/21	Bushfire Safer Places	None declared	<p>That the CEO writes to the SA Country Fire Service (CFS) requesting:</p> <ol style="list-style-type: none"> the specific criteria for Bushfire Safer Place designation and specifically how the designated Bushfire Safer Places in the AHC district meet these criteria. what measures the CFS take to ensure safety of Bushfire Safer Places outside their normal emergency practice in the event of a bushfire Adelaide Hills Council be invited to participate in the proposed audit of Bushfire Safer Places and partner in communicating safe community practice on catastrophic and extreme fire days. the Chief Officer of the CFS be invited to attend a Council workshop prior to the commencement of the 2021/22 bushfire season. 	Peter Bice	In Progress	Initial contact made with CFS to progress resolution. Council Member workshop date currently being determined with CFS. Workshop with CFS and Council Members planned for 19 October 2021.	FALSE
27/07/2021	Ordinary Council	167/21	46 Mt Barker Road Stirling - Old Stirling Police Station	Material - Cr Mark Osterstock	that the minutes, report, related attachments and the discussion and considerations of the subject matter be retained in confidence until the Land has been sold, but not longer than 12 months.	Terry Crackett	In Progress	Minutes have been released from confidentiality.	FALSE
4/08/2021	Ordinary Council	169/21	MON Natural Burials	None declared	That the CEO provides a report to Council by 30 June 2022, outlining a policy and/or procedures by which Council can effectively manage natural burials in council cemeteries, such a report to include suitable locations and indicative costs.	Terry Crackett	In Progress	Preliminary planning underway for return to Council with report by 30 June 2022.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
24/08/2021	Ordinary Council	170/21	Road Exchange Aldi Development Pomona Road Stirling	None declared	That the report be received and noted 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 3-5 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 21/0011 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 21/0011 as "Public Road A", subject to the owner of the land at 3-5 Pomona Road Stirling and Council agreeing to share all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs. The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i> . 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	Commenced in accordance with resolution Awaiting Road Process Documents for Council execution from the Surveyor	FALSE
24/08/2021	Ordinary Council	173/21	Closed Road Upper Hermitage Community Revocation Consultation Outcome	None declared	1. That the report be received and noted. 2. To cease the revocation of community land process for the land described as "A" in Road Plan No. 855 ("Closed Road"). 3. To retain the Closed Road on the Council's <i>Community Land Register</i> and undertake a community consultation process to adopt a <i>Community Land Management Plan</i> for the Closed Road as a Conservation Reserve.	Terry Crackett	In Progress	Commenced in accordance with resolution, consultation for the inclusion into the Community Land Management Plan will be undertaken in conjunction with the next round of consultation for updates to the Community Land Management Plan later this year	FALSE
24/08/2021	Ordinary Council	174/21	Policy for Community Consultation - Memorials Policy	None declared	That the report be received and noted To approve the draft Memorials Policy as contained in Appendix 1 for community consultation. That the CEO be authorised to determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's Public Consultation Policy.	Terry Crackett	In Progress	Community Consultation has been undertaken. Further advice will be sought from the Cemetery Advisory Group in November prior to being presented to Council	FALSE
24/08/2021	Ordinary Council	175/21	Policy Review - Cemetery Operating Policy	None declared	1. That the report be received and noted 2. With an effective date of 7 September 2021, to revoke the 22 June 2021 <i>Cemetery Operating Policy</i> and to adopt the revised 24 August 2021 <i>Cemetery Operating Policy</i> in Appendix 1. 3. That Section 4.13 – Tributes and Section 7 - Memorials be retained in the <i>Cemetery Operating Policy</i> until such time as a <i>Memorials Policy</i> is adopted. 4. That the CEO be given delegation to remove Section 4.13 – Tributes and Section 7 - Memorials from the <i>Cemetery Operating Policy</i> after a <i>Memorials Policy</i> is adopted. 5. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 24 August 2021 <i>Cemetery Operating Policy</i> prior to the effective date.	Terry Crackett	In Progress	Updated policy provided to Governance for uploading to website. Action to remain 'in progress' until Sections 4.13 and 7 are removed after Memorials policy has undertaken community consultation and been subsequently adopted by Council.	FALSE
24/08/2021	Ordinary Council	176/21	Old Balhannah Railway Station Expression of Interest	None declared	1. That the report be received and noted. 2. To withdraw the conditional expression of interest lodged by Council staff on 21 July 2021 in relation to the land located at Jones Road Balhannah being Allotment 104 in DP 94823 and land located at Junction Road Balhannah being Allotment 101 in DP 94823 both contained in Certificate of Title Volume 6159 Folio 33 3. To request the State Government research the possibility of retaining the land for park and ride or other community use. 4. To delegate to the Chief Executive Officer to communicate this resolution to the Department of Infrastructure and Transport	Terry Crackett	Completed	Completed in accordance with resolution	FALSE
24/08/2021	Ordinary Council	178/21	Operational Workplace Review	None declared	1. That the report be received and noted 2. That Council take up commercial lease space in Stirling at 85 Mount Barker Road Stirling, and the associated costs for the leasehold premises detailed in <i>Appendix 1</i> be adjusted in the 2021-22 financial year at Budget Review 1 3. Further detailed scoping be undertaken on the proposed renewal and energy efficiency upgrades to the Stirling Office, Heathfield Depot, Gumeracha Depot and Woodside Offices (current Development and Building Team offices) and presented to Council for consideration where appropriate within the 2021-22 Budget Review 1 and the next review of the Long Term Financial Plan 4. Subject to endorsement of the detailed scoping identified in 3 above, the Development and Building Team be relocated from Woodside to Stirling 5. To include budget provision in the draft Annual Business Plan for the 2022-23 financial year to undertake a feasibility study on the medium to long term needs for community and operational sites and where greater efficiencies may be obtained through consolidation of sites.	Terry Crackett	In Progress	Commenced in accordance with resolution	FALSE
24/08/2021	Ordinary Council	180/21	Black Summer Bushfire Recovery Grants	None declared	1. That the report be received and noted. 2. To endorse the submission of applications to the Black Summer Bushfire Recovery Grants Program for the following initiatives: Operating a Community Resilience and Readiness Program (\$980,000) including an allocation for potential community facility upgrades arising from that program (\$250,000) and supporting a research project (\$90,000) to increase the national body of knowledge around community-led disaster resilience building Upgrading and sealing Croft Road, Lenswood, from Fox Creek Road to the Fox Creek Mountain Bike Park (\$960,000). 3. To authorise the Chief Executive Officer, should the application(s) be successful, to act for and on behalf of the Council in negotiating the terms of the funding agreement and to execute documents as necessary to accept the funding.	David Waters	Completed	The grant applications have been submitted. Expecting advice on the outcome in November or December 2021.	FALSE
24/08/2021	Ordinary Council	183/21	Audit Committee Membership Independent Membes	None declared	That the report be received and noted To undertake a recruitment process for the selection of two Independent Ordinary Members for the Audit Committee for a term commencing 1 December 2021 and concluding 30 November 2023 (inclusive). To appoint Cr Malcolm Herrmann, Cr Leith Mudge and the CEO (or delegate) as members of the Audit Committee Independent Member Selection Panel.	Andrew Aitken	In Progress	EOI period extended, shortlisting and interviews to occur in mid-late September for a recommendation to the November Council meeting	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
24/08/2021	Ordinary Council	184/21	S41 Committee Independent Member Sitting Fees	None declared	That the report be received and noted That in relation to the Audit Committee and the Chief Executive Officer Performance Review Panel: To determine the sitting fees for Members, effective 1 December 2021, as follows: Independent Presiding Member - \$575 (excl GST) per attended meeting, Independent Ordinary Member - \$450 (excl GST) per attended meeting. Authorised Training - \$75 (excl GST) per hour of training attended excluding travel time but with a travel allowance being paid at the standard Council rate. That in the event that an Independent Ordinary Member is required to preside at a meeting in the absence of the Presiding Member, then that Member receives the \$575 (excl GST) sitting fee for that meeting.	Andrew Aitken	In Progress	Members to be advised closer to commencement date.	FALSE
24/08/2021	Ordinary Council	185/21	Delegations Review August 2021	None declared	Refer to minutes	Andrew Aitken	In Progress	Delegations loaded onto Council website, separate instrument of delegation being prepared	FALSE
24/08/2021	Ordinary Council	188/21	Pomona Road Pedestrian Refuge Island	None declared	That the CEO writes to the Department of Infrastructure and Transport and the Member for Heyesen, Hon Josh Teague, in support of Mr Steven Healy's suggestion of a pedestrian refuge island on Pomona Road near the Mt Barker Road roundabout.	Peter Bice	In Progress	The letter has not yet been drafted. Council Property is currently awaiting the road closure documents from the Surveyor for signing. Expecting that these were going to ALDI to be signed first, then will be sent to Council.	FALSE
28/09/2021	Ordinary Council	198/21	Petition - Traffic Speed Review Woolcock Road Longwood	None declared	That the petition signed by 19 signatories, requesting a speed and traffic review of Woolcock Road Longwood with a reduction of speed to 60kph, be received and noted. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.	Andrew Aitken	Completed	Letter sent to Petitioner.	FALSE
28/09/2021	Ordinary Council	199/21	MON - Letter of Thanks to retiring Gov Hieu Van Le AC	None declared	That the Mayor writes to the Honourable Hieu Van Le AC, the retiring Governor of South Australia, and his wife Mrs Lan Le to thank them for their exceptional support of the Adelaide Hills community during the 2019-2020 Cudlee Creek and 2021 Cherry Gardens Bushfire emergencies and the ensuing recovery period and their continuing concern for the community during the current COVID-19 pandemic.	Andrew Aitken	Completed	Thank you letter sent to the Honourable Hieu Van Le on 30 September 2021	FALSE
28/09/2021	Ordinary Council	200/21	MON - Rural Doctors	None declared	1. That the Council writes to the Hon the Premier requesting that the South Australian Government takes all actions possible (and advises Council and its Community precisely what those actions will be) to ensure that rural and regional communities can attract and retain doctors and other health professionals. 2. Copies of the correspondence to be forwarded to the Federal Member for Mayo, Rebekha Sharkie, the Member for Morialta, the Hon John Gardner, the Member for Schubert, Stephan Knoll, and the Leader of the Opposition, Peter Malinauskas.	David Waters	In Progress		FALSE
28/09/2021	Ordinary Council	201/21	MON - Torrens Valley Road Speed Limit	None declared	That the CEO writes again to the Minister for Transport, requesting the Minister to review the decision to NOT reduce the speed limit on Torrens Valley Road Birdwood from the outskirts of Birdwood to the intersection with Randell Road.	Peter Bice	Completed	Letter from CEO emailed to Minister 30/9/21	FALSE
28/09/2021	Ordinary Council	202/21	MON - Community Project Update	None declared	That Council establishes additional, more accessible and visible reporting mechanisms to provide information on the progress of significant projects across the district for the community and associated sporting clubs and associations. This could include more detailed information on key milestones and target dates and would be made available on the Adelaide Hills Council website for easy accessibility. This information would be updated on at least a quarterly basis.	Andrew Aitken	In Progress	Augmented Community Project Updates will commence with the Q2 2021-22 reporting (i.e. January 2022).	FALSE
28/09/2021	Ordinary Council	203/21	Formal Motion - Woodside Recreation Ground Reuse Proposal	Actual - Cr Andrew Stratford	That the question be adjourned - on Item 12.1 Woodside Recreation Ground Reuse Proposal Environmental and Economic Analysis to the 14 December 2021 Council meeting to provide the opportunity for the CEO to attempt to renegotiate the government's contribution towards the capital cost of the project, an increase in the discounted price of the recycled water.	Peter Bice	In Progress	Further information is being obtained from SA Water and the SA Government regarding recycled water costs and funding contribution as required by the formal motion.	FALSE
28/09/2021	Ordinary Council	205/21	Roadside Trading Policy for Community Consultation	Actual - Cr Kirrilee Boyd	1. That the report be received and noted. 2. To approve the draft <i>Roadside Trading (Use of Public Road Verges for Business Purposes) Policy</i> as contained in <i>Appendix 1</i> for community consultation. 3. That a further report be presented to Council for consideration following completion of the community consultation	Terry Crackett	In Progress	Consultation plan being developed. Consultation outcomes and proposed policy position will be presented to Council at a workshop in February prior to being presented to Council for a decision.	FALSE
28/09/2021	Ordinary Council	206/21	2021-2022 Australian Government Black Spot Program - Funding Deeds	None declared	That the report be received and noted. To execute the Funding Deeds as follows: 2021-2022 South Australia Black Spot Program – Warren Road, Lucky Hit Road and Martin Hill Road, Birdwood (\$572,000 GST Inclusive) 2021-2022 South Australia Black Spot Program – Montacute Road, Montacute (\$1,256,071 GST Inclusive) 2021-2022 South Australia Black Spot Program – Woods Hill Road, Ashton (\$332,200 GST Inclusive) 3. The Chief Executive Officer and Mayor are authorised to sign and affix the seal of the Adelaide Hills Council to the respective Funding Deeds under the State Blackspot Program. 4. To approve an increase in the 2021-22 capital expenditure budget of \$1,523,701 (GST Exclusive) offset by \$1,523,701 (GST Exclusive) in capital income for the Road Safety Program Capital project in accordance with the Funding Deeds. 5. That Council notes that in signing the Deed, that \$440,000 (GST Exclusive) will be available to Council in the 2022-23 financial year to complete the intersection improvements at Warren Road, Lucky Hit Road and Martin Hill Road, Birdwood. 6. That the CEO be authorised to write a letter of acknowledgement to the Hon Barnaby Joyce MP, Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development thanking the Federal Government for the Blackspot Funding Program.	Peter Bice	Completed	Seal and Signing of Deeds completed. Letter to Deputy Prime Minister completed.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
28/09/2021	Ordinary Council	208/21	Policy Adoption - Privately Funded (Council-led) Code Amendments	None declared	The below action was completed on 11 October 2021: 1. That the report be received and noted. 2. With an effective date of 28 September 2021, to adopt the ' <i>Privately Funded (Council-led) Code Amendment Request Policy</i> ' as contained in <i>Appendix 2</i> with the addition of the following clauses: 4.13.9 the payment schedule for undertaking the Code Amendment will be devised to minimise the financial risk to Council; 4.13.10 that the Council may request a deposit, payment in advance or a bank guarantee where required; 4.13.11 scheduled payments should coincide with milestone commencement. Where a scheduled payment is not received by Council from the private funder, work on the project will immediately cease. 3. 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.	Marc Salver	Completed		FALSE
28/09/2021	Ordinary Council	209/21	Policy Review - Mayor Seeking Legal Advice	None declared	That the report be received and noted With an effective date of 11 October 2021, to revoke the 8 September 2015 <i>Mayor Seeking Legal Advice Policy</i> and to adopt the draft 28 September 2021 <i>Mayor Seeking Legal Advice Policy</i> as contained in <i>Appendix 1</i> with the exception of section 8.1a where the value of the delegation should be \$10,000 (GST exclusive) per matter. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 28 September 2021 <i>Mayor Seeking Legal Advice Policy</i> prior to the effective date.	Andrew Altken	Completed	Policy has been finalised and posted to the Council website. Affected Members and Officers have been advised of the commencement.	FALSE
28/09/2021	Ordinary Council	210/21	Policy Review - Directional Signage	None declared	1. That the report be received and noted. 2. With an effective date of 28 September 2021, to revoke the 12 March 2019 <i>Directional Signage Policy</i> and to adopt the draft September 2021 <i>Directional Signage Policy</i> . 3. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the <i>Directional Signage Policy</i> prior to the effective date of adoption as contained in <i>Appendix 1</i> .	Peter Bice	Completed		FALSE
28/09/2021	Ordinary Council	211/21	Policy Review - Street Lighting	None declared	1. That the report be received and noted. 2. With an effective date of 27 September 2021, to revoke the 24 July 2018 <i>Street Lighting Policy</i> and to adopt the draft September 2021 <i>Street Lighting Policy</i> as contained in <i>Appendix 1</i> . 3. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the <i>Street Lighting Policy</i> prior to the effective date of adoption.	Peter Bice	Completed		FALSE

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 2021
AGENDA BUSINESS ITEM**

Item: 13.1

Responsible Officer: Rebecca Shepherd
Manager Community Development
Community Capacity

Subject: Disability Access and Inclusion Plan Progress Report

For: Information

SUMMARY

The purpose of this report is to provide Council with an annual progress report for the implementation of the Adelaide Hills Council Disability Access and Inclusion Plan (DAIP) for the year October 2020 to October 2021. Council's DAIP is called the *"Access and Inclusion Plan 2020-24: A brighter future for all"*.

The first year of DAIP implementation is complete, with all actions scheduled for completion in 2021 completed or on track for completion by December 2021. Implementation of DAIP actions scheduled for 2021-22 have commenced.

The Act requires that each State authority report the annual progress on implementation of their DAIPs to the Department of Human Services (DHS) by 31 October 2021. An annual progress report was submitted to DHS on 8 October 2021 (**Appendix 1**).

RECOMMENDATION

Council resolves that the report be received and noted.

1. GOVERNANCE

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

Strategic Plan 2020-24 – A brighter future

Goal A functional Built Environment

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

Priority B1.5 Provide accessibility for the full range of users by ensuring Council's road, footpath and trails network is adequately maintained and service levels for all users are developed and considered

Several DAIP activities undertaken during 2020-21 aimed to improve the accessibility of the built environment, including staff training in Universal Design principles.

Goal 2	Community Wellbeing
Objective C1	A community for everyone – that is inclusive, welcoming and accessible
Priority C1.3	Make the district more accessible and welcoming for all with a focus on youth participation, positive ageing, disability inclusion and multiculturalism
Priority C1.4	Seek opportunities to improve transport options for those who need it most

All four themes of the DAIP encompass actions designed to create a more accessible and welcoming district with a focus on access and inclusion for residents and visitors with disability. During 2020-21, progress was made against actions under each of the four DAIP themes.

Goal 2	Community Wellbeing
Objective C2	A connected, engaged and supported community
Priority C2.4	Increase participation from the broadest range of our community and engage with them to shape policies, places and decisions that affect them

Key DAIP initiatives undertaken in 2020-21 aimed to support the participation of residents with disability in Council decision-making, engagement and consultation, including the establishment of a new Online Disability Engagement Group.

Goal 5	A progressive Organisation
Objective O1	We have the right people with the right knowledge and skills in the right jobs and they are supported and developed
Priority O1.2	Continue to develop a positive culture through supporting an equitable, diverse and continuously improving work environment

During 2020-21, several DAIP actions have been progressed which aim to raising disability awareness across our organisation. For example, induction content for new Council volunteers has been updated to include information about disability inclusion.

Theme 4 of the Plan (“Learning and employment”) includes further actions focused on supporting an inclusive and accessible workplace for Council staff, Elected Members and volunteers.

The DAIP itself constitutes a function strategy.

➤ **Legal Implications**

The DAIP was developed in accordance with legislated requirements, as specified in the state *Disability Inclusion Act 2018* (the Act) and its associated regulations: the *Disability Inclusion Regulations 2019* and the *Disability Inclusion (Transitional Arrangements) Regulations 2018*.

Section 17(1) of the Act requires that each State authority report the progress on implementation of their DAIPs to the Chief Executive of DHS by 31 October 2021.

➤ **Risk Management Implications**

The submission of a DAIP Progress Report to the Chief Executive of DHS by 31 October 2021 will assist in mitigating the risk of:

Non-compliance with legislated obligations under the Act leading to potential enforcement actions.

Inherent Risk	Residual Risk	Target Risk
Extreme (4A)	Low (1D)	Low (1D)

The Administration has taken responsibility for preparing and submitting the progress report (**Appendix 1**) as an existing control. The report was submitted to the Executive Officer of DHS on 8 October 2021, as per her information request and instructions (detailed in her letter to Council's CEO dated 27 August 2021).

➤ **Financial and Resource Implications**

There is no specific budget for Council's contribution to periodic progress reporting on the DAIP however administrative costs are provided for in the Accessibility Planning – Staffing budget.

The resourcing associated with the development, oversight and implementation of Council's DAIP actions and initiatives for the reporting period, which are reported in **Appendix 1** and highlighted in this report, were incorporated into the responsible department's budget.

There are no further resource implications of the DAIP Progress Report.

➤ **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 DAIP progress report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Acting Chief Executive Officer
Acting Director Community Capacity
Community and Social Planning Officer
Project Coordinator – Property Services
Community Development Officer (The Summit Community Centre)

External Agencies: Principal Project Officer, Strategic Implementation, Department for Human Services
SA Local Government Access and Inclusion Network (LGAIN)

Community: Not Applicable

2. BACKGROUND

The provisional DAIP was developed over September and October 2020 through staff and community consultation (phase 1), in accordance with the Act. At Council's meeting on Tuesday 27 October 2020, Council resolved to endorse the provisional DAIP for publication on Council's website and further community consultation (phase 2). It was also resolved that an amended edition of the DAIP incorporating further community and stakeholder feedback on the provisional DAIP (received during phase 2) be referred back to the Council for consideration and adoption at the Council meeting scheduled for 27 January 2021.

12.2 Disability Access and Inclusion Plan

Moved Cr Mark Osterstock
S/- Cr Kirrilee Boyd

228/20

Council resolves:

1. That the report be received and noted.
2. To endorse the provisional *Adelaide Hills Council Disability Access and Inclusion Plan (DAIP) 2020-2024: A brighter future for all*, as contained in *Appendix 1*, for publication on Council's website and further community consultation.
3. To delegate to the Chief Executive Officer to determine the timings, media and processes around further community consultation while ensuring consistency and compliance with the provisions of applicable legislation and Council's Public Consultation Policy.
4. That an amended edition of the DAIP incorporating further community and stakeholder feedback on the provisional DAIP (received during further community consultation) be referred back to the Council for consideration and adoption at the Council Meeting scheduled for 27 January 2021.

Carried Unanimously

At Council's meeting on 27 January 2021, an updated DAIP incorporating further community feedback, was proposed. Council resolved to revoke the provisional DAIP and to adopt the amended DAIP.

12.1 Amended Access & Inclusion Plan 2020 - 2024

Moved Cr Pauline Gill
S/- Cr Kirsty Parkin

4/21

Council resolves:

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

Carried Unanimously

3. ANALYSIS

The DAIP is reported on annually and must be reviewed every four years.

The DAIP sets out the actions Council will take over the period October 2020 to October 2024 to achieve a more accessible and inclusive organisation and district for people living with disability.

DAIP actions align with the four key themes in the *State Disability Inclusion Plan 2019-2023: Inclusive SA* (the State Plan):

1. Inclusive communities for all
2. Leadership and collaboration
3. Accessible communities
4. Learning and employment.

The Adelaide Hills Council has made progress against most actions in its first DAIP. Key achievements include regional projects that built staff capacity in:

1. Creating accessible information and website content.
2. Planning, designing and constructing important public places like main streets, town centres using universal design principles and approaches.

These initiatives have already impacted Council's modus operandi, with accessibility requirements and universal design principles being more fully incorporated into project briefs for major projects, including the redevelopment of Council's FABRIK Arts and Heritage Hub and the redesign of Council's website.

During 2020-2021, four of the 39 DAIP actions were completed while another 20 are in progress. 15 DAIP actions are yet to start and are programmed into future years of the DAIP implementation. All actions in the DAIP are progressing within the designated timeframes. An Action Status Report is contained in **Appendix 2**.

Council's CEO received a request from the Chief Executive of DHS in August 2021 requesting information on Council's progress in supporting relevant actions within the State Plan and on implementation of Council's DAIP. This information was requested to enable DHS to report to the Minister for Human Services and prepare the 2020-2021 Inclusive SA Annual Report. **Appendix 1** contains a copy of the progress report that was submitted to DHS and includes more details about Council's key achievements to date in relation to the DAIP.

4. OPTIONS

Council has the following options:

- I. Receive the report (Recommended).
- II. Not receive the report (Not Recommended).

5. APPENDICES

- (1) DAIP progress report submitted to DHS October 2021
- (2) DAIP Action Status Report – October 2021

Appendix 1

DAIP progress report submitted to DHS October 2021

Introduction

The State Disability Inclusion Plan (Inclusive SA) sets out priorities for the South Australian Government and the actions State authorities will deliver to reduce the barriers faced by people living with disability.

In October 2020, State authorities were asked to provide a report on the progress they had made to deliver against the actions of Inclusive SA. Information was requested to enable DHS to report to the Minister for Human Services and prepare the Inclusive SA Annual Report 2019-2020.

To support DHS in the preparation of the 2020-2021 annual report, you are asked to complete this survey.

The survey consists of two parts. Part A asks questions about Inclusive SA. Part B asks questions about your authority's Disability Inclusion Plan (DAIP).

To meet the required legislative timelines, please complete the survey by 31 October 2021.

Questions relating to the survey can be directed to the DHS mailbox (DHSDisabilityInclusion@sa.gov.au) or by calling the DHS Access and Inclusion team on 8415 4383.

Thank you for your work and commitment in addressing your Inclusive SA actions, progressing your DAIP and continuing the important work towards a more inclusive and accessible society for people living with disability.

PART A – Inclusive SA End of Year Update

Please see below a list of applicable actions for ALL State authorities and actions aligned with specific agencies.

All State Authorities	9, 11, 22, 26, 36
Local Councils	19

Actions relevant to specific State authorities:

Office for Recreation, Sport and Racing	4,5,17
Department of Human Services	1,2,3,6,7,14,15,20,21,23,25,34,39
Department of the Premier and Cabinet	4,5,12,16,17,39
Office of the Commissioner for Public Sector Employment	8,37,38,39
SA Health	8,30
Attorney-General's Department	10,13,27
Department for Infrastructure and Transport	16,17,18,28,29
Department for Environment and Water	17,31
South Australian Housing Authority	17
Department for Innovation and Skills	24,34,35
Department for Education	32,33,34,35
TAFE SA	34

State Authority Endorsement

* Information provided in this survey has been endorsed by the State authority.

* Insert name and position of endorsing authority representative:

Name: Josh Spier

Position: Community and Social Planning Officer

Contact Details

* State Authority Type
Local Government:

* Contact Name: Josh Spier

* Phone Number: 8408 0579

* Email Address: jspier@ahc.sa.gov.au

Note: Where your State authority has multiple actions, please collate information from internal stakeholders into a single survey. (A PDF version of the survey is available under the State authority resources tab on the Inclusive SA website to enable you to copy information and send it to stakeholders, if needed.)

* Name of State Authority: Adelaide Hills Council

Government Department/Agency: Not Applicable

Inclusive SA Action Responses - Local Councils

Please provide a progress summary of the implementation of each action including:

- a description of any specific activities undertaken
- any delays to implementation and reason (please refer to the 'estimated timeframe' in the Annual Report)

*** Inclusive SA Action 19:**

Local council access and inclusion planning to consider consultation outcomes including:

- incorporating Universal Design principles in criteria for all new building and public projects and planning for programs, services and events
- developing Universal Design training plans for staff and contractors
- review of availability of accessible car parks.

	Progress on Action	Has this action been included in your agency's DAIP?
Action 19:	Completed and Ongoing	Yes – Actions 7.1, 7.2 & 7.3 in Council's DAIP were designed specifically to support Inclusive SA Action 19.

Please provide a summary of progress against this action, including the details of any initiatives or projects:

PROGRESS AREA 1 - Ongoing

Since the adoption of Council's DAIP, we have progressed our goal to incorporate Universal Design principles in our criteria and specifications for the design of Council projects. For example, we are using Universal Design principles to guide the designs for the redevelopment of Council's FABRIK Arts & Heritage Hub in Lobethal.

Please see PART B (Achievement A for more details).

PROGRESS AREA 2 - Completed

In 2021 we provided our relevant staff with training in Universal Design principles. This training was linked with the Southern and Hills LGA "Regional Champions for Accessible Destinations" project, for which Adelaide Hills Council (AHC) was one of six participating councils in our region. The following six AHC staff members participated:

- Coordinator Open Space Operations
- Senior Infrastructure Planning Engineer
- Coordinator Property Projects

- Community and Social Planning Officer
- Economic Development Officer

AHC staff were part of the Accessible Destinations Committee, playing an integral role in organising this training initiative.

Please see PART B (Achievement B for more details).

PROGRESS AREA 3 – In progress

Action 7.3 in our DAIP is undertaking a review of the availability of accessible car parking in Council-managed car parking facilities, to inform planning for accessible car parking (where needed) in our town centres, libraries, community centres, service centres and parks, playgrounds and public facilities. In 2021, we have started reviewing accessible car parking at several priority locations across our district. Estimated timeframe for completion: 2023-2024.

20. Inclusive SA Action Responses - All State Authorities

Please provide a progress summary of the implementation of each action including:

- a description of any specific activities undertaken any delays to implementation and reason (please refer to the 'estimated timeframe' in the Annual Report)

*** Inclusive SA Action 9:**

Ensure induction of new State authority employees includes information about working with people living with disability.

	Progress on Action	Has this action been included in your agency's DAIP?
Action 9:	In Progress	Yes – Action 3.1 in Council's DAIP were designed specifically to support Inclusive SA Action 9.

Please provide a summary of progress against this action, including the details of any initiatives or projects (if there is insufficient space here, please email DHSDisabilityInclusion@sa.gov.au)

Please provide an approximate date (month/year) when this action is intended to be completed (take into account the 'estimated timeframe' stated in the Inclusive SA Annual Report 2019-2020):

PROGRESS AREA 1

In 2021, we have completed the review and update of our online volunteer induction modules. The following new sections were added to the induction content:

1. 'Diversity and Inclusion' (in the Part 'What is important to us')
2. 'Accessibility support' (in the Module 'Supporting you')

We have also commenced the process to update our inductions for new AHC employees to include information about working with people with disability. The LGA is currently developing a Disability Induction Program Toolkit for council members and staff. Our staff have contacted Program Manager (LGA Training) who is lead on this project to express our strong interest in obtaining and using this Toolkit when released in November 2021.

Estimated timeframe for completion: March 2022.

PROGRESS AREA 2

In 2021, we have been researching and trialling different disability awareness training options, to identify an appropriate program for our current employees, volunteers and Council Members.

In February 2021, two of our staff members represented AHC at the Disability Inclusion Training Pilot session, delivered by JFA Purple Orange at the South Australian Council of Social Service (SACOSS), Unley. The session was co-designed and co-facilitated by experienced trainers who live with diverse disability. After the pilot session, our staff members gave feedback to JFA Purple Orange on their training session before they began rolling it out widely for state government agencies, local governments, community centres and other organisations.

We also asked our staff members to share their feedback with us on JFA Purple Orange's training. Both agreed that the training had given them more 'confidence in how to act toward people with disability'. Both also 'agreed' or 'strongly agreed' that the training had helped them to 'think of ways our AHC workplace could be more inclusive of people with disability'.

Based on this feedback, we are currently in the process of booking JFA Purple Orange to provide their introductory training session for our current staff, volunteers and Elected Members. Topics to be covered will include:

- The Social Model of Disability
- Universal Design

- Attitudes & Unconscious Bias
- Language & Communication
- Collaborating & Working with Community

Estimated timeframe for completion: December 2021.

*** Inclusive SA Action 11:**

State authorities to support young people living with disability to actively participate in decision-making.

	Progress on Action	Has this action been included in your agency's DAIP?
Action 11:	In Progress	Yes – Actions 4.1 and 4.3 in Council's DAIP were designed specifically to support Inclusive SA Action 11

Please provide a summary of progress against this action, including the details of any initiatives or projects (if there is insufficient space here, please email DHSDisabilityInclusion@sa.gov.au)

Please provide an approximate date (month/year) when this action is intended to be completed (take into account the 'estimated timeframe' stated in the Inclusive SA Annual Report 2019-2020):

PROGRESS AREA 1

In September 2021, we created a new Online Disability Engagement Group on our digital community engagement platform. We have started sending invitations to young people with disability who are interested in helping AHC make our district and organisation more accessible and inclusive for young people with disability. We will send subscribers regular updates about opportunities to provide access and inclusion advice on a range of Council's proposed projects, directions and decisions.

* Inclusive SA Action 22:

Improve online accessibility of State Government websites, including through the implementation of the Online Accessibility Policy and related guidelines.

	Progress on Action	Has this action been included in your agency's DAIP?
Action 22:	In Progress	Yes – Action 8.2 in Council's DAIP was designed specifically to support Inclusive SA Action 22

Please provide a summary of progress against this action, including the details of any initiatives or projects (if there is insufficient space here, please email DHSDisabilityInclusion@sa.gov.au)

Please provide an approximate date (month/year) when this action is intended to be completed (take into account the 'estimated timeframe' stated in the Inclusive SA Annual Report 2019-2020):

SUMMARY

We have started the process for ensuring our Council website is more accessible and inclusive for all users, including redesigning our website to conform to WCAG 2.0 Level AA (or WCAG 2.1 Level AA).

Adelaide Hills Council is currently inviting Request for Proposal (RFP) from tenderers for the provision of a redesign of Council's website as per the requirements (until 4 October 2021).

We used the SA Government's Online Accessibility Toolkit and Online Accessibility Policy to inform our Website Requirements 2021 (contained in the RFP), specifically the following requirements:

- R 3.1 - Ability for platform to support user accessibility according to the SA Government Online Accessibility Policy and the Australian Government Digital Service Standard (Standard 9), as a minimum to WCAG 2.0 Level AA (or WCAG 2.1 Level AA). [Mandatory]
- R 3.2 - Responsive mobile device focussed design, mobile and desktop support enabling access to the widest possible audience, including readers using assistive technology or accessibility features. Please provide details of any additional options and costs for assistive/accessibility features. [Mandatory]
- R 5.2 - Ability to provide enhanced implementation and user adoption services eg: content strategy, best practice guides, writing for the web guides/training, creating accessible content [Highly Desirable]
- R 6.2 - [extract] ... the diversity of user groups needs to be at the forefront of the design to ensure that each section is tailored to the target audience [Highly Desirable]

The tender selection criteria will incorporate usability/accessibility within the criteria with appropriate weighting.

Estimated timeframe for the launch of Council's redesigned website is 2022.

* **Inclusive SA Action 26:**

State authorities to consider including in their infrastructure maintenance and upgrade schedules the installation of signs on the front of public buildings indicating disability access (where this has been assessed by an accredited access consultant) and installation of multimedia devices in queues at service outlets to include people who are deaf, hard of hearing, vision-impaired or blind.

	Progress on Action	Has this action been included in your agency's DAIP?
Action 26:	In Progress	Yes – Actions 9.2 and 9.3 in Council's DAIP were designed specifically to support Inclusive SA Action 26

Please provide a summary of progress against this action, including the details of any initiatives or projects (if there is insufficient space here, please email DHSDisabilityInclusion@sa.gov.au)

Please provide an approximate date (month/year) when this action is intended to be completed (take into account the 'estimated timeframe' stated in the Inclusive SA Annual Report 2019-2020):

PROGRESS AREA 1

We have started reviewing current signs in the district, including at Council's priority Stirling precinct, comprising Council's:

- Stirling Service Centre
- principal offices
- Coventry Library and Lawns
- Chambers.

As part of this project, we are using the DHS' DRAFT Toolkit: *Accessible Signage, Wayfinding and Multimedia Devices*, to inform the design of new signage, ensuring that design features help wayfinding and provide better assistance for people with disability to find their way from one point to another.

We have also engaged Able Access Design (AAD), an accredited disability access consultancy, to help us develop the design requirements / brief for the new signage at our Stirling precinct. AAD will also review the draft designs for the new signage, ensuring that all designs comply with the best-practice guidelines for accessible signage that supports wayfinding for people with disability, including the Australian Standards related to the provision of built environments that are legible to people who are blind or have low vision. Consideration will be given to sign legibility, colour contrast, font size and accessibility, viewing distance, directional signage to services and accessibility facilities, plus more.

*** Inclusive SA Action 36:**

State authorities to facilitate meaningful volunteering opportunities for people living with disability.

	Progress on Action	Has this action been included in your agency's DAIP?
Action 36:	In Progress	Yes – Actions 11.1 and 11.2 in Council's DAIP were designed specifically to support Inclusive SA Action 36

Please provide a summary of progress against this action, including the details of any initiatives or projects (if there is insufficient space here, please email DHSDisabilityInclusion@sa.gov.au)

Please provide an approximate date (month/year) when this action is intended to be completed (take into account the 'estimated timeframe' stated in the Inclusive SA Annual Report 2019-2020):

PROGRESS AREA 1

Our staff are in discussions with coordinators of VolunteerAbility – a program partnered by Orana Australia, Volunteering SA&NT, Southern Volunteering SA and Northern Volunteering SA. We are exploring how this program can help build our capacity in supporting people with disability through the various stages of volunteering. We are planning a training workshop for registered Council volunteers and relevant staff in inclusive volunteering practices and how to recruit and retain volunteers with disability. We will be including staff who manage, on-board and train volunteers as part of their role.

Expected timeframe for completion: June 2022.

PROGRESS AREA 2

Our Summit Community Centre (Norton Summit) have partnered with AHH Lifeskills and their social enterprise 'Miss Sunshine' Coffee Van. AHH Lifeskills coffee van project provides people with disabilities with mentor training in coffee making and pathways to employment. For school Term 4 2021, trials are planned for the coffee van to operate at the Summit Community Centre on several Friday mornings, to coincide with the coffee morning run into school and Friday Zumba at the Summit.

Expected timeframe for completion: December 2021

21. PART B – State Authority Disability Access and Inclusion Plan End of Year Report

* Please provide a statistical summary of the progress of your agency DAIP

Total Number of Actions	39
Number of Actions Completed	4
Number of Actions in Progress	20
Number of Actions not yet started	15

* How well are the actions in your DAIP progressing against published timeframes (please choose the most appropriate answer)?

☒ All actions are progressing within stated timeframes

☐ Most actions are progressing within stated timeframes

☐ Only some actions are progressing within stated timeframes

Please provide a brief explanation about the progress of actions in your DAIP that may be delayed or progressing outside published timeframes. Not Applicable

* Please describe three key achievements related to your DAIP.

a) **DAIP Action 7.2 Achievement**

In 2021 we provided our relevant staff with training in Universal Design principles. This training was linked with the Southern and Hills LGA “Regional Champions for Accessible Destinations” project, for which Adelaide Hills Council (AHC) was one of six participating councils in our region.

The Accessible Destinations project, funded by the Local Government Information Linkages and Capacity Building Program (LGILC), was delivered to relevant staff in two parts:

1. Part 1 - a training day about Universal Design and how to apply it. Held on 16 March 2021 at the City of Victor Harbor.
2. Part 2 - a guided accessibility audit conducted at a site in each of the participating council areas. Held between 17 and 25 March 2021.

The **training day (Part 1)** was facilitated by URPS and WAX Design.

30 people took part, including council staff with a role in the public realm from the six councils and three Access Advisors. The following six AHC staff members participated:

- Coordinator Open Space Operations
- Senior Infrastructure Planning Engineer
- Coordinator Property Projects
- Community and Social Planning Officer
- Economic Development Officer

Training included:

- History of Universal Design
- Principles and goals of Universal Design
- Real world examples of how to apply Universal Design to the public realm
- Panel discussion with people with a lived experience of disability

At the end of the training day, all respondents indicated that they feel more confident to talk to people about the principles/goals of Universal Design. Most reported that, as a result of the training day, they feel more confident about how they can apply Universal Design in their role or projects (85%)

Our Economic Development Officer shared the following reflection on how the training day has impacted his practice:

“Universal Design and access has been included in the discussions I have had regarding the planning of the FABRIK redevelopment. It was also included in some of the discussions around the Amy Gillet Bikeway Masterplan.”

Training day photos:



Photo 1 Participants consider how Universal Design goals may relate to the public realm



Photo 2 Warwick Keates from WAX Design presenting public realm case studies of universal design.



Photo 3 Universal design planning exercise

Six **guided access audits (Part B)** – one per council – were attended by a total of 31 participants with a role in the public realm from the six participating councils.

The demonstration accessibility audits were led by Warwick Gregg from Able Access Design.

Staff could attend any audit, not just the one in the council where they work.

Multiple sites were audited across our region, including main streets, playgrounds, car parks, parks, public toilets, a wharf and a recreation and civic centre precinct.

The location selected for the AHC audit was the Woodside Main Street, held on 17 March 2021.

The following AHC staff members participated:

- Senior Strategic and Policy Planner
- Community and Social Planning Officer
- Economic Development Officer
- Coordinator Property Projects

Warwick led a guided audit of the Woodside Main Street, discussing access barriers and best practice.



Photo 4 Warwick Gregg from Able Access Design conducting an access audit of Woodside Main Street with AHC staff

Following the audit, Warwick provided staff with best practice examples which related to general issues identified during the audit demonstrations. Each of the best practice examples are linked to the 8 Goals of Universal Design Goals¹.

Checklists of disability access issues were also provided to AHC staff to use in assessing Council's public realms in accordance with Universal Design Goals.

At the end of the AHC audit, our staff indicated that they 'feel more confident about applying Universal Design approaches to remove barriers and create accessible and inclusive environments'.

All training materials developed and use for both training days have been used to create a Training Manual to provide staff and contractors in Universal Design goals, principles, checklists and application guidance.

b) **DAIP Action 7.1 Achievement**

One of the major projects (in progress) is the redevelopment of Council's FABRIK Arts & Heritage Hub.

FABRIK is an emerging arts and heritage hub in the Adelaide Hills town of Lobethal, set in the striking industrial buildings of the former Onkaparinga Woollen Mill.



¹ The 8 Goals of Universal Design are:

1. Body fit
2. Comfort
3. Awareness
4. Understanding
5. Wellness
6. Social Integration
7. Personalization
8. Cultural Appropriateness

Council's plan to redevelop the site builds upon activities that have already been on offer at FABRIK since early 2019. The visions for the future include gallery spaces, artist studios, and workshops, artists in residence, a retail store and a heritage interpretation display celebrating the history of the Mill.

Before the project was formally initiated, the project team (in accordance with Council's new DAIP) decided that universal design and wayfinding principles needed to be a design driver for the redevelopment of this site. This ensured that the project team had this front of mind and had already included universal access as a key element of the architectural brief.

The vision for the Hub is for everyone to have access, including community members, visitors, staff and volunteers who live with a disability. The project team and architects continue to collaborate in finalising plans for our creative spaces before proceeding to the planning and heritage approval processes.

As part of this, we allocated additional funding for formal consultation with Able Access Design (AAD), an accredited disability access consultancy, to work with our project team and the architects to use the 7 Principles of Universal Design to guide the final plans^[1].



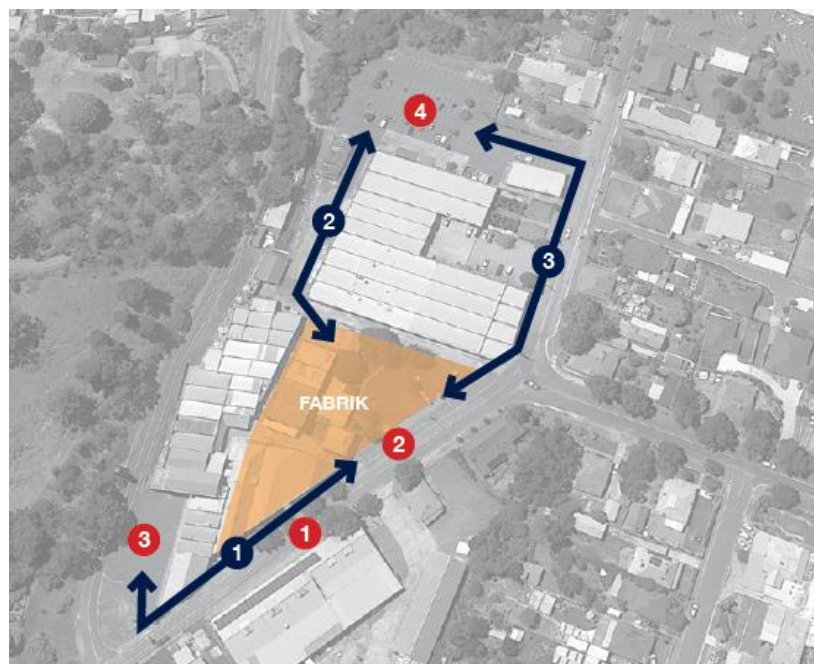
^[1] The 7 Principles of Universal Design are:

1. Equitable Use
2. Flexibility in Use
3. Simple and Intuitive to Use
4. Perceptible Information
5. Tolerance for Error
6. Low Physical Effort
7. Size and Space for Approach and Use

To date, AAD have undertaken a preliminary Universal Access assessment of the architects' concept drawings (dated 27/07/21). AAD's assessment was also based on a site visit with the project team on the 5th August 2021.

AAD provided Council's project team and the architects with their preliminary assessment findings and associated recommendations, most of which will be incorporated into the final working drawings.

We asked the Project Manager (PM) to reflect on the value of engaging AAD to work with our architects and project team. The feedback from the project team was that AAD's expert advice has already helped the project scope to go beyond compliance towards achieving greater universal access. For example, the project team noted AAD's idea for clear and accessible walkways from all car parking locations to Mill Square, the proposed new Art Plaza and all entrances to the FABRIK Hub will 'help to make the FABRIK site a good example of a contemporary universal access venue.'



c) **DAIP Action 8.4 Achievement**

We are nearing completion of a project that is building AHC staff capacity in accessible communication with people with disability through digital and print channels.

At the end of the project (December 2021), we will have 'accessible communications champions' who are trained and able to support one another and other staff in producing accessible information across a range of departments and program areas.

This project is linked with the Southern and Hills LGA “Regional Champions for Accessible Communications” (RCAC) project, for which Adelaide Hills Council (AHC) is one of six participating councils in our region. The RCAC project, funded by the Local Government Information Linkages and Capacity Building Program (LGILC), has been delivered in partnership with the Centre for Inclusive Design (CfID). The project involves the following parts:

1. Online training delivered to AHC staff who create regular content for public audiences via print and digital platforms. Modules covered creating accessible documents for Microsoft Office and Adobe software programs.
2. An accessibility review of a representative sample of council PDF documents. Conducted by the CfID to identify accessibility issues and solutions to build staff capacity in using Adobe Acrobat Pro DC’s Accessibility Checker.
3. A website accessibility audit of council websites, against WCAG 2.1 success criteria up to level 'AA'. Conducted by the CfID to provide Accessibility Compliance scores, issues and recommend remediation, with the purpose of building staff capacity in developing accessible website content (inclusive of non-text content, minimum contrast for text, headings and visible focus indicators, and more).

We are currently using the project learnings to develop an accessible communications plan to guide our next steps in this area.

Please describe the ways in which the needs and rights of the four priority groups are being acknowledged and addressed as part of the implementation of your DAIP (refer to Section 9 of the Disability Inclusion Act (2018) SA) –

- * Women living with disability:
- * Children living with disability:
- * Aboriginal and Torres Strait Islander people living with disability:
- * People from culturally and linguistically diverse backgrounds living with disability.

In September 2021, we created a new Online Disability Engagement Group on our digital community engagement platform (*Hills Voice: your say*), calling people to join who are interested in helping AHC make our district and organisation more accessible and inclusive for people with disability. We will send subscribers regular updates about opportunities to provide access and inclusion advice on a range of Council's proposed projects, directions and decisions. In the Registration Form, we have included the following question:

Question 14. The State Disability Inclusion Plan 2019–2023 identifies four priority groups. We will be consulting with these groups so that new inclusion plans meet their specific needs.

Do you identify as being a member of any of these priority groups? (Select all that apply)

- *Aboriginal and Torres Strait Islander peoples living with disability*
- *People from Culturally and Linguistically Diverse backgrounds living with disability*
- *Women living with disability*
- *Children and young people living with disability*
- *None of the above*

We have also started contacting lead organisations representing the experiences and rights of these four priority groups, including:

- First Peoples Disability Network Australia (FPDN)
- Children and Young People with Disability Australia (CYDA)
- Women with Disabilities Australia (WWDA)
- National Ethnic Disability Alliance (NEDA)

We will be asking for their help to better understand the specific barriers for priority groups and how AHC can help to address these. Expected timeframe: 2022-2023.

* Please provide a summary on the implementation of your DAIP that can be used as part of a published Annual Report

The Adelaide Hills Council has made progress against most actions in its first *Access and Inclusion Plan 2020-24: A brighter future for all*. Key achievements include regional projects that built staff capacity in: 1) creating accessible information and website content, and 2) planning, designing and constructing important public places like main streets, town centres using universal design principles and approaches. These initiatives have already impacted Council's modus operandi, with accessibility requirements and universal design being more fully incorporated into project briefs for major projects, including the redevelopment of Council's FABRIK Arts and Heritage Hub and the redesign of Council's website.

Appendix 2

DAIP Action Status Report – October 2021

Adelaide Hills Council Disability and Inclusion Plan (DAIP) 2020-24

Action Status Report – October 2021

Overall Action Status: work is underway on 24 actions

Total Number of Actions	39
Number of Actions Completed	4
Number of Actions in Progress	20
Number of Actions not yet started	15

Theme 1: Inclusive communities for all

Terms and acronyms in **bold** are defined in the Glossary at the end of this document.

Priority 1: Involvement in the community

No.	Action	Status	Timeframe
1.1	<p>We will:</p> <p>Incorporate the DHS event toolkit into the planning of Council events</p> <p>Provide relevant employees and volunteers with training on the DHS event toolkit</p> <p>Promote the event toolkit and training opportunities to community groups who run community events.</p> <p><i>Supports Action 1 in the State Plan</i></p>	Not Started (awaiting DHS to finalise and publish the event toolkit on their Inclusive SA website)	2022
1.2	<p>We will provide relevant information to DHS, or their representatives, during the design of the DHS app (or other medium) that displays services and facilities in our district that are wheelchair and disability access friendly. When released, we will promote this app to our residents and visitors with disability, their families and</p>	Not Started (awaiting DHS to release – currently in design phase)	2022

No.	Action	Status	Timeframe
	carers. <i>Supports Action 2 in the State Plan</i>		
1.3	We will continue to use the State Government's Inclusive Play: Guidelines for accessible playspaces to guide our development of accessible and inclusive playgrounds and play spaces that provide sensory play experiences. <i>Supports Action 3 in the State Plan</i>	Complete and now business as usual	Ongoing
1.4	We will engage with external agencies, clubs and other relevant groups to identify strategies to increase the inclusion of children with disability in mainstream sports activities and clubs. <i>Supports Action 5 in the State Plan</i>	On Track	2021
1.5	We will continue to deliver library programs that are inclusive and adaptive for the needs of children living with disability. <i>Supports Action 5 in the State Plan</i>	On Track	Ongoing

Priority 2: Improving community understanding and awareness

No.	Action	Status	Timeframe
2.1	We will celebrate and promote the International Day of People with Disability annually (3 December), and develop ways to recognise the contributions that people with disability make to our community. <i>Supports Action 6 in the State Plan</i>	On Track	Annually (December)
2.2	We will publish stories to shape community understanding and attitudes towards people with disability (via our existing publications and promotional tools). <i>Supports Action 6 in the State Plan (and the emerging National Disability Strategy)</i>	Not Started	2021-2024
2.3	We will undertake research to better understand and monitor changes in organisational and community attitudes about the rights and needs of people living	On Track	2021

No.	Action	Status	Timeframe
	with disability. <i>Supports Action 7 in the State Plan</i>		

Priority 3: Promoting the rights of people living with disability

No.	Action	Status	Timeframe
3.1	<p>We will</p> <ul style="list-style-type: none"> • update induction of new AHC Members, employees and volunteers to include information about working with people with disability • provide training for our Council Members, employees, volunteers and partners (e.g. The Hut Community Centre) in disability awareness. This may be part of a broader and coordinated diversity learning program. <p><i>Supports Action 9 in the State Plan</i></p>	On Track	2022

Theme 2: Leadership and collaboration

Terms and acronyms in **bold** are defined in the Glossary at the end of this document.

Priority 4: Participation in decision-making

No.	Action	Status	Timeframe
4.1	<p>We will ensure our amended Public Consultation Policy encompasses strategies to enable young people with disability to participate in Council decision-making processes.</p> <p><i>Supports Action 11 in the State Plan</i></p>	Not Started	2023
4.2	<p>We will:</p> <p>seek advice about local disability issues and Council decisions from existing external disability advisory groups in our region and State (such as the Adelaide Hills Disability Inclusion Reference Group (DIRG) and DHS' Disability</p>	On Track	Ongoing

No.	Action	Status	Timeframe
	<p>Engagement Group.)</p> <p>explore community interest in establishing an AHC disability inclusion engagement group - to enable direct engagement with residents with disability and their families, carers and advocates on Council decision-making and specific barriers for priority groups (children with disability, women with disability, Aboriginal and Torres Strait Islander peoples with disability and people with disability from culturally and linguistically diverse backgrounds). We will develop specific actions to address the needs and risks that are identified, and update our Plan accordingly.</p> <p><i>Supports Action 15 in the State Plan and the Act - sections 9(2), (3), (4), & (5)</i></p>		
4.3	<p>We will actively seek participation in the AHC engagement group (see 4.2) by young people living with disability in our district.</p> <p><i>Supports Action 11 in the State Plan and Section 9 of the Disability Inclusion Act 2018 (SA)</i></p>	On Track	2021
4.4	<p>We will:</p> <p>utilise resources produced by the Electoral Commission SA and the Local Government Association of SA to make it easier for residents with disability to vote and stand as a candidate in Council elections</p> <p>continue to identify and address barriers for residents with disability to meet with</p>	Not Started	2022

No.	Action	Status	Timeframe
	Council Members, attend Council meetings, and participate in our community consultations and engagement events.		

Priority 5: Leadership and raising profile

No.	Action	Status	Timeframe
5.1	We will encourage residents with disability to participate in our Advisory Groups and Committees when recruiting new members, and will offer accessibility support at any stage of the recruitment process. <i>Supports Action 12 in the State Plan</i>	On Track	2021-2024
5.2	We will encourage young people with disabilities to participate in the Adelaide Hills Council Youth Leadership Program (YLP), and provide accessibility supports where required.	Completed	2021

Priority 6: Engagement and consultation

No.	Action	Status	Timeframe
6.1	We will use the DHS engagement toolkit (when released) to consult and engage with people living with disability when developing policies and programs. We will provide employees training in the use of this toolkit where required. <i>Supports Action 14 in the State Plan</i>	Not Started (awaiting DHS to finalise and publish the engagement toolkit on their Inclusive SA website)	2022
6.2	We will adopt co-design principles to engage our residents with disability, their families and carers, in the ongoing management, maintenance and replacement planning of public infrastructure (including roads, bridges, signage, footpaths, trails) through consultation processes.	Completed and business as usual	2022
6.3	We will ensure our amended Public Consultation Policy includes guidance for employees on best practice in consulting and engaging with people with disability.	Not Started	2023
6.4	We will continue to consider accessibility	Not Started	Ongoing

No.	Action	Status	Timeframe
	issues and the needs of all Council Members, employees and volunteers when purchasing, refitting or leasing new Council offices, depots, IT and communications systems-equipment, employee fleet vehicles and carparking.		

Theme 3: Accessible communities

Terms and acronyms in **bold** are defined in the Glossary at the end of this document.

Priority 7: Universal Design across South Australia

No.	Action	Status	Timeframe
7.1	We will continue to incorporate Universal Design principles in our criteria for new Council building and public projects and planning for programs, public infrastructure (including footpaths, trails and bus stops), services and events (including clear conditions about using Universal Design when we contract architecture, engineering and construction companies to deliver big projects for/with us). <i>Supports Action 19 in the State Plan</i>	On Track	Ongoing
7.2	We will provide information and training for relevant employees and contractors in Universal Design principles. <i>Supports Action 19 in the State Plan</i>	On Track	2021
7.3	We will review the accessibility of Council-managed car parks, public toilets, service hubs and events. We will develop a more strategic approach to accessible car parking in our township centres, service hubs and visitor destinations. <i>Supports Action 19 in the State Plan</i>	Not Started	2023-2024
7.4	We will consider Livable Housing Australia design guidelines and Universal Design principles in decision-making around residential development applications. <i>Supports Action 17 of the State Plan</i>	On Track	2021-2024

Priority 8: Accessible and available information

No.	Action	Status	Timeframe
8.1	<p>We will promote the State Government's new Inclusive SA website (when launched in June 2021) through our Website and existing publications and promotional tools.</p> <p><i>Supports Action 20 in the State Plan</i></p>	Not Started (awaiting DHS to finalise and publish their 4 toolkits on the Inclusive SA website before promoting)	2021
8.2	<p>We will make our new Council website and e-services technology accessible and inclusive for all users.</p> <p>We will use the State Government's Online Accessibility Toolkit to inform the planning, building and procurement of our new Website, e-services and online environment technology.</p> <p>We will encourage and support Council employees, volunteers and external stakeholders and community groups to use the State Government's new Online Accessibility Toolkit.</p> <p><i>Supports Action 21 and 22 in the State Plan</i></p>	On Track	Ongoing
8.3	<p>We will provide Easy Read training for employees and volunteers who produce public documents, information and communications related to Council consultations and decision-making.</p> <p><i>Supports Action 21 of the State Plan</i></p>	On Track	2022
8.4	<p>Through our participation in the Regional Champions for Accessible Communications project, we will assess the need and resources required to provide information and communications about our services in different accessible formats. These may include easy read, Auslan, pictorial forms, large font, audible options, braille, closed captions and voice over.</p> <p><i>Supports Action 21 of the State Plan</i></p>	On Track	2021

Priority 9: Access to services

No.	Action	Status	Timeframe
9.1	<p>We will monitor the development of DHS' toolkit for signage, wayfinding and multimedia devices.</p> <p>When released, we will promote and use this toolkit to support deaf, hard of hearing, blind, vision or hearing-impaired persons.</p> <p><i>Supports Action 25 in the State Plan</i></p>	Not Started (awaiting DHS to publish this toolkit on their Inclusive SA website)	2022
9.2	<p>We will identify Council service hubs that may need installation or upgrade of disability access signage. We will include needed works when scheduling infrastructure maintenance and upgrades.</p> <p><i>Supports Action 26 of the State Plan</i></p>	On Track	2022
9.3	<p>We will identify our key customer service outlets where installation of multi-media devices in queues may better include people who are deaf, hard of hearing, vision impaired, or blind. We will consider technological solutions for achieving more inclusive customer service in our Business Plans (from 2022-23).</p> <p><i>Supports Action 26 of the State Plan</i></p>	Not Started	2023
9.4	<p>We will review and update the application guidelines, priorities and criteria of our Grant Program to increase applications and support for accessible and inclusion projects and events.</p>	On Track	2021
9.5	<p>We will participate in the joint project: Regional Champions for Accessible Destinations project, which will involve an access audit of one destination site in our district and using the learnings to train relevant Council employees to achieve accessible destinations.</p> <p>We will encourage our external partners who manage visitor destinations to improve access and inclusion for residents and visitors where required.</p> <p><i>Supports Action 31 in the State Plan</i></p>	Completed	2021

Theme 4: Learning and employment

Terms and acronyms in **bold** are defined in the Glossary at the end of this document.

Priority 10: Better supports within educational and training settings

No.	Action	Status	Timeframe
10.1	We will explore opportunities to promote local support groups for parents and teachers who are preparing children with disabilities for life beyond school. <i>Supports Action 33 in the State Plan</i>	On Track	2022

Priority 11: Skill development through volunteering and support in navigating the pathway between learning and earning

No.	Action	Status	Timeframe
11.1	We will review and update recruitment, registration, induction and experiences of our Council volunteers in relation to accessibility and participation for volunteers with disability.	On Track	2022
11.2	We will provide targeted traineeships, volunteering opportunities and work experiences across Council for people with disability (including people with a mental health condition), in partnership with local training providers, disability employment specialist non- government organisations and Disability Employment Service (DES) providers.	Not Started	2023

Priority 12: Improved access to employment opportunities and better support within workplaces

No.	Action	Status	Timeframe
12.1	We will utilise information and resources in the new SA Public Sector Disability Employment Toolkit and advice from disability employment specialist non-government organisations to identify next steps in creating a workplace culture and environment that is welcoming, inclusive and accessible for people with disability. <i>Supports Action 37 of the State Plan</i>	Not Started	2022
12.2	We will utilise information and case studies in the new SA Public Sector	Not Started	2022

No.	Action	Status	Timeframe
	Disability Employment Toolkit and advice from disability employment specialist non-government organisations to encourage our local business and organisations to consider the benefits and requirements of employing people with disability. <i>Supports Action 37 of the State Plan</i>		
12.3	We will advocate to governments and transport providers for more accessible and connected transport services to key employment hubs in our district.	On Track	Ongoing
12.4	We will develop appropriate measures for tracking the percentage of Council employees and volunteers who have requested workplace adjustments. <i>Supports Action 39 in the State Plan</i>	On Track	2021

Glossary

Accessible formats

Accessible format is the term used to describe alternative communication formats for people who have difficulties accessing information. Sometimes the term ‘alternative formats’ is used.

Adelaide Hills Disability Inclusion Reference Group (DIRG)

Established as an informal regional network in 2019, for the purpose of bringing together people with a passion for supporting the rights and wellbeing of people with disabilities in the Adelaide Hills region. Co-facilitated by Mission Australia NDIS Local Area Coordination Service for the Adelaide Hills region, Mount Barker District Council and Adelaide Hills Council.

AHC

The Adelaide Hills Council.

Auslan

Australian Sign Language (AUSLAN) is the sign language of people in the Australian Deaf community.

Built environment

Human-made structures, features and facilities viewed collectively as an environment in which people live and work.

Co-design

A range of activities and processes used in the design of services and products that involve people who use or are affected by that service or product.

Community Engagement Framework

A document that assists Adelaide Hills Council to work together with stakeholders and to share decision-making. Currently being updated.

DHS

The South Australian Department of Human Services.

DHS app

DHS are developing an app (or other medium) that will display community services and facilities that are wheelchair and disability access friendly (project in scoping phase, timeframe for rollout is yet to be confirmed).

DHS engagement toolkit

DHS are currently developing a toolkit that supports State authorities to consult and engage with people living with disability when developing policies and programs.

DHS event toolkit

DHS are currently developing a new event toolkit to promote accessible and inclusive practices for SA Government departments and local councils, scheduled for release in early 2021.

DHS toolkit for signage, wayfinding and multimedia devices

DHS are currently developing a toolkit for signage, wayfinding and multimedia devices for State authorities to support deaf, hard of hearing, blind, vision or hearing-impaired persons.

Easy Read

Easy Read, or Easy English, is a simplified form of plain English that is used for written information, often using pictures and short sentences. It is helpful for people with a cognitive or an intellectual disability or low English language literacy levels.

FABRIK

An arts and heritage hub based in the Onkaparinga Woollen Mill, Lobethal. *Fabrik* is an initiative of the Adelaide Hills Council.

Festivals and Events Organiser Toolkit

A one-stop-shop of considerations we publish and provide for those people tasked with developing or managing a festival or event in the Adelaide Hills Council district. The contents of this toolkit give important examples of good practice.

Inclusive Play – Guidelines for accessible playspaces

A set of guiding principles developed by DHS (launched December 2019) to guide local councils and other community groups in the development of accessible and inclusive playgrounds and play spaces.

Livable Housing Guidelines

Developed by industry and the community to provide assurance that a home is easier to access, navigate and live in, and more cost effective to adapt when life's circumstances change.

National Disability Strategy 2010-2020

The Strategy is a shared commitment by all governments to work together to improve the lives of Australians with disability by guiding governments and other organisations to build the wellbeing of people with disability and their carers.

Online Accessibility Toolkit

Launched in 2019, the South Australian Government's Online Accessibility Toolkit (accessibility.sa.gov.au) is a free publicly available online resource to improve website and online solutions for accessibility and inclusiveness.

Reasonable adjustment

A change we make to our administrative processes, working environment or procedures that supports an individual to meet the requirements of a position.

Regional Champions for Accessible Communications Project

Adelaide Hills Council is a member of the [Southern and Hills LGA](#) - a regional organisation of six Councils in the Fleurieu and Adelaide Hills region. The Local Government Association (LGA) has provided funding to the Southern and Hills LGA to undertake a Local Government Information, Linkages and Capacity Building (LGILC) project that will improve access and inclusion for people with disability. The *Regional Champions for Accessible Communications* project aims to build employee and volunteer capacity in effective communication with people with disability in customer serve settings and through digital and print channels. The focus areas and activities will be chosen during a co-design process that includes people living with disability, council staff and volunteers. At the end of the project, each council will have 'communications access champions' who are trained and able to support each other in advancing accessible communications initiatives across a range of departments and program areas. They will have developed an accessible communications plan for the next steps in each council, with advice from the communications access consultants.

Regional Champions for Accessible Destinations Project

Adelaide Hills Council is a member of the [Southern and Hills LGA](#) - a regional organisation of six Councils in the Fleurieu and Adelaide Hills region. The Local Government Association (LGA) has provided funding to the Southern and Hills LGA to undertake a Local Government Information, Linkages and Capacity Building (LGILC) project that will improve access and inclusion for people with disability. The *Regional Champions for Accessible Destinations* project aims to increase staff knowledge and skill in planning, design and construction of important public places like main streets, town centres and foreshores using universal design principles. The project will have a practical focus with site visits, access audits, design workshops and training for relevant built environment (urban planning, design, engineering and field services) staff. At the end of the project, each council will have its own 'place access champions' who can support each other in advancing universal design through public realm upgrades.

South Australian Disability Employment Toolkit

Provides information and resources to assist agencies in creating inclusive, accessible, safe and informed workplaces that value the contribution and experience of people with disability.

State authority

As defined in the [Disability Inclusion Act 2018 \(SA\)](#) to include a government department, an agency or instrumentality of the Crown, a local council constituted under the Local Government Act 1999 (SA) or any other person or body declared by regulations to be included.

State Disability Inclusion Plan 2019-2023: Inclusive SA (the State Plan)

The South Australian Government has prepared [Inclusive SA](#), the State's disability inclusion plan for 2019-2023. This Plan is the way the State Government is taking a lead on promoting the inclusion of South Australians with disability and providing them with support to live satisfying everyday lives.

Strategic Plan 2020-24: A Brighter Future

Adelaide Hills Council's Strategic Plan, which sets out the Council's key areas of focus for the period 2020-2024. It doesn't include everything we do, but it highlights the main areas under attention and where we will be directing our resources over the period.

Toolkit

A suite of information documents with may include guidelines, templates and procedures to assist in the completion of a task.

Universal Design

Universal Design involves creating facilities, built environments, products and services that can be used by people of all abilities, to the greatest extent possible, without adaptations.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 2021
AGENDA BUSINESS ITEM**

Item: 13.2

Responsible Officer: Kira-marie Laverty
Corporate Planning & Performance Coordinator
Office of the Chief Executive

Subject: Quarterly Council Performance Report – Q1 2021-22

For: Information

SUMMARY

As a local government entity, Council has a number of legislative obligations regarding the preparation and distribution of corporate planning and reporting information to the elected body and the community. In addition to these mandated requirements, Council has over time created a number of additional elements to improve the integration, transparency and accountability of its activities. The Quarterly Council Performance Report is just one of these elements.

A revised suite of corporate performance indicators and targets was developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the *2020-21 Annual Business Plan* process and have continued to be incorporated into the *Annual Business Plan 2021-22*. These were aligned to the new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020.

The Quarterly Council Performance Report for Q1 (**Appendix 1**) covers the period 1 July 2021 to 30 September 2021, and shows the performance against the corporate performance indicators as well as discussing key highlights aligned with the Strategic plan.

The purpose of this report is to provide information on Council's performance against the *Annual Business Plan 2021-22* targets.

RECOMMENDATION

Council resolves that the report be received and noted.

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal A progressive Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

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

The Quarterly Council Performance Report is part of the performance reporting suite contained in the *Corporate Planning & Performance Framework*.

➤ Legal Implications

Chapter 8 - Administrative and financial accountability of the *Local Government Act 1999* sets out the key legislative obligations regarding corporate planning and reporting obligations, as follows:

- S122 – Strategic management plans – development, content requirements, consultation, review and availability of strategic plan, asset management plan and long-term financial plan;
- S123 – Annual business plans and budgets - development, content requirements, consultation, review and availability of annual business plan and budget
- S127 – Financial statements – preparation, content, auditing and availability of the financial statements;
- S131 – Annual reports – preparation, content, distribution and availability of the annual report

Additional requirements are contained in the *Local Government (General) Regulations 2013* and the *Local Government (Financial Management) Regulations*.

➤ Risk Management Implications

Quarterly Council Performance Reporting will assist in mitigating the risk of:

Ineffective performance management and reporting processes leading to poor performance and/or loss of stakeholder confidence

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Low (3E)	Low (3E)

Note that there are many other controls that assist in mitigating this risk. The quarterly performance reports are part of the current control suite and therefore there is no additional mitigating impact of this report.

➤ **Financial and Resource Implications**

The Corporate Planning & Performance Coordinator role, which coordinates the performance reporting function, is funded in the Governance & Performance Department budget.

Quarterly Council Performance Reporting assists in showing the financial and resource performance to plan as per the targets, initiatives and activities outlined in the *Annual Business Plan 2021-22*.

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

Providing integrated, consultative corporate planning and effective and transparent performance reporting to the Council and community has the potential to increase the level of trust and confidence in Council.

➤ **Sustainability Implications**

Quarterly Council Performance Reporting assists in demonstrating the outcomes related to Council's economic, social and environmental initiative.

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	The report was received and noted by the Audit Committee at the 18 October 2021 meeting.
<i>Council Workshops:</i>	Not applicable
<i>Advisory Groups:</i>	Not applicable
<i>Administration:</i>	Council's Executive Leadership Team, relevant Managers, and Officers were consulted during preparation of the quarterly performance report.
<i>External Agencies:</i>	Not applicable
<i>Community:</i>	Not applicable

2. BACKGROUND

At its 19 June 2018 meeting, Council adopted (Res 128/18) the *Corporate Planning & Performance Framework*, of which a key element was the establishment of a suite of Corporate Business Performance Indicators which are aligned with Adelaide Hills Council's Strategic Plan goals and will enable the tracking of performance over time.

Over the 2019-20 financial year, Quarterly Council Performance Reports were drafted showing the performance against the Corporate Performance indicators, strategic initiatives and key activities of the *2019-20 Annual Business Plan*.

A revised suite of corporate performance indicators and targets were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the 2020-21 Annual Business Plan process. These were aligned to the new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020. These indicators have continued to be used in the *Annual Business Plan 2021-22*.

A change has been made to the timing of reports for the 2021-22 financial year. Reports are now provided to Council and the Audit Committee at the meeting directly following the end of the quarter.

A change has been made to the Customer Service Standard related to the European Wasp Nest removal resulting from the Council resolution 124/21 to charge for treatment of European wasp nests at the 22 June 2021 meeting. The wording of this statistic has changed from “We will investigate and action reported European Wasp nests within 7 days” to “We will action requests to treat European Wasp nests within 7 days from receipt of payment”.

Council resolved at the 28 September 2021 meeting to establish more visible and accessible reporting mechanisms on significant projects across the district. Part of this is to include this information in the Quarter Council Performance reports. Due to the timing of the motion, this information will be available from Q2 onwards.

11.4 Community Project Update

7.25pm Cr John Kemp left the meeting

7.34pm Cr John Kemp returned to the meeting

Moved Cr Kirsty Parkin

S/- Cr Leith Mudge

202/21

That Council establishes additional, more accessible and visible reporting mechanisms to provide information on the progress of significant projects across the district for the community and associated sporting clubs and associations. This could include more detailed information on key milestones and target dates and would be made available on the Adelaide Hills Council website for easy accessibility. This information would be updated on at least a quarterly basis.

Carried Unanimously

The Audit Committee considered the Quarterly Performance Report Q4 at its 18 October 2021 meeting and resolved as follows:

7.6. Quarterly Performance Report Q1

Moved Peter Brass

S/- David Moffatt

AC 52/21

The Audit Committee resolves that the report be received and noted.

Carried Unanimously

3. ANALYSIS

To reflect the alignment to the *Strategic Plan 2020-24 – A brighter future* the format of the Quarterly Council Performance Report is formatted to show Council's performance against the 5 strategic goals:

- Built Environment
- Community Wellbeing
- Economy
- Natural Environment
- Organisation

The report also includes the Customer Service Standards, Capital Works performance, and Quarterly Financial Performance.

Overall performance results for Quarter 1 include:

- 67 of Strategic initiatives are in progress, 1 is completed, 1 was deferred, 11 were not started and 17 are behind schedule.
- 8 of the 19 corporate performance indicators were met or exceeded, 9 were not met and 1 could not be assessed this quarter.
- 8 of the 17 customer service standards were met or exceeded, 3 were not met, and 6 had no instances reported or could not be assessed this quarter.

Comments within the report provide additional information on the strategic initiatives and performance indicators where they are not currently on track or under target.

See the attached Quarterly Council Performance Report – Quarter 1 2021-22 (**Appendix 1**) for details.

4. OPTIONS

As this is an information report, Council is limited to receiving and noting the report, however additional feedback can be provided to the Governance and Performance team for consideration of future enhancements within the ongoing reports.

5. APPENDIX

- (1) *Quarterly Council Performance Report – Quarter 1 2021-22*

Appendix 1

Quarterly Council Performance Report – Quarter 1 2021-22

Quarterly Council Performance Report

Quarter 1 – 1 July to 30 September 2021



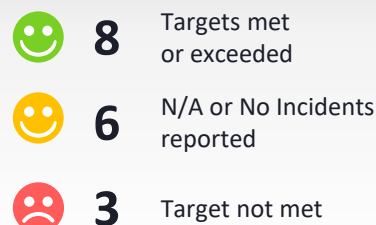
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3. Customer Service Standards	16
4. Capital Works Performance	19
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1. Executive Summary



Customer Service Standards



Capital Performance

\$1.2m of infrastructure delivered

\$1.9m of works ordered

Focus in Q1 has been on scoping new projects, as well as commencing construction on projects designed last financial year.

Significant road renewal programs and renewal of Gumeracha courts to commence in Q2.

Highlights

- Over 18,000 Rate notices were sent out late July with over 2,100 of those ratepayers now receiving their rate notice electronically.
- The passing of the *Statutes Amendment (Local Government Review) Act 2021* provides the sector with some confidence and clarity with the implementation of some long-overdue reforms. While the commencement timeframes of some of the changes are yet to be determined, the current roadmap will see the majority of the reforms implemented over the next two years.
- Council provided an automatic revaluation relief rebate to assist ratepayers in response to increases in valuations from the Office of the Valuer-General.
- Review of the operational accommodation requirements has been undertaken, with additional leased office space secured to enable building upgrade works to be progressed and future requirements considered.
- Skytrust (WHS System) implementation has continued. One improvement is use of online training where a number of WHS courses have been run and completed, and most recently, ICAC training was sent organisation wide.

Risk and Challenges

- Current market conditions which continue to influence the high costs and limited contractor availability, still present delivery challenges across a broad range of project and service areas.
- There is a high volumes of Section 7 searches due to entering Spring which is putting pressure on meeting the legislated timeframes.
- Delays to the implementation of the Cyber Security Plan due to a key staff member resigning.

2. Performance by Strategic Goal

A functional Built Environment

Highlights

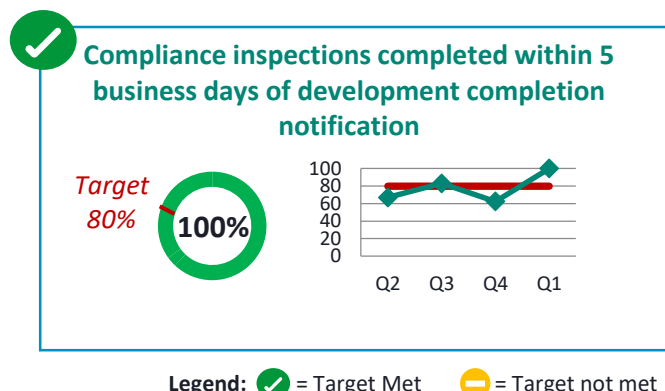
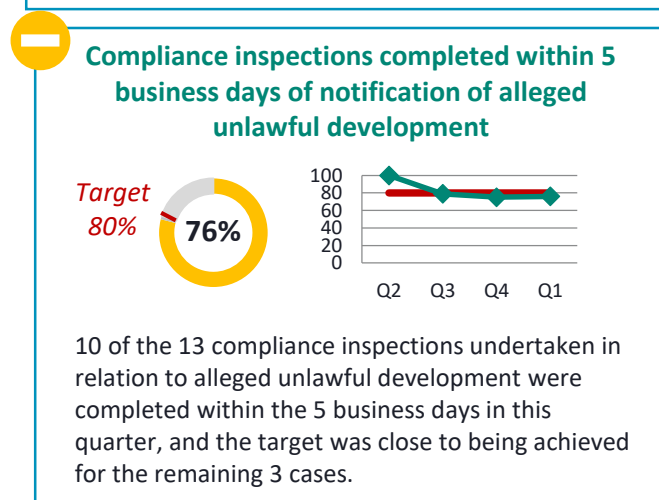
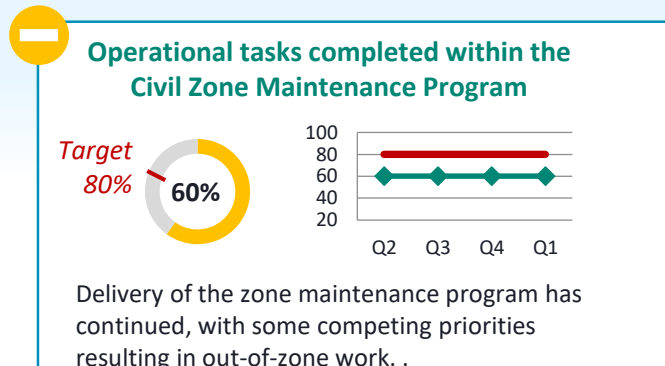
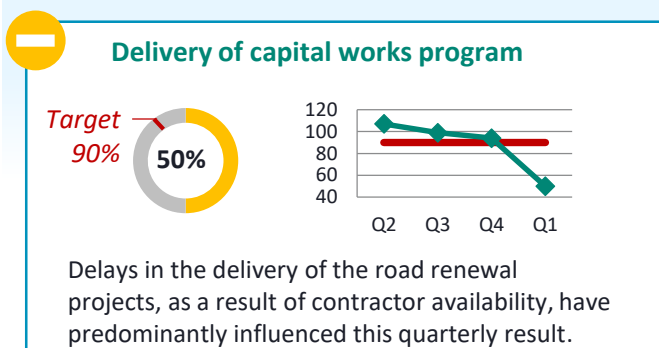
- ✓ **Transition to the Planning, Development & Infrastructure Act (PDI Act)**
 - 90% of the project is now complete with only 6 actions remaining to be finalised.
 - Business continuity issue being addressed by PlanSA to make provision for a backup system in the event of Portal outages during business hours. Awaiting further information from PlanSA.
- ✓ **LED Street lighting replacement**
 - Council is seeking quotes to upgrade main street lights in the townships of Aldgate, Summertown and Uraidla.
- ✓ **Bridgewater Oval drainage**
 - Planning, in partnership with the club is well underway, with works due to commence late in the year in line with cricket schedules.
- ✓ **Bushland park lookout tower**
 - Contractor engaged for construction in second half of financial year.
 - Native vegetation needs to be assessed for access to the site.
- ✓ **Public Toilet upgrades**
 - Construction works have commenced on both Bridgewater Oval and Aldgate Main Street toilet upgrades. Steamroller Park upgrade is due to commence in October.
- ✓ **Planning & Development**
 - The new state PlanSA system has been in place for 6 months and after some initial issues is working well.
 - Development Application lodgments remain consistent with levels under the *Development Act 1987*.
 - Publicly notified development has reduced slightly but there are still a large number of applications with complex planning assessment.
 - Building assessment remains at a ratio of approximately two thirds by private certifiers and one third by Council
- ✓ **Energy Upgrades, Battery & Efficiency Actions**
 - Installed an additional 132kW of solar PV panels on key Council Facilities including the Coventry Library and Birdwood treatment plant facility resulting in lowered operating costs at site.
 - The plant operation at the Birdwood facility will be modified to maximise the use of the solar panel array.
 - Tender documents prepared for a new air-conditioning system on the Coventry Library.
- ✓ **Mill Road, Lobethal - School Crossing**
 - Contractors engaged for construction during October school holidays
- ✓ **Birdwood footpath from kindergarten to playground**
 - Contractor engaged to undertake construction during October school holidays
- ✓ **Asset Management**
 - Council received a final report on the condition of its road bridges from the Australian Road Research Board. The condition audit report will form the basis of Council's new bridge asset management plan.
 - Council's enterprise asset management system has now been set up to capture park asset data and condition in the field which will ensure improved management of these important community assets.

Risks & Challenges

- ✗ **Installation of further Electric Vehicle (EV) charging stations**
 - Council applied for State Government grant funding to install EV charging stations in Stirling and Woodside. Currently waiting on the outcome of the funding.
- ✗ **Aldgate Main Street amenity upgrade**
 - Council has completed the final project scoping that includes consideration of access and inclusion universal design elements.
- ✗ **Mount Lofty Gardens - Lampert Road Safety Upgrade**
 - Extensive community consultation has occurred and identified community concerns which need to be resolved before continuing the project.
- ✓ **Water reuse for Woodside recreation ground irrigation**
 - Analysis reports presented to Council during the quarter on environmental and economic costs. Further decisions from Council required to progress project further.
- ✗ **Crafrers Village Main Street Traffic Calming and Open Space Upgrades**
 - Survey undertaken and landscape designer commencing scoping of project
 - Further refinement of the project scope required with community engagement to be considered in the Masterplan
- ➔ **Integration of Development Assessment Systems**
 - Project on hold waiting on outcome of PlanSA system enhancements
- ✗ **Purchase of Electric Vehicles cars for fleet**
 - 9 hybrid vehicles on order. There has been delays in getting new vehicles due to COVID-19 impacts on imports.
- ✗ **Mount Barker Road, Aldgate 'Park and Ride'**
 - Council has been working with the Department for Infrastructure and Transport and Australian Rail Track Corporation to resolve land ownership and licences for the facility.

Legend: ✓ = On Track ⬇ = Not Started ➔ = Deferred ✗ = Behind Schedule 😊 = Completed ✓ = Not a Strategic initiative

Performance Indicators



Legend: ✓ = Target Met ⬇ = Target not met

Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
B1001	Recreation Trails & Cycling Route Upgrades	✓
B1003	New Bus Shelter Installation Program	✓
B1004	New and Upgrade Footpath Program	✓
B1006	Crafers Village Main Street Traffic Calming and Open Space Upgrades	✗
B2001	Federation Park and Oval masterplan implementation	—
B2002	Gumeracha Main street project - stage 2	✓
B2004	Gumeracha Main Street Stormwater	😊
B2005	Transition to the Planning, Development & Infrastructure Act (PDI Act)	✓
B2006	Local Heritage Grant Fund	✓
B2007	Integration of Development Assessment Systems	➡
B3001	Water reuse for Woodside recreation ground irrigation	✓
B3002	Implement irrigation systems (renewal / upgrades)	✓
B3005	Energy Upgrades, Battery & Efficiency Actions from new Carbon Management Plan	✓
B3006	LED Street lighting replacement	✓
B4006	Asset management – Additional System Licenses and Field Devices	✓
B4007	Asset Management Plans for Buildings	✓
B4009	Building Upgrades – minor	✓
B4011	Community Wastewater Management System Capacity Upgrades (Birdwood & Woodside gravity mains)	✓
B4014	Road Safety Program including co-contribution to Road Blackspot	✓
B4015	Installation of further Electric Vehicle charging stations	✗
B4016	Purchase of Electric Vehicles cars for fleet	✗
B4019	Aldgate Main Street amenity upgrade	✗
B4021	Merchants Rd slip repair	✓
B4022	Western Branch Creek erosion protection - design only.	✓

Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
B4023	Bushland Park lookout tower	✓
B4024	Bridgewater Oval Drainage	✓
B4025	Play space Audit	—
B4026	Woodside Rec Ground - Driveway & Carpark Upgrade	—
B4027	Woodside Recreation Ground - Masterplan progression	—
B4028	Aldgate Bridgewater Crafers Stormwater Master Plan	✓
B4030	Mill Road, Lobethal - School Crossing	✓
B4031	Public Toilet Upgrades – Stirling, Aldgate and Bridgewater	✓
B4032	Mount Barker Road, Aldgate ' Park and Ride'	✗
B4033	Upper Sturt Road Walking Path	—
B4034	Strathalbyn Rd - Service road Sealing	✓
B4035	Hunters Road - Amenity Upgrade	✓
B4036	Mount Lofty Gardens - Lampert Road Safety Upgrade	✗
B4037	Birdwood footpath from kindergarten to playground	✓
B4038	Bus Stop replacement - main street Stirling	✓
B4039	Civil Services Cadet engineer	✓
B4040	Crafers to Stirling Bikeway Stirling	✓

Highlights

✓ Accessibility planning

- Training provided to staff on creating accessible Council documents for people with disability
- Independent accessibility audit of Council websites and sample pdf documents completed. Findings shared for learnings to be incorporated in future designs.
- Accredited access advisers engaged to assess and inform strategic plans and projects to ensure improvements are considered for accessibility and inclusion. This includes:
 - Assessment of existing footpath network
 - Various streetscape upgrade plans
 - Assessment of re-development plans for FABRIK Arts and Heritage Hub

✓ Community Resilience and Readiness program

- Community-led Emergency Resilience Workshops completed with the Charleston community on 30 September 2021.
- Successful delivery of pilot parenting course integrating content from Emerging Minds and Families SA. Local Primary Schools are now booking in presentations.
- CFS engagement officers booked in for various presentations at community events over Preparedness Month in October.

✓ Heathfield Oval Change room upgrade

- Demolition on this project is now complete, and construction has begun, with foundations and plumbing undertaken in recent weeks.
- Various Members of Parliament visited the site in August in line with funding agreement obligations.

✓ Cemeteries

- Imaging of all Council cemeteries has been undertaken for integration into the Cemetery Management System. Once live, this will provide better information to the community in relation to burial details and locations.

✓ Mylor BMX - Pump track at Sherry Park

- Several stages of consultation have been completed.
- A 'Bike Reference Group' has been formed to assist staff and contractors to design the track.
- A successful tenderer has been appointed.

✓ Community Wellbeing Indicators

- The final version of the Community Wellbeing Indicators Framework ("Indicators of Community Wellbeing for the Southern and Hills Local Government Area (S&HLGA)") was endorsed by the S&HLGA Board in August 2021.
- The project is a finalist in the Minister's Award for Excellence in Public Health. These will be announced at the Local Government Association's AGM on 29 October 2021.
- Work is underway to look at how this new tool can be used by Council to measure and enhance wellbeing

✓ Aboriginal Cultural Centre Development

- Fabrik collaborated with Country Arts SA to present the 2 day Regional Arts Australia "Artlands" conference in September which had a strong First Nations focus.
- The event provided a significant opportunity for participants to develop an understanding of First Nations' cultures and creative practices.

✓ Reconciliation Action Plan (RAP) Initiatives

- Draft of the Aboriginal Place Naming Strategy written in consultation with the Adelaide Hills Reconciliation Working Group.

✓ Emergency management

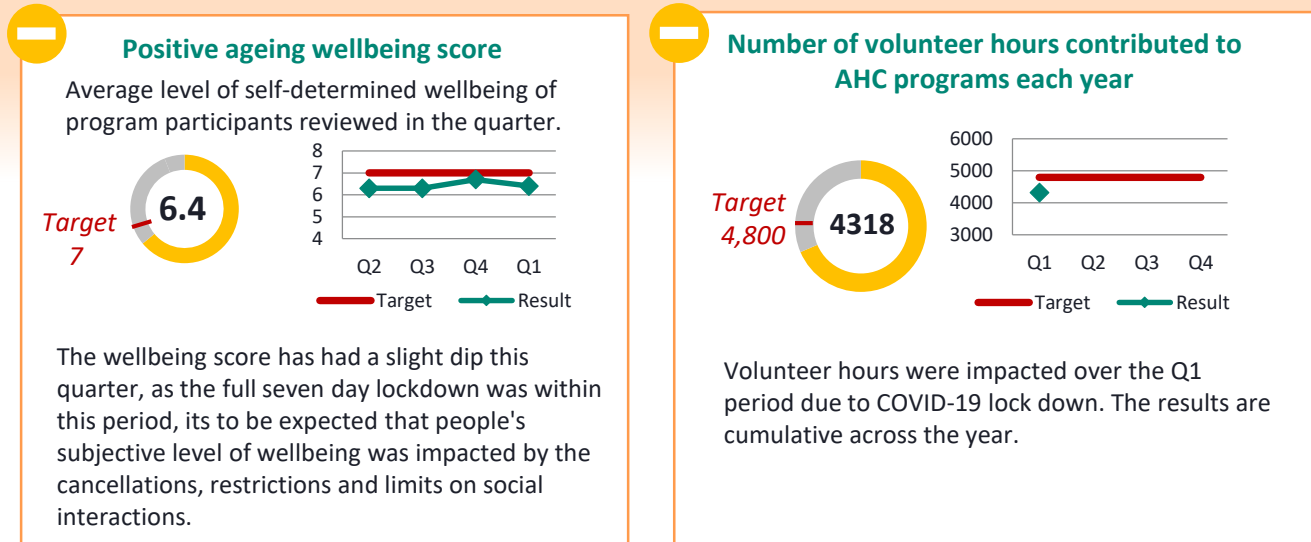
- Updates made to Council's Incident Operations Manual and the final Draft Emergency Management Plan completed.
- Activities to prepare for the 2021-22 high risk weather season were undertaken

Risks & Challenges

- ✗ **The Summit Community Centre natural amenity space**
 - Garden bed updated with asthetic rock outlining walk way. Down pipe completed to have water run off into native grasses.
 - Some issues with products used in Stage 1 are in process of being resolved causing delays to stage 2.
- ✗ **Gumeracha court resurfacing**
 - The tender process for this project has been undertaken, with a preferred tenderer appointed.
 - Some elements of the project (including retaining, pathways & some electrical elements) have been removed due to cost pressures.
- ✗ **Bridgewater court resurfacing**
 - The club associated with this project have requested to change the project scope to include some foundation works. As a result, they have applied for additional funds from the Office for Recreation & Sport's grant funding program.
 - It is unlikely that the outcome of this application will be known in time to meet Council's current grant funding requirements.
- ✓ **Hills home and community support**
 - Staff have needed to be extremely adaptable in Q1 due to the 7 day lockdown, and in establishing how we can continue to deliver the ongoing program with increased COVID-19 requirements
- ✗ **Regional health planning**
 - Further extension until 30 June 2022 sought for the next S&HLGA Regional Public Health Plan to allow time to finalise current projects and then develop and consult on the new plan.
- ✗ **Heathfield High School Sports Court redevelopment**
 - The Heathfield High School have committed to contributing \$250,000 towards the resurfacing project to ensure that it can be completed. Consultation and negotiations on this have contributed to project delays.
 - Project costs included in tender submissions were considerably over the available budget.
- ✗ **Capital Divestment (related to Lobethal Woolen Mill)**
 - Prospective purchaser has identified some potential issues requiring further investigation by Council.
 - Outcome of the engineering study and structural assessment of the site will impact the outcome of negotiations with the prospective purchaser and remaining tenant. Once issues are resolved negotiations will continue

Legend: 🟢 = On Track 🟡 = Not Started 🟠 = Deferred ✗ = Behind Schedule 😊 = Completed ✓ = Not a Strategic initiative

Performance Indicators



Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
C1001	Accessibility Planning - Staffing	✓
C1002	Accessibility Planning materials	✓
C1003	Mylor BMX - Pump track at Sherry Park	✓
C1004	Gumeracha Library upgrades	✓
C1005	Stirling region Skate Park	—
C2003	The Summit Community Centre Natural Amenity Space	✗
C4001	Community Wellbeing Indicators - staffing	✓
C4002	Regional Health Planning Initiatives - Staffing	✗
C4004	Gumeracha Court Resurfacing – Federal Government Community Development Grant Funding	✗
C4006	Play Space Upgrades	✓
C4009	AHC contribution to Heathfield High School Sports Court Redevelopment	✗
C4017	Bridgewater Court Resurfacing	✗
C4018	Community Resilience and Readiness program	✓
C4019	Heathfield Oval Changeroom Upgrade	✓
C4020	Play space upgrades at Lobethal Bushland Park	✓
C5001	Reconciliation Action Plan (RAP) initiatives	✓
C5002	Aboriginal Cultural Centre development	✓
C6001	Fabrik activation - Capital	✓
C6002	Capital Divestment - Sales Revenue	✗
C6003	Capital Divestment - Capital Cost	✗
C6004	Activation Arts & Heritage Hub - Operating (Income)	✓
C6005	Activation Arts & Heritage Hub - Operating (Expenditure)	✓
C6006	Grow our involvement in the Women's Tour Down Under	✓
C6007	Support for Small Community Events	✓
C6009	Public Art (including Acquisition)	✓

Highlights

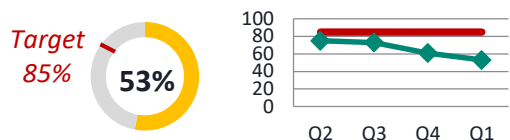
- ✓ **Expression of interest related 'Free' camping sites in the district**
 - A proposal to seek expressions of interest from individuals or community groups to host and manage a Free Camping facility was presented to Elected Members in August.
- ✓ **Business survey**
 - The Biannual Business Survey was undertaken with 109 responses which is a 30% increase from the 2019 survey.
 - Data from the survey reflects increasing business confidence for the year ahead.
- ✓ **Creative Industries report**
 - A report has been written for Council by EconomyID which provides an overview of the number and characteristic of creative industry businesses within the Adelaide Hills.
 - This will enable Fabrik to better connect with and support local Creative Industry businesses.
- ✓ **Additional tree safety work required to support the Tour Down Under**
 - Council is currently awaiting announcement of any cycling courses whether for Tour Down Under or other type of festival.
 - Once confirmed, staff will begin the process of assessing the vegetation and follow up works as required.
- ✓ **Business workshop**
 - Council supported the promotion of Business SA Strengthening Business workshop in July. The workshop which was held in Handorf, was attended by about 40 businesses and focused on issues specific to the Adelaide Hills business community including resilience, and on-line sales and marketing.

Risks and Challenges

- ✗ **Place making program to shape, activate and coordinate community place making**
 - Resources for this project have been supporting the introduction of the new planning and development code, which is an important element in guiding this project.

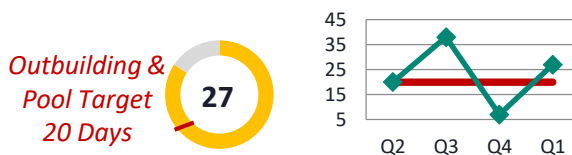
Performance Indicators

Percentage of planning consents completed within statutory timeframes



We are currently unable to accurately report on new applications for this indicator due to discrepancies with data management in the new PlanSA system. Of the 67 applications approved in the old system, 36 of these were determined within the statutory timeframes. Most of the applications that did not meet the timeframe were ones of a complex nature that involved public notification and agency referrals.

Average number of days for applications to be approved - building consent



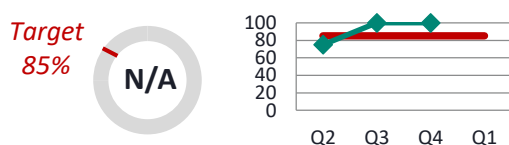
One case was approved in the old system in Q1 which exceeded the target timeframe by 7 days.

We are currently unable to accurately report on any new applications for this indicator due to discrepancies with data management in the new PlanSA system.

Legend: = Target Met or N/A = Target not met

= N/A – cant be assessed

Percentage of new development application decisions upheld in Council/CAPs favour under appeal



There is one new appeal of a CAP decision this quarter and one on-going appeal, both of which are yet to be determined.

Progress on Strategic Initiatives from the Annual Business Plan

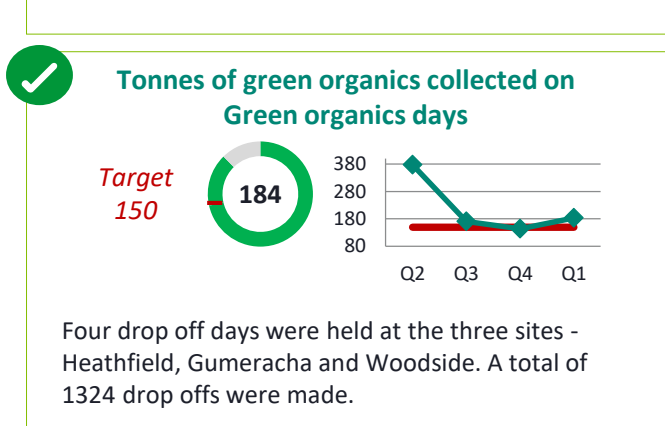
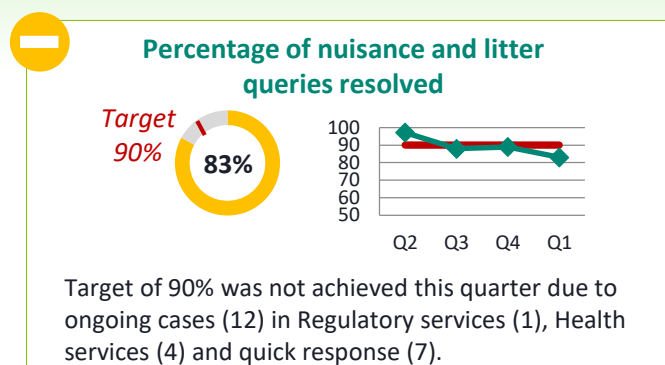
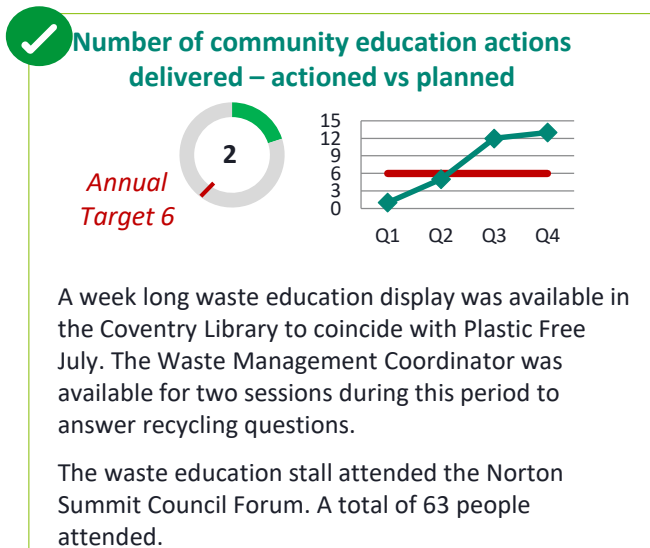
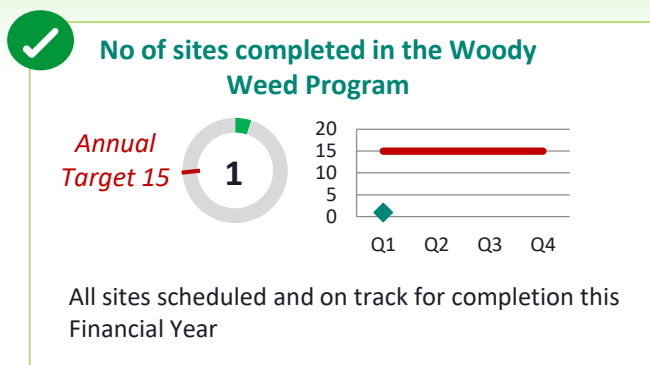
Project ID	Strategic Initiatives	Status
E1003	Undertake an expression of interest process related to the level of interest and viability of 'Free' Camping Sites in the district	
E2001	Review and upgrade Council signage and branding	
E2002	Place making program to shape, activate and coordinate community place making	
E4001	Additional Tree Safety Work required to support the Tour Down Under	
E4002	UNESCO World Heritage Bid	

Highlights

- ✓ **Long Term Strategic Tree Planting Program**
 - Plantings scheduled for Q4 on Piccadilly Road Crafrers and potentially on Onkaparinga Valley Road, Charleston (if approved by SA Power Networks)
- ✓ **Strategic Tree Planting - Avenue of trees**
 - Trees have been ordered and scheduled for planting on Woodside road in Q4.
- ✓ **Heritage Agreements for land under Council's care and control**
 - Heritage Applications to be lodged for MiMi Reserve, Stock Road Reserve (Mylor), Heathfield Stone Reserve and Carey Gully Water Reserve.
 - Heathfield Stone requires rededication from Stone Reserve to Conservation Reserve. The internal process for this has commenced, but will also require approvals from the Lands Title Office.
- ✓ **Internal resourcing of Tree Team**
 - Three new positions have been advertised and interviews completed. Preferred candidates should be appointed in Q2.
 - Elevated Work Platform truck has been ordered and expect delivery by the end of the financial year.
- ✓ **Undertake Kerbside Waste Audits**
 - Discussion between member councils of Adelaide Hills Regional Waste Management Authority to explore a joint auditing project which could achieve greater outcomes than individually funded audits.

Legend: ✓ = On Track ⚪ = Not Started ⏸ = Deferred ✗ = Behind Schedule 😊 = Completed ✓ = Not a Strategic initiative

Performance Indicators



Legend: ✓ = Target Met ⚪ = Target not met

Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
N1003	Long Term Strategic Tree Planting Program	✓
N1004	Strategic Tree Planting - Avenue of trees	✓
N1005	Internal resourcing of Tree Team	✓
N2002	Heritage Agreements for land under Council's care and control	✓
N2003	Native Vegetation Marker Program to protect and manage roadside vegetation	✓
N2006	Develop and review Council Management Plans for high value reserves	✓
N2008	Develop informative and attractive signage in Council reserves/playgrounds	—
N2010	Post prescribed burn weed management	✓
N3001	Local Climate Adaptations for landscape conservation	—
N3002	Resilient community facilities and open space including water fountains	—
N5001	Undertake Kerbside Waste Audits	✓



Highlights

✓ Resource to manage Skytrust (WHS system) implementation

- The successful implementation of Skytrust has continued with all actions from the WHS Action Plan being completed by the end of September.
- A new WHS Improvement Plan has been established and Skytrust work will continue to be implemented as defined.

✓ Cemetery mapping and imaging

- The majority of drone imaging has been completed and the information will be incorporated into the Cemetery Management System prior to it going live

✓ Local Government legislative reform proposals

- The first tranche of legislative reforms came into effect in September 2021 with the second tranche due in November 2021. Policies and associated processes are being revised to comply with changes and will be the subject of future Audit Committee and Council reports.
- A number of the legislative reforms are yet to have commencement dates determined or subordinate legislation drafted which will likely result in a lengthy transition period.

✓ Revaluation Initiative Project

- As a result of an Revaluation Initiative Project undertaken by the Office of the Valuer-General across all of South Australia, Council was aware of increased variability in valuation increases for the 2021-22 rating period, particularly within primary production land use. As a response, Council provided an automatic revaluation relief rebate.
- A number of ratepayers have contacted Council about their valuation change and most have indicated that they will follow up directly with the Office of the Valuer-General for a detailed explanation for their individual property.

✓ Update of Business continuity plan and implementation

- Departmental managers have completed the Maximum Acceptable Outage (MAO) analysis for each of the Council's service areas. The resulting critical functions will be subject to further analysis for inclusion in the draft Business Continuity Plan (BCP).

✓ Develop or respond to Boundary Reform Proposals

- Council's motion to the September Greater Adelaide Region Order of Councils (GAROC) meeting has resulted in a resolution to the Local Government Association AGM in October to advocate to the Boundaries Commission for:
 1. a review of the boundary reform legislation once one proposal has been fully tested and
 2. for a timeframe to be inserted in the Guidelines regarding the maximum duration of a Stage 2 proposal lodgment.



Customer experience improvement projects

- Collaboration on potential improvements has commenced resulting from Customer Experience surveys feedback.



Rates for 2021-22

- Over 18,000 Rate notices were sent out late July. Ratepayers receiving their rate notice electronically has increased to over 2,100.

Risks & Challenges

✗ Cyber & Systems Security - Program Management

- Due to the resignation of a key staff member in this program, delays are expected until a new staff has been appointed.

✗ Heathfield Resource Recovery Centre (HRRC) – concreting of bays and upgrades

- Project delayed due to unplanned work in the Sustainability, Waste and Emergency Management area. Alternative project delivery options are currently being explored.

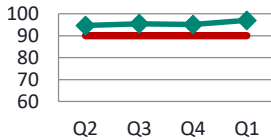
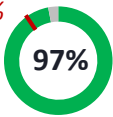


Performance Indicators



Decisions (Council resolutions) considered in open Ordinary and Special Council meetings during the period

Target 90%

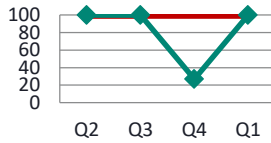
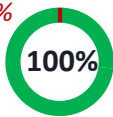


Council considered two confidential items during Q1.



Freedom of Information (FOI) requests completed within the legislated timeframe

Target 100%



Three received during this quarter, one completed and two still ongoing with extension of time letters issued. Three completed this quarter from previous quarters (some partial release) all with extension of time letters issued (two overdue).



Number of lost time injuries

Annual Target

0

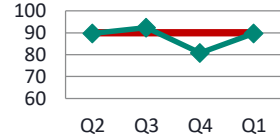
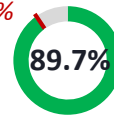
Actual

0



Council member attendance at ordinary and special meetings for the period

Target 90%

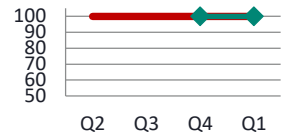


There were four Leaves of Absence (LOA), three apologies and one absence during the quarter.



Percentage of Ombudsman investigations upholding Council's decisions

Target 100%



Two Ombudsman decisions are still in determination & one Ombudsman decision in favour of Council.



Employee Turnover

Annual Target

7-15%

Actual

3.72

The assessment against the target figure will only be realised at the end of financial year. Across the year a rolling update is provided.



Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
O1001	Resource to manage Skytrust (WHS system) implementation	✓
O1002	Update of Business Continuity Plan and implementation	✓
O1003	Heathfield Resource Recovery Centre (HRRC) - Concreting of Bays	✗
O1004	Heathfield Resource Recovery Centre (HRRC) - Pedestrian movement safety upgrade	✗
O2001	New council website and e-services	✓
O2003	Customer experience improvement projects	✓
O2004	Customer Experience Training	✓
O2006	Cemetery mapping and imaging	✓
O3001	Service Review Framework Development	✓
O4003	Develop or respond to Boundary Reform Proposals	✓
O4004	Council Member Honour Boards	—
O5001	Local Government legislative reform proposals	✓
O5003	Corporate Plan Review	—
O5005	Resource to manage building & swimming pool compliance inspections	✓
O6002	Cyber & Systems Security - Program Management	✗

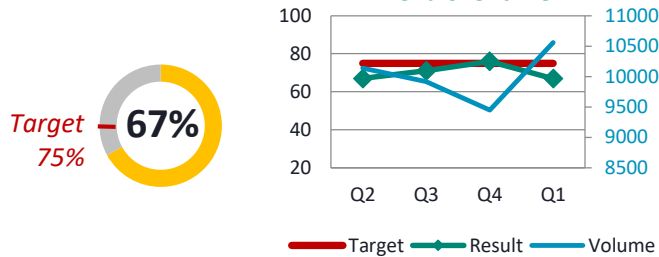
3. Customer service standards

5.1 General Customer Standards

Answering Incoming Phone Calls

Volume of calls = 10,561

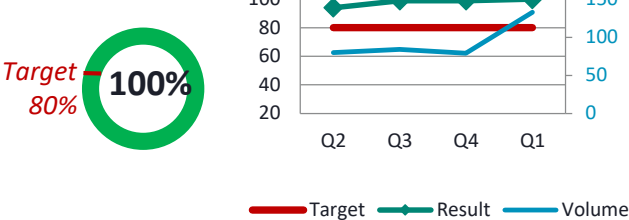
Contact centre calls answered within 30 sec



Updating Customer Details

Volume of updates = 133

Details updated within 5 days



5.2 Service Specific Standards – Time Based Indicators

New Event Applications

Volume of applications = 1

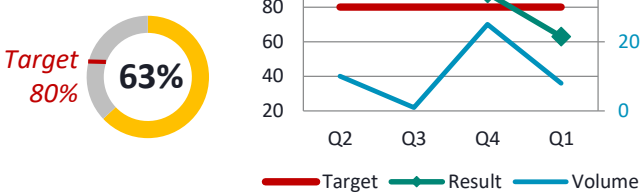
Acknowledgement of receipt within 5 days



Illegal Burning Complaints

Volume of complaints = 8

Investigated within 24 hours



Of the 3 complaints that did not meet the standard, 2 were for the same incident and the other complaint was actioned within the timeframe, however due to technical limitations of the system, the case was not resolved until the standard had expired.

Health Complaints

Volume of complaints = 0

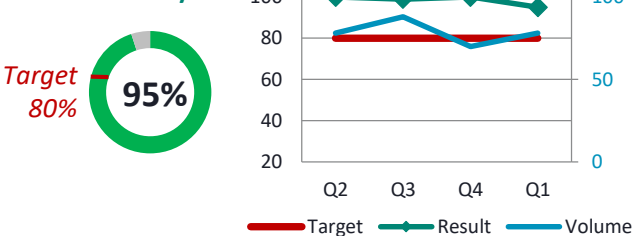
Investigated within 24 hours



Illegally Dumped Rubbish

Volume of reports = 78

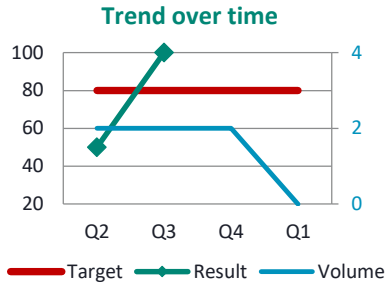
Rubbish removed within 3 days



Library Services

Volume of requests = 0

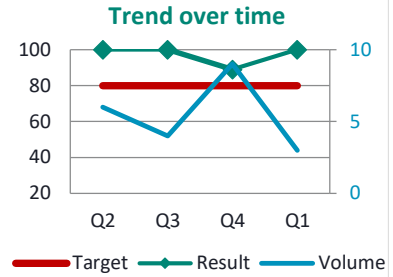
Response to requests to purchase materials within 10 days



Dog Attacks

Volume of attack reports = 3

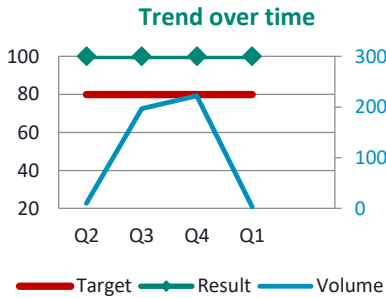
Response within 24 hours



Wasps

Volume of reports = 3

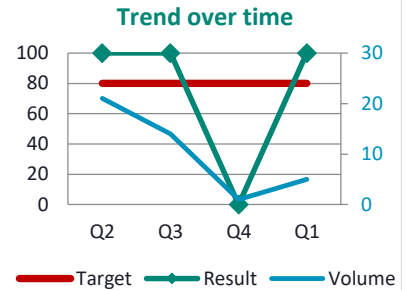
Investigate and action within 7 days



Development Applications

Volume of applications = 5

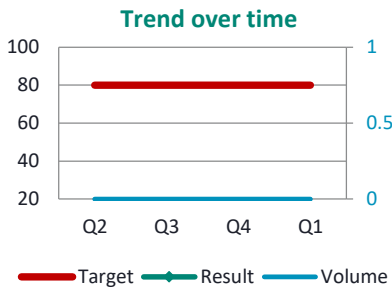
Approval of fast track development applications within 28 days



Missed Bins

Volume of requests = 0

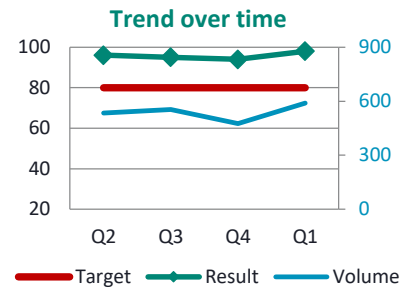
Missed bins collected within 2 days



Request for Bin Repair or Replacement

Volume of requests = 590

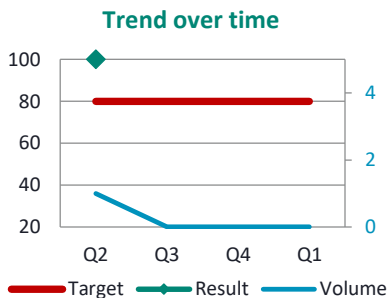
Requests actioned within 7 days



Footpath Repairs - Hazardous

Volume of repairs = 0

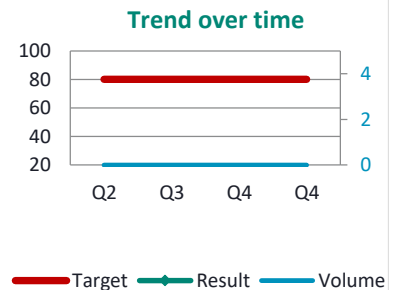
Responded and made safe within 24 hours



Road Repairs - Hazardous

Volume of repairs = 0

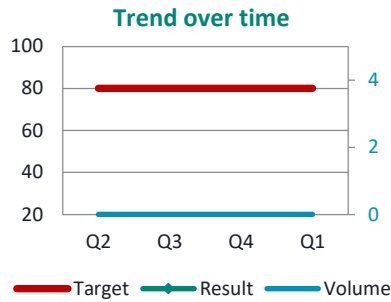
Responded and made safe within 24 hours



Stormwater Repairs - Hazardous

Volume of reports = 0

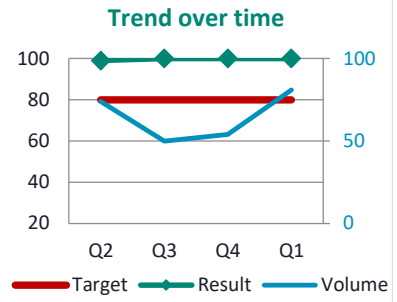
Responded and made safe within 24 hours



Trees - Hazardous

Volume of reports = 81

Responded and made safe within 24 hours

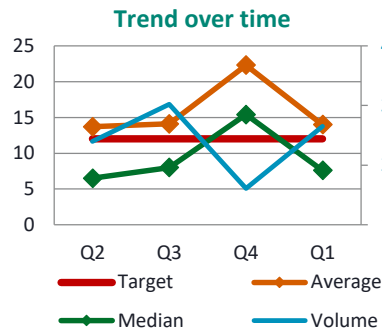
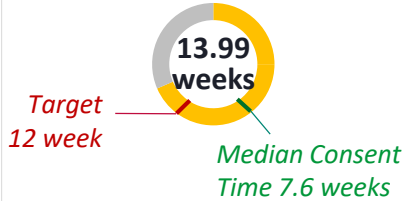


5.3 Service Specific Standards – Other Indicators

Development Applications

Volume of planning consents = 265

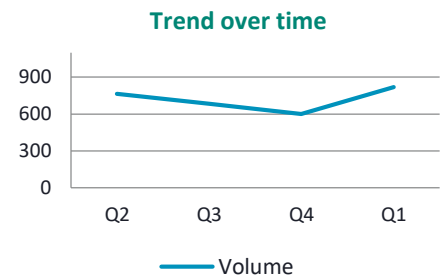
Average consent time from date of receipt



The 13.99 weeks are the average of applications across the two systems. There is an average of 36.25 weeks to issue consent on the high complexity applications that still exist in the old system. In the new Plan SA system, the average is 6 weeks to issue consent, with overall more consents granted.

Low Risk Infrastructure Requests – Number of New Requests

Volume of new requests = 921



Low Risk Infrastructure Requests – Average Time to Resolve

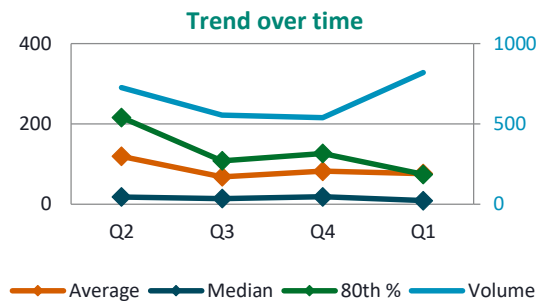
Volume of Requests = 820

Resolution time of requests

Average = 76 days

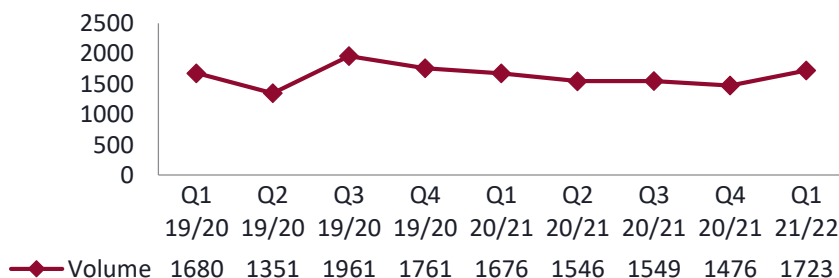
Median = 9 days

80th Percentile = 74.16 days



Overall Volume of Requests

Trend in volume of requests/customer cases for which there is an adopted service standard, excluding the volume of phone calls



3. Capital Works Program

Quarter 1 of 2021-21 FY represents the commencement of the 2021-22 Capital Works Program, with \$1.23M of infrastructure delivered during this period and another \$1.94M of works ordered. The primary focus of this quarter has been on scoping new projects, as well and commencing construction on projects that were designed in 2020-21 Financial Year.

Highlights

- Works on the Gumeracha Main Street streetscape substantially commenced, with new paving being laid.
- Works on the Stirling to Crafers Bikeway continued, including a new pedestrian crossing on Mt Barker Rd near the roundabout.
- The Charleston Playspace Renewal was opened to the public, and was very well received.

What's Next

- Significant road renewal programs will commence in Quarter 2,
- Renewal of the Gumeracha playing courts will commence in Quarter 2,
- The Mill Rd, Lobethal, school crossing will be completed in Quarter 2.

Financial Performance by Asset Category (preliminary numbers)

Asset Category	YTD Actuals \$'000	YTD Budget \$'000	YTD Var Fav / (unfav) \$'000	Annual Budget \$'000
Bridges	17	25	8	272
Buildings	127	490	363	5,997
Cemeteries	4	8	4	78
CWMS	18	27	9	274
Footpaths	173	172	-1	1720
Guardrails	-	10	10	100
Kerbing	-	20	20	200
Local Roads & Community Infrastructure Program (LRCIP) – phase 1	72	103	32	103
Local Roads & Community Infrastructure Program (LRCIP) – phase 2	43	163	120	1,432
Other - Ret Walls, Street Furniture & Bus Stops	18	40	22	467
Roads	52	417	365	4,172
Sport & Recreation	76	261	185	3,878
Stormwater	200	55	-145	725
Fleet	81	305	223	2,886
ICT	81	535	455	1,149
Library	3	11	8	15
Plant & Equipment	10	15	5	123
	974	2,658	1,683	24,955

4. Financial Performance

Overall Funding Statement as at 30 September 2021

Note: These figures are preliminary only. The fully reconciled figures will be presented to Council as part of the Budget Review report in November.

	YTD Actual	YTD Budget	YTD Variance	Annual Adopted Budget
	\$'000	\$'000	\$'000	\$'000
Total Operating Income	43,843	43,408	435	50,751
Total Operating Expenditure	9,793	10,449	654	49,794
Operating Surplus / (Deficit) before Capital	34,050	32,959	1,090	957
Capital Expenditure	974	2,658	1,683	24,955
Capital Income	1,443	1,350	93	7,776
Net expenditure - Capital projects	(468)	1,308	1,776	17,179
Net Lending / (Borrowing) Result for Year	34,518	31,652	2,866	(6,460)

Adelaide Hills Council Operating Summary By Directorate as at September 2021				
	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Annual Adopted Budget \$'000s
Income				
CEO	-	-	-	39
Community Capacity	684	678	5	2,133
Corporate Services	40,020	39,926	94	41,561
Development & Regulatory Services	608	349	259	1,228
Infrastructure & Operations	2,531	2,454	76	5,790
Income Total	43,843	43,408	435	50,751
Expenditure				
CEO	693	655	(38)	2,112
Community Capacity	1,877	2,161	285	7,770
Corporate Services	2,205	2,278	73	6,267
Development & Regulatory Services	1,033	1,048	15	3,913
Infrastructure & Operations	3,986	4,306	320	29,732
Expenditure Total	9,793	10,449	654	49,794
Operating Surplus / (Deficit)	34,050	32,959	1,090	957



Adelaide Hills
COUNCIL

MORE INFORMATION



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**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 October 2021
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 13.1

Responsible Officer: David Collins
Manager Strategic Assets
Infrastructure and Operations Directorate

Subject: Electricity Procurement - Legal Matter

For: Decision

1. Electricity Procurement - Legal Matter – 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:

- Acting Chief Executive Officer, David Waters
- Acting Director Community Capacity, Jennifer Blake
- Director Corporate Services, Terry Crackett
- Acting Director Development & Regulatory Services, Melissa Bright
- Executive Manager Governance & Performance, Lachlan Miller
- Corporate Planning & Performance Coordinator, Kira Laverty
- Manager Strategic Assets, David Collins
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 19.1: 1.Electricity Procurement - Legal Matter 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 the disclosure of which could reasonably be expected to prejudice Council's position in future legal proceedings.

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. Electricity Procurement - Legal Matter – Period of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 19.1 in confidence under sections 90(2) and 90(3)(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 matter is determined, but not longer than 26 October 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.