



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

Councillor Ian Bailey
Councillor Kirrilee Boyd
Councillor Nathan Daniell
Councillor Pauline Gill
Councillor Chris Grant
Councillor Linda Green
Councillor Malcolm Herrmann
Councillor John Kemp
Councillor Leith Mudge
Councillor Mark Osterstock
Councillor Kirsty Parkin
Councillor Andrew Stratford

Notice is given pursuant to the provisions under Section 83 of the *Local Government Act 1999* that the next meeting of the Council will be held on:

Tuesday 23 November 2021

6.30pm

63 Mt Barker Road Stirling

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

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

Andrew Aitken
Chief Executive Officer



ORDINARY COUNCIL MEETING

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

ORDER OF BUSINESS

1. COMMENCEMENT

2. OPENING STATEMENT

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

3. APOLOGIES/LEAVE OF ABSENCE

- 3.1. Apology
Apologies were received from
- 3.2. Leave of Absence
Cr Leith Mudge 29 November to 10 December 2021
- 3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 26 October 2021
That the minutes of the ordinary meeting held on 26 October 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
 - 8.2.1. Alison Howard, Mylor Oval Management Inc.
 - 8.2.2. Lindy Miller, Mylor Community Bike Reference Group
- 8.3. Public Forum

9. PRESENTATIONS (by exception)

Nil

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

- 11.1. Cromer Cemetery Legal Access

I move that the CEO writes to the Minister for the Environment and Water requesting that the Department of the Environment and Water expedite a reply to Council in regard to legal access to the Cromer Cemetery.

- 11.2 Mylor Oval Bike Track

1. *That Physical work on the Mylor bike track proposed for development at Sherry Park and associated relocation of the cricket nets be postponed until:*
 - a. *An investigation is undertaken exploring:*
 - i. *Alternative options for the reduction in the size and scale, and movement of location of the bike track to allow more land to be kept for general use.*
 - ii. *Alternative options for the relocation of the cricket nets (beyond those already explored) that do not require the removal of the large poplar tree on the south-eastern side of the oval, that is of significance to members of the Mylor community.*
2. *That the principal stakeholder and tenant of the site, Mylor Oval Management Incorporated (MOMI) be further consulted regarding options and an agreement sought that addresses their concerns.*
3. *That a report be provided to the December 2021 Ordinary Council meeting with options for approval before further physical work proceeds.*

12. ADMINISTRATION REPORTS – DECISION ITEMS

12.1. Community Development Grants 2021 – 2022

1. *That the report be received and noted*
2. *That Council approves the awarding of Community Development Grants for 2021-2022 totalling \$42,460.45 as follows (refer to Agenda Item)*

12.2. Community & Recreation Facility Grants 2021-2022

1. *That the report be received and noted*
2. *That Council approves the awarding of Community Recreation and Facility Grants for 2021-2022 totalling \$99,662 as follows.
Refer to Agenda Item*

12.3. Memorials Policy – Community Engagement Outcomes and Adoption of Policy

1. *That the report be received and noted*
2. *With an effective date of 7 December 2021, to adopt the 23 November 2021 draft Memorials within Council Cemeteries Policy as contained in Appendix 2.*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 23 November 2021 draft Memorials within Council Cemeteries Policy prior to the effective date.*

12.4. Road 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 7sqm 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 \$1,000 (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.*

12.5. End of Year Financial Report

1. *The report be received and noted.*
2. *The 2020-21 End of Year Financial Results in comparison to budget have been appropriately considered by Council.*

12.6. CWMS Fee Adjustment

1. *That the report be received and noted*

2. *That it provides an efficiency dividend in total of \$143,880 to Community Waste Management Scheme (CWMS) Customers at \$71 per occupied property unit and \$35 per vacant property unit.*
3. *That the CEO be authorised to distribute the dividend to customers via the most effective and efficient administration process, that being a credit to the rate notice in Quarter 3.*

12.7. Draft 2020 – 2021 Annual Report

1. *That the report be received and noted.*
2. *The 2020-21 Annual Report, as contained in Appendix 1, be adopted.*
3. *That the Chief Executive Officer be authorised to make minor content, formatting or design changes necessary for publication purposes.*

12.8. 2021 – 2022 Budget Review 1

1. *That the report be received and noted.*
2. *To adopt the proposed budget adjustments presented in the 2021-22 Budget Review 1 which result in:*
 - a. *An increase in the Operating Surplus from \$957k to \$1.115m for the 2021-22 financial year.*
 - b. *Changes to Capital Works, reducing capital income by \$259k and increasing capital expenditure by \$757k for the 2021-22 financial year resulting in a revised capital expenditure budget for 2021-22 of \$27.236m.*
 - c. *An increase in Council's current Net Borrowing Result from \$6.460m to \$7.348m for the 2021-22 financial year as a result of the proposed operating and capital adjustments.*

12.9. CWMS Expansion Financial Impact Report

1. *That the report be received and noted*
2. *That Council withdraw from the current LGA CWMS Subsidy Scheme Program*

12.10. Election of Deputy Mayor

1. *That the report be received and noted.*
2. *To determine that the method of selecting the Deputy Mayor be by an indicative vote to determine the preferred person utilising the process set out in this Agenda report.*
3. *To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the Deputy Mayor's role and for the meeting to resume once the results of the indicative vote have been declared.*
4. *To appoint Cr..... to the position of Deputy Mayor to commence 27 November 2021 until the conclusion of the current Council term.*

12.11. Election of Audit Committee Presiding Member

1. *That the report be received and noted*
2. *To determine that the method of selecting the Audit Committee Presiding Member to be by an indicative vote to determine the preferred person utilising the process set out in this Agenda report.*
3. *To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the Audit Committee Presiding Member role and for the meeting to resume once the results of the indicative vote have been declared.*
4. *To appoint _____ to the position of Audit Committee Presiding Member for a _____ (12 or 24) month term to commence 27 November 2021 and conclude on 26 November 2022 / 28 November 2023 inclusive (or at the conclusion of the Council Term 2022 or if desired a longer specified period if an Independent Presiding Member is appointed).*

12.12. Emergency Relief Fund

1. *That the report be received and noted.*
2. *That having considered the potential benefits to the community against the administrative impacts and potential detriment to other funds, the Council does not move to establish an emergency relief fund at this time.*
3. *That in the event of a disaster, the Council actively promotes and supports appeals for other disaster relief funds which will provide support to impacted people and communities in the district.*

12.13. Playford Trust Scholarship

1. *That the report be received and noted.*
2. *That the Mayor write to the Playford Trust, thanking the Trust for past opportunities and advising that the Council does not wish to fund a Playford Trust scholarship in 2022.*

12.14. Southern & Hills Local Government Association Charter

1. *That the report be received and noted*
2. *That the Southern & Hills Local Government Association's approval of the revised draft Charter be noted.*
3. *That the amended draft Charter, as contained in Appendix 2, be approved.*

12.15. Status Report – Council Resolutions Update
Refer to Agenda Item

13. ADMINISTRATION REPORTS – INFORMATION ITEMS
Nil

14. QUESTIONS WITHOUT NOTICE

15. MOTIONS WITHOUT NOTICE

16. REPORTS

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

17. REPORTS OF COMMITTEES

- 17.1. Council Assessment Panel – 10 November 2021
That the minutes of the CAP meeting held on 10 November 2021 as supplied, be received and noted.
- 17.2. Audit Committee - 15 November 2021
That the minutes of the Audit Committee meeting held on 15 November 2021 as supplied, be received and noted
- 17.2.1 Audit Committee Presiding Members Report
That the report be received and noted
- 17.3. CEO Performance Review Panel – 11 November 2021
That the minutes of the CEO PRP meeting held on 11 November 2021 as supplied, be received and noted.

18. CONFIDENTIAL ITEMS

Nil

19. NEXT MEETING

Tuesday 14 December 2021, 6.30pm, 63 Mt Barker Road, Stirling

20. CLOSE MEETING

Council Meeting/Workshop Venues 2021/2022

DATE	TYPE	LOCATION	MINUTE TAKER
DECEMBER 2021			
Wed 8 December	CAP	TBA	Karen Savage
Tues 14 December	Council	Stirling	Pam Williams
JANUARY 2022			
Wed 12 January	CAP	TBA	Karen Savage
Tues 25 January	Council	Stirling	Pam Williams
FEBRUARY 2022			
Tues 8 February	Workshop	Woodside	N/A
Wed 9 February	CAP	TBA	Karen Savage
Mon 14 February	Audit Committee	Stirling	TBA
Tues 15 February	Professional Development	Stirling	N/A
Thur 17 February	CEO PRP	Stirling	TBA
Tues 22 February	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.

Conflict of Interest Disclosure Form

CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS

Councillor:

Date:

Meeting name:

Agenda item no:

1. I have identified a conflict of interest as:

MATERIAL ☐ ACTUAL ☐ PERCEIVED ☐

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

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

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

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

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

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

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

OR

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

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

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

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

CONFLICTS MUST ALSO BE DECLARED VERBALLY DURING MEETINGS

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



Ordinary Business Matters

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

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

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

Engagement and membership with groups and organisations exemption

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

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

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

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

8. DEPUTATIONS

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

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

8.3 PUBLIC FORUM

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

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

Item 4 Minutes of Council

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 26 OCTOBER 2021
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

Members:

Councillor Ian Bailey
Councillor Kirrilee Boyd
Councillor Nathan Daniell
Councillor Chris Grant
Councillor Linda Green
Councillor Malcolm Herrmann
Councillor John Kemp
Councillor Leith Mudge
Councillor Mark Osterstock
Councillor Kirsty Parkin
Councillor Andrew Stratford

In Attendance:

David Waters	A/Chief Executive Officer
Terry Crackett	Director Corporate Services
Melissa Bright	A/Director Development & Regulatory Services
Jennifer Blake	A/Director Community Capacity
Lachlan Miller	Executive Manager Governance & Performance
John McArthur	Manager Sustainability, Waste & Emergency Management
Natalie Westover	Manager Property Services
Deryn Atkinson	Manager Development Services
Kira-Marie Laverty	Corporate Planning & Performance Coordinator
Sharon Leith	Sustainability Coordinator
Josh Spiers	Community & Social Planning Officer
Pam Williams	Minute Secretary

1. COMMENCEMENT

The meeting commenced at 6.32pm.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 26 OCTOBER 2021
63 MT BARKER ROAD STIRLING**

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. Apology

Cr Pauline Gill

3.1 Leave of Absence

Nil

3.2 Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS

4.1 Council Meeting – 28 September 2021

Moved Cr Nathan Daniell

S/- Cr Linda Green

217/21

That the minutes of the Ordinary Council meeting held on 28 September 2021 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

Nil

6. PRESIDING MEMBER'S OPENING REMARKS

Mayor Jan-Claire Wisdom welcomed everyone to the meeting and reminded those present to wear a mask unless speaking. The Mayor mentioned that the Member for Kavel, Dan Cregan, has become an Independent Member of Parliament.

**ADELAIDE HILLS COUNCIL
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7. QUESTIONS ADJOURNED/LYING ON THE TABLE

7.1 Questions Adjourned

Nil

7.2 Questions Lying on the Table

Nil

8. PETITIONS/DEPUTATIONS/PUBLIC FORUM

8.1 Petitions

Nil

8.2 Deputations

8.2.1 Kristian Wehner & Mike Wybrow re flooding in Balhannah

8.3 Public Forum

Nil

9. PRESENTATIONS

Nil

10. QUESTIONS ON NOTICE

Nil

**ADELAIDE HILLS COUNCIL
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11. MOTIONS ON NOTICE

Cr Linda Green declared a Material Conflict of Interest in Item 11.1, Flooding in Balhannah, as a relative had their home flooded in the area.
6.59pm Cr Green left the Chamber.

11.1 Flooding in Balhannah

Moved Cr Malcolm Herrmann
S/- Cr Ian Bailey

218/21

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
3. Urges the Chief Executive DIT to place a high priority on investment for the remedial works
4. Requests the Chief Executive DIT to provide a work schedule for any necessary remedial works
5. A copy of all correspondence be referred to the Member for Kavel, Dan Cregan, MP.

Carried Unanimously

7.16pm Cr Green returned to the Chamber

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 26 OCTOBER 2021
63 MT BARKER ROAD STIRLING**

12. OFFICER REPORTS – DECISION ITEMS

12.1 General Purpose Financial Statements

Moved Cr Malcolm Herrmann
S/- Cr Leith Mudge

219/21

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.

Carried Unanimously

12.2 Charleston Cemetery Compulsory Acquisition

Moved Cr Kirsty Parkin
S/- Cr Linda Green

220/21

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.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
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12.3 Single Use Plastic MON Response

Moved Cr Chris Grant
S/- Cr Nathan Daniell

221/21

Council resolves:

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

Carried Unanimously

12.4 Development Applications involving Regulated Trees Policy

Moved Cr John Kemp
S/- Cr Leith Mudge

222/21

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.**

Carried Unanimously

12.5 Draft Bridge Asset Management Plan

Moved Cr Kirsty Parkin
S/- Cr Malcolm Herrmann

223/21

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.**

Carried

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12.6 Road Land Acquisition portion of Teringie Drive Teringie

This item has been withdrawn from the agenda.

12.7 S221 Permit Redden Drive Cudlee Creek CFS Water Storage Tank

Moved Cr Linda Green

S/- Cr Ian Bailey

224/21

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.

Carried Unanimously

12.8 Service Review Framework

Moved Cr John Kemp

S/- Cr Leith Mudge

225/21

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*.

Carried Unanimously

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12.9 Policy Adoption Information or Briefing Sessions

Moved Cr John Kemp
S/- Cr Kirrilee Boyd

226/21

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*.

Carried Unanimously

8.31pm Cr Kirsty Parkin & Cr Mark Osterstock left the Chamber
 8.32pm Cr Kirsty Parkin returned to the Chamber
 8.33pm Cr Mark Osterstock returned to the Chamber

**ADELAIDE HILLS COUNCIL
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12.10 Status Report – Council Resolutions Update

**Moved Cr Nathan Daniell
S/- Cr Linda Green**

227/21

Council resolves:

- 1. That the report be received and noted**
- 2. The following completed items be removed from the Action List:**

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
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

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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

Carried Unanimously

13. OFFICER REPORTS - INFORMATION ITEMS

13.1 Disability Access & Inclusion Plan Annual Progress Report

Moved Cr Mark Osterstock
S/- Cr John Kemp

228/21

Council resolves that the report be received and noted.

Carried Unanimously

13.2 Quarterly Performance Report Q1

Moved Cr Leith Mudge
S/- Cr Linda Green

229/21

Council resolves that the report be received and noted.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
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13.2.1 Short Adjournment of Meeting

**Moved Cr Nathan Daniell
S/- Cr Ian Bailey**

230/21

Council resolves to have a short adjournment at 8.40pm.

Carried Unanimously

8.50pm The Council meeting resumed

14. QUESTIONS WITHOUT NOTICE

Cr Kirsty Parkin – Recycled Material
Cr Malcolm Herrmann – Amy Gillett Bikeway
Cr Leith Mudge – Audit Committee Independent Members
Cr Chris Grant – Electric Vehicles for fleet
Cr Mark Osterstock – Aldgate Park'n'Ride

15. MOTIONS WITHOUT NOTICE

Nil

16. REPORTS

16.1 Council Member Function or Activity on the Business of Council

Mayor Jan-Claire Wisdom

- 18 October, meeting with resident re RSL Remembrance Day service
- 18 October, Filming for Council Waste video series, Stirling
- 20 October, Town Hall meeting with Premier Marshall re veterans affairs, Adelaide
- 25 October, meeting with Heathfield resident re wastewater issues

Media:

- SATAG pre-recorded video for Public Transport Forum
- Advertiser re Stirling Police Station
- Courier re local MP for Kavel, Dan Cregan, leaving Liberal Party

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Cr Malcolm Herrmann

- 1 October, Memorial Park 70th Anniversary, Kenton Valley
- 11 October, Community Association, Mount Torrens
- 11 October, RSL sub branch, Gumeracha
- 17 October, Gumeracha Main Street AGM, Gumeracha
- 20 October, Remembrance Day preparation, Gumeracha
- 21 October, Resilience Group, Gumeracha
- 24 October, Houghton Fair, Houghton

Cr Leith Mudge

- 11 October, SATAG Adelaide Hills Transport Forum, Wallis Cinema, Mt Barker

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

Mayor Jan-Claire Wisdom

- 22 October, SHLGA Board meeting, Adelaide Hills Council

Cr Malcolm Herrmann

- 21 October, GRFMA, Adelaide Plains Council Mallala

16.3 CEO Report

David Waters, Acting CEO, provided Council with a verbal Corporate Update (full details available at www.ahc.sa.gov.au).

- Lobethal Bushland Park Playspace work commenced
- Heathfield High School courts redevelopment
- Gumeracha Main Street landscaping and paving underway
- Stirling to Crafers bikeway completed
- Transport Forum scope study meeting
- 100% completed Work Health & Safety Action Plan
- Suicide Prevention Network Forums in Adelaide Hills Council
- Quarterly Rates Notices emailed and posted

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17. REPORTS OF COMMITTEES

17.1 Council Assessment Panel – Special Meeting 22 September 2021

Moved Cr John Kemp
S/- Cr Mark Osterstock

231/21

That the minutes of the Council Assessment Panel special meeting of 22 September 2021 as distributed, be received and noted.

Carried Unanimously

17.2 Council Assessment Panel – Meeting 13 October 2021

Moved Cr Mark Osterstock
S/- Cr Kirsty Parkin

232/21

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

Carried Unanimously

17.3 Audit Committee – 18 October 2021

Moved Cr Malcolm Herrmann
S/- Cr Leith Mudge

233/21

That the minutes of the Audit Committee of 18 October 2021 as distributed, be received and noted.

Carried Unanimously

17.4 CEO Performance Review Panel

No meeting held

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18. CONFIDENTIAL ITEMS

With approval of the meeting Item 18.2 was brought forward on the agenda.

18.2 Ashton Landfill – Exclusion of the Public

Moved Cr Ian Bailey

S/- Cr Chris Grant

234/21

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 Sustainability, Waste and Emergency Management, John McArthur
- Stephen Williams, NormanWaterhouse Lawyers
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.2: (Ashton Landfill) 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)(i) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is 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 the disclosure of which could reasonably be expected to prejudice the legal position of the council in relation to the Ashton Landfill.

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

Carried Unanimously

9.15pm Stephen Williams, NormanWaterhouse Lawyers, attended the Council meeting

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18.2.2 Ashton Landfill – Period of Confidentiality

Moved Cr Malcolm Herrmann
S/- Cr Nathan Daniell

236/21

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.2 in confidence under sections 90(2) and 90(3)(i) 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 26 October 2024.

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried Unanimously

18.1 Electricity Procurement Legal Matter – Exclusion of the Public

Moved Cr Linda Green
S/- Cr Kirrilee Boyd

237/21

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
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.1: TTEG Claim 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:

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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.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
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63 MT BARKER ROAD STIRLING**

18.1.2 Electricity Procurement - Legal Matter – Period of Confidentiality

Moved Cr Mark Osterstock
S/- Cr Kirsty Parkin

239/21

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.1 in confidence under sections 90(2) and 90(3)(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.

Carried Unanimously

18.2 Ashton Landfill – Exclusion of the Public

This item was considered earlier in the meeting.

19. NEXT ORDINARY MEETING

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

20. CLOSE MEETING

The meeting closed at 9.45am.

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

Item: 11.1 Motion on Notice

Originating from: Cr Malcolm Herrmann

Subject: Cromer Cemetery Legal Access

1. MOTION

I move that the CEO writes to the Minister for the Environment and Water requesting that the Department of the Environment and Water expedite a reply to Council in regard to legal access to the Cromer Cemetery.

2. BACKGROUND

On 24 January 2017 Council resolved at Item 14.1:

14.1. Cromer Cemetery Revocation of Community Land

Moved Cr Malcolm Herrmann S/- Cr Val Hall	7
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Council resolves that:

1. the report be received and noted
2. a report be prepared and submitted to the Minister for Local Government seeking approval for the revocation of the community land classification of a portion of the land contained in Certificate of Title Volume 5880 Folio 219 identified in red on the plan attached as Appendix 1.

	Carried Unanimously
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Staff were advised soon after that DEWNR had requested that the revocation be put on hold while it investigated requirements to alter a Trust affecting the land. There has been subsequent correspondence from the Department, but little progress to resolve the boundary realignment.

Following the Council resolution 11.1, 21 August 2021, the Cromer cemetery is one of the possible sites being considered for natural burials.

11.1 Natural Burials

Moved Cr Malcolm Herrmann
S/- Cr Ian Bailey

169/21

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.

Carried Unanimously

As almost four years has elapsed since action was commenced, it is timely to ask the Minister to assist in progressing the matter.

3. OFFICER'S RESPONSE – Natalie Westover, Manager Property Services

➤ 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

➤ Legal Implications

There are no legal implications in seeking the Minister for Environment and Water to request DEW staff to expedite the matter.

➤ Risk Management Implications

The recommendation to seek the assistance of the Minister for Environment & Water to expedite the matter with DEW staff will assist in mitigating the risk of:

Failure to undertake land swap with DEW for Cromer Cemetery land leading to inability to legally access the cemetery to manage the cemetery and consider future cemetery management options.

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

➤ Financial and Resource Implications

There are no financial implications associated with contacting the Minister for Environment & Water.

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

Progression of the proposed land swap with DEW will enable considerations to be given to the access and conservation of the old burial ground, the possibility of establishing a natural burial ground, biodiversity management and ensuring access to the land for those purposes.

➤ **Sustainability Implications**

The land holds good biodiversity value and would benefit from the adjustment of boundaries that would enable easier vegetation management.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

4. ANALYSIS

Council owns the land situated at Cromer Road Birdwood and is identified as Section 83 Hundred of Talunga in Certificate of Title Volume 5880 Folio 219 under a land grant from the Crown on 19 March 1948 “in trust to permit suffer and to be used at all times as a public cemetery” (“Land”).

The Land is landlocked as it is surrounded by Crown Land dedicated to the Minister for Sustainability, Environment and Conservation as a plantation reserve.

The Land is not currently used for burials due to the access issues and lack of infrastructure. The last burials to occur on the Land were in the mid-1970s. The cemetery has not formally been closed and it remains a public cemetery.

The grave sites located on the Land are, as best known, identified in Council’s cemetery records and will not be affected by the proposed boundary realignment. There are a number of unmarked graves, and the existing marked graves are in very poor condition.

Council received a letter from DEWNR (now DEW) on 5 September 2014 with a proposal to realign the boundaries of the Cromer Cemetery.

The initial proposal from DEWNR was to reduce the area of the cemetery however it has been conveyed to them that this is not acceptable due to the trust stipulated in the Land Grant for the cemetery.

DEWNR provided an updated drawing on 22 August 2016 showing the proposed boundary realignment which would ensure that the same area of land is retained by Council for a public cemetery.

Council then undertook a community land revocation consultation process and sought to progress the matter with DEW however Council were advised that there were a number of complexities that DEW needed to further investigate before proceeding further, these included Crown trusts, biodiversity values, native title and the adjoining Brighton Cement Ltd mine.

There have been staff changes at DEW and attempts earlier this year to seek an update from DEW have not been responded to.

Assistance to seek progression of this matter in the form of the proposed MON is supported.

5. APPENDIX

- (1) Map from Council report 24 January 2017

Appendix 1

Map of Cromer Cemetery

AREA MARKED IN RED TO BE REMOVED FROM THE COMMUNITY LAND REGISTER

Proposed division - Cromer Cemetery



Map data is compiled from a variety of sources and hence its accuracy is variable.

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Compiled: 22-Aug-2016
Generated at: <http://maps.env.sa.gov.au>
Datum: Geocentric Datum of Australia, 1994
Projection: Web Mercator (Auxiliary Sphere)



Government of South Australia
Department of Environment,
Water and Natural Resources

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

Item: 11.2

Originating from: Cr Leith Mudge

Subject: Mylor Oval Bike Track

1. MOTION

I move that:

- 1. Physical work on the Mylor bike track proposed for development at Sherry Park and associated relocation of the cricket nets be postponed until:**
 - a. An investigation is undertaken exploring:**
 - i. Alternative options for the reduction in the size and scale, and movement of location of the bike track to allow more land to be kept for general use.**
 - ii. Alternative options for the relocation of the cricket nets (beyond those already explored) that do not require the removal of the large poplar tree on the south-eastern side of the oval, that is of significance to members of the Mylor community.**
 - 2. That the principal stakeholder and tenant of the site, Mylor Oval Management Incorporated (MOMI) be further consulted regarding options and an agreement sought that addresses their concerns.**
 - 3. That a report be provided to the December 2021 Ordinary Council meeting with options for approval before further physical work proceeds.**
-

2. BACKGROUND

In November 2019 the Council removed jumps constructed by off-road bike riders in the Mylor Parklands area behind the Mylor CFS. As a result of this Council staff identified that there was an unmet need for off-road bike riders in this part of the Council district.

In December 2019 Council in resolution 309/19 endorsed a broad community consultation to gauge the needs of off-road bikers in the Mylor region.

Due to the Cudlee Creek bushfire and COVID this consultation was not completed until August/September 2020. In October 2020 (just over 12 months ago) in resolution 229/20, Council directed that “funds be considered as part of Council’s 2021-22 Annual Budget and

Business Planning process for the construction of a pump track at Sherry Park in Mylor.” For those not familiar with this term, a pump track is “a circuit of rollers, banked turns and features designed to be ridden completely by riders “pumping”—generating momentum by up and down body movements, instead of pedalling or pushing.”

At the time of this resolution the community organisation responsible for managing the Mylor Oval and Sherry Park, Mylor Oval Management Incorporated (MOMI) considered that what was being proposed was a track of modest scale sympathetic with the existing landscape and activities at the Oval and Park. On this basis MOMI cautiously supported the proposal and agreed to participate in the further consultation process.

Subsequently and prior to the 28 October 2021 release of the “Mylor Oval Projects Update” (Attachment A) to the entire Mylor community, there has been minimal consultation with MOMI about plans for the site despite MOMI being the principal stakeholder as the leaseholder over Mylor Oval and Sherry Park with the ability under the lease terms to veto the entire project. There was only one meeting of the bike reference group convened by Council staff on 23 September 2021 (only 2 months ago) and at that meeting a proper plan of what was to be constructed was not available.

MOMI is a volunteer community run organisation with the purpose of managing the Oval and Park on behalf of the local community. Under its constitution it has a responsibility to ensure that the needs of all users are met and that no one user's needs should override the needs of other users.

Following the public release of the “Mylor Oval Projects Update” document on 28 October 2021 where the plans for the site were first fully revealed, MOMI committee members have been concerned about the location, size and scale of the planned track, which appears to have grown beyond the scale of a modest pump track to a large track that dominates the Sherry Park site, leaving no room for other activities except for the modest existing play equipment on the western end of the park.

Further, the proposed bike track has displaced the largely disused old cricket nets at the eastern end of the Park and the project now includes the relocation/upgrade of the cricket nets on the south-eastern side of the Oval that requires removal of 2 trees, the largest being a poplar tree that dominates this side of the Oval that is at least 55 years old and is believed to have been planted by Mylor Primary School students.

Despite being an introduced species that is considered by some to be a weed, this tree has significance to the local community and contributes to the “leafy” character of the Oval environment. This cricket net relocation/upgrade doesn’t appear to have any funding allocated in Council’s ongoing budget. However, prior to lobbying by myself and MOMI for a temporary reprieve, Council staff had planned to cut it down as early as 4 November (just a week after the plans were first revealed).

There is strong sentiment in the community to construct a bike track for off-road bikers in the Mylor region and Sherry Park seems to be the best location. However there is more than one way to skin a cat and I think it doesn’t hurt to make sure the No. 1 stakeholder is engaged more and their thoughts seriously considered.

This motion does not kill this project, nor does it insist on a particular outcome at this stage. It just calls for a pause in project activities until MOMI’s concerns are further considered and addressed.

3. OFFICER'S RESPONSE – Renee O'Connor, Coordinator Sport & Recreation

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

Strategic Plan 2020-24 – A brighter future

Goal 1	A functional built environment
Objective B1	Our district is easily accessible for community, our businesses and visitors
Priority B1.1	Increase accessibility to our district through the development and delivery of high priority trails and routes for all cyclists (on-road, off road, commuters, recreational) and pedestrians
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 2	Community Wellbeing
Objective C2	A connected, engaged and supported community
Priority C2.3	Facilitate opportunities for our youth to develop skills, build resilience and be actively involved in and connected to their community.
Objective C4	An active, healthy, thriving and resilient community
Priority C4.2	Support the provision of formal and informal sport, recreation and play spaces for the community to enjoy
Goal 4	A valued Natural Environment
Objective N1	Conserve and enhance the regional natural landscape character and amenity values of our region
Priority N1.2	Manage reserves and open space to support the community, whilst balancing biodiversity conservation, resource use and environmental impacts

This report and its outcomes also have linkages to *Council's Sport & Recreation Strategy 2017 – 2021*.

➤ **Legal Implications**

The Mylor Oval parcel of land is Crown Land, dedicated for Recreation Purposes in 1903 and is under Council's care and control. The adjoining Sherry Park is owned by Council. Both sites are leased to MOMI.

The lease of Mylor Oval and Sherry Park expired in 2013 and has been in holding over since then. As lessee, MOMI has exclusive use and occupation of the site and are entitled to “quiet enjoyment” under the lease, i.e. with no interference from Council. However, the lease refers to Council’s obligations of maintaining public toilets on the site and a playground at Sherry Park. In addition, Council staff undertake mowing at Sherry Park and the outskirts of the Mylor Oval, which sits outside the terms of the lease.

The Council cannot undertake works on the land leased to MOMI without the prior consent of MOMI. At this time, consent has not been granted by MOMI.

Like several other parcels of land used by sporting clubs, Mylor Oval and Sherry Park are listed under the ‘Multiple Purpose Sites’ section of Adelaide Hills Council’s Community Land Register. The Community Land Management Plan for Mylor Oval and Sherry Park indicates that Sherry Park should be used for ‘Informal Recreation’. The plan states:

“Informal Recreation

Wide range of informal open space sites with varying levels of development and use.

May incorporate facilities for non-structured activities such as playgrounds, walking tracks, and picnic facilities.

Many reserves in this category are essentially open space with a medium level of maintenance.

Leases will not normally be appropriate for land in this category as they would prevent the land from being used for informal recreation.

Licences or management agreements that permit continued public access may be appropriate in some circumstances.”

➤ **Risk Management Implications**

Considering the consultation data collected, and continuing to progress projects as planned will assist in mitigating the risk of negative public reaction.

Inherent Risk	Residual Risk	Target Risk
Extreme (4A)	High (3B)	Medium

Progressing projects as planned will assist in mitigating the risk of losing available grant funding.

Inherent Risk	Residual Risk	Target Risk
Extreme (4A)	High (3B)	Medium

Progressing projects as planned will assist in mitigating the risk of losing engaged contractor and timely project delivery.

Inherent Risk	Residual Risk	Target Risk
High (3B)	High (3B)	Medium

➤ **Financial and Resource Implications**

Council has allocated (via the LRCI Program) \$50,000 towards the development of a bike track in Mylor. These funds are to be fully expended by 30 June 2022, with no extensions possible.

Council has allocated (via the Sport & Recreation capital budget) \$110,000 towards the development of the Cricket Nets for Mylor Oval.

Maintenance of the aforementioned projects will be considered and any additional funds required will be incorporated in recurrent operating budgets.

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

Council acknowledges the significance of the Mylor Oval to the community, and understand that keeping the oval and adjoining park accessible and aesthetically pleasing is a high priority. In addition, we also understand that recreation and sport, (including things like cricket nets, football goals, bike tracks & playgrounds) provide an important function and deliver on community expectation at an oval site. Striking a balance between these priorities can be a challenge, but is certainly achievable.

Appendices 2 and 3 outline the community consultation and engagement undertaken for this project which has been substantial.

➤ **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

External Agencies: The South Australian Cricket Association
Successful contractor

Community: Not applicable

4. ANALYSIS

In response to information provided by the community through the consultation in 2020, it was recommended that a bike track be constructed at Sherry Park, Mylor. Subsequently, funding was sought via the Local Roads and Community Infrastructure Program (LRCIP) to undertake these works.

To address other suggestions from the consultation (giving consideration to Council's hierarchy and classification principles for such facilities), the Administration identified the requirement to undertake safety improvement works at an informal bike track at the 'Aldgate Quarry' site between Mount Barker Road and Reserve Terrace, Aldgate.

Once works are completed, these two facilities will sufficiently address needs outlined in the consultation summary report, presented to Council in October 2020. They also address the needs of riders who staff have continued to engage with since the initial consultation process in 2020.

While the terms 'pump track', 'BMX track' and 'bike track' have been used in previous reports, plans or communications with the community, it is important to note that these terms can be and have been used interchangeably. What is proposed to be constructed at Mylor, no matter what terminology is used, is reflective of the community's needs, and Council's carefully considered objectives for this project.

Council staff acknowledge and understand that some members of the Mylor Community may like to see a sealed bitumen track as an alternative at the site. While this may appear to be a good, inclusive option, it is not reflective of the consultation outcomes, expensive to construct and cannot be altered and upgraded. A dirt track (as Council are proposing) is a more economical option, can be altered, and is reflective of the consultation outcomes. (It is also important to note that a bike track on the 'hill-side' at Sherry Park has been explored, but is not an option).

Council staff also acknowledge and understand that some members of the Mylor Community may like to see a smaller bike track footprint. While this may appear to be a good option, it significantly limits the different riding styles which can be catered to, and it is not reflective of the consultation outcomes and ongoing engagement that Council staff are having with bike riders, their families and advice from bike track experts. A map of Mylor Oval and Sherry Park, and the available space is included in **Appendix 5**.

Council staff also acknowledge and understand that some members of the Mylor Community may like to have seen more detailed designs of the bike track prior to construction. A 'design and construct' method was chosen for this project, as it was deemed most suitable for the modest budget available, and for maximising outcomes for the community. Such detailed designs were not planned and are not feasible considering the modest budget available. Detailed designs are also not appropriate for the grass roots nature of this project, as they don't facilitate the user group involvement that Council deemed necessary and important.

Community Consultation & Engagement

As outlined in **Appendix 2**, Council has undertaken a significant amount of community consultation and engagement for this project. **Appendix 2** demonstrates that Stakeholders have had ongoing opportunities to raise concerns or issues, or be involved in the process for the past two years.

Staff have reviewed the feedback from the community and our community engagement process, and are satisfied that what has been undertaken is sound, and what is proposed is reflective of the community's needs.

We have heard, understand and acknowledge that there are some members of the community who may not be in support of the proposed bike track, its size, or the location of the cricket nets. However, as outlined above and in **Appendix 3**, the proposed track is reflective of the consultation outcomes.

In addition, in recent weeks, correspondence to Council indicates that an overwhelming majority of the community would like to see the bike track and cricket nets projects progress as proposed. A summary of this feedback can be viewed in **Appendix 4**.

At this point in time, with conflicting opinions from various stakeholders, Council staff are comfortable recommending proceeding with the works, acknowledging that on this occasion, there is simply no option where all stakeholders' preferences are met. Therefore, considering the consultation data we have continued to progress as planned.

Bike Track Site Selection

Considering the spread and type of recreation facilities in the region, Council has determined that a bike track facility is appropriate in Mylor. Four different sites in Mylor were analysed during 2020, to determine the most appropriate for a bike track facility.

The table in **Appendix 1** summarises the analysis that has lead us to select Sherry Park as the most appropriate location. This has been a proposed site since analysis of the October 2020 consultation data occurred, and recently confirmed with stakeholders and township residents. There have been very few objections to a bike facility being located at this site.

The Sherry Park parcel is large enough to accommodate a bike track, the play space and space for the community to walk, sit or picnic (especially considering the adjacent oval). In addition, local residents who live in the immediate proximity of the site, are informing us that the site is currently underutilised, particularly for unstructured recreation in the designated area for the bike track.

In the near future, the play space at Sherry Park will be ready to upgrade. A play space upgrade in the Adelaide Hills Council region incorporates play equipment, landscaping elements, seating, plantings and path ways; and in some instances shelter, BBQ's and picnic furniture. An upgrade to Sherry Park could see appropriate integration of the bike track with the play space, better utilisation of the site and improved space for the general community.

Council staff have had, and will continue to have conversations with representatives from the English Ale Festival about the future of their event, and are confident it can be accommodated at a location on the oval site. Staff will also continue to work through any activity conflicts between Archery and bike riders.

Cricket Net Site Selection

Considering the oval amenity and that it is the home of the Mylor Cricket Club, Cricket Nets are an appropriate facility to be located at the Mylor Oval.

Site selection for the nets was not a straightforward process, and staff have had ongoing consultation and engagement with several stakeholders, including the South Australian Cricket Association. The congregation of players, cricket bags, equipment and spectators watching the net action directly underneath large Eucalypt trees is not recommended, especially in summer when training would be undertaken. The table in **Appendix 1** summarises the analysis that has lead us to select the location for the new nets.

Council staff acknowledge and understand that some members of the Mylor Community are not supportive of the removal of a poplar tree to accommodate the cricket nets, and have questioned its historical significance. Other community members are supportive of its removal, to enable the cricket net development. After significant investigation of several options and alternatives, this is considered the only suitable location on the site.

Considering the concern around the removal of the tree, upon the completion of the cricket net construction, Council is willing to undertake some new commemorative plantings of Pin Oaks in their place, along with plaques / rocks and formalized and recorded recognition.

Council staff have recently worked closely with several Mylor residents and the Mylor Historical Group regarding Anzac Day ceremonies for 2022 and the unveiling of the replacement plantings of two oak trees in the main street, with very positive feedback subsequently received. Council staff hope to deliver a similar process for these trees, in partnership with relevant stakeholders.

Bike Reference Group

All members of the community who had registered an interest in the project were invited to be part of the Bike Reference Group.

An email inviting those interested explained that the group would assist in reviewing and refining the design, in line with the community's needs. The group met for discussion about scope, design, etc. on 23 September, 2021. A concept plan, based upon consultation data and discussions at the initial meeting was distributed to the group on 28 October, 2021 seeking comment.

Suitability of the Land

As detailed above, the Mylor Oval parcel of land is Crown Land, dedicated for Recreation Purposes in 1903 and is under Council's care and control. The adjoining Sherry Park is owned by Council. Both sites are leased to MOMI.

The lease of Mylor Oval and Sherry Park expired in 2013 and has been in holding over since then. As lessee, MOMI has exclusive use and occupation of the site and are entitled to "quiet enjoyment" under the lease, i.e. with no interference from Council. However, the lease refers to Council's obligations of maintaining public toilets on the site and a playground at Sherry Park. In addition, Council staff undertake mowing at Sherry Park and the outskirts of the Mylor Oval, which sits outside the terms of the lease.

Like several other parcels of land used by sporting clubs, Mylor Oval and Sherry Park are listed under the 'Multiple Purpose Sites' section of Adelaide Hills Council's Community Land Register. The Community Land Management Plan for Mylor Oval and Sherry Park indicates that Sherry Park should be used for 'Informal Recreation'. The plan states:

"Informal Recreation

Wide range of informal open space sites with varying levels of development and use.

May incorporate facilities for non-structured activities such as playgrounds, walking tracks, and picnic facilities.

Many reserves in this category are essentially open space with a medium level of maintenance.

Leases will not normally be appropriate for land in this category as they would prevent the land from being used for informal recreation.

Licences or management agreements that permit continued public access may be appropriate in some circumstances."

Council's Play Space Policy states the following:

"Play space" refers to a space that can be utilised for the purposes of formal, informal, active and passive play as well as the provision of any associated facilities and amenities.

"A Play Space in the Adelaide Hills Council is a space that can be utilised for the purposes of formal, informal, active and passive play as well as the provision of any associated facilities and amenities.

The space could include elements like skate and bike facilities, fitness equipment, hard courts and nature play elements, as well as traditional playground equipment. Linkages to a community or sport facility, bike path or walking trail should also be considered."

Council's Sport & Recreation Strategy 2017-2021 also mentions the need for more unstructured recreation opportunities for youth, like Bike Tracks.

Upon review of information from these plans, strategies and policies, staff have determined that it is appropriate to locate a bike track facility as proposed at Sherry Park.

Project Timing

There are a number of implications of 'postponing' the project, and bringing a report to the December Council meeting as proposed.

The engaged contractor has limited availability, and has currently set aside time in early January to undertake the works. Plans must be finalised with sufficient time to consider materials, labour, equipment and machinery. A December decision will not provide sufficient time for this to occur.

At the time of the request for quote process, there were no other submissions received, and appointing a new contractor in a short period of time will be problematic.

Works must be completed by 30 June 2022 to meet LRCI Program requirements (and confirmation from the Federal Government that no extensions will be provided). Considering weather conditions toward the wetter months, it is strongly recommended that works should be complete by April 2022.

Next Steps & Considerations

Considering the lease arrangements in place with the Mylor Oval Committee, their permission must be sought to progress the cricket net and bike track projects.

Considering information gathered during the formal consultation processes, and since the Mylor Oval Community Project Update was distributed in October, it is recommended that the bike track project progress as a matter of urgency, i.e. in a manner that meets the rider's needs and the engaged contractor's availability.

At the time of report finalisation, discussions remain ongoing with a desire to reach a potentially agreeable position to both MOMI and Bike Track advocates.

Considering information gathered since the Mylor Oval Community Project Update was distributed in October, it is recommended that the cricket net project progress in a timely manner that meets the cricket club's needs.

5. APPENDICES

- (1) Mylor Oval Community Project Update – October 2021
- (2) Mylor Bike Track – Project & Consultation Timeline
- (3) October 2020 Consultation Outcomes Report
- (4) Mylor Oval Community Project Update – Summary of Feedback
- (5) Mylor Oval & Sherry Park Map

Appendix 1

Mylor Oval Community Project Update – October 2021

Mylor Oval

Community Projects Update

October 2021



There is a lot happening at Mylor Oval at the moment, so Council thought it was worth providing an update on all the projects currently planned or underway.

Firstly, Council would like to acknowledge the significance of the Mylor Oval to the community, and understand that keeping the oval and adjoining park accessible and aesthetically pleasing is a high priority. In addition, we also understand that recreation and sport amenity, (including things like cricket nets, football goals, bike tracks and playgrounds) are important and a community expectation at an oval site. Balancing these two priorities is always a challenge for Council, but can certainly be done.

Through extensive engagement with the local community on many of these projects over the last two years in Mylor we have been pleased to receive positive feedback and ongoing support for many of these projects, which has led us to seek funding opportunities, engage contractors and start taking action.

As a result of a small number of residents recently raising some concerns about some aspects of the various projects occurring at the oval, we have undertaken another review of all feedback from the community as a whole to ensure these oval projects are beneficial to and meet the needs of the community and represent feedback we received throughout our community engagement process. Upon completion of the review we have decided that the various projects outlined in this update will be progressed as they support the needs and views of the majority of the community who participated in multiple engagement opportunities with Council.

We acknowledge that some may not be in support of the position.

Mylor Bike Track

Concerns in the Parklands

Throughout 2019 and 2020, Council received numerous reports of bike riding and track modifications / building in the Mylor Parklands. Bike riding is prohibited in the Mylor Parklands and the removal or damage of native vegetation without approval is an offence under the *Native Vegetation Act 1991*. Via a report to Council in December 2019, staff were asked to undertake consultation about bike tracks and riding in Mylor.

Community consultation

In October 2020 we undertook community engagement, focusing on the Mylor community and their thoughts about bike riding, as there was evidence of an unmet community need for bike riding facilities in the Mylor region. We wanted to better understand the interest level and type of riding experience Mylor residents were after. We received 150 online survey responses (54 responses were from those that actually lived in Mylor).

For residents of Mylor the interest in recreation and mountain bike riding came through very strongly, along with creating a space for riders that is out of the Mylor parklands. A number of people suggested Sherry Park as an appropriate location. Upon analysis of the responses, the community indicated that they need a space that caters for the intermediate to advanced rider. In addition, the adjacent play space led us to consider the inclusion of something that also caters for beginners.

We have taken this particular feedback, and undertaken some additional consultation with stakeholders including the Mylor Oval Committee, Mylor Primary School, and the District Council of Mount Barker and from discussions with some local parents and their children.

In addition to this first stage of consultation, Council also distributed letters and project updates to the township at various stages, have taken two reports to Council, and presented on the Bike Track concept at the March 2021 Community Forum.

Site selection

Considering the spread and type of recreation facilities in the region, Council has determined that a bike track facility is appropriate in Mylor.

Several sites were considered. The table below summarises the analysis that resulted in the selection of Sherry Park as the most appropriate site. This has been a proposed site since analysis of the October 2020 consultation data occurred, and was recently confirmed with stakeholders and township residents via a letter with a project update. There has been one objection to a bike facility being located at this site.

Site	Site Analysis	Outcome
Mylor Parklands	<ul style="list-style-type: none">• Crown Land• Heritage Agreement in place, protecting Native Vegetation and not permitting activities, such as bike riding• Current Community Land Management Plan does not allow activities, such as bike riding• December 2019 Council report	Bike track and bike riding should not be undertaken in the Mylor Parklands.
Goyder Reserve	<ul style="list-style-type: none">• Space to build what suits the rider's needs• Large area, but not Adelaide Hills Council land• District Council of Mount Barker had concerns about the location	A bike track and bike riding is not suited to Goyder Reserve at this point in time.

	<ul style="list-style-type: none"> • Access is via 80km / hour road • Lack of proximity to Mylor township and access to amenities • No parking, toilets or other amenity • Lack of passive surveillance 	
Mylor Oval, hill on other side of creek in remnant vegetation	<ul style="list-style-type: none"> • Close proximity to Mylor township and amenities • Access to parking, toilets and other amenity • Positive, associated economic outcomes for local businesses • Good passive surveillance • Native Vegetation concerns • Conflict with other users 	A bike track and bike riding is not suited to the Mylor Oval hill on other side of creek in the remnant vegetation at this point in time.
Sherry Park	<ul style="list-style-type: none"> • Space to build what suits the rider's needs. • Close proximity to Mylor township and amenities • Access to parking, toilets and other amenity • Positive associated economic outcomes for local businesses • Good passive surveillance • Linkages with play space, a good space for unstructured recreation • Impact on cricket nets • Possible conflict with archery • Currently underutilised • October 2020 Council Report 	A bike track would be suitable at Sherry Park.

Funding & planning

In recent months, the Adelaide Hills Council has received funding through the Federal Government Local Roads and Community Infrastructure Program to develop a bike track in Mylor.

We invited registered community members to be on a 'Bike Reference Group' for the new Mylor facility. The group has met and provided input into the design.

We have also appointed an amazing local contractor to help design and deliver the bike track. He is well known as a reputable expert in the field.

Bike track plans

Plans for the new bike track have been based upon feedback gathered during the consultation. It is very important that the new facility meets the needs of the community to ensure its success. The size and elements included in the track design are reflective of these needs.

The plan below, developed by our contractor reflects what we've heard.



The current play space location and large area under the trees will remain unchanged by the track and will still provide plenty of space for community use.

Construction

Construction is due to commence during November 2021 and is expected to take approximately eight weeks (weather, etc. dependent). Please note and respect the contractor's site during works. The contractor will endeavor to ensure that the play space remains open and available to the community during works.

Mylor Oval Cricket Nets

The bike track design and location has triggered the removal of the old cricket nets that were located in Sherry Park, and you may have noticed that these have been removed in recent weeks to make way for the bike track. The South Australian Cricket Association had indicated that the nets had reached the end of their useful life; while the Mylor Cricket Club had also reported that they did not meet their needs.

Cricket nets not only provide capacity for training and games for organised sport and club members, but opportunities for unstructured recreation for general members of the community. The Cricket Club are a significant user of the site and how they continue to function is an important consideration for this project.



Consultation

Council has consulted with stakeholders including the South Australia Cricket Association, the Mylor Cricket Club, and the Mylor Oval Management Committee.

Site selection

Considering the oval amenity and that it is the home of the Mylor Cricket Club, cricket nets are an appropriate and necessary facility to be located at the Mylor Oval.

Site selection for the nets was not a straightforward process. The congregation of players, cricket bags, equipment and spectators watching the net action directly underneath large eucalypt trees is not recommended, especially in summer when training would be undertaken. The table below summarises the analysis that has lead us to select the location for the new nets.

Site	Site Analysis	Outcome
Sherry Park 	<ul style="list-style-type: none">• User conflict with bike track• Considerable distance from the Clubrooms, amenity and associated storage• No power• Encourages congregation under trees, & facility would encroach on the tree protection zone. Tree assessment has identified that this is not a suitable location	Cricket nets are not suited to this location.
Mylor Oval, south west. Near carpark, parallel to Strathalbyn Road 	<ul style="list-style-type: none">• Close to clubrooms and other amenity• Not sufficient space• Shade under trees is not appropriate for cricket batting	Cricket nets are not suited to this location.

<p>Mylor Oval, south east. Near shipping containers</p> <p>★</p>	<ul style="list-style-type: none"> • The trees in this location pose a significant risk • Distance from the Clubrooms, amenity & associated storage is better than Sherry Park 	<p>Cricket nets are not suited to this location.</p>
<p>Mylor Oval, north west. Adjacent carpark and public toilets, parallel to Strathalbyn Road</p> <p>★</p>	<ul style="list-style-type: none"> • May interfere with main street aesthetics and car parking • Dust from carpark may pose an issue for users • Not sufficient space • Shade under trees is not appropriate for cricket batting 	<p>Cricket nets are not suited to this location.</p>
<p>Mylor Oval, north east. Adjacent the irrigation facilities</p> <p>★</p>	<ul style="list-style-type: none"> • Close to clubrooms and other amenity • Aesthetic impacts to consider • Encourages congregation under trees, & facility would encroach on the tree protection zone. Tree assessment has identified that this is not a suitable location 	<p>Cricket Nets are not suited to this location.</p>
<p>Mylor Oval, south east. Parallel to the driveway</p> <p>★</p>	<ul style="list-style-type: none"> • Distance from the Clubrooms, amenity and associated storage is better than Sherry Park • An assessment of trees has identified that two tree removals will be required to facilitate this development, and any tree concerns can be rectified. • Considering all other options, this is the Cricket Club's preference 	<p>This is the most suitable location for the cricket nets.</p>



The picture to the left demonstrates the various spots that cricket nets were considered for location.

Funding & planning

Council are working in partnership with the Cricket Club to plan and fund the project.

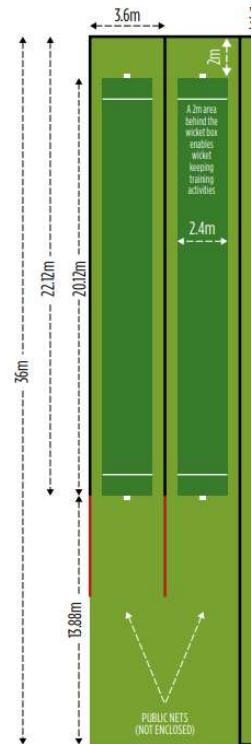
This is a great opportunity to ensure that the location of the nets meets the current and future needs of the Cricket Club and the community. Consultation has also occurred with the South Australian Cricket Association during the planning phase, who identified concerns with the state of the old nets and their location.

Design

Now that sites have been thoroughly explored, staff in conjunction with stakeholders like the Mylor Cricket Club and the Mylor Oval Management Committee will work on the nets design.

The design is expected to include a two-lane facility that meets Cricket Australia guidelines. A retractable black mesh and a concrete pad that can also be used for other community activities is being considered. The design and location will still allow other community activities to occur near the oval edge and creek line.

The diagram to the right is from Cricket Australia's Facility Guidelines, and shows the recommended design for cricket nets at Mylor Oval. The picture below shows a similar black mesh that has been put in place recently at Hahndorf.



Timing of construction

Construction is due to be completed by June 2022.

Mylor Oval Trees

The new cricket nets and location will trigger the removal of two trees (a small juvenile oak and mature poplar, *see image 1 and image 2 below*) adjacent to the driveway around the Mylor Oval.

Some stakeholders have questioned the poplars possible historical significance. Considering this concern, upon the completion of the cricket net construction, Council propose to undertake some new commemorative plantings of Pin Oaks (*see image 3 below*) in their place. Council will install plaques and stones at the base of each new Oak tree, if detailed information becomes available regarding the history of the original row of trees.

Council staff have recently worked closely with several Mylor residents and the Mylor Historical Group regarding Anzac Day ceremonies for 2022 and the unveiling of the replacement plantings of two oak trees in the main street. We hope to deliver a similar process for these trees, in partnership with relevant stakeholders.

Timing of Tree Planting

Tree planting will occur in winter 2022.



Image 1 – Poplar



Image 2 – Oak



Image 3 – Pin Oak

Mylor Oval Masterplan

Archery SA have completed their masterplan of the Mylor Oval and have presented it to Council Administration. There are some concepts in the plan that Council would like to consider further, before it is progressed.

Council want to ensure that the Mylor Oval site is accessible to all members of the community, and retains the special feel for many years to come, and any masterplan of the site should reflect this.

Council will continue to work with the Mylor Oval Committee and other stakeholders to progress the project in the coming years; and the community will be provided with opportunities to have their say throughout the process too. Council have been careful to consider the impacts of other projects and their associated works on any future masterplan progression.

Other Future Projects

Oval Irrigation & Oval Drainage

Following recent audits, Council are aware that upgrades to irrigation and oval drainage systems around the Council area are necessary. The drainage and irrigation at Mylor is a priority, and Council will look to undertake works in the coming few years. When funding is confirmed, Council will undertake consultation and project delivery with Oval stakeholders.

Play Space

All play spaces in the Adelaide Hills Council region were audited to ensure compliance with Australian Standards in June and July this year. Following the audit and its findings, some sites and particular pieces of equipment have come to the attention of Council staff as being closer to the end of their useful life than anticipated. We are currently investigating options for the future of the equipment at Sherry Park, one of which is to consider bringing the upgrade of the site forward.

When timing and funding is confirmed, Council will undertake consultation with the community about what they would like to see in this space. Play Space Upgrades in the Adelaide Hills Council region include equipment, paths, landscaping and plantings, and seating / picnic amenity.

Further information

If you have any questions regarding these projects, please contact us via engage@ahc.sa.gov.au or by calling 8408 0400. You can also register your interest in the bike track project via our engage.ahc.sa.gov.au website.

Appendix 2

Mylor Bike Track – Project & Consultation Timeline

Mylor Bike Track

Project & Consultation Timeline

It is important to note that there are many other conversations and emails between key stakeholders, staff, Directors, Managers and Arborists that are not recorded in this summary.

Action	Date	Consultation Piece	Consultation Open	Consultation Method, Scope + Reach
Jumps identified in Mylor Parklands	Late September 2019	Council staff corresponding with Friends of Parklands re concerns Council installed sign in Parklands in December 2019	October to December 2019	Sign was calling to work together and find sustainable solution + refrain from expanding bike track and removing vegetation. Interested parties invited to the website to register their interest. Staff set up 'have your say' page for Mylor Bike Track
Council Meeting Deputation re. Native Vegetation	17 December 2019	n/a	n/a	n/a
Council Report, including Consultation Plan <i>Report recommended to undertake community consultation</i>	December 2019	Report available on website	n/a	Available on website
Community Update	December 2019	Community Project Update Update included: <ul style="list-style-type: none"> • Mylor Parklands conservation information • Council acknowledging and supporting riding/ unstructured recreation • Encouraged community to register interest in Mylor Bike Track 	Ongoing call to register interest	Community Update was available on website and emailed to registered community members. In addition, staff made direct contact with: <ul style="list-style-type: none"> • Mylor Oval Management Committee • Mylor Citizens Friendship Group • Targeted residents who had been in contact with council
Community Update	May 2020	Mylor Community Update (in lieu of Community Forum) Update included:	Ongoing call to register interest	Community Update was available on website and emailed to registered community members.

		<ul style="list-style-type: none"> Encouraged community to register interest in Mylor Bike Track and join advisory group. <i>(This had been on hold due to bushfires and resources)</i> 		The update was also included in May Hills Voice eNewsletter- sent to 3,407 subscribers.
Jumps identified in the Mylor Parklands	June 2020	Council installed sign in Parklands in June 2020.	n/a	Sign encouraged interested parties to register their interest via the website.
Community Consultation	7 July 2020	<p>Council staff met local bike families, including children at the Mylor Oval.</p> <p>Discussion included:</p> <ul style="list-style-type: none"> Outlined Council process Listened to what riders were looking for Potential locations for track (Sherry Park was flagged and supported by all parties) 	n/a	Targeted face to face meeting and conversations with invited community members.
Targeted Community Conversation	15 July 2020	<p>Council Community Development staff met local bike families, including children at Sherry Park.</p> <p>Discussion included:</p> <ul style="list-style-type: none"> A reminder to stay out of parklands Community consultation survey is live Staff learnt of local riders petition to have dirt jumps in Mylor 	n/a	Targeted face to face meeting and conversations with invited community members.
Mylor Bike Track Community Consultation (ie. STAGE 1)	July - August 2020	Formal Community Consultation <i>(delayed from Dec 2019 + February 2020 due to Bushfires + Covid-19)</i>	4 July – 16 August 2020	<p>Online survey, sent to all registered parties.</p> <p>Staff met with:</p> <ul style="list-style-type: none"> Mylor Primary School students Parents of bike riders Other stakeholders

				<ul style="list-style-type: none"> District Council of Mt Barker staff <p>A5 Flyer to 'Have your Say about Bike Riding in Mylor' distributed to:</p> <ul style="list-style-type: none"> Mylor Primary School Local shops <p>Email to 30 registered recipients on 9 July inviting them to have their say.</p>
<p>Council Report, including Consultation Outcomes Report</p> <p><i>Report Recommends that funds be considered as part of Council's 2021-22 Annual Budget and Business Planning process for the construction of a pump track at Sherry Park in Mylor.</i></p> <p><i>Approve \$15,000 expenditure to undertake remediation of the Aldgate Quarry site.</i></p>	27 October 2020	Report available on website	n/a	Available on website
Aldgate Quarry works	7-11 December 2020	<p>Council installed sign at Quarry, informing residents of works.</p> <p>Letter distributed to adjacent residents, informing them of works.</p>		<ul style="list-style-type: none"> Letter to adjacent residents Signage on-site 'have your say' page updated
Targeted Community Consultation	3 February 2021	Council Staff attend Mylor Oval Management Committee meeting re. Mylor Oval Masterplan.	n/a	Targeted face to face meeting and conversations with Mylor Oval Management Committee members.
Targeted communication	4 February	Targeted email		Invitation to register for the Community Forum via Campaign Monitor
Emailed received from Mylor Oval Management Committee	16 March 2021	n/a	n/a	n/a

"BMX track in Mylor (Parklands/Sherry Park) - MOMI welcomes further discussion with council in relation to a bike track solution that will meet the needs of the community."				
Jumps identified in the Mylor Parklands	10 March 2021	Council installed sign in Parklands in March 2021. Letter to residents in township.	Ongoing call to register interest	Sign in Parklands inviting people to register their interest via QR code. Letter to residents in township (targeting West Street & Second Street).
Mylor Community Forum	30 March 2021	The Bike Track at Sherry Park was a topic / table at the Forum, facilitated by Council staff.	Ongoing call to register interest discussed at Forum.	55 people attended the Mylor Community Forum. The Bike Track was discussed at forum, with a table dedicated to the topic. Staff called for interested parties to register their interest in the project. Residents had opportunity to discuss any concerns or issues.
Mylor Community Forum Summary <i>Funding for a concept and design plan, and bike track construction in Sherry Park has been proposed in Council's 21/22 Annual Business Plan and Budget. This funding will be confirmed in late June. When funding becomes available, we'd love to hear from the community about features that you'd like in the design. People can register to stay involved via a mailing list at Mylor Bike Track Have your say (ahc.sa.gov.au) for the Mylor Bike Track.</i>	13 May 2021	Summary of information discussed at the Mylor Community Forum. The Mylor Bike Track was the third topic listed in the Forum Summary.	Ongoing call to register interest included in summary.	Available on website Summary also sent to 152 address via Campaign Monitor. The summary invited people to register their interest in the Mylor Bike Track. Community ideas for the bike track were also summarised in this document.
Targeted Community Consultation	22 April 2021	Staff met Mylor Cricket Club, SACA and Mylor Oval Management Committee	n/a	Staff & stakeholders.

		members to discuss cricket nets, needs & potential locations.		
Funding Confirmation	6 May 2021	n/a	n/a	Update provided on website
<p>Email to Mylor Oval Management Committee</p> <p><i>Request to meet to discuss bike track.</i></p> <p><i>Summary of community engagement, & that Sherry Park is the most appropriate location.</i></p> <p><i>"As lease holders of the site, we would like to meet and discuss further as the Adelaide Hills Council has received funding through the Federal Government Local Roads and Community Infrastructure Program (\$50,000) to develop a pump track in Mylor."</i></p>	29 June 2021	n/a	n/a	Mylor Oval Management Committee
Meeting with Mylor Oval Management Committee	13 July 2021	<p>Spoke about Sherry Park Track location, & subsequent / potential relocation of cricket nets.</p> <p>Formally informed them of funding for bike track, & associated completion dates.</p> <p>Invited 2 x representatives from Mylor Oval Management Committee to be on the Bike Reference Group.</p>	n/a	Mylor Oval Management Committee
Email to Mylor Oval Management Committee	26 July 2021	Invited 2 x representatives from the Mylor Oval Management Committee to be on the Bike Reference Group.	n/a	Mylor Oval Management Committee

		Confirmed wording for promotion of projects on their social media. Discussed drainage, irrigation & cricket nets.		
<p>Email to Mylor Oval Management Committee</p> <p><i>“Designs for a bike track could impact on the existing location of the cricket nets, & if this is the case, Council would look to partner with the Cricket Club & the Mylor Oval Committee to relocate to a new location.”</i></p> <p><i>“Council staff acknowledge the significance of the Mylor Oval to both Committee Members and the general community, and that keeping the oval and adjoining park accessible & aesthetically pleasing is a high priority. In addition, we also understand that recreation & sport amenity, (including things like cricket nets, football goals, bike tracks & playgrounds) are an important amenity & community expectation at an oval site. Balancing these two priorities is always a challenge for Sport & Recreation Planners, but can certainly be done.”</i></p> <p><i>Invited 2 x representatives from MOMI to be on the Bike Reference Group.</i></p>	30 July 2021	n/a	n/a	Mylor Oval Management Committee
<p>Staff site visit</p> <p>Arborist to investigate cricket</p>	3 August 2021	n/a	n/a	n/a

<i>net location at Mylor oval (closer to clubrooms)</i>				
Email to Mylor Oval Management Committee <i>Email outlining Arborist investigation outcome, new proposed location of nets (which would require removal of tree).</i>	10 August 2021	The committee were asked to let us know their thoughts by 18 August.	10-18 August	n/a
Bike Track Acquisition Plan	10 – 13 August 2021	n/a	n/a	n/a
Bike Track Request for Quote	16 August 2021	n/a	n/a	n/a
Emailed received from Mylor Oval Management Committee <i>Email outlined Mylor Oval Management Committee met and discussed cricket nets. Would like to see multiuse facility.</i>	25 August 2021	n/a	n/a	n/a
Community Consultation with Bike Reference Group (ie. STAGE 2)	25 August 2021	Invitation to all registered / interested parties to be on Bike Reference Group (committing to approximately 2 meetings)	August 2021	Email was sent to all (44 addresses) who had registered their interest since December 2019. Update provided on website.
Email to Mylor Oval Management Committee <i>Email re. Cricket net, exploring the potential for it to be a multi-use facility.</i>	15 September 2021	n/a	n/a	Mylor Oval Management Committee
Email to Mylor Oval Management Committee <i>Email confirming that draft bike track design</i>	16 September 2021	n/a	n/a	Mylor Oval Management Committee

<p><i>will result in relocating cricket nets.</i></p> <p><i>Confirmed wording for promotion of projects on their social media:</i></p> <p><i>You may have noticed that the cricket nets at Sherry Park are being removed.</i></p> <p><i>This is being done in preparation for the construction of the new Mylor Bike Track.</i></p> <p><i>Planning is well underway for the construction of the track and relocation of the nets.</i></p> <p><i>Both projects are being managed the Adelaide Hills Council. Keep an eye on their website, newsletters and social media for more updates.</i></p>				
<p>Bike Reference Group Meeting (ie. Part of STAGE 2 consultation)</p> <p><i>An email inviting those interested explained that the group would assist in reviewing and refining the design, in line with the community's needs. It was envisaged that that the group would meet approximately twice, once for an initial discussion about scope, design, etc. and once to finalise the design.</i></p>	<p>23 September 2021</p>	<p>On-site meeting with all who registered to be part of the Bike Reference Group + Council staff & contractors.</p>	<p>n/a</p>	<p>Group was provided with:</p> <ul style="list-style-type: none"> • A3 basic bike track concept design (showing example of a novice and intermediate/advanced track) • A3 aerial print of Sherry Park highlighting scale/area • A3 blank images of Sherry Park for members to draw on • Images of other dirt bike/pump tracks around SA, including the recent build at Birdwood to provide concept ideas • Images of recently upgraded cricket nets at Hahndorf <p>Discussion included:</p> <ul style="list-style-type: none"> • Bike track contractors explaining bike track • Feedback opportunity provided

				<ul style="list-style-type: none"> • Timeframe to deliver track • Colour of the dirt for the track <p>Contractors provided information about the bike track, and gave the group an opportunity to provide feedback, raise questions or concerns.</p>
Letter to Residents	23 September 2021	<p>Letter included:</p> <ul style="list-style-type: none"> • Bike track project overview including Sherry Park as the location of the track • Funding confirmation • Cricket nets will be removed and relocated • Timeframes • For more information please visit our 'Your Say' page. 	n/a	<p>Letter to residents in township (West, South, Cross, Second Hill, North, First Streets, & Strathalbyn Road) regarding track in Sherry Park</p> <p>The letter was emailed to the Mylor Oval Management Committee, and was also available on Council's website.</p>
<p>Email from Mylor Oval Management Committee to Council (<i>following the Bike Reference Group Meeting</i>)</p> <p><i>Email details recent meetings have been very productive, and includes further feedback re multiuse cricket nets and acquiring temporary cricket nets</i></p>	23 September 2021	n/a	n/a	Mylor Oval Management Committee
<p>Staff site visit</p> <p><i>Arborist to investigate cricket net location- including option of leaving nets at Sherry Park but further back towards creek</i></p>	29 September 2021	n/a	n/a	n/a
Mylor Oval Management Committee Meeting	29 September 2021	Staff met with Mylor Oval Committee re. Cricket Net relocation, including arborist investigation	n/a	Mylor Oval Management Committee + Mylor Cricket Club

		outcome and recommendation. Committee raised questions over poplar tree/historical significance.		
Staff and landowner meeting	5 October 2021	Staff met with adjoining landowner re. bike track, drainage, and proximity of trees to fence line.	5 October	Adjoining landowner
Staff email to English Ale Event Director	12 October 2021	Email re. bike track plans, impact on annual event, Mylor eager for event to still occur, please call Council staff to discuss.	n/a	English Ale Event Committee
AHC E-News (ie. Part of STAGE 2 consultation)	8 October 2021	Newsletter includes construction of Mylor bike track in Sherry Park, with a link to the website.	n/a	All subscribers to EHQ, and those signed up for newsletters, all staff and Council Members (3,795 people)
Staff & Stakeholders site visit	14 October 2021	Council Staff (including Arborist) met with Mylor Oval Management Committee + Mylor Cricket Club Committee re. location of Cricket Nets.	n/a	Mylor Oval Management Committee + Mylor Cricket Club
Email to Bike Reference Group (ie. Part of STAGE 2 consultation) <i>Provided them with a concept plan for comment.</i>	28 October 2021	Concept plan for comment.	28 October – 3 November	Bike Reference Group
Mylor Oval Community Projects Update (ie. Part of STAGE 2 consultation)	28 October 2021	Letter to residents in township + email to all registered participants.	n/a	Letter to residents in township (West, South, Cross, Second Hill, North, First Streets, & Strathalbyn Road) regarding track in Sherry Park. Email to all registered participants + Bike Reference Group. Update provided on website.

Appendix 3

October 2020 Consultation Outcomes Report

2020

Adelaide Hills Council

www.engage.ahc.sa.gov.au



[MYLOR BIKE TRACK CONSULTATION REPORT]

Mylor Bike Track Consultation Outcomes Report

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2. Summary

Purpose of this report

This report contains a summary of feedback received as part of the Stage 1 Mylor Bike Track Consultation undertaken between 4 July - 16 August 2020. The intention is for this longer report to be made available to anyone who participated in the consultation.

Background

We know bike riding is a much loved and very popular past time for people across a range of ages in the Adelaide Hills. And our Sport and Recreation Strategy supports 'non-traditional' and unstructured recreation opportunities in the region (e.g. mountain biking and BMX).

Asking the community about their bike riding aspirations has come about because Council want to develop a sustainable solution that is suitable for riders and protects the native vegetation in Mylor. At the December 2019 Council meeting it was decided that bike tracks in the Mylor Parklands will be strictly prohibited to avoid further degradation to the native vegetation. Signage to indicate allowed use of the Parklands was put up at the main entrances to the parklands.

Participation

Feedback could be provided in a number of ways and yielded the following results:

Type of feedback channel	Number of responses
Online survey	150
Online ideas tool contribution	7
Total	157

In addition to the online feedback tools our staff held the followings meetings:

Type of feedback channel	Number of meetings
Meeting with Mylor Primary School (Year 5, 6,7 Reps)	1
Targeted stakeholder meetings	3
Meeting with Mt Barker Council	1
Total	5

3. Consultation approach

Our engagement approach aimed to collect and collate community feedback about their aspirations for Bike Tracks in Mylor. This was done through direct meetings with riders and their parents, online feedback tools (including a survey) and a meeting with Mylor Primary School students.

What we asked in the survey

A survey was developed which contained 14 questions, 10 of these were closed questions and 4 were open. Anyone could participate in the survey.

Distribution and Promotion

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

- Hills Voice: headlines, Mt Barker Courier (5/8/20)
- Hills Voice: your Adelaide Hills eNewsletter (6/8/20)
- AHC social media (Facebook, Twitter)
- Direct emails to key stakeholder and community list

The survey and accompanying background information was made available on our engagement portal Hills Voice: *your say* (engage.ahc.sa.gov.au).

4. Feedback analysis

All responses received by 16 August were analysed (including meetings, social media posts, emails, ideas tool and online survey responses).

Feedback from all sources has been divided into the following sections:

1. Online survey
2. Ideas tool
3. Social media posts
4. School engagement
5. Meetings

Online survey

There were 150 online survey feedback responses as part of the consultation.

Number of online survey responses	Respondent location
54 (36%)	Mylor
62 (41%)	Adelaide Hills Council area
34 (23%)	Outside of the Adelaide Hills Council Area
150	Total

We have split the feedback from online surveys into three sections:

1. Respondents living in Mylor
2. Respondents living in the Adelaide Hills Council Area (outside of Mylor)
3. Respondents living outside Adelaide Hills Council Area

Respondents living in Mylor

Below is a summary of responses from those respondents who indicated they live in Mylor. These respondents made up 36% of the overall response numbers.

Q1. What year were you were born?

Knowing what age category completed the survey helps determine reach. In this case those born in the 80's were the highest responders.

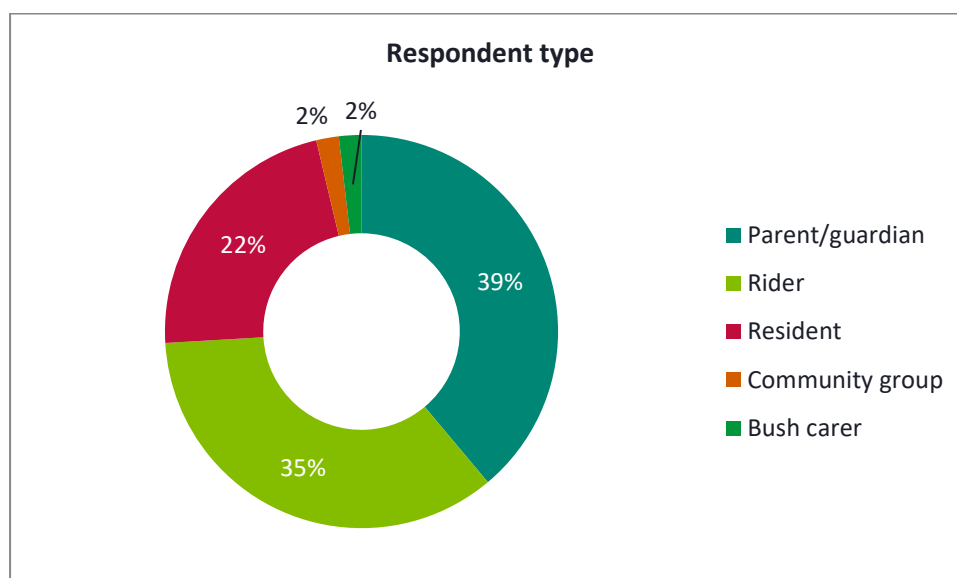
Table 1: Mylor Respondent Ages

Year born	Response numbers
1940	3
1950	6
1960	9
1970	10
1980	14
1990	2
2000	9
2010	1
Total	54

Q2. Type of respondents

Respondents were asked to indicate who they represent. Most respondents said they were parents/guardians followed closely by riders.

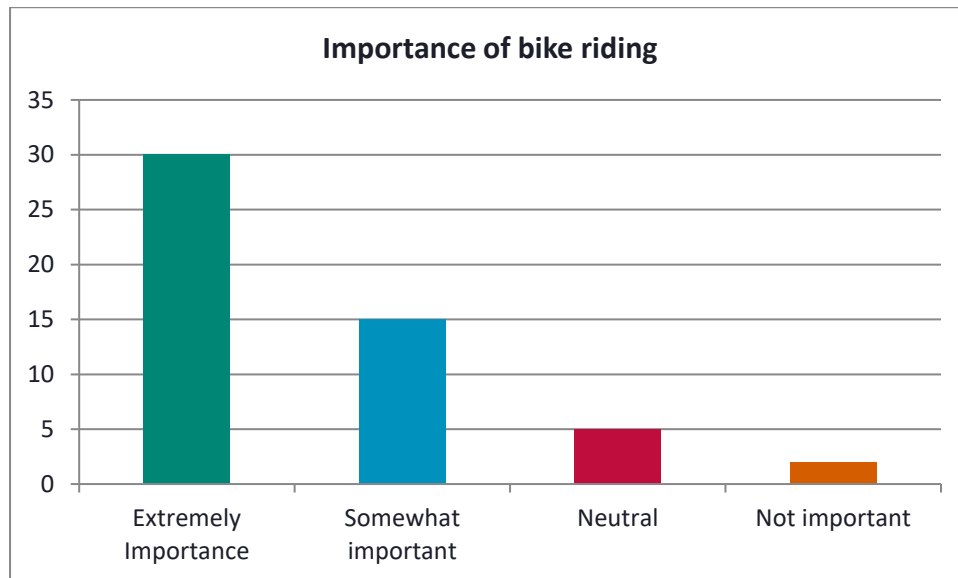
Figure 1 Mylor Respondent Types



Q3. Importance of bike riding

Respondents were asked how important bike riding is to them on a scale from extremely important to not important. Of those who responded from Mylor 58% said bike riding was extremely important to them.

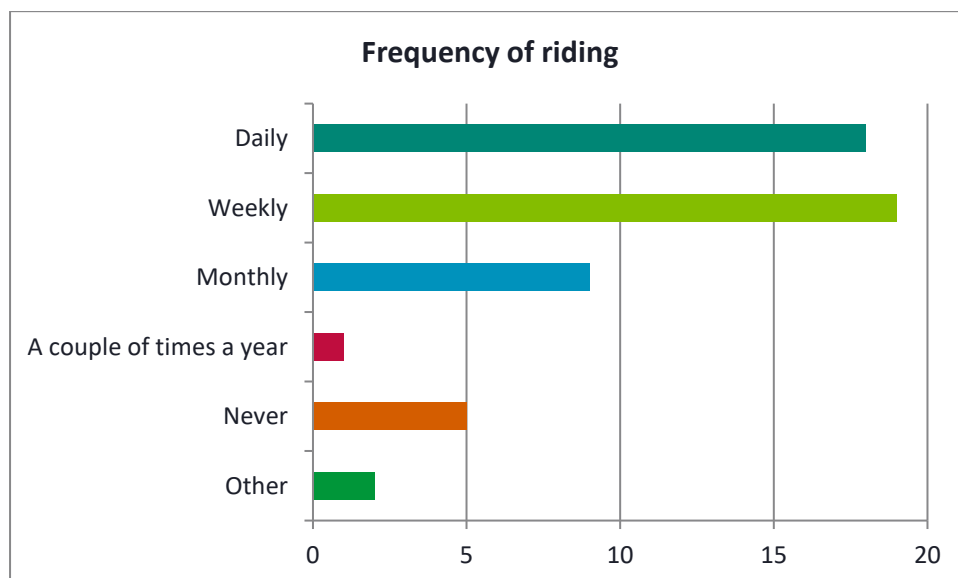
Figure 2 Mylor Importance of Bike Riding



Q4. How often do you or members of your household ride?

When asked how often Mylor respondents ride 35% said weekly followed by 33% who said daily.

Figure 3 Mylor Frequency of Riding



Of those who answered 'other' they stated it varies from daily to hardly ever and 'the town folk ride every day'.

Q5. Where do you currently ride?

When asked where do you currently ride responses included:

- Mylor and surrounding suburbs
- Cleland Conservation Park
- Sturt Gorge Conservation Park
- Belair National Park
- Fox Creek
- Roads around the Adelaide Hills
- Other Conservation Parks in the Mt Lofty Ranges
- Stirling
- Hysen trail (Mylor-Aldgate)
- Stirling jumps
- Kuitpo
- Aldgate Valley Road or to the local shop
- Mylor parklands
- Eagle Park
- O'Halloran Hill Recreation Park
- Mylor-City Commute
- Prospect hill woody trails
- Craigburn farm
- Around the Mylor oval
- Amy Gillette bike track
- Echunga, Meadows, Kangarilla
- Aldgate Quarry
- Swan Reach area
- Franksmith Dam
- Bike track Woodside
- Uraidla Oval

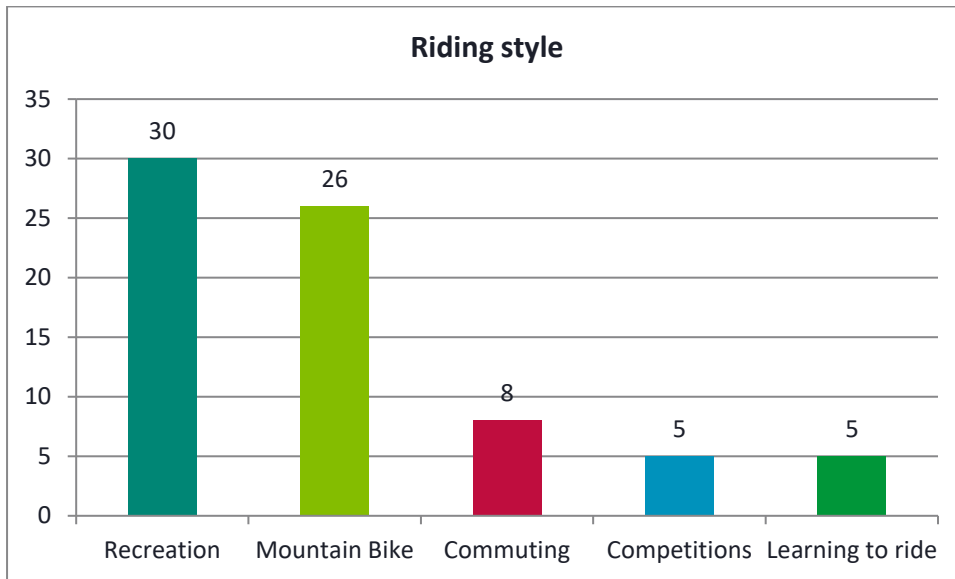
"All over the place, but I often have to be driven somewhere so I can ride. If there were a place to ride in Mylor I would be able to ride after school."

"Used to ride in Mylor but since the older local residents get upset about it... we go to Aldgate Quarry".

Q6. Describe your riding style

Mylor residents who responded indicated they consider themselves recreation riders followed by Mountain Bike Riding.

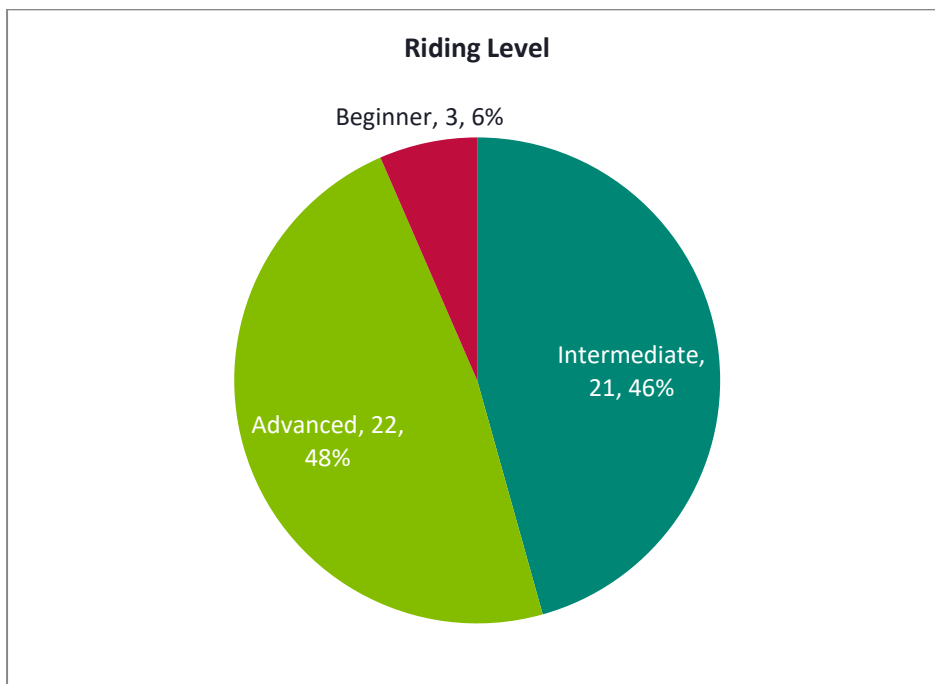
Figure 4 Mylor Riding Style



Q7. Describe your riding level

Of those who ride most consider themselves advanced (48%) followed by intermediate (46%).

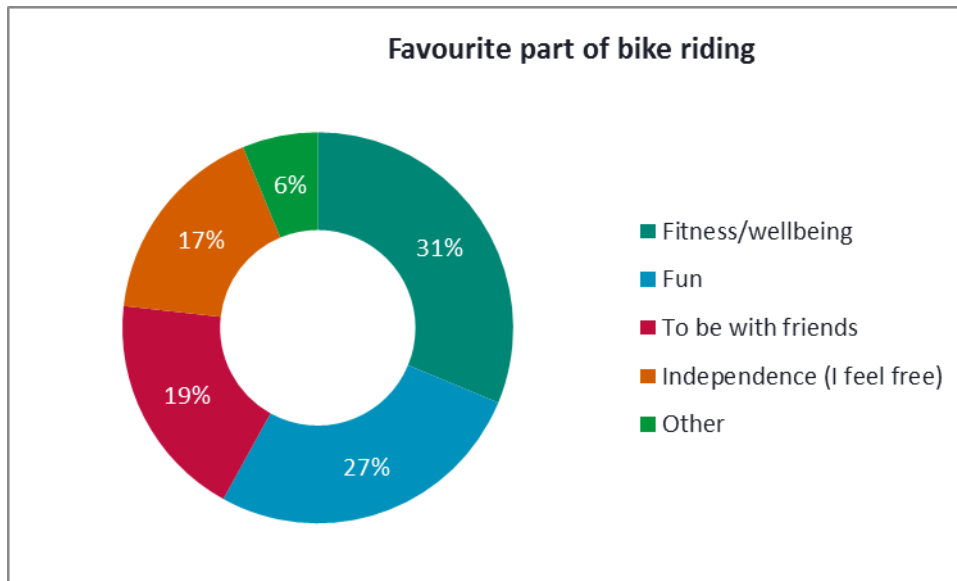
Figure 5 Mylor Riding Level



Q8. What's your favourite part of bike riding?

When asked what their favourite part of riding is, respondents indicated fitness/ wellbeing was their favourite followed closely by fun.

Figure 6 Mylor Favourite Part of Riding



Of the seven respondents who selected 'other' responses listed were:

- Adrenaline
- I would like to work up to riding my bike to school
- Appreciating the natural beauty of the Hills without interfering with it
- Cheap hobby
- An alternative way of transport, eco-friendly
- Two small boys enjoy riding their bikes on (safe) bike tracks that provide some challenge commensurate with their skill levels
- We observe all of these things within the Mylor population.

Q9. Describe your ideal riding place

When Mylor respondents were asked to describe their idea riding place common responses were:

- Hilly bush trails
- Trails within vegetation
- Trees and bush
- Downhill with jumps and berms
- Pump tracks with tricks (elements of challenge)
- Flat riding long distance / enough interest for long rides
- Local roads without cars
- Range of tracks from beginners advanced
- Range of terrain
- Professionally designed
- Around the oval
- Centralised track

Q10. Would you be willing to be involved in building a bike track?

31 respondents indicated they would like to be involved in building a bike track and 21 respondents said they would not be willing to be involved.

Q11. Do you have any other feedback you'd like the project team to consider about bike tracks in Mylor?

No.	Comments from participants <i>Note: comments have been edited for grammatical reasons and all identifying data has been deleted and replaced with [...]</i>
1.	I have been working in the Mylor Bushcare group for [...] years and have nearly been run over by young riders. I consider the conservation values of the Mylor Parklands as very high. Locals have discussed from time to time about creating a BMX track in Sherry Park or at the back of the Mylor Oval across the creek and up the hill.
2.	I think it's important for young people to have opportunities to ride in their local communities, however it's important to recognise the environment those trails are built within. Land behind Mylor oval across Aldgate creek would be a good place to consider future bike tracks. As I understand this is owned by council and not currently used, there is very little native vegetation across the site (See attaches photo).
3.	We don't have any pump tracks near us. It would be good for the community
4.	Make sure there's no rubbish, plenty of tracks for all people
5.	All age level and environment friendly
6.	This survey is extremely limited in any information as to where a recreational bike track suitable for children and adolescents - and adults who like off road bicycling activity. If it is aimed at circumventing the heritage order pending in the Mylor Parklands, then I am completely opposed to such a move. Areas of native bushland vegetation are increasingly under threat and limited. A 'dirt cycle track' with jumps and single track gouging its way through the parkland would further destroy what native plant species have managed to survive the misuse and abuse of the Goyder surveyed parkland since settlement. If the area, zoned I assume, as recreational in Sherry Park is being considered for such a 'dirt track' complex, then this has my full support, and as a rate payer, would like to see Adelaide Hills Council money be used to construct one for those type of cyclists in the Mylor area. There is a need for these riders to have a decent and safe venue to exercise their skills and aspirations.
7.	I would love a bike track but I am scared that I will be bullied if I go as sometimes there are lots of children hanging round on bikes and they are not always nice to me.
8.	Tension between the local adolescence and local 'Green's' would dramatically decrease with a bike park. Also, I work for Stringybark Landscaping (a Mylor based landscaping company) who may be very keen to provide labour and machinery with the construction.
9.	<p>(1) Pump Track: the site south and east of the Mylor Oval seems an ideal spot. There are nearby toilets and car parking. It is centrally located and nearby to Mylor Cafe and Deli. The site has a slight incline which could be ideal for an east-west orientated pump track. This orientation would permit multiple lanes of pump track/jumps to cater for intermediate as well as beginner riders, and an elevated starting point on the eastern side (site of current cricket nets). The cricket nets could be relocated parallel and east of the Mylor oval.</p> <p>(2) Cross country track: the sloping hillside to the east of Mylor oval could accommodate a cross country style loop track consisting of multiple climb/descent segments forming a loop - working with the existing trees to dictate the route. The route can start and finish at one access bridge crossing from the oval onto the loop track.</p> <p>(3) Mylor Conservation Park; riding could be permitted in Mylor Conservation park (main track) out along Hooper Road and then return to Mylor via the track adjacent to the Strath road (and then Whitehead Road) - this would form a loop track also.</p> <p>I walk in the Mylor parklands and I've seen the tracks in there. It's not ideal, and I would ask my own children not to contribute to those tracks. I really encourage this initiative.</p> <p>Finally, please consider opening up Mount Bold Reservoir fire tracks to bike riding. This would open up an interesting corridor to traverse from Mylor (continuation of Silver Lake road) through to Meadows via Kuitpo Forest (Razor Back Road) and then on towards Kuitpo down Christmas Tree hill area. Potentially sharing the Heysen Trail type route but without having to ride on any Strath road.</p>

10.	We live on river road which would benefit greatly from a bike trail which could connect bike track developments in Mylor to Hahndorf Tracks currently being developed on Fairview road and possibly through to amy gillet track to Woodside creating a network of safe hills trails.
11.	Tracks suitable for different age levels
12.	Yes...those BMX riders and their parents who have shown no respect for the parklands, abused residents, ignored or vandalised council signs, littered the environment and continue trying to build jumps and ramps everywhere including Aldgate Creek should be penalised, not rewarded with the possibility of a purpose built bike track.
13.	It seems to me that both the Mylor conservation park as well as the parklands would be well suited to some MTB trails. My body isn't suited any more to any back breaking work but I'd be interested in particular in being involved with design
14.	Given increased traffic from Mount Barker it is difficult to ride safely out of Mylor to Stirling. Aldgate Valley is too picturesque to widen but there is a track on Stock Road that could be improved for pedestrians too. A bike track with jumps could be built at Sherry Park. Would be good to discuss with archery people. Maybe the bike track could be near the playground with a beginners and advanced riders circuit. Any developments could be coordinated through the oval committee.
15.	<p>Linking Mylor, Aldgate Verdun Handorf meadows would bring business to those towns and provide walkers and riders away to utilise the area they have. Erosion is minimal in the merits gained. most are happy to ride simple single trails. bringing added \$\$\$ to areas already developed. +added tourism component,</p> <p>Most tracks that where once legal have been hijacked by one sided interest groups limiting the functionality of existing rides that often where adjacent to roads throughout the hills. old pony, walking tracks etc. limited benefit to select few. hills population has increased a lot but regulation has limited lawful usage. walkers and riders can co -exist . california,europe canda, nz.</p> <p>Most keen kids or mtb groups maintain trails already and are fully aware of environmental impact. utilise the hills and existing tracks to save dollars. collab with local bike shops. pump tracks are limiting in demographic. mtb,bmx and skate parks are an excellent investment for keeping youth out of trouble. Cycling has a massive following in SA. escape goat mtb adventures would be able to inform on possible ideas. bmx track is an easy build but design is critical to bringing in riders. design it with proven riders and track builder to get max returns. enjoyment, function and use. local archery has been a massive success on the oval because its quiet as is cycling. Keep kids engaged with their local environments and busy. Provide healthy options and watch cyclists roll in. Trail scape and Adelaide mtb bike club should be approached as are knowledgeable in this area. great idea keep the ball rolling</p>
16.	I really feel that this is an important project, personally, I am trying to gain support to get a Footpath put in to make walking in the area safer as well, but anything that will increase physical activity is a no brainer.
17.	<p>Yes- when my children were growing up they did ride their bikes around the area known as the parkland at the end of First st near the CFS. There were aggressive people that would yell at them and tell them to get out. I see the kids there now building areas around that hilly bit and cannot see what the problem is. I would have no issue with this area being a bike track. Probably better than down by the creek at the Mylor oval.</p> <p>There are several controlling individuals in the area who unfortunately spoil the village for the majority. Let the kids have some fun on their bikes.</p>
18.	It is not only highly dangerous to have bikes on the road, but it is highly irritating. While I do not like the bike riders I acknowledge for the kids this is a very healthy and very positive past time. I have never had an issue with kids, it is with the adult riders who have little respect for the road. We ought to make a bike track for the kids and encourage them to be outdoors and support them in this wonderful pursuit, given we are unique in how many local kids do this.
19.	In an area which will not interfere with residents or wildlife due to noise and activity, land degradation. eg bush habitat for birds, small marsupials, lizards. What about Sherry Park ????
20.	Because of the popularity of BMX, I think it's important that a track be constructed in the Mylor area. In last week's Back Roads on ABC TV one was featured in NW Tasmania that fitted into the bush very nicely, so if one was to be built it has to be professionally constructed with appropriate landscaping with little interruption to the original landscape. It should not left to private individuals who are currently vandalizing the Mylor Park lands.
21.	I just wanted to add that The Hills needs more than bike tracks for kids. How about a bike trail that runs through the hills from the Barossa through to McLaren Vale. Each year (up until now) my partner and I sign up for Headwater Rides. Headwater is a UK based company that plan bike rides through Europe. This sought of thing could be planned for the Adelaide Hills, promoting food wine and accommodation in the region. It could be a three to four day ride connected as many as the Hills towns as possible for a night stay.

22.	There are loads of kids in this little town and they are being driven out by grumpy older people who seem to think that there should be no bike riding, no camping on the oval anymore, aggressive dogs being able to be trained and a small group of people on the committee who are making decisions or influencing the council without consultation of the local residents.
23.	<p>This survey clearly is aimed at bike tracks for younger riders. I have noticed little self-made dirt ramps around the place that children between appr. 8-12 years utilise as play spots near their homes. These spots often directly lead onto the road. So the current need for a safer location is obvious. It would be fantastic if a place could be found for that purpose.</p> <p>For myself I have discovered that for some appointments, small food-shopping ventures and catching public transport to Adelaide I can use the quieter roads between Mylor, Aldgate and Stirling with a pushbike. I think it would be a great improvement if further road development would include bike lanes.</p>
24.	Over the last 6 months changes in Mylor have been very disappointing. For example camping is no longer permitted on the oval which the majority of residents were happy with. It brought customers to the local businesses. This change was made with out any consultation. The kids in Mylor have been stopped form creating jumps, forcing them to go to another town. All these issues followed the removal of the half pipe from the oval. As a resident of Mylor these changes appear to be narrow minded, not inclusive and certainly not supportive of a vibrant community that welcomes visitors and provides infrastructure for the children. Not to mention the aggressive dogs that are allowed to be trained on a Saturday afternoon when there are families with children around.
25.	On behalf of my son and I, we would be thrilled to help build a track in Mylor...we already do, but not all residents are happy with this!
26.	Need to protect wildlife. Need to respect local buildings and local community.
27.	I think the far corner of Mylor oval adjacent to the Aldgate Creek would be superb
28.	Please do it!
29.	*Getting* to bike tracks in Mylor -- most roads leading into Mylor are narrow, 80kph with no footpaths/cycleways. Kids can't do this independently, safely
30.	I built half the trails in Belair prior to the 'governments involvement'. Happy to scout and draw up plans. I just need to know the size of space and simple soil test which I can do. I'm not racing but I have a [...] now and I don't mind a few jumps still at almost 40yo. [deleted link as identifies respondent]
31.	Please prevent further trashing and vandalism of the Mylor bushland!
32.	There needs to be somewhere in Mylor for these boys to ride and build. At the moment they are being made to feel like they are unable to ride anywhere - every time they go out, a member of the community tells them off, or threatens to report them to the police, and now signs are up that they can't even ride in the parkland. We have lived here for 20 years, and we are just as much a part of the community as those without children. Exercising, being a part of the community and getting together is so important for the kids and we need somewhere for these boys to ride. They are in discussion with Mt Barker Council to build more advanced jumps at Goyder Reserve - to have two facilities that cater for a range of different riding skills would be fantastic.
33.	I worry about these places for young people - my children (on is on the autism spectrum) find it hard when there are groups of children hanging around unsupervised. It makes it hard to join in if you are not as skilled or confident. Perhaps having 'rules' or 'codes of conduct' in place some how would help?
34.	There are lots of kids in Mylor who have outgrown the playground and are looking for something else to do. Knowing that we didn't have to travel for them to ride in a more exciting place instead of just around the oval would be amazing. It would be great if there was 2 sections - perhaps a beginners and then a more advanced as I know we have some older children in the area too. I think this is a wonderful idea.
35.	Mylor township has been waiting for some types of bike track development for a long time. The local children need an area to ride their bikes that is safe from traffic and that will not be destroyed by environmentalists and the council. The council's recent response to the Mylor children showing initiative and creativity, in developing their own bike tracks due to the council not providing such a facility, had been disappointing.
36.	<p>A concrete skate park for bike riders and skateboarding/Scooters. Pump track would be good as well and a place for kids to practice their jumping/riding skills.</p> <p>Is the Cherry Park in Mylor being used out the back for anything? This would be a great space to create a play space for kids.</p> <p>My son and his mates, currently build their own jumps and tracks in the reserve behind our house, which the council never maintains. We maintain this space, burning off and clearing, that is shared with our other two neighbour's.</p>
37.	[...] Adding a link to the petition that the boys organised on change.org - they received 250 signatures for better jumps and tracks in the Mylor area https://www.change.org/p/trailscapes-mylor-dirt-jumps

38.	Having a bike track at Mylor would be a great boon to the local kids and those, like our grandkids, that come visit us regularly and bring their bikes with them
39.	Stock road pathway is well used by bikers but it is in very poor condition. It is a beautiful place to walk and ride but track has not been looked after so it can only be used by very advanced riders with downhill gear. I would like to see the stock road track maintained so anybody can walk and ride it. It is already available so good to use what is there.
40.	I have walked in the Mylor Conservation Park and seen the bike track which has been built. I was very impressed by what had seemingly been put together by youth, repurposing what appears to be an old mine site. I do not use the track nor know anyone who uses the track, but I found the council sign quite offensive, particularly given that it seemed the children had simply repurposed the site for an activity which would connect them to nature as children, and surely shape their love for natural habitat as adults. It is incredibly hypocritical that adult activities which clear land, such as farming and mining do not get a sign from the council to stop, but a small bike track built by children does. The environmental impact is not comparable. There are tracks leading to the bike track and it is not harming the natural environment. If you truly care about the environment, let the children use the bike track they have made, and invest your efforts in more meaningful actions for the environment eg. weed control (some of the council owned land is atrocious in this regard) and assisting land owners with the right plants to create corridors, food sources and nesting areas for our struggling wildlife - bandicoots, rakali, black cockatoos etc.
41.	I'd like to see a solution that involves the riders and where the solution fully meets their needs, otherwise the whole exercise is a waste of time and they will not be part of the change. I also think there needs to be more consideration of ringfencing the remnant vegetation if that's possible and including recreation in these spaces, whether it be the Mylor Parklands or another sensitive site. We need to educate the youth on the value of biodiversity.
42.	The Mylor Oval committee has met to discuss this survey and agrees that in the first instance Goyder's Reserve would be a more appropriate setting (in Mt Barker council) than the Mylor Oval. However, the committee would be prepared to enter into discussions with council to facilitate riding on the southern part of the Oval's hillside if Goyder's Reserve or other sites were not suitable (subject to a risk assessment and native vegetation clearance application). We would also support a "kiddie" type track for younger riders be established in Sherry Park near the Aldgate Creek. Any dedicated riding facility at the Mylor Oval should be explored at the same time as some of our other objectives (eg walking track on hillside).
43.	Bike riding is important for young people, as long as they respect the environment, other people, and the law. Bike tracks should not be in nature reserves.

Respondents living in the Adelaide Hills Council Area (outside of Mylor)

Below is a summary of responses from those respondents who indicated they live in the Adelaide Hills Council (AHC) Area (other than Mylor). These respondents made up 41% of the overall response numbers.

Q1. What year were you were born?

Knowing what age category completed the survey helps determine reach. In this case those born in the 70's were the highest responders.

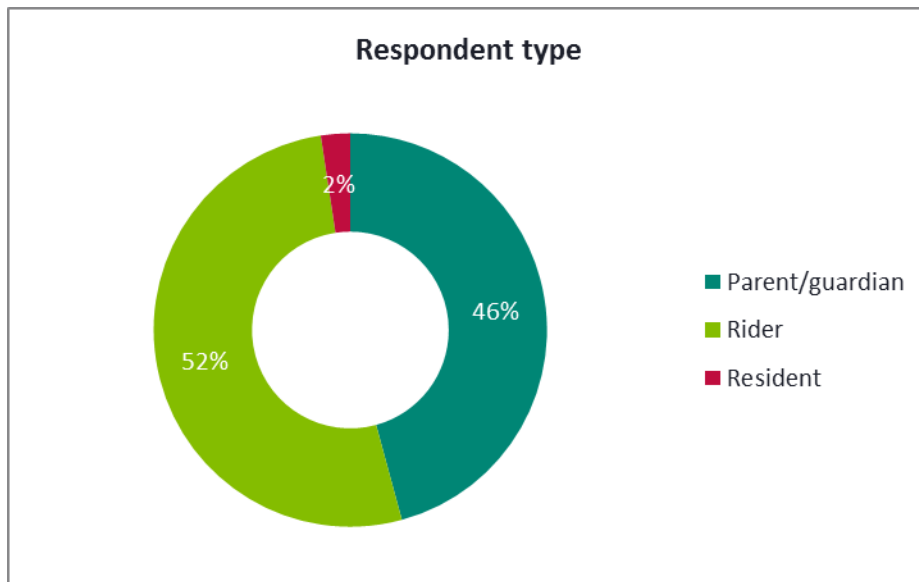
Table 2: AHC Respondent Ages

Year born	Response numbers
1940	0
1950	0
1960	4
1970	23
1980	16
1990	5
2000	12
2010	2
Total	62

Q2. Type of respondents

Respondents were asked to indicate who they represent. Most respondents said they were parents/guardians followed closely by riders.

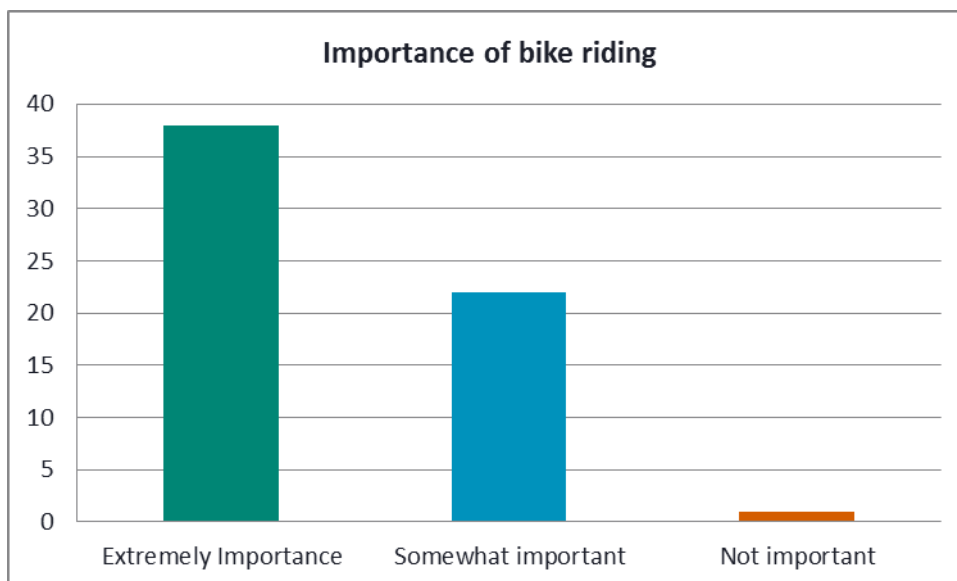
Figure 7 AHC Respondent Types



Q3. Importance of bike riding

Respondents were asked how important bike riding is to them on a scale from extremely important to not important. Of those who responded from AHC 62% said bike riding was extremely important to them.

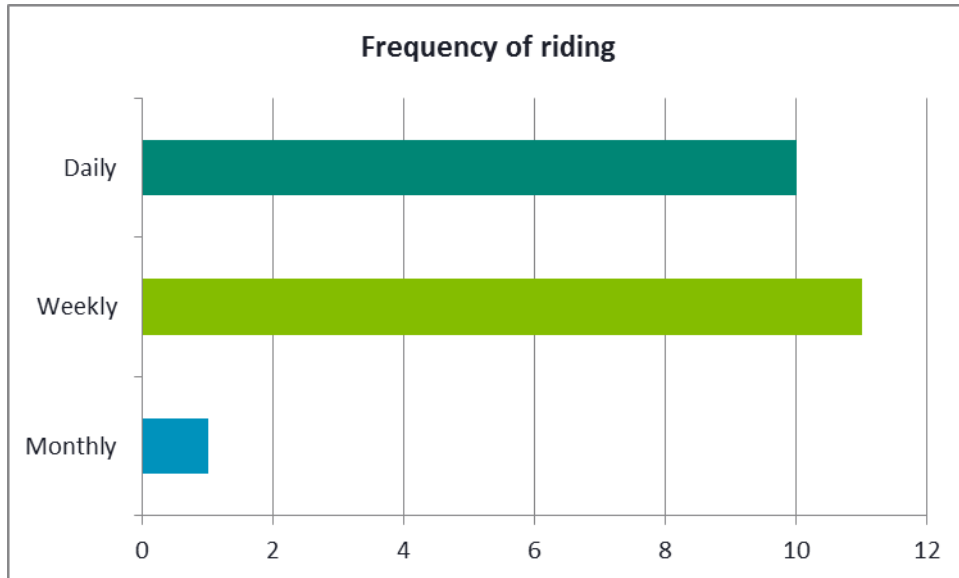
Figure 8 AHC Importance of Bike Riding



Q4. How often do you or members of your household ride?

When asked how often Mylor respondents ride 50% said weekly followed by 45% who said daily.

Figure 9 AHC Frequency of Riding



Q5. Where do you currently ride?

When asked where they currently ride, respondents stated:

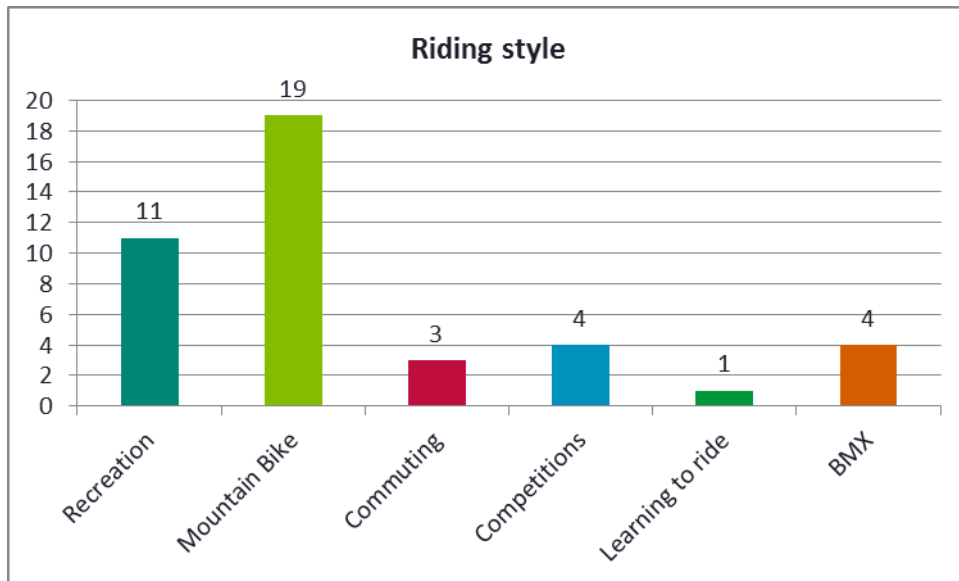
- Mylor loop
- Heathfield
- City bike park
- Uraidla
- Balhannah bmx track
- Amy Gillet path
- Keys room mountain bike tracks
- Mt Crawford forests
- Mylor oval
- Postie Track
- Warrawong single track
- Cleland
- Eagle on the hill
- Craigburn Farm
- Stirling
- Crafers
- Anstey hill
- O'halloran hill
- Kersbrook
- Fox Creek
- Mylor "postie" track (the walking trail along Strathalbyn Road)
- Aldgate to Mylor loop
- Aldgate quarry
- Pioneer woman's trail.
- Lynton
- Cobblers
- Ashton Hills
- Mt Barker
- Belair National Park
- Bridgewater

- Valley of the Bandicoots trail
- Stock Road trail
- Mount Osmond trails

Q6. Describe your riding style

Mylor residents who responded indicated their riding style is Mountain Bike riding followed by recreation.

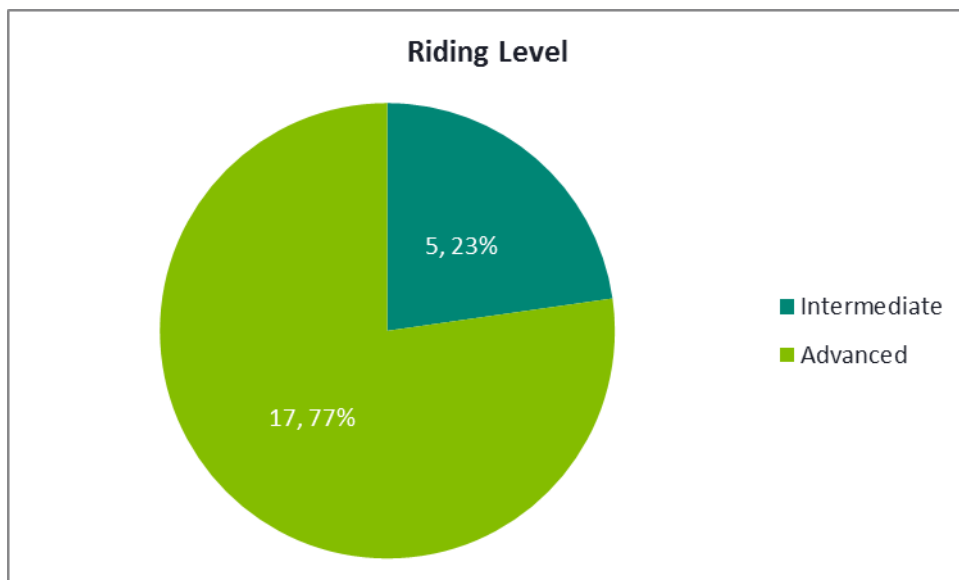
Figure 10 AHC Riding Style



Q7. Describe your riding level

Of those who ride, most consider themselves advanced (77%) followed by intermediate (23%), no one indicated they were beginners.

Figure 11 AHC Riding Level

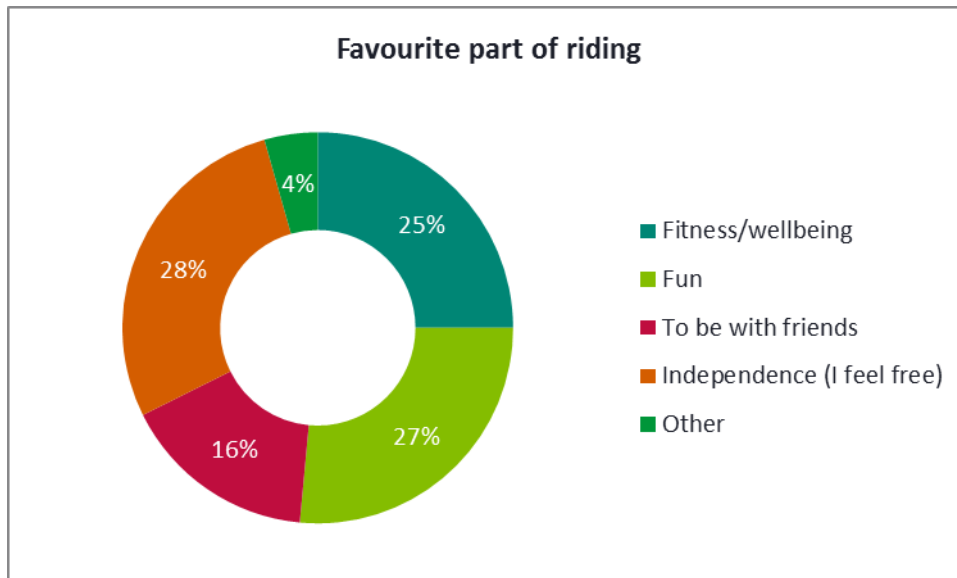


Q8. What's your favourite part of bike riding?

When asked what their favourite part of riding is, respondents indicated independence (to feel free) was their favourite followed closely by fun and fitness/wellbeing. Three respondents selected other and listed:

- Technical riding challenges, being in nature
- Getting out in nature
- Exploring in the natural environment

Figure 12 AHC Favourite Part of Riding



Q9. Describe your ideal riding place

When AHC respondents were asked to describe their ideal riding place common responses were:

- In nature (amongst trees and bush)
- Trails (downhill and smooth flowy trail)
- Bush
- Hilly tracks
- Gravity oriented advanced trails
- Jumps and corners
- Separate from traffic
- Cross country trails through countryside
- A technical park to practise skills
- Pump track
- Enduro trails

"A place with a good range of Beginner, Intermediate and Advanced trails/Tracks with Great Facilities".

"I enjoy typical downhill style MTB riding that you get at MTB Parks like fox creek for example. Which have a variety of trails starting for beginners to experienced level. Something that has a variety of jumps, rock gardens, berms and other features is great."

"...somewhere with not many people and spread apart tracks similar to Craighburn farm"

Q10. Would you be willing to be involved in building a bike track?

14 respondents indicated they would like to be involved in building a bike track while 8 of the respondents said they would not be willing to be involved.

Q11. Do you have any other feedback you'd like the project team to consider about bike tracks in Mylor?

No.	Comments from participants
<i>Note: comments have been edited for grammatical reasons and all identifying data has been deleted and replaced with [...]</i>	
1.	Would love to help but with young kids it's tricky! Would love to see some options for families eg tracks for confident adults interspersed with easy tracks or pump tracks for kids
2.	Safety is important to me as a parent of two young boys who like to take risks on bikes. Bike parks are a great way to allow for risk within a controlled environment.
3.	Be awesome to see something that caters for all levels of riding from something for kids to some great cross country trails for competitive/recreational riders
4.	Ask the local riders to build it. As usually the council don't know what there doing. The Stirling jump park has worked out so well as the council dumped dirt and the people that knew what they wanted built it.
5.	Through consultation of riding communities
6.	Building dedicated facilities for young MTB riders means the less they try and build themselves in areas where they probably shouldn't. I would suggest that you develop more of these in other areas also making it more accessible to kids in the area, so us parents don't have to drive/ride them everywhere. One of these would be Aldgate quarry.
7.	Have fun 😊
8.	Please, more opportunities for people who ride mountain bikes to ride legal trails in the Adelaide Hills Council area.
9.	Look at derby Tasmania

Respondents living outside Adelaide Hills Council Area

Below is a summary of responses from those respondents who indicated they live in suburbs outside of the Adelaide Hills Council Area. These respondents made up 23% of the overall response numbers.

Q1. What year were you were born?

Knowing what age category completed the survey helps determine reach. In this case those born in the 70's were the highest responders.

Table 3: Non-AHC Respondent Ages

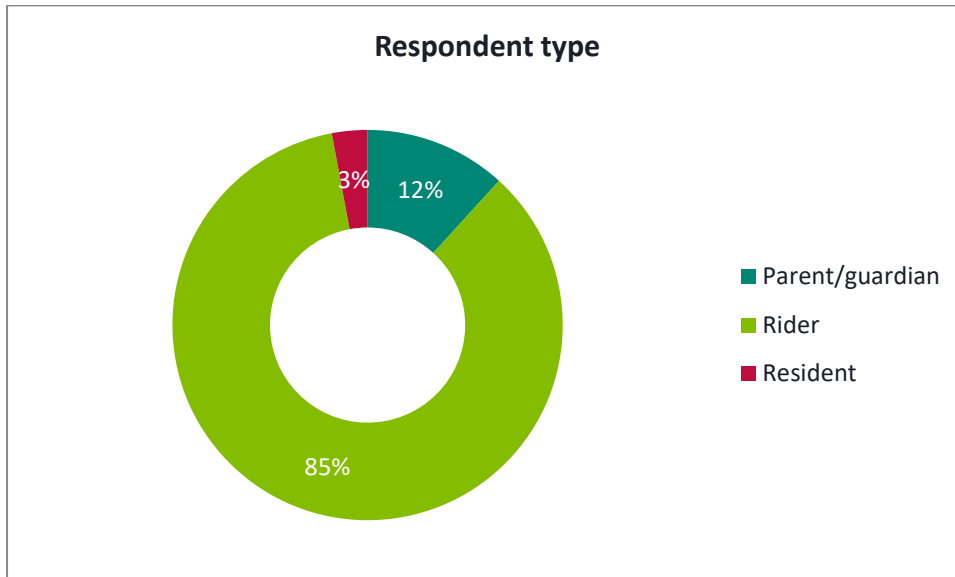
Year born	Response numbers
1940	0
1950	1
1960	2
1970	6
1980	12
1990	6
2000	7

2010	0
Total	34

Q2. Type of respondents

Respondents were asked to indicate who they represent. Most respondents said they were riders.

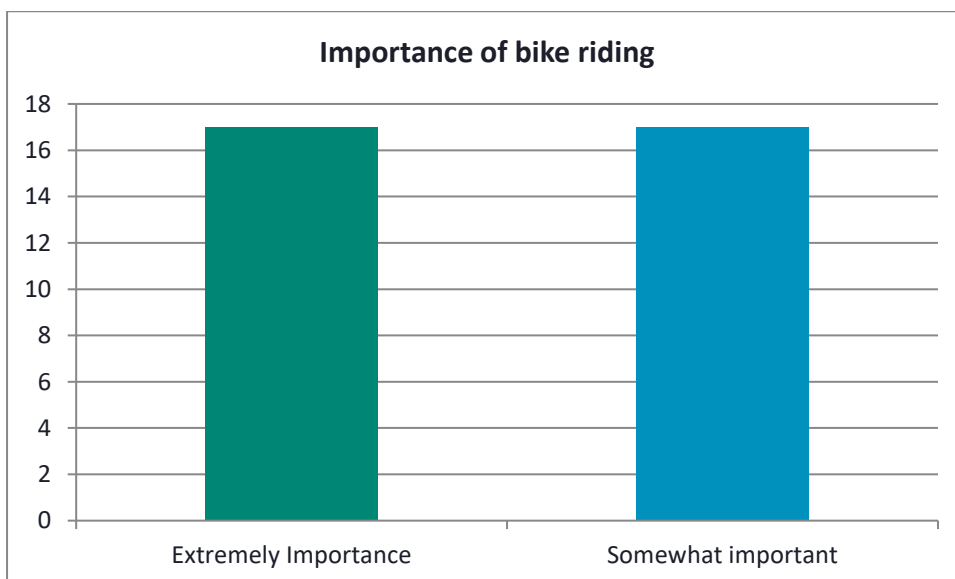
Figure 13 Non-AHC Respondent Types



Q3. Importance of bike riding

Respondents were asked how important bike riding is to them on a scale from extremely important to not important. Of those who responded from outside of AHC 50% said bike riding was extremely important to them and the other 50% said it was somewhat important to them.

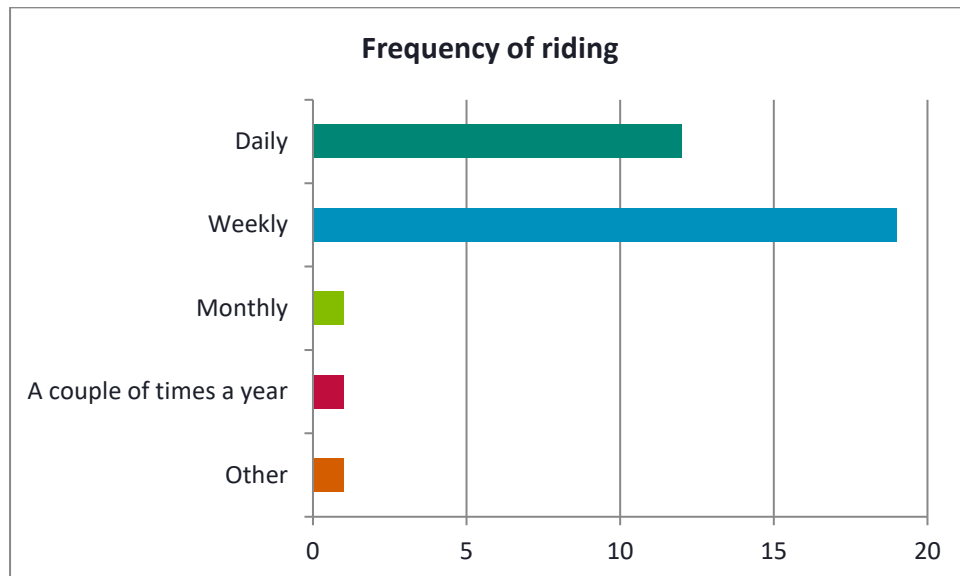
Figure 14 Non-AHC Importance of Bike Riding



Q4. How often do you or members of your household ride?

When asked how often Mylor respondents ride 56% said weekly followed by 33% who said daily.

Figure 15 Non-AHC Frequency of Riding



Q5. Where do you currently ride?

When asked where they currently ride, respondents stated:

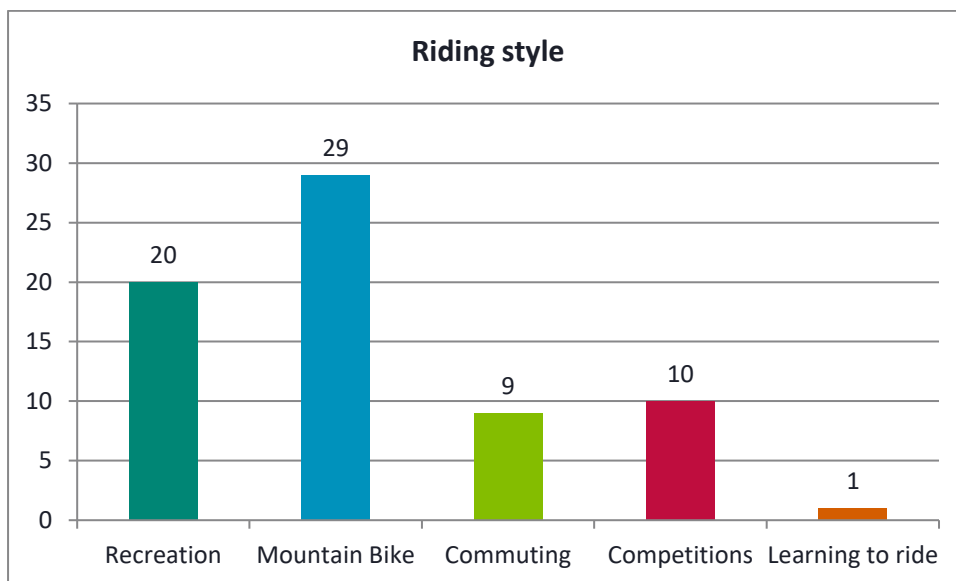
- Burnside parks/quarry
- Kuipto
- Southern parklands
- Tea Tree Gully
- Cross Keys
- Belair
- Mount Barker
 - Paved areas
 - Walking/riding trails
 - Wetlands
 - Aston Hills
 - Skatepark
- In the city on allocated bike tracks
- Kersbrook
- Hahndorf
- Eagle park
- Totness
- Kuitpo
- Monarto
- Mt Crawford
- Prospect hill Kangarilla
- City dirt
- Apex park
- Shepherds Hill
- Mylor
- Aldgate
- Stirling
- Crafters
- Mt Lofty

- Fox creek
- O Halloran hill
- Waterfall gully
- Women's Pioneer
- Littlehampton
- Balhannah
- Cobblers Creek
- Anstey hill
- Murray Bridge
- Craigburn Farm
- Hahndorf
- Bike path to outer harbour McLaren Vale bile path
- Sturt Gorge
- Mitcham
- Kinchina
- Strath track
- Woodside

Q6. Describe your riding style

Non-AHC residents who responded indicated their riding style is Mountain Bike riding followed by recreation.

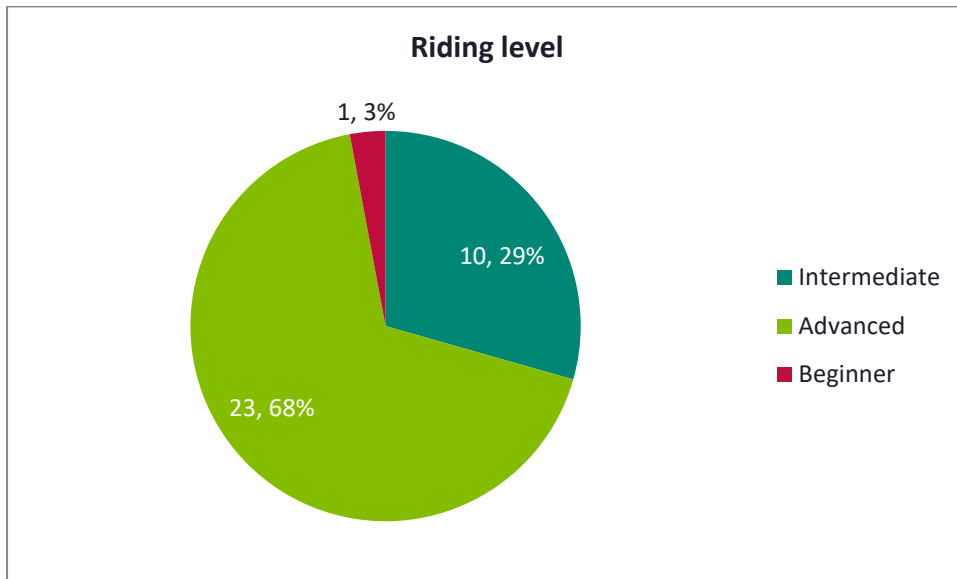
Figure 16 Non-AHC Riding Style



Q7. Describe your riding level

Of those who ride, most consider themselves advanced (68%) followed by intermediate (29%).

Figure 17 Non-AHC Riding Level

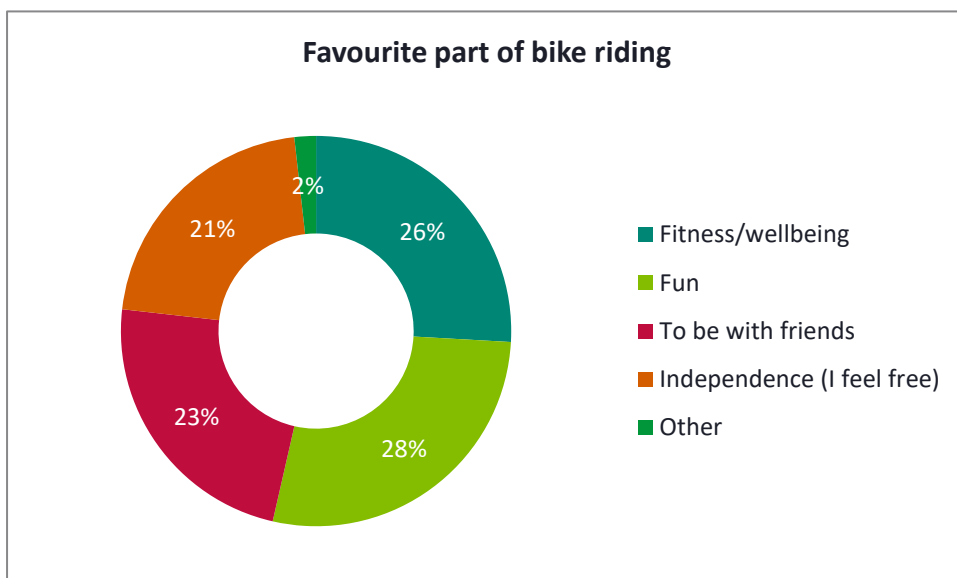


Q8. What's your favourite part of bike riding?

When asked what their favourite part of riding is, respondents indicated fun was their favourite followed closely by fitness/wellbeing. Two respondents selected other and listed:

- Training for competition.
- Physical and mental well-being, healthy eating and overall life style.

Figure 18 Non-AHC Favourite Part of Riding



Q9. Describe your ideal riding place

When non-AHC respondents were asked to describe their idea riding place common responses were:

- Wide bush tracks suitable for kids
- Hilly, with pump track section
- In bush and amongst trees
- Pump track and trails
- Trails for variety of riders
- Nice flowing trail with some jumps and drops
- Flowing downhill trails with some jumps and defined trails for riding back up
- Trails skateparks
- XC track (up and down trails)
- Hilly, flowy tracks with some challenging features through bush/ forest
- Shade for summer rides
- A quiet peaceful winding road with no pot holes
- Trails with technical features and jumps
- Mix of trails from easy to advanced with climbing tracks and descents
- Gravity fed mtb trails in bushland
- Somewhere with beautiful scenery, not too removed from nature. Birdsong preferred.
- Flowy mountain bike trails through scenic routes
- Variety of terrain, landscape left in its natural state

"Pump track and trails. If they are together it gives an amazing space for the whole family".

"Somewhere that has jumps some rocky trails but also some smooth flowy trails and a pump track. Maybe some bigger jumps so people can progress and some steep dirt jumps."

"An ideal MTB trail system would include trail features such as tech, berms, downhill lines and skinny wood features with plenty of flow and jumps."

"A place where there are decent sized trails, multiple jump lines for more advanced riders and intermediate ones which would include more tabletop jumps than doubles etc."

"Plenty of variations smooth big tracks maybe 2 or 3 different tracks with good decent size jumps built well and different types of jumps and something that flows well is important and bit of shade for summer rides."

"Hilly, long flow single trail mt bike trails, natural and man made features, pump track. Use the town of Derby in Tasmania as your guide and it'll be fantastic!"

"France, between villages! I am not a trail bike rider but I think the hills has a great opportunity to open up some terrific cycling options to recreational riders like the Riesling Trail in Clare."

Q10. Would you be willing to be involved in building a bike track?

28 respondents indicated they would like to be involved in building a bike track while 6 of the respondents said they would not be willing to be involved.

Q11. Do you have any other feedback you'd like the project team to consider about bike tracks in Mylor?

No.	Comments from participants
	<i>Note: comments have been edited for grammatical reasons and all identifying data has been deleted and replaced with [...]</i>
1.	I don't know the area well enough yet as we have just moved here this year from QLD. But trails and areas that a whole family can enjoy and use to learn and develop.
2.	It should be able to attract visitors - day and longer term and link up with tracks all through the Adelaide Hills. I would like to see tracks from the Barossa to McLaren Vale.
3.	Consult rider through the whole process of design and building
4.	Fixing jumps after lots of rain
5.	Theres lots of hills so use all the space you can for trails and make it legal for people to build their own trails in certain places.
6.	Maybe some dirt jumps as well as trails
7.	Bandicoot trail is good for bikes in most sections. However so sections are very badly designed for environmental sustainability...ie trail going straight down a hill which promotes erosion.
8.	Include toilet facilities please
9.	Recreation trails and conservation can work together when done properly and will be a fantastic way to bring communities together and be mutually beneficial to all. If people are able to use bush land and are educated about its value then they will want to protect and care for it.
10.	I raced bmx for 15 years all over Australia . At national and world levels . A well built track will benefit everyone not just straight away but for years to come . Bike riding is great from 2 yrs old up to grandparents it is a great for the community the offsets of a bmx pump track would be great. People would be putting money back in to the local community before or after the rides at cafes or shops for drinks etc coffee stops for the mum and dads But to get the kids outside riding there bikes is the main thing. the better the track is built the more the kids will keep coming back to it time and time again there are no down side to building a bike park
11.	Adelaide lacks trails with any real length. Long, flow trails is what Adelaide needs
12.	<p>I'd like for these initiatives to consider a more holistic approach to cycling, looking at the bigger picture within the Adelaide hills, rather than just a small, specific area. I think councils tend to forget or not realise that most cyclists don't just go to one spot and ride, they actually want to be able to be able to link up several areas as part of a continuous loop. The Adelaide hills has so much more opportunity for bike tourism, especially mountain biking, if only there was more effort put into promoting all the various offroad trails that can be used to link up one place to another, so as to allow people to actually ride from their homes, out to several good places and back with minimal exposure to roads, thus negating the need to drive to a spot in order to ride. Or having to ride on the road to then get to an offroad trail.</p> <p>A lot of obscure almost unknown trails exist that do actually make the above possible but currently it takes years and years to try and find them or learn them from other riders, mainly due to a lack of publicity, signage and mapping for them.</p> <p>I'd just like to see more effort put into promoting all these secret back trails that can already be used to link up lots of major offroad riding parks/areas, like Eagle, Lynton trails, Craighburn farm, Cleland etc etc.</p>
13.	Good signage is important.
14.	Think of the greater picture with potential to link mtb hubs and trail networks such as crafers (eagle on the hill) and Hahndorf trails currently in discussions.
15.	A skills park would be magnificent to see!
16.	The more that the public are able to utilise natural areas (in a controlled way), the more value they will place on preserving them
17.	Appropriate signage showing directions of tracks etc, safety feature, repair stations
18.	Would prefer that tracks are left unsealed, signage signalling relevant indigenous culture.

Online ideas tool

There three contributors to the ideas tool.

Idea	Votes
Downhill tracks pump tracks dirt jump tracks would be great I would love there to be wooden features rock grades and maybe a bike hire/bike shop too	4 votes
Love the idea of something for all ages	1 vote
Downhill trails would be a good idea, plenty of hills in the area. Area for cars to park and setup gear.	1 vote

School engagement

On Wednesday 5 August 2020 our Youth Development Officer met with representatives from years 5,6,7 at Mylor Primary School. We wanted to understand where they ride and what their aspirations for a bike rising space are.

All students indicated they knew about the current Mylor Bike Park consultation, but none of them had filled out the survey. The 11 students all ride bikes (some have more than one).

When asked what kind of bike they ride students indicated:

Type of bike	Number
BMX	3
Mountain bike	10
Downhill	2
Stunt bike	1
Mini-rocker	1

When asked where they ride students indicated:

Specific locations	General locations
Mylor (First St + Oval)	Beach trails
Around Mylor	Roads
Balhannah (Oval and Balhannah Bike track)	Playgrounds
The Waratinga Wetlands	Up and down my street
Woodside BMX	The city
Mount Barker wetlands	Bike park
Kuitpo Forest	Trails & jumps
Parklands in Adelaide	Not on roads
Mount Torrens	
Birdwood	
Cherry Gardens	
Noarlunga wetlands	

Heysen Trail
Stirling jumps
Belair trails
Around Meadows

When asked to describe what a good track looks like students indicated:

Description of a good track
Jumps; courses; trails; hills; sharp turns
Enclosed jumps; slope turn; natural resources; U-turn
Bushy land; berms; jumps; closish to town (Mylor); long track, and most of all FUN!!!
Big jumps; berms; small jumps; medium jumps; downhill tracks
Clean track, through forest; different levels like jumps/bumps, & family friendly. Easy access through different ways in.
Jumps, berms, rollers, doubles, step ups and in Mylor.
Jumps, berms, twisting, sting (MdL: Stirling)
Hills, turns, dips; stuff for all ages; some dirt, some concrete; in an accessible area
Plank tracks
Jumps, berms, bumps, clean track. Out in the open; different levels; near the oval
Jumps; toilets; in the heart of Mylor; Steep start; berms; dirt; BBQ/shelter; drink fountain
Small bumps & mini jumps; different tracks: 8- (little kids), 9+ (big kids), 3-5 (babies too!); wide, small; in the town; little berms

Meetings with Mount Barker District Council

8 September 2020

Summary of meeting regarding Goyder Reserve:

- Mount Barker Council have been in discussions with some Mylor locals who were keen to explore options to activate land for the purposes of a bike track, mountain bike trails.
- A potential opportunity to establish a community management agreement approach where locals and user groups could take ownership over space with limited Council investment.
- Goyder Reserve while representing a Mount Barker District Council asset that could benefit from some activation, does present some issues with regard to location and ease of access (being on a Secondary Arterial Road) from Mylor. Any improvements would also sit in isolation from the Mylor township and any other community facility.
- A 'local' level biking facility would be better placed within close proximity to existing facilities within Mylor.
- There is a real opportunity to harness the community interest to the benefit of any future project.
- With regard to Goyder Reserve we have no current budget for this project and doesn't sit within any current works program.

Designs submitted by Raf Miller to Mount Barker District Council



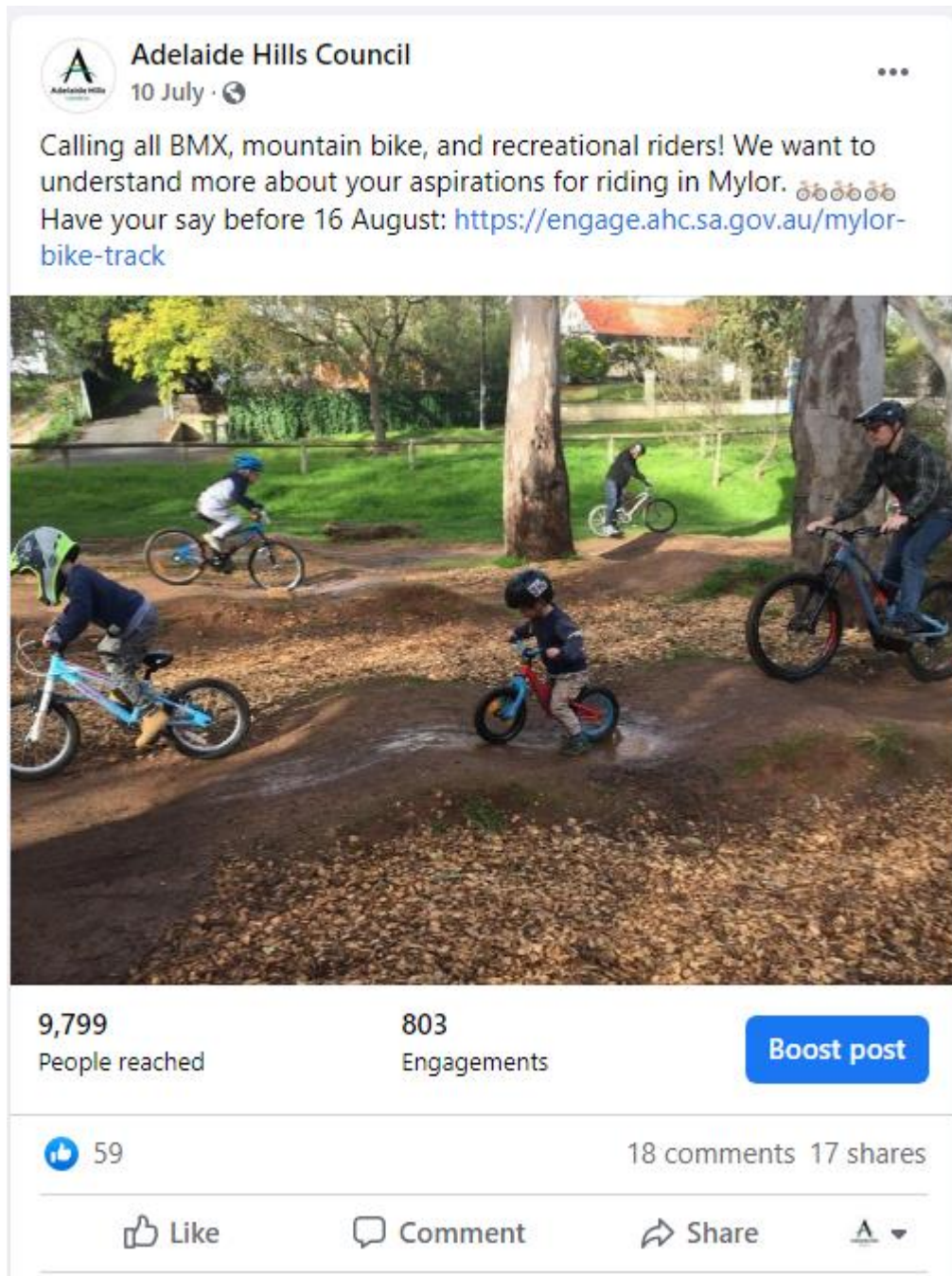
Meetings with parents and young people

Meetings were held on 7 July, 15 July and 29 September and the key points raised were:

- Strong reminders not to ride and dig behind the CFS and in fact all of the Parklands, and an indication that for the duration of the process we would allow them to ride (but not dig or build) at Sherry Park.
- Some conversation around their wishes/needs for a local bike track. These were mainly around a combination of an entry level BMX track and an intermediate level jumps track.
- The most recent conversation was held to manage their understanding of what they were and were not allowed to do (including the swift removal of a constructed jump, which they did as discussed), and to manage their expectations of the process and encourage them to trust our process.

Social media posts and engagement

Social media posts had a high engagement. All comments made were other people being 'tagged'. There were no feedback comments.



**Adelaide Hills Council**
2 August · 🌐

Thank you to everyone that has already shared their comments on bike riding in Mylor! If you haven't had your say yet you've got just two weeks left to join the conversation.

👍👍👍👍
All details: <http://ow.ly/gGtN50AKSij>


Adelaide Hills
COUNCIL



What are your aspirations for riding in Mylor?

2,079
People reached

170
Engagements

Boost post

👍 14

5 shares



Adelaide Hills Council @AHCouncil

Calling all BMX, mountain bike, and recreational riders! We want to understand more about your aspirations for riding in Mylor. 🚲🚲🚲
Have your say before 16 August: <https://engage.ahc.sa.gov.au/mylor-bike-track> ... pic.twitter.com/cgndtkMXYX

Impressions

times people saw this Tweet on Twitter

249

Total engagements

times people interacted with this Tweet

3

5. Conclusion and next steps

After analysing all feedback some strong themes emerged. Those who responded want a space to ride that is hills, has bush and trees, flowy trails, jumps, downhill, berms and caters for a variety of abilities. Respondents mentioned pump tracks but trails through nature came across more strongly.

Riders indicated they go all over the hills and neighbouring districts to ride, this includes Mylor residents. This infers there could be value in Council investing in a central hills bike 'hub' rather than multiple smaller bike parks.

Riders want to feel welcomed and conservationists want the local environment protected, so a balance needs to be found between the two when a site is chosen and developed. The majority of respondents support a space for young people to ride. Respondents acknowledge the immense health and wellbeing benefits of children being outdoors.

Another interesting finding was the interest from respondents to be involved in building the bike track/ park (68% said they would be interested). This lends itself to exploring a model for community and Council collaboration.

The next step is for this report to be presented at the 20 October 2020 Council meeting.

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

Appendix 4

Mylor Oval Community Project Update – Summary of Feedback

Mylor Oval Community Projects Update - October 2021

Feedback since the release of October Mylor Oval update notification letter

<i>Feedback via...</i>	<i>In Favour</i>	<i>Against</i>
CRM	1	3
Email	49	5
Phone	5	1
TOTAL	55	9

In Favour

I am writing to applaud the suggested proposal for both the bike track and cricket nets at Mylor Oval. I think the community on the whole will benefit enormously from this project. The cricket club is fielding 2 senior teams and for the first time in a long time, junior teams. A club with that many players needs training nets and with the addition of brand new nets will more than likely bring in new players both young and old with the bike track perhaps benefiting from the former. I've personally seen kids riding bikes around the Oval and in the adjacent park and the construction of a proper track will only reap the rewards of bringing more and more in. I'm sure the Cafe and deli nearby will see first-hand the increase in people. I can also understand why some people would be opposed to this new development with an attachment to the area. I believe their concerns are very well covered in your proposal especially with regards to the effort to replant trees to compensate for the removal of a non-native poplar tree. It seems like a small group of people would rather utilise the Oval for the sole purpose of being a park rather than progress to benefit the larger community as a whole. The foresight and direction the proposal carries far outweighs the negative impact the Oval committee believes it will incur. I look forward to seeing and using the new facilities.

I am writing to show my support for Council's plan for the new bike track to be built in Sherry Park. I also support the relocation of the cricket nets to the location recommended in Council's October update

As a past resident and life time player of the Mylor Cricket Club and now parent of 4 young children involved in the Mylor sporting community I think both the new proposed bike track and relocation of the cricket nets is an excellent idea for the whole community and both myself and young family are extremely excited by both of these.

I'm a local and believe the council's plan for a new bike track and cricket nets is a fantastic idea and will be great for the community, adults and kids alike. It will help the local businesses greatly with more foot traffic. Progress is a beautiful thing and the fact the council is going to plant more trees with actual plaques attached is a great touch

As someone who is new to the Mylor area, I feel the cricket club's training facilities are currently lacking and the addition of these new nets will attract more young cricketers. The poplar tree should be removed as it is the most feasible spot for training and is the least shaded area in the afternoons meaning facing some right arm medium fast becomes more enjoyable.

Hi, I am sending this email as a long-time cricket player of the Mylor cricket club. I support the council plans for Sherry Park. I also look forward to the new cricket nets being built in the location recommended in the council's October update. After having no cricket nets so far this year it will be a great and much-needed addition.

I am writing to say I am so excited and show my support for the council plans of a Mylor bike track in Sherry park as I was a local kid who struggled to find places to ride building our own tracks which would get

knocked over as we had no permission to build them. I still live in the area with my own children and would love a local track to go to instead of needing to travel to use the ones located in other towns. I would also like to say I support the relocation of the the cricket nets to the recommended location. I think also the local cafe and deli would reap the benefits of this as well as it will bring other families to mylor who no doubt would like refreshments and something to eat after using this facility.

To whom it may concern

In regards to the replacement of the Mylor Oval cricket nets and the removal of the poplar tree I can confirm that as a student of Mylor Primary School I was with a group of students who planted poplar trees along the creek in approximately 1965 as a part of Arbor Day.

This would make the poplar trees only 55 years old according to my memory and I have no objection to one of the poplars being removed for the continuation of Mylor Cricket Club for young and old.

I just wanted to voice my support for the new Bike Track & Cricket Nets at Mylor Oval

The Poplar tree is not native to the area, and has no known historical significance. The sooner it is removed, the quicker we can start using this fantastic new facility.

I am writing to show my full support for councils plans for both the bike track on Sherry Park and also the relocation of the cricket nets to the location specified on Councils October update.

As a cricketer I think your proposed location for the new cricket net is the best location onsite. I do not think the tree has historical significance. Peter Cooper (respected local resident of over 60 years) will email his knowledge of the tree's history and his support for removal.

As a dad I am probably even more excited about the bike track, with 4 kids of my own I couldn't think of anything better to have next to the oval. I have told them and all of their cousins and they are all sooooo excited.

I am writing to show my support for Council's plan for the new bike track to be built in Sherry Park. I also support the relocation of the cricket nets to the location recommended in Councils October update. I am a mum of four young kids living in Chapel Hill so the idea of a new bike track is so exciting, the kids can't wait to get riding.

We look forward to seeing all the exciting plans come into place at the oval soon.

As a former mylor cricket player and former oval committee member and local I am disappointed to hear the problem cause by the cricket nets and poplar tree

Surely some thought had gone into reinstalling the cricket nets to sustain the cricket club I don't want to see what has happened here in our town and other small towns sporting groups disappear because they don't come back if they cannot play in a safe environment which the practice nets provide

Clubs and committees don't need the friction as we are all volunteers

So I support the removal of the tree if there is no other option suitable for the nets to go

To whom it may concern,

Having recently just moved to the Adelaide hills I was thrilled at the prospect of playing some hills cricket at Mylor (and still am) yet the club are in desperate need of installing their new nets. Hills cricket clubs will continue to struggle to attract kids up to adults if they are not given the adequate facilities. We want our community to be one of togetherness and a place to be enjoyed by all, the cricket is a huge part of this.

These nets will be enjoyed for years to come by boys, girls, men and women of all ages. However there seems to be some drama over this poplar tree. Mylor oval is surrounded by an abundance of trees and wildlife and rather than complaining about the loss of one tree, we should be thankful that it is able to give way in order to improve the communities infrastructure, whilst still being a beautiful lush environment. The location is perfect as they will blend into the surrounding flora.

It has come to my attention that the proposed, and agreed upon, plans to redevelop Mylor Oval and neighbouring Sherry Park have come to a standstill due to concerns about the removal of a tree. As a resident of Mylor for nearly 25 years it is extremely disappointing to hear that the concerns of a few might undermine the efforts put in place by the AHC and Mylor Oval Committee to modernise Mylor Oval and Sherry Park. As a long-time member of the community, and of the Mylor Cricket Club, I would like to show my full support for the removal of said tree. The benefits of its removal, in my opinion, far outweigh the negatives, with the new infrastructure likely attracting more members of the community to use the facilities offered at both Mylor Oval and Sherry Park. It is also likely that the development will attract more people from nearby towns, which may in turn increase turnover at local businesses. To summarise, I fully support the proposed plans to develop a bike track and install cricket nets running parallel to the creek. The proposed locations for these developments seem to be ideal, as they are far away from the road and thus, reducing the risk of potential risks associated with recreational activities and motor vehicles. These are excellent initiatives by the AHC, and once finished I'm certain that any reservations about the development will be soon forgotten. Hopefully the views of a vocal minority do not impede the Mylor Oval and Sherry Park redevelopments as it would be such a shame to squander the excellent opportunity to update a beautiful location that can be enjoyed by all.

As a former committee member of the Mylor Oval Committee and former local I am disappointed to hear that there is opposition to getting the nets moved so the bike track can proceed. If the bike track is to proceed and the cricket club have to move their nets and it means 1 poplar tree being removed then I fully support this to happen. The cricket club should and do need to have practice nets. I don't believe the ambience of the oval and its surrounding areas will be impacted for this project not to proceed in full. Part of life is give and take. Give the cricket club their nets. Give the bikers their bike track. Take the poplar out. Thanking you for your time.

I support the Council's plan for the new bike track to be built in Sherry Park. Also I love how you guys are relocating the cricket nets to the location recommended in Council's October update. I am local 16 year old in the Echunga/Mylor area I would hate to see these plans full through. All my local mates ride bikes or play cricket so the facilities won't go to waste.

I would just like to say how good it would be for you to go through with the BMX track in Mylor as it will get so many kids out side. Yes there is the Stirling jump park but for the local kids that can't get dropped up in Stirling it would be a lot easier for them to have a BMX track closer.

I am writing to show my support for Council's plan for the new bike track to be built in Sherry Park. I also support the relocation of the cricket nets to the location recommended in Council's October update. Thanks so much for your help, feel free to forward on. The local kids (big and small) will love you for it.

I am writing to show my support for the Council's plan, of the new bike track to be built in Sherry Park. I also support the relocation of the cricket nets to the location recommended in Council's October update.

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...If there's anything we can do to support you in moving ahead with the plans for the bike park please let me know!

I am writing to show my support for Council's plan for the new bike track to be built in Sherry Park. I also support the relocation of the cricket nets to the location recommended in Council's October update. Thank you for your email and provision of a community update for the various projects that are planned or occurring at the Mylor Oval. I have read the community update with much interest and must commend Council for providing such a comprehensive summary of consultation, description of issues, consideration of alternatives and proposed way forward.

The Mylor Oval is a central point of focus for Mylor, and on any given day supports multiple uses for the community. The various projects are not just in keeping with this multi-use site, but will modernise and enhance user experiences offering better value to the community.

Bike track

I am particularly interested in the bike track works and support the construction wholeheartedly. I can only imagine that the local businesses will benefit from increased use and the health benefits of engaging in physical activity is well documented. I am particularly pleased that the bike track will be properly constructed. This has got to be a better alternative than covertly built tracks in unsuitable locations by inexperienced persons because there is no other alternative. The track also appears that it will be highly visible to the community and possible local surveillance, also enhancing the safety of track users.

Cricket nets + trees

The relocation of cricket nets also appears to be in a suitable location that considers the environmental risks and health benefits. I also wholeheartedly support their relocation and construction. I also support the replacement of the two trees that will require removal, particularly if they are replaced with a native tree species that is endemic to the local area.

Thank you once again for the opportunity to respond.

Very exciting! It's all looking great so far.

We were thinking (Ian's idea and I wholeheartedly support it) that if you have the funds, an exercise/gym area for the adults would be awesome! I've seen a lot of them around in the city and we thought it would be a great addition while the kids are riding their bikes!

Could this be an option?

Introduction

- My name is *****, a parent of a local teenage bike rider who has long been seeking some decent local facilities & and a supporter of the proposed bike track
- I am actively involved in the promotion of MTB riding as a positive outlet for whole community, not just kids and youth.
- I am also an advocate for having a strong and supportive local community, that recognizes the needs for the whole community.

Community need & council engagement

- The process for developing the concept of a local bike park in Mylor was essentially initiated by the kids – as a consequence of a lack of places for kids to ride locally and having being moved on from everywhere they have tried to establish tracks in the past
 - The local kids should be commended for engaging in the statutory processes around pursuing such developments. It takes a long time in a kids mind to achieve something which seems so plain and simple to them!
 - Kids and youth are often unrepresented in community forums but are very much an important and integral part of our community. Their needs, particularly in times like we have experienced over the past couple of years, are just as important as others in the community. Too often kids are demonized for simply being kids and seeking outlets to meet their needs.
- Facilities and spaces for youth in the hills region have been very limited for a long time
 - The Ad Hills Council should also be commended for listening to this need and taking action, including sourcing funding to support this proposed development.
 - There has been an extensive and transparent consultation process over of period of at least 18months, perhaps 2 years?

Bike Riding

- Bike riding is healthy positive outlet for kids and youth to pursue and should be encouraged wherever possible.
- The clubs that service the more organized forms of MTB riding, such as downhill, enduro and cross country riding provide well organized events and avenues that promote rider development as well as providing opportunities for races and other events.
- I am personally involved in a volunteer capacity with the Inside Line Downhill club and do this because of the immense benefit it provides to kids, youth and the broader MTB community.
- Adelaide currently has two international level MTB'ers, both of which regularly give back to the MTB community and serve as both as role models and an inspiration for the next generation of kids getting involved with the sport.
- It is facilities such as the one proposed for Mylor that provide the place and opportunity for kids to spend the time having fun and developing these skills.
 - What is also important is that these types of facilities are in safe, accessible and visible locations, which the proposed Mylor track would be.

Current situation

- I am aware of the recent dialogue on social media around this issue and am having difficulty understanding what the fundamental issues, concerns or objections
- The Mylor Oval committee openly supported the proposed bike track development only recently, posting materials and sentiments to this effect on social media.
- Is it the concept of a bike pump/jumps track? This has been well communicated and understood for some time now.
 - Compared with similar facilities it will have a smaller footprint, to the point where if it was any smaller it wouldn't be feasible or practicable.

- AHC's consultation (correctly) identified that an intermediate to advanced level track was required; this is not practicable to achieve with a footprint any smaller than the one proposed for Sherry Park.
- Is it the concerns around removing a single poplar tree, a very common introduced species?
 - The origins of the tree planting – as identified in the AHC report – are uncertain and it is not clear if there is any historical significance to the tree. Additional trees are proposed to be planted as part of the overall project.
 - I don't advocate for the ill-considered removal of mature trees, but in this instance it is a small and appropriately considered sacrifice to make for a much broader community benefit.

Cricket Nets

- The cricket nets have already been removed in accordance with the approved plans, so whether we like it or not, a new location will need to be found for these nets. As I understand, the past location for the nets was not ideal given the distance from the clubrooms, being at the other end of the oval.
- The proposed replacement nets will be of a contemporary standard that far better meets the needs of the cricket club.

Sherry Reserve

- Sherry reserve is currently a vacant grassy space that is maintained only periodically. In the winter months it is typically wet and boggy. In the spring & summer months it has often has long grass and is a snake hazard. I know first hand from neighbours close by that the open space is not often used.
- The English Ale festival will be impacted in its current form, but surely with some applied thinking an alternative solution could be found.

Closing Comments

- The proposed developments for the Mylor Oval and Sherry Reserve precinct will provide an overall benefit to the broader community. Kids and youth will have a dedicated, purpose built facility for riding. The Cricket Club will have facilities that are also fit-for-purpose and in a far more practicable location. Any new plan will involve change in some cases some sacrifices, but instead of simply opposing what is a well considered, appropriately consulted and a well supported development, I challenge the opponents of this plan to offer constructive ideas and solutions that meet the broader community's needs.

I am writing to you regarding the bike track at the Mylor oval. We have just heard the track build is not going ahead as proposed. I am part of the AHC and have friends and family in Mylor, it's really disappointing that the works are not going to happen. Is there anything we can do as a community to help this proceed? My kids and I really want this track to be built.

I am writing to show my support for Council's plan for the new bike track to be built in Sherry Park. I also support the relocation of the cricket nets to the location recommended in Council's October update

I've been looking at the proposed plans for the bike track and cricket net. I think it's great for the community for adults and kids. Especially for kids to come out and play cricket and learn new sport and make new friends at the bike track. Our family strongly supports the new bike track and supporting cricket net facilities to be built at Mylor oval.

We are a family of 6 – our kids are 9, 6, 4 and 3 and we look forward to Mylor gaining some excellent facilities for the youth of the town.

I am writing to show my support for the Council's plan for the new bike track to be built in Sherry Park. I also support the relocation of the cricket nets to the location recommended in Council's October update

(1) To whom it may concern,

I write to address concerns regarding the development of Mylor oval. It is my belief that not moving forward with the proposal to rebuild the cricket nets would be a loss for the community.

The loss of a Poplar Tree vs the usability of the facility for residents and traveling teams is insignificant in regards to community wellbeing regional engagement not to mention the revenue this facility brings to the local business during events. the loss of development or loss of facilities would greatly impact the usability and functionality of the space for sporting teams as well as residents impacting both their mental and physical health. Furthermore engagement with AHC with regards to replanting strategies could be discussed if it is the carbon footprint of losing a tree is the issue. If the development of the bike track and the relocation of the cricket nets was not to move forward it would negatively impact all parties involved.

It is my sincere hope that the Adelaide Hills Council takes the above issues into consideration before making a decision that could negative impact the local community, economy and public relations. Thank you for your time to read this submission.

(2) To whom it may concern,

I write to address concerns regarding the development of Mylor oval. It is my belief that not moving forward with the proposal to rebuild the cricket nets would be a loss for the community.

The loss of a Poplar Tree vs the usability of the facility for residents and traveling teams is insignificant in regards to community wellbeing regional engagement not to mention the revenue this facility brings to the local business during events. the loss of development or loss of facilities would greatly impact the usability and functionality of the space for sporting teams as well as residents impacting both their mental and physical health. Furthermore engagement with AHC with regards to replanting strategies could be discussed if it is the carbon footprint of losing a tree is the issue. If the development of the bike track and the relocation of the cricket nets was not to move forward it would negatively impact all parties involved.

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It is my sincere hope that the Adelaide Hills Council takes the above issues into consideration before making a decision that could negative impact the local community, economy and public relations. Thank you for your time to read this submission.

I am writing to show my support for Council's plan for the new bike track to be built in Sherry Park. I also support the relocation of the cricket nets to the location recommended in Council's October update.

In particular the cricket nets.

Mylor Cricket club was established in 1893.

There were new cricket nets installed on Sherry Park not that long ago and now will be going to make way for the Bike Track.

Mylor Cricket Club have now got juniors once again and these kids need somewhere to practice their batting and bowling in a safe environment, therefore new or relocation of the cricket nets are needed, both for juniors and seniors.

I am writing to show my support for Council's plan for the new bike track to be built in Sherry Park. There is a clear need for a facility such as this in the community, it will draw visitors to the town and provide local young people with a high quality facility that they otherwise would have to travel a significant distance to. It will make the most out of an underutilised area of Mylor.

I also support the relocation of the cricket nets to the location recommended in the Council's October update. The location makes the most sense, being away from the road and minimising the impact to the surrounding environment.

I hope the proposal will go ahead in its current format as this will provide the greatest benefit to the community compared to the other options

I would just like to say that I am in support of the development of a bike track at Sherry Park in Mylor.

I am writing to show my support for Council's plan for the new bike track to be built in Sherry Park. I also support the relocation of the cricket nets to the location recommended in Council's October update

As a resident of Mylor I am very much in favour of the creation of a mountain bike park and trails at Sherry Park Mylor. It's important for keeping the local kids in the area.

Thank you for offering the opportunity to raise questions regarding the progress of Mylor Oval projects.

I live across the road from Mylor Oval and my three sons have all been keen users of the cricket net at Mylor Oval for many years.

They are very disappointed that there is not a cricket net at the oval now and this is hampering the four Mylor Cricket Club teams who no longer have a place to train.

The three boys play cricket for Mylor CC in seniors and juniors.

I understand that the council plans to build a new cricket net at Mylor Oval; however, this process seems to be taking a long time and plans are continually changing.

I wonder why the existing net was demolished before a new facility was built?

In regard to the bike track this project is long overdue for Mylor Oval. There are many children who ride their bikes around Mylor and they are constantly being told that they cannot ride their bikes in particular areas. The bike track will be well used and provide a community area for the boys and girls of the town.

I am sure the Adelaide Hills Council wishes to provide opportunities for young people to be active and facilities that enhance the community.

The cricket net is essential to support a cricket club that has existed at Mylor Oval since 1893. It is also essential to provide an opportunity for children to learn and practice their cricket from a young age - I live across the road from the recently demolished cricket net and can assure you that this net, despite its poor quality, was heavily used on weekends and many evenings during daylight savings.

This net was used Mylor Cricket Club players and non Mylor Cricket Club people, especially boys and girls learning how to play the game - unfortunately this opportunity does not exist at the moment.

The bike track will provide a safe, fun place for children to ride their bikes, reduce the risk of injury from children riding on roads and remove the need for children to create their own bike tracks in unsuitable places.

I am looking forward to the Adelaide Hills Council establishing a plan for these two projects to proceed in the near future at Mylor Oval.

Im 100% in favour of the development and construction of the pump and bike track in Mylor.

I have been involved in the South Australian bike community for over 30 years and currently race direct and event manage the Gracity Enduro SA mountain bike club.

I encourage grass roots programs and the construction of facilities that help foster the young and old to grow and become fantastic sporting members.

There are no 'negatives' to getting kids out doors and the area at Mylor is perfect to be multi use.

I am writing in complete support of the much needed mylor bike track and cricket development. After such over-lengthy consultation and thorough analysis of options I am astonished this has again stalled.

It is so IRONIC that this project started when with lack of council facilities kids took matters into their own hands and made jumps in the scrub. Hats off to them adopting mind developing engineering and lifelong risk taking skills. Due to native vegetation concerns this was scrapped and a CLEAR PROMISE for alternate facilities was made.

The IRONY of halting progress at this point because of a weed like European Poplar tree with no environmental value and probably reaching the end of its lifespan when it is at risk of hollowing out and toppling (RIP Judy Ditter, Main St, Stirling) seems absurd.

The IRONY that the healthy lifestyles of our hills kids will be compromised because of a STORY in honour of kids over a hundred years ago seems unfair to the kids seems unfair. After talking to honest genuine locals to discover that it seems this story may be made up, really generates concerns in the CREDIBILITY of the people complaining. Predictably others are getting on board without a balanced understanding of the situation. Furthermore, all the local cricketers i've spoken to are in support of the development.

Thorough investigation, consultation and planning has occurred. There has been ample time for non-progressive, potentially quite uncreditable people to have there say.

What does all this say to the local kids who have done the right thing and been so patient?
What does this say to the grant providers dealing with AHC?
What does this say for other groups in the community if they also wanted to make the hills an even better place with other projects in the future?

It is time for council to do there job, govern, stop wasting our money going around in circles and GET ON WITH THINGS.

We are writing to advise our support for the proposed Mylor bike track. This is a great initiative that will provide a facility for outdoor activities for kids in the area.

Good work council!

Having kids in the hills, I feel as though the bike jumps in Mylor is the best thing ever. And f*** the hippy's!

As a ratepayer with children I just wanted to voice my support for the bike track at Sherry Park, Mylor. My kids are very excited that this is going ahead. It's a great initiative of AHC.
Thankyou

As a local to Mylor who has a young family who love bike riding we are disappointed that the proposed bike track has attracted strong opposition from locals. We have only just learnt that the bike track has been proposed as the consultation process to locals did not extend to us even though we live in mylor.

We believe the bike track would be a great for the local kids as we currently travel to balhannah or to the city to take our two boys riding. Now that we have seen the proposal in full we believe it will create a great centre for the youth of mylor to ride and be social and enjoy something that many of the youth in the area are passionate about.

Being a long term resident of mylor I was not aware that the trees planted at the oval where of any significance until now. The opportunity to replant trees and involve the community in this process is amazing. Recognition of those who lost their lives and giving them a name and representation in the form of a plaque and a living legacy is fantastic. Also giving the youth of mylor the opportunity to learn of their sacrifice and be involved in the planting would be great. The loss of one tree when we can come together as a community to plant many more is far better.

I hope for the future of the community and it's growth that the opinions of a few don't over shadow the potential for the bike track and the support for local families and the youth of mylor it has the potential to give.

I have heard that the mylor bike track might now be scrapped.
That would be a bad outcome for a lot of local kids and families.
I am in support of the project.

I am writing to show my support for the Council's plan for the new bike track to be built in Sherry Park. I also support the relocation of the cricket nets to the location recommended in Councils October update.

I recently recommenced playing cricket for the Mylor Cricket Club. My reasons for stopping cricket was due to the fact that I needed to spend more time with my young family. However, it's been 4 years and now I want to get back into sport and be able to take my small family with me. I heard of the council's plan to create a bike track which I thought would be a great idea, because it would mean that my young boy has something, besides watching me play cricket, to help occupy his time at the oval. I ask you as a father and someone that wants to get back outside, please go ahead with your plans. I want my family to enjoy coming to cricket and I know it would encourage other like minded men in my situation to help get outside for some fitness and also support our Adelaide hill cricket competition.

I wish to register my support for the proposed bike track in Mylor. As a parent of 2 active bike riding teenagers I strongly support any action the council takes to provide outdoor "non-screen" options for kids within the Adelaide hills. A bike track provides a far safer option for kids than building their own tracks or riding on roads and sidewalks, that present a potential hazard to non-biking riding pedestrians and drivers. Given the location and the minimal disturbance to the park and other recreational activities in the vicinity, this proposal appears to meet many of the diverse requirements of the community. I see no clear reason why this proposed track should not proceed.

I'm gutted to hear that a small group of narrow minded people are trying to prevent the bike track. My kids love riding bikes. And were excited about the development. Until we heard there's been a small protest. Now they're upset. One non native tree shouldn't stop it happening

I would like to show my support for the council's plan to build a bike track and relocate the cricket nets at the mylor oval.

I think the proposed plan is just what the kids of our community have been screaming for and suits the surroundings perfectly, my kids will certainly get use out of both of the proposed upgrades.

As the the owner of the only local bike shop in the vicinity of the Mylor township, I would like to show my support for the development of a bike track/jumps park in Sherry Park.

I regularly (daily) have the local kids from Mylor and it's immediate surrounds in my shop expressing their excitement and eagerness to see this facility put in place. It quite literally lights up their faces when there is mention of a new track opening up in Mylor. It should be noted that many, if not most, of the kids in the area of Aldgate, Stirling, Bridgwater and Crafers regularly ride the trails down to Mylor, along with just about any trail they can access in the Adelaide Hills, and having a 'destination' like the proposed track at Mylor would be a highlight of their ride. Recent unfortunate and unfounded opposition to this facility, thinly disguised as 'concern' for a tree or the aesthetic of the area, have been a hot topic of conversation in the shop of late. Particularly because it may jeopardise the project and leave a whole community of young riders in the Adelaide Hills not only disappointed, but also with a jaded view of the AHC's ability to deliver on a project that has had nothing but their support, and that of the broader community, from the start.

It would be a very sad situation for the small minority of opposition to prevail over what would appear to be an overwhelming majority. Hardly a democratic outcome.

The missed opportunity would be huge and not limited to;

- the fostering of local cycling talent in the region (and there really is talent).

- a chance for the kids to use exercise and skill development as a positive channel of their energy/ frustrations/ enthusiasm.
- real life experiences instead of screen time and withdrawal from all things social.
- allowing local youth to build relationships and share a responsibility for a facility they can all contribute to.
- having a place where families can come and enjoy a number of different activities in one of the more beautiful parts of the Adelaide Hills.
- doing jumps on bikes is fun. 🤖 😊

I can see, on a daily basis, the difference riding bikes and having a place to ride them has on the local youth. It's a genuine community that has its roots in encouragement, skills development and inclusiveness.

There is surely scope for this area to work for everyone.

Objections

Please halt the destruction of Sherry Park, its historic & other adjacent trees, & construction of any bike track, & embark upon clear & appropriate community consultation first. Previous consultation has been about 'bike riding' & as such has gone under the radar of most residents, & other park users.

Mylor Oval Management Incorporated (MOMI) held an emergency special meeting Monday evening to discuss our concerns having received email correspondence from Stacey Dutton with an attachment to the *Mylor Oval Community Projects Update*.

The information provided included a plan of the proposed BMX bike track on Sherry Park. This is the first time MOMI (and the BMX Bike Reference Group) had actually seen *any* plan or the sheer scale and oversized footprint of the proposed bike track, consuming almost the entirety of open space in Sherry Park.

This document also informed us of Council's intention to remove a tree which to our knowledge has historic significance to the Mylor community, to make way for the placement of new cricket nets for the Mylor Cricket Club.

MOMI are preparing an official response document to the 'Mylor Oval Community Projects Update', with the majority of committee members expressing the view that we have been misrepresented in this document and are extremely dissatisfied with the consultation process and the resulting outcome.

Only two weeks prior (Thursday 14 October) to receiving the update, MOMI and Mylor Cricket Club representatives met at Mylor Oval with Renee O'Connor; AHC Sport & Recreation Coordinator, Infrastructure & Operations, Stacey Dutton; AHC Sport & Recreation Officer and AHC Arborist, Damien to discuss potential locations for the new cricket nets and the BMX bike track. We conveyed a number of concerns raised at our recent committee meeting including the flawed process of community consultation, the proposed removal of trees (in particular the 100+ year old poplar tree which has historic significance in the community) and the lack of sufficient information and/or draft plans for the bike track.

We left this meeting feeling our concerns had been heard and that there was a genuine understanding around the need for further consultation within the community – not merely those with an existing interest in bike riding who were clearly targeted through the leading questions in the initial community survey.

At the end of this meeting Renee and Stacey indicated that they would be in touch soon to discuss the next steps to ensure a satisfactory outcome for the Mylor community. This did not occur. Instead, outgoing Secretary Karl Moore received a phone call from Chris Janssan last Thursday (28/10) to inform MOMI an email was being sent out to the community updating on the plans for the Mylor Oval.

Yesterday Karl Moore phoned AHC on behalf of MOMI and spoke with Nicole Budd; Acting Manager of Open Space, requesting that AHC pause any works on the Mylor Oval and adjacent Sherry Park. Karl represented the view of the committee that MOMI and the Mylor Community have not had a satisfactory consultation process regarding these works and that a pause is necessary to reach a better outcome for the Mylor community. During that conversation Karl was informed that works would go ahead regardless and that the poplar tree could be removed as early as this Thursday.

A representative of the Mylor Cricket Club (who is not a committee member) also called Nicole Budd yesterday to appeal for the protection of the tree and bring to the attention of AHC that there is an alternative site for the cricket nets worth considering.

On behalf of the Mylor community, MOMI are appealing to you as Chief Executive Officer of Adelaide Hills Council, to pause all works at the Mylor Oval and adjacent Sherry Park and allow all stakeholders to come together in a genuine consultation process to reach a satisfactory outcome around placement of the

cricket nets and the type and scale of the bike track for Sherry Park and, *most urgently* stop the removal of a tree of great value to the Mylor community.

We would greatly appreciate your response as soon as possible and assurance that the poplar tree will not be removed.

I was contacted a few days ago by the Mylor Oval Committee about the proposed bike track that the AHC is intending to build on Sherry Park next to the Mylor Oval. The reason for the contact is many of the Mylor Committee members and residents were concerned that it would affect a significant part of The Annual English Ale Festival held in May, namely the Bonfire and burning of the Wickerman, an event that has been happening in Mylor for the last 17 years with wonderful support from the Mylor Community and the Adelaide Hills Council. Last year saw the AHC provide funding for Covid fencing so the event could go ahead. This year we received a letter of support for the AHC when applying for a South Australia Tourism Grant to grow the Ale and bring more tourists into the area over the winter month of May.

The Mylor Oval Committee has told me that when they questioned the AHC (Stacey Dutton & Renee O'Connor) about The English Ale they were told that firstly Nick Carter had been spoken to but declined to be involved as he works for the AHC and of course this would be a conflict of interest as he is also involved in the English Ale. He requested that Adrienne Piggott, the Director of the Ale be contacted about the plans for a bike track and the Mylor Oval Committee were told by members of the AHC I had been spoken to. I am the Director and no one from the AHC has contacted me and I am devastated this is going ahead. I'd like to know who said they have spoken to me as that is certainly not true.

Last year the English Ale attracted 600 ticketed people from all over South Australia and interstate. In 2021, even with the pandemic reducing interstate travel, we still attracted 10 percent from outside of South Australia. We believe that the majority of those visitors stayed within SA for more than three days, enjoying the attractions of the region. Previous years we have had people from overseas as well as interstate who come and stay in the Adelaide Hills. We also utilize local business and performers to be part of the Ale to create a 'community'.

Mylor is a unique place in the Adelaide hills as is The English Ale a unique seasonal event and with the destruction of Sherry Park we will not be able to continue. I have looked at the plans for the build and where we build our Wickerman allowing 600 people to gather at a safe distance around is right where the large bike track will be and there is no room anywhere else for a safe distance bonfire on Sherry Park without damage to trees etc.

The issue here is not just about the bike track but firstly certain members of the AHC have told a lie to members of the Mylor Oval Committee, secondly no thought has been taken into account of the citizens of Mylor who use Sherry Park for a number of recreational reasons including bike riding and the EA bonfire and burning of the Wickerman or have the AHC bothered to consult with all the stakeholders in this piece of land.

I've just been having a look at the bike track proposal for Sherry Park. While some development is welcome, is it necessary to convert the entire space to a bike track? What about families like mine who don't use bikes but frequently make use of the wonderful open space at Sherry Park? If the oval is not being used for sport it's full of off-lead and barely controlled dogs, so Sherry Park is a great space for us to play footy, fly our kites etc. As Stacey knows, we're already grieving the loss of the cricket nets right at the start of the season ☹️

I know you've been talking to the oval committee about this development for ages but this is the first time I've seen a design sketch... To be honest, I think it's a terrible proposal at this scale.

I would like to voice my objection to the proposed Bike Track as detailed in the documents sent recently via this email.

The bike track is MUCH bigger than I understood it would be and takes away too much of the park where young children play next to the swing area – especially as I can see more area being used by bike riders as they leave their bike next to the track and the children's play area.

In addition, one of the most successful events in Mylor is the annual English Ale festival which includes the burning of the Wicker Man on Sherry Park and this will now be disruptive.

I am also a big supporter of the use of Archery at the Oval and this design will be a big issue for Archery where parts of Sherry Park have been appropriately closed during shoots.

I cannot see how this Bike Track is of benefit to the majority of Mylor Residents. You say the you have consulted people from the Mylor School but I am sure that you are aware that most of the students are not from the Mylor Area.

I would like to see this development halted as well as halting the removal of Three historic trees from the Mylor Oval which I understand is currently planned – this is not appropriate.

I would like to express my concern with the proposed developments for Mylor and offer some suggestions that have been discussed with others in the community.

I have been resident of Mylor for 20 years, my husband for much longer. We have been involved significantly with the Mylor community. I have two children who we raised in Mylor and attended the local school. I have been involved with the school, Mylor hall committee and helped with many community events over the years. A numbers of years ago the school was ordered to have the trees along the main road to be cut down and made way for some intrusive and non aesthetically pleasing fire tanks. We were able to save the trees from being cut down, which maintained the beautiful autumn colour and shady approach to a wonderful little primary school and town. We are so pleased we were able to keep these trees and prevent a poor decision from occurring whilst placing fire prevention tanks in a very appropriate place.

The area by the creek is beautiful, often families picnic in this area. The outlook across the oval is beautiful. We were disappointed to see the containerships in this area as they are unsightly, create hidden areas and interrupt the nice picnic zone. I think the preservation of the creek edge and picnic area is vital as it is becoming more and more rare to find such attractive natural and beautiful open green spaces with tall trees.

My children have enjoyed riding bikes around the oval, parklands and next to the creek. The attraction being it was natural, weaving through the trees and different options. We must look at ways to create a more natural integrated with the surrounds Bike track rather than a formal highly developed track, such as like the approach taken in Melrose SA - they have tracks through areas with very little noticeable change to the outlook. Perhaps even look at if we can do this around the area of Mylor incorporating the other side of the creek. As a bike rider my self and children growing up riding the excitement of exploring rather than riding around and around. We have bike park in Stirling, Woodside which cater for the riding around a track, we have an opportunity to do something different. I suggest looking at how the town of Melrose have done this.

The cricket nets are of particular concern. Can I suggest relocation to the area near the school next to the tennis courts. An area in desperate need of attention. It used to have cricket nets which were degraded and had to be pulled down due to deterioration. It is just as far to walk there as to the exisiting Sherry park area. This then has the potential for the school to utilise as well and I am sure the men who use these for short portion of the year can walk the short distance across the way. There is parking close by and this will rectify an area that is very degraded.

I feel strongly that what attracts visitors to Mylor is that it is not like other ovals. It has a creek, lots of space around the edges to explore, grass to have a picnic, stroll along the creek edge and get away from

development and be with nature. We need to be very different to Mt Barker so people can escape the development and infrastructure and just enjoy nature. These surrounds are becoming rare and need to be protected. Let get creative draw on the locals who live and love Mylor and who are passionate about nature and people interacting with nature as this is why many people live in Mylor. Let's work on a great plan for all.

I have just returned from an extensive trip outbush to find a letter detailing plans for the Mylor Bike Park and am shocked at the extensive and multiple tracks being planned, taking up a considerable area of Sherry Park, imposing an unsightly cricket net (with concrete infrastructure) and the planned removal of an historic poplar tree.

I am a member of the Mylor Parklands Bushcare Group and fully support the relocation of the bike track to Sherry Park, but the scale of the planned tracks is totally out of proportion to the need of a handful of teenagers currently riding in the village - and future need.

This map of planned construction is the first time that I have seen details of the extent of the tracks and I believe it should have been circulated for community consultation before work commences.

I call for an urgent stop to construction works in order for the community to fully understand and sanction this massive change to our oval, and to fully understand the significance of the removal of the poplar tree planted by Mylor Primary School to commemorate solders killed in WW1.

I am writing because I wanted to share my opinion on the proposed Mylor bike track in Sherry Park.

I do think it is worth installing a bike track for the kids, as many kids ride around Mylor and it would be much safer for them. However, the current plans appear to take the whole of Sherry Park. I (and many others) use Sherry Park many nights of the week, especially in summer when the oval is often occupied. It would hugely affect my ability to take my dog out in the evenings if I could not access Sherry Park. I ask that you consider scaling down the bike track so there is still room for other users in Sherry park.

I also think there should be signs up informing all riders of the importance of remnant native vegetation...

Lastly, I have been reading a lot of comments that disagree with the ban on camping at the Mylor oval. I would also like to add that I think camping should be reinstated at the Mylor oval.

Appendix 5

Mylor Oval & Sherry Park Map

Mylor Oval & Sherry Park—Map of Available Space

Please note that sizes are estimated.



Open space available for community use.



Space for Bike Track



Space for Future Play Space Upgrade



Space for Cricket Nets

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

Item: 12.1

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

Subject: Community Development Grants 2021-2022

For: Decision

SUMMARY

Council provides Community Development Grants to assist community groups, organisations and individuals to establish and undertake innovative projects or activities that are beneficial to the community and align with Council's Strategic Plan. Community Development Grant applications are open for applications annually in September of each year.

In summary, Council received 19 Community Development Grant applications totalling \$42,460.45. These applications were considered by the Assessment Panel on 18 October 2021 and it is recommended that all of these applications be awarded Community Development Grants, to a total amount of \$42,460.45.

The purpose of this report is to seek Council approval of the recommendations on the awarding of Community Development Grants for 2021/2022 as contained in *Appendix 1 Community Development Grant Recommendations 2021/2022*.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
2. *That Council approves the awarding of Community Development Grants for 2021-2022 totalling \$42,460.45 as follows:*

Adelaide and Hills Koala Rescue	Purchase of poles, pole bags, carry cases and torches	\$2,450.07
The Old School Community Garden	Resurfacing and extending driveway	\$2,500.00
Bund der Bayern Inc	Purchase of a card reader, esky, torches and speaker.	\$2,268.00

Gumeracha Community Association	Purchase of street banners	\$2,500.00
Oakbank Bowling Club	Purchase of a defibrillator	\$2,465.00
Hills Archers	Purchase of archery targets	\$2,100.00
Onkaparinga Swimming Club Inc	Purchase of backstroke wedges	\$2,500.00
Fruit Producers SA Inc	Create a mobile app	\$2,500.00
Hills Biodiversity Incorporated	Purchase of weeding apparatus, materials and PPE and commission a biodiversity plan	\$2,200.00
Mylor Tennis Club	Purchase and installation of covers to protect existing electrical conduits	\$1,200.00
Upper Sturt Tennis Club	Purchase of court nets and a ball machine	\$2,500.00
Torrens Valley Kindergym	Purchase of an iPad and new vacuum cleaner	\$1,173.99
The Sustainability Fair	Purchase of a defibrillator and first aid kit	\$2,435.00
Love Woodside	Purchase of equipment for volunteers	\$2,500.00
Oakbank Golf Club	Purchase of receiver and solenoid valves for irrigation system	\$2,500.00
Birdwood Park and sporting Clubs Inc.	Purchase of PPE, brush cutters, chainsaw and pole saw	\$2,500.00
Kersbrook Public Hall Incorporated	Purchase and installation of a motorised projection screen	\$1,929.00
Mylor Valley Pony Club	Purchase of jumping equipment	\$2,500.00
Adelaide Sri Lankan Buddhist Vihara	Purchase and installation of an automatic watering system	\$1,739.39

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal Community Wellbeing

Objective C3 A Community that grows together

Priority C3.3 Empower our community groups and leaders to shape and determine change in their community through the provision of training opportunities, grants that meet strategic priorities, building relationships and supporting communities to be cohesive in progressing local projects.

Community Development Grants have a significant impact in building community capacity through supporting community led initiatives that respond to local community needs and interests.

Community Development Grants are delivered in accordance with Council's Grant Giving Policy as adopted 27 April 2021.

➤ **Legal Implications**

Not Applicable

➤ **Risk Management Implications**

The area of grant giving attracts a significant level of community scrutiny. There is an expectation that the awarding of these funds will deliver good outcomes and value for money. There is also an expectation that the grant giving process will be fair, transparent and accountable.

There is a risk to Council's reputation that the community may perceive that Council is not delivering a due level of fairness and equity in awarding grants.

The use of robust eligibility criteria and selection processes will assist in mitigating the risk of:

Unclear grant provision processes which do not reflect Council's strategic directions, resulting in failure to achieve equity in funding or meet community expectation.

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

➤ **Financial and Resource Implications**

The amount allocated to Community Development Grants is determined through normal annual budget processes. The total amount dedicated to Community Development Grant funding is \$46,000. This year Community Development Grants are undersubscribed with applications totalling \$42,460.45.

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

Community Development Grants give Council the opportunity to support and encourage community-led initiatives that build capacity and collaboration and facilitate a wide range of beneficial community outcomes.

Council Grant Giving attracts considerable interest and scrutiny and a high priority is placed on ensuring equitable and transparent processes in this area. It is also a process that some in the community find difficult to navigate. Council has a number of measures in place to support community groups through this process including:

- Grant Giving Policy
- Grant Guidelines
- Public information sessions
- Direct support from Council staff
- Smarty Grants for online applications and reporting

Community groups can apply for grants to deliver local initiatives that make a positive contribution to the building of community capacity through:

- Arts/cultural development
- Community wellbeing
- Lifelong learning
- Sport/recreation & active lifestyles
- Environment
- Aboriginal culture and heritage

Groups were also encouraged to consider projects that supported recovery and support in relation to Bushfire and the COVID-19 pandemic.

➤ **Sustainability Implications**

Grant applications that have positive outcomes in relation to sustainability and environment are encouraged. Grant applications in this area are considered in consultation with Council's Biodiversity Officers.

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

Consultation was undertaken with various staff in relation to grant applications that related to their areas of expertise or to seek information relating to property or sites pertaining to these applications.

Consultation on the development of this report was as follows:

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

2. BACKGROUND

Through Grant Giving, Council actively pursues opportunities to share resources and partner with others for better community outcomes. Council recognises the role that Grant Giving provides in building capacity and supporting innovative, community-led projects that contribute to achieving strategic goals.

Community Development Grants are a significant grant stream that reflects Council's Grant Giving Policy. The purpose of Community Development Grants is to assist local non-profit community groups to undertake projects or activities that are beneficial to the community and align with Adelaide Hills Council's Strategic Plan.

It is the intention of this program to assist groups that:

- Provide activities and programs that align with the goals and objectives outlined in Council's Strategic Plan
- Promote community collaboration and partnerships
- Promote community participation and social connection
- Support wellbeing through active healthy lifestyles
- Promote diversity, access and inclusion
- Are based within the Adelaide Hills Council district
- Are based outside the Council area but provide a service or programs to a significant number of residents within the Adelaide Hills.

Both Community Development Grants and Community and Recreation Facilities Grants are offered annually in September and there is a significant level of collaboration and consultation across both grant streams.

3. ANALYSIS

Community Development Grants were promoted on Council's website and social media channels and advertised in both the Courier and Herald newspapers. The Council website provided access to information and guidelines to support people in their applications, a link to an online application form via Smarty Grants and the contact details of staff available to provide personal support.

Community information sessions were held on Monday 16 August 2021 at Woodside and Wednesday 18 August 2021 at Stirling to provide support and information to groups interested in applying for grants.

Community Development Grant applications were assessed by a panel of Council staff with reference to the Grant Giving Policy and pre-determined Eligibility and Assessment Criteria (*Appendix 2 Community Development Grant Assessment Criteria 2021*).

Consideration was also given to applications that supported Bushfire Recovery or COVID-19 Recovery.

Council received 19 Community Development Grant applications totalling \$42,460.45. These applications were assessed and considered by a panel comprised of Lynne Griffiths, Community and Cultural Development Officer, Steve Sauerwald, Property Project Officer and Miranda Hampton, Senior Community Resilience Officer against pre-determined Assessment Criteria. Further feedback and advice was sought from relevant Council staff in the areas of Property, Biodiversity, Economic Development, Recovery, Recreation Facilities and Risk Management / WHS. On the basis of this assessment it is recommended that all 19 applications be funded.

These applications and recommendations are summarised in *Appendix 1 Community Development Grant Recommendations 2021/2022*.

4. OPTIONS

Council has the following options:

- I. That the 2021-2022 recommended Community Development Grant Successful Applicants as detailed in **Appendix 1** be approved (Recommended).
- II. That the 2021-2022 recommended Community Development Grant Successful Applicants are not approved, and the Staff Assessment Panel reconsiders their recommendations (Not Recommended).

5. APPENDICES

- (1) Community Development Grant Recommendations 2021-2022
- (2) Community Development Grant Assessment Criteria 2021

Appendix 1

*Community Development Grant Recommendations
2021-2022*

Community Development Grant Applications and Recommendations 2021

APPLICANT	SUMMARY	OUTCOME AREA	NOTES	AMOUNT RECOMMENDED
Adelaide and Hills Koala Rescue	Increase capacity to respond to increasing demand and improve safety and efficiency for Koalas and volunteers through the purchase of poles, pole bags, carry cases and torches for night rescues	Biodiversity	Biodiversity team consulted and support this application.	\$2,450.07
The Old School Community Garden	Resurfacing and extending existing track/driveway to community garden to improve storm water run-off and access by community users	Diversity, inclusion and access	On the basis that this improves storm water and drainage management and that the applicant has the capacity to cover the ongoing maintenance	\$2,500.00
Bund der Bayern Inc	German Cultural event "Huettenzauber" Connect German speaking families and share culture with the broader community through the purchase of a card reader, esky, torches and Bose speaker.	Diversity, inclusion and access	Celebrates cultural diversity and delivers a cultural experience to the community	\$2,268.00
Gumeracha Community Association	Street upgrade includes x18 new light poles with planned flagtrax system. Add value and interest to visitor experience through the purchase of street banners depicting seasons and Christmas and Easter	Arts Cultural Development Place making	On the basis that they have the capacity to install and change the banners by someone suitably trained / certified to work at height. Also that Council endorse artwork / design	\$2,500.00
Oakbank Bowling Club	Purchase a defibrillator for Club Premises to improve member safety	Community well being	On the basis that the defibrillator is registered with SA Ambulance Service and they abide by the SAAS Guidelines on location and maintenance	\$2,465.00
Hills Archers.	Increase club's capacity through the purchase of archery targets	Recreation active lifestyles	Extends type of sports offered in the area	\$2,100.00
Onkaparinga Swimming Club Inc	To increase capacity to enable swimmers to practise and compete locally through the purchase of backstroke wedges	Recreation active lifestyles	Extends type of sports offered in the area	\$2,500.00

Community Development Grant Applications and Recommendations 2021

Fruit Producers SA Inc	Build a mobile app to attract local, intrastate and interstate visitors to visit the areas fruit growers	Place making, community development	Consulted with the Economic Development team who support, adds value to the visitor experience and supports local fruit growers	\$2,500.00
Hills Biodiversity Incorporated	Support volunteers to control feral plants in the Willa Willa (Brownhill Creek) area through the purchase of weeding apparatus, materials and PPE and commission a biodiversity plan	Biodiversity	Biodiversity team consulted and support. Have approval from Hills and Fleurieu Landscape Board	\$2,200.00
Mylor Tennis Club	Improve safety and enable evening training through the purchase and installation of top hat covers to protect existing electrical conduits	Recreation active lifestyles	On the basis that work is conducted by a qualified electrician and include an Electrical Certificate of Compliance (ECoC) as part of the acquittal. If working at height will also require certification. Also encourage use of local tradespeople	\$1,200.00
Upper Sturt Tennis Club	Re-establish the club and increase capacity and participation through the purchase of court nets and a ball machine	Recreation active lifestyles	Consulted Recreation Facilities team this group are working with Council staff at a number of levels to improve the site for community.	\$2,500.00
Torrens Valley Kindergym	Support the club to become paperless and to upgrade vacuum cleaner through the purchase an iPad and new vacuum cleaner	Recreation active lifestyles	Supports sustainability	\$1,173.99
The Sustainability Fair	Improve community safety through the purchase of a defibrillator and first aid kit	Community well being	On the basis that the defibrillator is to be located on site at the Uraidla Showgrounds and is registered with SA Ambulance Service and they abide by the SAAS Guidelines on location and maintenance	\$2,435.00
Love Woodside	Support volunteers to maintain and enhance the Station Road Recreation Precinct and support community events / decorations and installations through the purchase of equipment	Community well being	On the basis that the equipment is securely stored on site at Station Road Recreation Precinct or an alternative secure public space.	\$2,500.00

Community Development Grant Applications and Recommendations 2021

Oakbank Golf Club	Irrigation System Upgrade to support sustainable watering including the purchase of receiver and solenoids	Recreation active lifestyles	The golf club has contributed significantly to this project and progressed.	\$2,500.00
Birdwood Park and sporting Clubs Inc.	To improve safety and capacity of volunteers to sustain and manage the park for community and visitors through the purchase of PPE brush cutters, chainsaw and pole saw	Recreation active lifestyles	On the basis that a risk management plan is in place and PPE and training are in place for all using equipment. Also that bushfire risk from sparks is mitigated through risk a management plan.	\$2,500.00
Kersbrook Public Hall Incorporated	Improve the capacity of the Kersbrook History Hub and other users of the Hall through the purchase and installation of a motorised projection screen	Cultural development	Adds value to community use of hall	\$1,929.00
Mylor Valley Pony Club	Improve safety and capacity through the purchase of jumping equipment	Recreation active lifestyles	Extends type of sports offered in the area	\$2,500.00
Adelaide Sri Lankan Buddhist Vihara	Improve sustainability through the purchase and installation of an automatic watering system	Sustainability cultural development	On the basis that the garden is open to broader community use and is also used as a venue for cultural events and activities. Supports sustainability and cultural diversity	\$1,739.39
		Total recommended		\$42,460.45

Appendix 2

*Community Development Grant Assessment Criteria
2021*



Community Development Grant Assessment Criteria 2021

Assessment Panel

Community Development Grant Applications will be assessed by a panel of at least three people. This may include:

- Community and Cultural Development Officer
- Sport and Recreation Planner
- Resilience Officer
- Manager of Community Development (or their representative)
- Biodiversity Officer
- Property Officer
- Member of staff who is not associated with the administration of grants

Additional staff or individuals may be in attendance if required for advisory or administrative purposes.

The role of the Assessment Panel is to assess the applications and deliver recommendations to Council.

Eligibility

Applicants must have completed the application form in full and provided the required supporting documentation (financial statements, quotes) by the closing date. Late or incomplete applications may not be accepted. Applications will be assessed for eligibility against the following criteria:

Eligibility of the Applicant

- applications will only be considered by groups who are resident in the Adelaide Hills or provide a significant benefit to the Adelaide Hills community
- applicants must be (or apply under the auspice of) an incorporated, not for profit community group or voluntary association
- applicants must **not** have received a Community Development Grant in the previous year's grant round (groups may only receive grant funding once every two years (biennially))
- applications from religious institutions will **not** be considered unless there is clear, far reaching community benefit from the project proposed
- applications will **not** be considered if the applicant has an outstanding debt owing to Council (excluding community loans where terms and conditions are being met) or an outstanding grant acquittal from a previous funding round
- applicants must be able to demonstrate financial viability and the capacity to manage and acquit the funding grant if successful

Eligibility of Project

Grant funding **will not** be provided for:

- commercial or political activities
- religious activities
- the employment of staff
- the production of Business Plans/Feasibility Studies



Community Development Grant Assessment Criteria 2021

- services or costs that are the funding responsibility of either the State or Federal Government
- the reimbursement of funds already spent prior to receiving approval (applicants cannot seek funds retrospectively)
- proposals that will lead to a dependence on Council funds (ongoing operational expenses such as Public Liability Insurance)
- activities for the purpose of fundraising or general sponsorship

Preference

Preference will be given to grant applications that achieve outcomes in the following areas:

- Community and Recreation Facilities
- Community Development
- Public Art and Place-making
- Youth incentive and support
- Sustainability and Biodiversity Management
- Diversity Inclusion and Accessibility
- Aboriginal recognition and Reconciliation
- Built Heritage

Preference will be given to:

- projects that demonstrate community collaboration and partnership
- projects that will benefit a wide range of people in the community
- projects that widen the range of activities available in the community
- applications that can demonstrate that the activity or project will be ongoing in nature
- projects that build community capacity and resilience
- applications that reflect strategic objectives as outlined in Council's Strategic Plan
- projects that involve a level of contribution, financial and/or in kind from the applicant
- projects that support disaster recovery

Recommendation

A report will be prepared that includes a full list of all Applicants and the Assessment Panel's recommendations regarding the granting of full or part funding. This report will also include unsuccessful applicants.

An Agenda Report including the full list of applicants and the assessment panel's recommendations will be put to Council for a decision / endorsement.

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

Item:	12.2
Responsible Officer:	Renee O'Connor Coordinator Sport & Recreation Infrastructure & Operations
Subject:	Community & Recreation Facility Grants – 2021-2022 Recommendations
For:	Decision

SUMMARY

The Adelaide Hills Council Community and Recreation Facility Grants provide funding support for improvements or upgrades to facilities that will contribute to the development of community and recreation within the region; are beneficial to the community; improve sustainability and that support the Adelaide Hills Council Strategic Plan and Sport and Recreation Strategy. Funding is also available for facility planning documents such as master plan or feasibility study projects. Community and Recreation Facility Grants are open for applications annually in September of each year.

A staff assessment panel was again implemented in this round. The panel assessed each of the applications against the endorsed guidelines and made recommendations in preparation for presentation to Council.

If the recommendations are adopted, the Adelaide Hills Council will have supported 12 groups and their associated facilities through the Community and Recreation Facility Grants program this year and provided \$99,662 for community projects. Coupled with the club contributions of \$224,442 towards these projects, Council has assisted in generating community projects to the value of \$324,104 this year.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
2. That Council approves the awarding of Community Recreation and Facility Grants for 2021-2022 totalling \$99,662 as follows.

Lobethal Cricket Club	Community kitchen & storage shed	\$6,500
Woodside Warriors Soccer Club	Replacing an ageing & damaged fence	\$4,000
Oakbank Bowling Club	Partial re-roof of Clubrooms	\$8,000
Stirling Districts Football Club	Boundary netting	\$7,000
Ashton Community & Sports Association	Plumb downpipes into tank, & clubroom toilet upgrade	\$9,130
Bridgewater Hall	Energy efficiency project	\$7,000
Aldgate Cricket Club	Aldgate Oval Facility Planning	\$11,000
Adelaide Hills Hawks Football Club	Repair and upgrade of staircase to pitch	\$5,500
Lenswood Memorial Park	Hall / Clubroom air-conditioning	\$9,990
Piccadilly Valley Community Recreation Centre	Supply & installation of rainwater tank	\$2,543
Cherryville Residents Association	Community Centre kitchen upgrade	\$9,499
Birdwood Football & Netball Club	Netball Change Room upgrade	\$19,500

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 1	A functional built environment
Objective B1	Our district is easily accessible for community, our businesses and visitors
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 2	Community Wellbeing
Objective C1	A community for everyone-that is inclusive, welcoming and accessible
Priority C1.1	Provide welcoming spaces and places for the community through our libraries, community centres, and Council and community facilities
Objective C4	An active, healthy, thriving and resilient community

Priority C4.2 Support the provision of formal and informal sport, recreation and play spaces for the community to enjoy

Priority C4.4 Support clubs and groups to continue to provide sport and recreation activities to the community

Community and Recreation Facility Grants are delivered in accordance with Council's Grant Giving Policy as adopted 27 April 2021.

➤ **Legal Implications**

Not applicable

➤ **Risk Management Implications**

Grant funding assessment and distribution is an area of Council business that attracts a high level of scrutiny. There is an expectation that the awarding of these funds will deliver good outcomes and value for money. There is also an expectation that the grant giving process will be fair, transparent and accountable.

Successful grants are required to be acquitted in accordance with conditions of the grant. The guidelines and process for our Community and Recreation Facility Grants have enabled a transparent, robust and sustainable program that reduces any associated risks.

Projects that involve Council owned property have been assessed to ensure that they comply with leasing and maintenance arrangements.

The use of robust eligibility criteria and selection processes will assist in mitigating the risk of:

Unclear grant provision processes which do not reflect Council's strategic directions, resulting in failure to achieve equity in funding or meet community expectation.

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

➤ **Financial and Resource Implications**

\$80,000 is allocated towards the Community and Recreation Facility Grants annually. \$20,000 of Council's Sustainability funding was also made available for those applications that addressed sustainability initiatives in their applications. This year the Sport and Recreation Facility Grants are oversubscribed with applications totalling \$246,076, which was \$146,076 above the budget allocated.

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

Grant giving provides Council with an opportunity to support and encourage community led initiatives that build capacity and collaboration, and facilitate a wide range of beneficial community outcomes.

Council Grant Giving attracts considerable interest and scrutiny and a high priority is placed on ensuring equitable and transparent processes in this area. It is also a process that some in the community find difficult to navigate. Council has a number of measures in place to support community groups through this process including:

- Grant Giving Policy
- Grant Guidelines
- Public information sessions
- Direct support from Council staff
- Smarty Grants for online applications and reporting

➤ **Sustainability Implications**

\$20,000 of Council's Sustainability funding was also made available for those applications that addressed sustainability initiatives in their applications.

➤ **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.

External Agencies: Not applicable.

Community: Not applicable

Consultation was undertaken with staff who participated in the assessment panel in the development of this report.

2. BACKGROUND

Council has a well-established grant giving program. The purpose of this program is to assist local not-for-profit community groups and organisations to establish and undertake innovative projects or activities that are beneficial to the community.

The Community and Recreation Facility Grants are available to not-for-profit community organisations located within the Adelaide Hills Council area that provide community, or recreation services to our community.

Grants are available for improvements or upgrades to facilities that will contribute to the development of sport and recreation within the region; are beneficial to the community; improve sustainability and that support the Adelaide Hills Council Strategic Plan and Sport and Recreation Strategy. Funding is also available for facility planning documents such as master plan or feasibility study projects.

In addition to Community and Recreation Facility Grants, Council also provides:

- Community Development Grants
- Youth Incentive Grants
- Minor Community Grants
- Local Heritage Places Grants

Community Development Grants and Community and Recreation Facilities Grants are offered annually in September. Staff associated with both of these grant streams work in close collaboration in delivering consistent information and support to potential applicants and throughout the assessment process.

3. ANALYSIS

Council is committed to open, collaborative and transparent decision making and administrative processes, and this year's assessment process supported this.

The grant funding guidelines, endorsed by Council outlined that projects would be assessed against criteria, with priority given to those that:

- Demonstrate significant community or recreational benefit to the region (including the number of people who will benefit) and attempt to meet an unmet community need.
- Are delivered by an organisation that can demonstrate financial viability.
- Have funding contribution from the applying organisation and / or other funding sources.
- Comply with all relevant legal and statutory requirements.
- Provide broader community access to facilities.
- Align with current and emerging community, recreation and sporting trends.
- Have a positive environmental impact and sustainability outcomes.
- Are joint or collaborative projects between organisations.
- Are identified in an organisation's business or strategic plan, or identified through a feasibility study, master planning process or similar.
- Contributes to the delivery of the Adelaide Hills Council Strategic Plan, Sport and Recreation Strategy, Water Management Strategy or Trails Strategy.
- Actively address risk management issues or contribute to the organisation's ongoing sustainability.
- Provide opportunities for special needs populations.
- Facilitate improvements to meet Legislation and / or Australian Standards.
- Consider the *Child Protection Act*, *Natural Resources Management Act 2004* and other relevant legislation.

Applications will be accepted from organisations that have received grant funding in previous financial years, but applicants should be aware that if the total number of eligible applications received exceeds the amount of funds available, priority will be given to organisations that have not received funding within the previous three years.

Organisations were invited to apply for funding in the following categories:

- Minor Facility Development: Up to \$9,999. No matched funding required.
- Major Facility Development: \$10,000 - \$40,000. Funding must be matched. The applicant's contribution towards the project can include voluntary labour and/or donated materials.
- Facility Planning: Up to \$20,000. No matched funding required.

The Community and Recreation Facility Grants were advertised in the Courier and Weekender Herald newspapers. The grants were also promoted on Council's social media channels and via our email communication channels with clubs. The Adelaide Hills Council website provided full details of the grants including online access to the guidelines and application form.

Two optional information sessions were held in August, the first at Woodside council office on the 16th and the second at Stirling council office on the 18th. The sessions provided support and information to groups interested in applying for grants. Numbers at these sessions were limited in accordance with COVID Safe planning with additional options for one on one support and telephone support provided. Council also offered a free workshop on tips for grant writing on the 25 August.

During the application and assessment process, applying clubs were asked if their project could proceed if partial funding from Council was received. This principle has been applied throughout the Panel's assessment process and has allowed the panel to spread the funding further, funding more clubs and projects. It is also worthy of noting that the amount of funding that groups are contributing themselves towards projects this year is considerable.

The Adelaide Hills Council is fortunate that clubs in the Adelaide Hills region work hard for the benefit of the community and the quality of projects applied for reflects this. The Community and Recreation Facility Grants process is also a great opportunity for the community to tell Council what's important to them and what their current priorities are.

Council's Community and Recreation Facility Grants, and Community Grants are run concurrently, and the two responsible officers, Sport & Recreation Officer and Community & Cultural Development Officer work collaboratively throughout the grants process and round to ensure a common approach that supports applicants of both grant programs.

The Community and Recreation Facility Grants were assessed by a panel comprising:

- Coordinator Sport & Recreation
- Manager Property Services
- Sustainability Officer
- Waste Management Coordinator
- Sport & Recreation Officer

This assessment process was undertaken with reference to Council's Grant Giving Policy, and the Community and Recreation Facility Grant Guidelines, Assessment and Eligibility Criteria.

Table One below identifies the twelve organisations that have been recommended to receive a Community and Recreation Facility Grant. Details of the grants in Table One, together with the unsuccessful applicants are provided in Appendix 1.

Table 1

Organisation Name	Project Title	Organisation Contribution	Amount Recommended
Lobethal Cricket Club	Community kitchen & storage shed	\$35,000	\$6,500
Woodside Warriors Soccer Club	Replacing an ageing & damaged fence	\$5000	\$4,000
Oakbank Bowling Club	Partial re-roof of Clubrooms	\$1,310	\$8,000
Stirling Districts Football Club	Boundary netting	\$7,600	\$7,000
Ashton Community & Sports Association	Plumb downpipes into tank, & clubroom toilet upgrade	\$282	\$9,130
Bridgewater Hall	Energy efficiency project	\$7,480	\$7,000
Aldgate Cricket Club	Aldgate Oval Facility Planning	\$0	\$11,000
Adelaide Hills Hawks Football Club	Repair and upgrade of staircase to pitch	\$1,650	\$5,500
Lenswood Memorial Park	Hall / Clubroom air-conditioning	\$625	\$9,990
Piccadilly Valley Community Recreation Centre	Supply & installation of rainwater tank	\$0	\$2,543
Cherryville Residents Association	Community Centre kitchen upgrade	\$495	\$9,499
Birdwood Football & Netball Club	Netball Change Room upgrade	\$165,500	\$19,500
TOTAL		\$224,442	\$99,662

If the recommendations are adopted, the Adelaide Hills Council will have supported 12 groups and their associated facilities through the Community and Recreation Facility Grants program this year and provided \$99,662 for community projects. Coupled with the club contributions of \$224,442 towards these projects, Council has assisted in generating community projects to the value of \$324,104 this year.

4. OPTIONS

Council has the following options:

- I. That the 2021-2022 recommended Community and Recreation Facility Grant Successful Applicants, as detailed in *Appendix 1* be endorsed. (**Recommended**)
- II. That 2021-2022 recommended Community and Recreation Facility Grant Successful Applicants are not endorsed and the Staff Assessment Panel reconsiders their recommendations. (**Not Recommended**)

5. APPENDICES

- (1) 2021-2022 Community and Recreation Facility Grant Recommendations.

Appendix 1

2021-2022 Community and Recreation Facility Grants Recommendations

Community and Recreation Facility Grants – 2021/2022 Applications and Recommendations Summary

App. No.	Organisation	Project Description	Recommendation	Comments	Organisation Contribution	Amount Requested	Amount Recommended
SR00041	South Australia Police Pistol Club	Construct stairs	NOT RECOMMENDED	While the project has merit, some aspects didn't meet this grant program's eligibility criteria to levels that other applications did. The grant program is oversubscribed, and the organisation has indicated they cannot proceed with partial funding.	\$0	\$6,000	\$0
SR00042	Mount Torrens Centenary Park	Replace gas oven/cooktop	NOT RECOMMENDED	The application has merit; however grant program is oversubscribed and the club received funding in the 2020/2021 grant round.	\$0	\$8,580	\$0
SR00044	Lobethal Cricket Club	Community kitchen & storage shed	PART RECOMMENDED	Demonstrated good community benefit, community need and support, with multiple stakeholders contributing. The grant program is oversubscribed, and the group has indicated they can proceed with partial funding.	\$35,000	\$9,000	\$6,500
SR00045	Woodside Warriors Soccer Club	Replacing damaged fence	PART RECOMMENDED	Demonstrated good community benefit. The grant program is oversubscribed, and the group has indicated they can proceed with partial funding.	\$5,000	\$5,510	\$4,000
SR00046	Mount Lofty District Community & Sports Club	Heathfield Pavilion Safety and Maintenance Project	NOT RECOMMENDED	The application has merit; however the grant program is oversubscribed, and the organisation has indicated they cannot proceed with partial funding.	\$14,908	\$19,787	\$0

Community and Recreation Facility Grants – 2021/2022 Applications and Recommendations Summary

SR00048	Oakbank Bowling Club	Partial re-roof of Clubrooms	PART RECOMMENDED	Strong application. Demonstrated good community benefit. The grant program is oversubscribed, and the group has indicated they can proceed with partial funding.	\$1,310	\$9,310	\$8,000
SR00049	Stirling Districts Football Club	Boundary netting	PART RECOMMENDED	Demonstrated good community benefit. Addresses safety concerns. The grant program is oversubscribed, and the group has indicated they can proceed with partial funding.	\$7,600	\$9999	\$7,000
SR00052	Kersbrook Soldiers' Memorial Park Community & Sports Club	Kersbrook Park Oval Irrigation	NOT RECOMMENDED	The application has merit; however grant program is oversubscribed and the club received funding in the 2019/2020 grant round.	\$16,829	\$16,000	\$0
SR00053	Ashton Community & Sports Association	Plumb downpipes into tank, & clubroom toilet upgrade	PART RECOMMENDED	Strong application. Demonstrated good community benefit. The grant program is oversubscribed, and the group has indicated they can proceed with partial funding.	\$282	\$9,412	\$9,130
SR00054	Bridgewater Hall	Energy efficiency project	RECOMMENDED	Strong application. Demonstrated good community benefit. This funding has been sourced from Council's sustainability budget contribution towards the grants program.	\$7,480	\$7000	\$7,000
SR00055	Aldgate Cricket Club	Aldgate Oval Facility Planning	RECOMMENDED	Strong application. Demonstrated good community benefit.	\$0	\$11,000	\$11,000

Community and Recreation Facility Grants – 2021/2022 Applications and Recommendations Summary

SR00056	Onkaparinga Netball Club	Court Upgrade	NOT RECOMMENDED	The application has merit; however club did not demonstrate they can match funding requested, and additionally this upgrade is considered as part Council responsibility and can be considered in future annual business planning processes.	\$17,000	\$40,000	\$0
SR00057	Adelaide Hills Hawks Football Club	Repair & upgrade of staircase to pitch	PART RECOMMENDED	Strong application. Demonstrated good community benefit. The grant program is oversubscribed, and the group has indicated they can proceed with partial funding.	\$1,650	\$7,150	\$5,500
SR00059	Lenswood Memorial Park	Hall / Clubroom air-conditioning	RECOMMENDED	Strong application. Demonstrated good community benefit.	\$625	\$9,990	\$9,990
SR00060	Upper Sturt Tennis Club	Revival of Upper Sturt Tennis Club	NOT RECOMMENDED	The application has merit; this upgrade is considered a Council responsibility and can be considered in future annual business plan.	\$0	\$4,012	\$0
SR00062	Piccadilly Valley Community Recreation Centre	Supply & installation of rainwater tank	RECOMMENDED	Strong application. Demonstrated good community benefit. This funding has been sourced from Council's sustainability budget contribution towards the grants program.	\$0	\$0	\$2,543
SR00063	Scott Creek Progress Association	New Kitchen in Scott Creek Hall	NOT RECOMMENDED	The application has merit; however the applicant cannot proceed with partial funding, and grant program is oversubscribed and the club received funding in the 2018/2019 grant round.	\$0	\$9,333	\$0

Community and Recreation Facility Grants – 2021/2022 Applications and Recommendations Summary

SR00064	Cherryville Residents' Association	Community Centre kitchen upgrade	PART RECOMMENDED		\$495	\$9,994	\$9,499
SR00065	Heathfield Netball Club	Shelter & storage unit	NOT RECOMMENDED	While the project has merit, some aspects didn't meet this grant program's eligibility criteria to levels that other applications did. The grant program is oversubscribed, and the group has indicated they cannot proceed with partial funding.	\$0	\$8,289	\$0
SR00069	Birdwood Football & Netball Club	Netball Change Room upgrade	RECOMMENDED	Strong application. Demonstrated good community benefit. The grant program is oversubscribed, and the group has indicated they can proceed with partial funding.	\$165,000	\$40,000	\$19,500
SR00070	Birdwood Park & Sporting Clubs Association	Purchase & installation of shipping container to store equipment	NOT RECOMMENDED	The application has merit; however grant program is oversubscribed and the club received funding in the 2018/2019 grant round.	\$500	\$5,710	\$0
Total						Requested	Recommended
						\$246,076	\$99,662

Summary of Recommendations

Number of Applications Received	21
Number of Grants Recommended	12
Value of all Grant Application Requests	\$246,076
Value of Grant Applications Recommended	\$99,662 <i>This is attributed to \$80,000 from the Community & Recreation Facility Grants budget, & \$20,000 from the Sustainability Budget.</i>
Club / Community Contribution Towards Recommended Projects	\$224,442 <i>This figure has been compiled from grant application project budgets.</i>
Total Value of Recommended Projects	\$324,104
Value of Grants Not Recommended	\$117,711

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

Item:	12.3
Responsible Officer:	Natalie Westover Manager Property Services Corporate Services
Subject:	Memorials Policy – Community Engagement Outcomes and Adoption of Policy
For:	Decision

SUMMARY

The purpose of this report is to provide Council with the outcomes of the community engagement undertaken from 15 September 2021 to 5 October 2021 on the draft *Memorials within Council Cemeteries Policy (Appendix 1)*.

This report tables the *Memorials within Council Cemeteries Policy* (the “Policy”) for adoption by Council. The Policy aims to set out the requirements and process required by Council, in its capacity as cemetery authority, in relation to the supply and management of memorials within its cemeteries.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted**
 - 2. With an effective date of 7 December 2021, to adopt the 23 November 2021 draft *Memorials within Council Cemeteries Policy* as contained in *Appendix 2*.**
 - 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 23 November 2021 draft *Memorials within Council Cemeteries Policy* prior to the effective date.**
-

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 O3.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

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

➤ **Legal Implications**

Burial and Cremation Act 2013, Section 39 'Ownership of memorial' states:

for the purposes of the law of this State, a memorial to a deceased person in a cemetery, natural burial ground or other place of interment is the personal property of the person who holds the interment right in respect of the interment site where the memorial is situated.

➤ **Risk Management Implications**

The adoption of a *Memorials within Council Cemeteries Policy* will assist in mitigating the risk of:

Failure to adopt policy may lead to inappropriate management of Council operated cemeteries resulting in breach of legislative obligations and risk to community concern.

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

➤ **Financial and Resource Implications**

The financial and resource implications of implementation and management of the policy are accommodated in the current Property Services Department budget.

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

The adoption of a *Memorials within Council Cemeteries Policy* will provide information and direction to both Council staff and the community in relation to the rules and regulations governing our cemeteries thus limiting the likelihood of confusion and incorrect information.

➤ **Sustainability Implications**

Not Applicable

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Cemetery Advisory Group, 10 August 2021

External Agencies: Not Applicable

Community: Community engagement was undertaken on the draft Policy from 15 September 2021 to 5 October 2021. The community Engagement Outcomes Report is attached as *Appendix 1* to this report.

2. BACKGROUND

The Council owns or has management of 16 cemeteries in its Council area.

Many of these cemeteries have historical significance as the resting place of many of the district's pioneers and respected citizens and therefore Council strives to efficiently and effectively manage them in a respectful manner to meet the needs of the community.

It was identified that a Memorials Policy would assist Council and its Administration with principles and guidelines relating to the installation of memorials at its cemeteries.

Investigation was undertaken to review policies used by other cemetery authorities resulting in Council's draft Policy being largely based on templates provided by Adelaide Cemeteries Authority and other similar councils which were then amended as required to meet the needs of Adelaide Hills Council.

The Cemetery Advisory Group considered the draft Policy at its 10 August 2021 meeting. Suggested amendments were put forward by members of the group and have been considered, and where applicable incorporated into the Policy, as have any suggested amendments from the Administration.

Although Council's *Public Consultation Policy* did not require consultation for this Policy, the Administration recommended that consultation be undertaken to engage the wider community, monumental masons, historical groups and other interested parties to ensure that the policy is able to meet the needs of the community.

At its meeting of 24 August 2021, Council resolved as follows:

12.7 Policy for Community Consultation – Memorials Policy

Moved Cr Kirsty Parkin
S/- Cr Ian Bailey

174/21

Council resolves:

1. That the report be received and noted
2. To approve the draft *Memorials Policy* as contained in *Appendix 1* for community consultation.
3. That the CEO be authorised to determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's *Public Consultation Policy*.

Carried Unanimously

3. ANALYSIS

The aim of this draft Policy is to set out the requirements and process required by Council, in its capacity as cemetery authority, in relation to the supply and management of memorials within its cemeteries.

The development of this policy has taken into account requirements of the *Burial and Cremation Act 2013* (the “Act”) and the *Burial and Cremation Regulations 2014* (the “Regulations”).

The Policy is to be read in conjunction with other relevant Council policies, including Council’s *Cemetery Operating Policy*.

From time to time, there may be amendments to the Act or the Regulations which may impact the Policy and it will need to be reviewed and updated as changes require.

This Policy relates specifically to memorials within Council Cemeteries and does not apply to memorials of any type, outside of cemeteries.

3.1 Community Engagement Outcomes

Community engagement commenced from 15 September to 5 October 2021. The opportunity to provide feedback was promoted through a number of channels including:

- Direct engagement with:
 - Mayor and Councillors
 - Gumeracha & District History Centre Inc
 - East Torrens Historical Society Inc
 - Mt Lofty Districts Historical Society Inc
 - Monumental Masons Association of SA Inc
- Notices posted on Council’s website and Hills Voice e-newsletter.
- Advertisement in the Courier on 15 September 2021.
- Email to EHQ registrants and hills voice registrants
- Information and hardcopy feedback forms available at libraries/customer service centres at Gumeracha, Stirling and Woodside.
- Advertisement in Courier
- AHC social media

The consultation comprised an opportunity for the community to provide feedback via online survey response as well as providing submissions by email, letter or phone contact.

Council’s engagement approach aimed to collect and collate community feedback about whether the Draft Memorials Policy provided clear principles and guidelines for the installation and management of memorials at cemeteries.

There were a total of six participants providing feedback on the policy. Five respondents provided their feedback via an online survey. A further one participant provided a written submission.

Feedback provided indicated that the Draft Memorials Policy provides clear principles and guidelines relating to the installation and management of memorials at its cemeteries.

A Community Engagement Outcomes Report is contained in **Appendix 1**.

The Cemetery Advisory Group considered the draft Policy, with incorporated amendments following the consultation period, at its 9 November 2021 meeting. Suggested amendments were put forward by members of the group and have been considered, and where applicable incorporated into the Policy, as have any suggested amendments from the Administration.

3.1 Draft Memorials within Council Cemeteries Policy

Feedback from the community and Cemetery Advisory Group has been considered and where appropriate incorporated into the policy.

The policy has also been renamed *Memorials within Council Cemeteries Policy* to provide clear guidance to the community that this policy only relates to those memorials within a cemetery.

4. OPTIONS

Council has the following options:

- I. To adopt the draft *Memorials within Council Cemeteries Policy* as attached (Recommended)
- II. To alter or substitute elements of the draft *Memorials within Council Cemeteries Policy* (Not Recommended).
- III. To determine not to adopt any policy positions in relation to Memorials within Council Cemeteries (Not Recommended).

Should the Council identify the need for substantial amendments to the draft 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. APPENDICES

- (1) Memorials Policy – Community Engagement Outcomes
- (2) Draft *Memorials within Council Cemeteries Policy* for adoption

Appendix 1

Memorials Policy – Community Engagement Outcomes Report

2021

Adelaide Hills Council

engage.sa.gov.au

Memorials Policy



Community Engagement Outcomes Report

November 2021

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1 INTRODUCTION

This report presents the qualitative and quantitative feedback from the engagement with the community conducted from 15 September 2021 to 5 October 2021 regarding a draft Memorials Policy.

This report will be presented to Council and made available to those who participated in the consultation.

The consultation comprised an opportunity for the Community to provide feedback via online survey response as well as providing submissions by email, letter or phone contact.

There were a total of six participants providing feedback on the policy. Five respondents provided their feedback via an online survey. A further one participant provided a written submission.

2 SUMMARY OF ENGAGEMENT

2.1 BACKGROUND

Adelaide Hills Council owns or has management of 16 cemeteries in its Council area.

Many of these cemeteries have historical significance as the resting place of many of the district's pioneers and respected citizens and therefore Council strives to efficiently and effectively manage them in a respectful manner to meet the needs of the community.

It was identified that a Memorials Policy would assist Council in providing the community with clear principles and guidelines relating to the installation and management of memorials at its cemeteries.

As a result Council have developed a draft Memorials Policy and which was made available for community feedback to ensure it supports the community's needs.

2.2 COMMUNITY ENGAGEMENT STRATEGY

A community engagement strategy was developed and consultation was undertaken with the Community from Wednesday 15 September to Tuesday 5 October 2021.

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

2.3 ENGAGEMENT APPROACH

Council's engagement approach aimed to collect and collate community feedback about whether the Draft Memorials Policy provided clear principles and guidelines for the installation and management of memorials at cemeteries?

A survey was developed which contained eight questions, including both closed and open style questions. Questions were designed to determine the type of participants providing feedback and to seek feedback to determine the level of support for the draft Policy and address any concerns raised? Anyone could participate in the survey which was made available online.

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

2.4 DISTRIBUTION AND PROMOTION

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

- Direct engagement with:
 - Mayor and Councillors
 - Gumeracha & District History Centre Inc
 - East Torrens Historical Society Inc
 - Mt Lofty Districts Historical Society Inc
 - Monumental Masons Association of SA Inc
- Notices posted on Council's website and Hills Voice e-newsletter.
- Advertisement in the Courier on 18 August 2021.
- Email to EHQ registrants and Hills Voice registrants
- Information and hardcopy feedback forms available at libraries/customer service centres at Gumeracha, Stirling and Woodside.
- Advertisement in Courier
- AHC social media

Social media promotion statistics are presented below:

Instagram 16/9/2021	39 likes, 1 comment
Twitter 16/9/2021	157 impressions, 5 engagement
Facebook 17/9/2021	1,236 people reached, 52 engagements, 10 likes, 1 share
Courier 15/9/21	Approximately 8,000 copies (25,000 readership)

Email promotion statistics are presented below:

EHQ Have Your Say interested members	239 people reached, 126 unique opens (52.1%), 14 Click throughs (5.8%)
--------------------------------------	--

3 PARTICIPANTS

Participants are considered to be those who were not only aware of and informed about the consultation process but who also chose to provide their feedback. The number of aware and informed people who chose not to provide feedback is presented within the table below:

Table 1 Aware, informed and engaged community

	Email	Social Media	EHQ Platform
Aware <i>Sighted information that the consultation was open</i>	126	1432	46
Informed <i>Accessed information via visiting multiple sites or downloading information</i>	14	58	24
Engaged <i>Provided feedback</i>	2		5

3.1 PARTICIPATION RATE

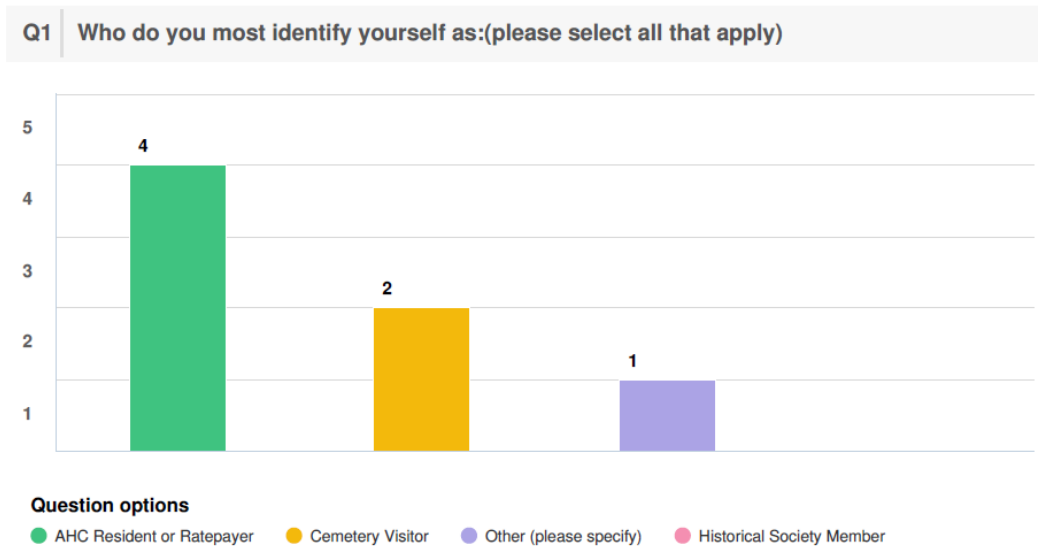
The following table displays the level of engaged participation.

Table 2 Level of Participation

Activity	Number Participating
Online surveys	5
Written response –email, letter, submission	1
TOTAL CONSULTATION PARTICIPATION	6

3.2 PARTICIPANT CHARACTERISTICS

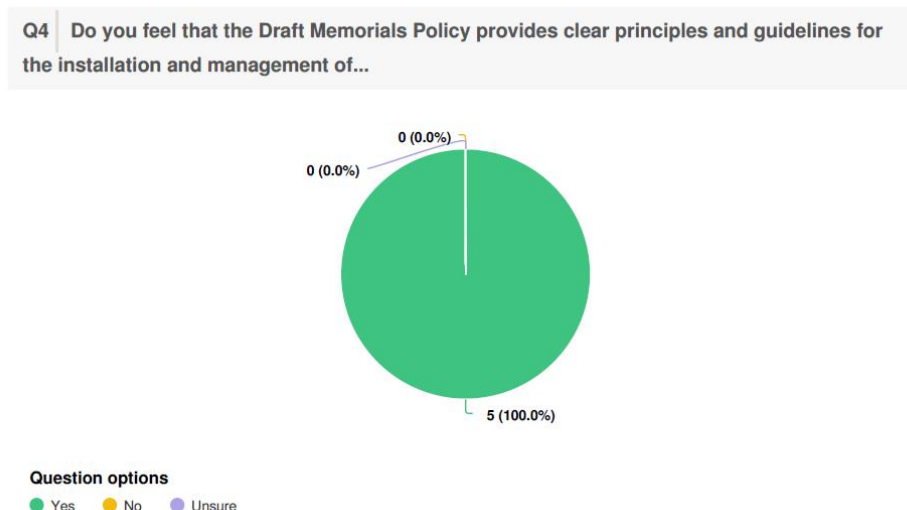
Participants were asked if they were an Adelaide Hills Council Resident/Ratepayer, a Cemetery Visitor, a Historical Society Member or other. The following responses were received. Participants were able to select all that apply.



4 SURVEY FEEDBACK

Five online survey responses were received as part of this consultation. Respondents were asked if they had read the Draft Memorials Policy of which three had in detail and two had a quick look.

When asked if they feel that the Draft Memorials Policy provides clear principles and guidelines for the installation and management of memorials at its cemeteries, all five respondents answered yes.



Respondents were asked why they felt this was the case:

Q5 Can you please explain why you felt the Policy either did or did not provide clear principles and guidelines for the installation and management of memorials at cemeteries?

Anonymous
9/16/2021 02:37 PM

No it was fine.

Anonymous
9/16/2021 08:19 PM

detailed

Anonymous
9/17/2021 07:11 PM

Well set out but not happy with some points

Anonymous
10/05/2021 11:22 AM

As a Monument Mason (Ken Slater Memorials) all details related to the application and installation of memorials are clearly stated.

Respondents were then asked to indicate how you generally feel about the draft Memorial Policy? Two were unhappy, one neutral, one happy and one very happy.

Respondents were then asked if they had any additional comments or feedback which is shown below.

Anonymous
9/16/2021 02:37 PM

Perhaps a list of said cemeteries in Adl Hills Council?

Anonymous
9/16/2021 08:19 PM

I think to limit memorial decoration to plastic or unbreakable is not environmentally sound and is disrespectful to the deceased and their family who may wish to use terracotta or glass for flowers etc. These are long lasting and fitting materials for outside use. It is astounding that council would suggest plastic which is harmful to the environment and will degrade over time.

Anonymous
9/17/2021 07:11 PM

Yes I do feel plots with plants hanging over other plots should be remove a cross on a grave is better than a bare grave and should not be remove as some can't afford to do grave a memorial seat should have longer than 10 years and my big complaint is when years ago land was gazette for a cemetery it should be used even if vegetation has to be removed it's stupid to say it's native veg and can't be use why not natural plots and in cemeteries that were owned by community and now by council should always have the old residents left there at no renewal and I hope the person looking after cemetery now is better than person I dealt with as 3 years later iam still waiting on a answer

Anonymous
10/05/2021 11:22 AM

No

5 EMAIL, WRITTEN AND PHONE FEEDBACK

One Respondent provided a written response which is provided in Appendix B. Key written feedback raised included:

- Payment for sites should not affect Monumental Masons
- Pegging timeframes need more flexibility
- Approval of workmanship timeframe requires amendment
- Height of memorials required some flexibility
- Clarity required regarding headstones and headstones with bases
- Clarity required regarding installation of plaques
- Surplus burial soil is a funeral cost and not the responsibility of Monumental Masons
- Materials such as Majolica ware, glass plaques and ceramic photographs are currently used by Monumental Mason
- Lighting such as solar or battery operated is used in some customs
- Clarity of required details for registers.

6 SOCIAL MEDIA FEEDBACK

Social media promotion was undertaken and there was no specific feedback received via these platforms. Information was liked and shared but no feedback was provided via this medium.

7 CONCLUSION

Feedback provided indicates that the Draft Memorials Policy provides clear principles and guidelines relating to the installation and management of memorials at its cemeteries.

Feedback provided will be reviewed and where appropriated included in the policy and presented to Council.

This report will be shared with the wider community and anyone who participated in the consultation via Councils Have Your Say Engagement Platform.

APPENDIX A – Information Provided and Feedback Form



Draft Memorials Policy

Have Your Say

Adelaide Hills Council owns or manages 16 cemeteries in the district, including many with historical significance.

A Draft *Memorials Policy* has been developed to provide clear guidelines for the installation and management of memorials at cemeteries. Council would like to ensure the Policy supports the community's needs.

For further information or to provide feedback visit engage.ahc.sa.gov.au, or contact Council's Community Engagement Coordinator at:



engage@ahc.sa.gov.au



PO Box 44, Woodside SA 5244



8408 0400

Consultation closes 5pm, Tuesday 5 October 2021.

8408 0400
ahc.sa.gov.au



Public Consultation Draft Memorials Policy

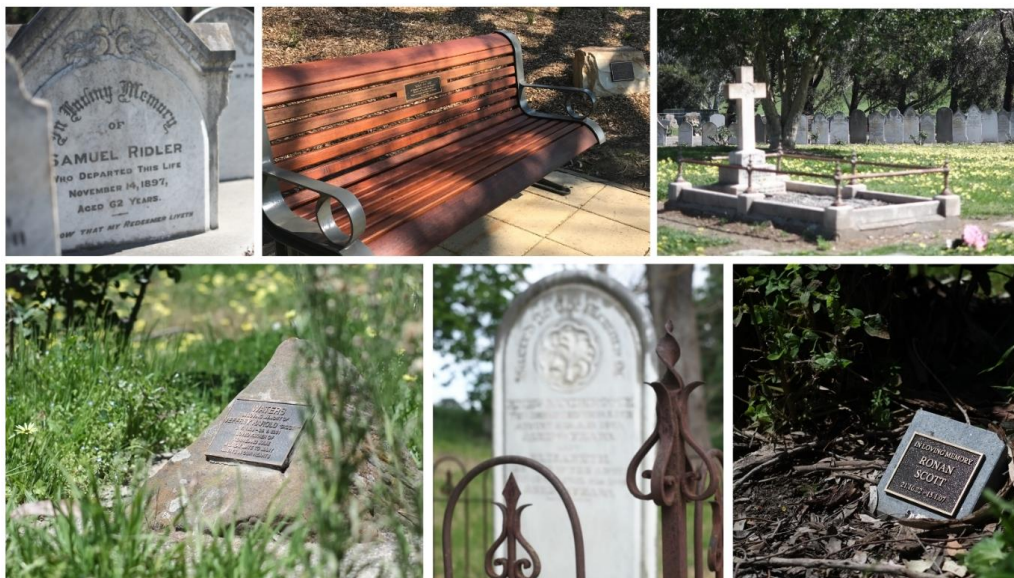
Have Your Say
Wed 15 September – 5pm, Tuesday 5 October 2021

Adelaide Hills Council owns or has management of 16 cemeteries in its Council area.

Many of these cemeteries have historical significance as the resting place of many of the district's pioneers and respected citizens and therefore Council strives to efficiently and effectively manage them in a respectful manner to meet the needs of the community.

It was identified that a Memorials Policy would assist Council in providing the community with clear principles and guidelines relating to the installation and management of memorials at its cemeteries.

As a result Council have developed a draft *Memorials Policy* and are now making it available for community feedback to ensure it supports the community's needs.



You can Have Your Say by providing your feedback:

1. Using the online feedback form below
2. via email to engage@ahc.sa.gov.au
3. via mail to Community Engagement Coordinator, PO Box 44, Woodside SA 5244
4. via phone 8408 0400
5. Completing the attached hardcopy submission form on the reverse side of this information sheet and returning via email, mail or Council library/service centre.

For feedback to be considered it must be received by Council no later than 5pm, Tuesday 5 October 2021

Adelaide Hills Council
Communications, Engagement and Events Team

Have Your Say Feedback Form Draft Memorials Policy

Please submit your feedback by 5pm, Tuesday 5 October 2021

Please provide your details below:

Name _____

Suburb _____

Email (preferred)/phone number _____

If you provide your email address above we will keep you in the loop with the outcomes of the consultation.

Who do you most identify yourself as (please select all that apply):

- ☐ AHC Resident or Ratepayer
- ☐ Historical Society Member
- ☐ Cemetery Visitor
- ☐ Other (please specify) _____

Have you read the Draft Memorials Policy?

(Please select from only one option below)

- ☐ Yes in detail
- ☐ I've had a quick look
- ☐ No

Do you feel that the Draft Memorials Policy provides clear principles and guidelines for the installation and management of memorials at cemeteries?

(Please select from only one option below)

- ☐ Yes
- ☐ No
- ☐ Unsure

Can you please explain why you felt the Policy either did or did not provide clear principles and guidelines for the installation and management of memorials at cemeteries?

Can you please indicate how you generally feel about the draft Memorial Policy?
(Please select from only one option below)

- ☐ Very Unhappy
- ☐ Unhappy
- ☐ Neutral
- ☐ Happy
- ☐ Very Happy

Do you have any additional comments or feedback that you haven't already provided?

Thank you for providing your feedback!

Your feedback will be considered by the project team. We will keep you informed of the outcome via your email address or you can register yourself in engage.ahc.sa.gov.au

APPENDIX B – Written Submission



Monumental Masons Association of South Australia Inc

PO Box 10289 ADELAIDE BC SA 5000

Telephone 0439 276 461

Email secretary@monumentalassociationsa.com.au

Website www.monumentalassociationsa.com.au

ABN 23 170 682 923

5th October, 2021

Adelaide Hills Council
PO Box 44
WOODSIDE SA 5244

ATTENTION KYLIE HOPKINS

Dear Kylie

Further to my telephone message left today, our Association has several comments re your Draft Memorial Policy and is too large to answer in the online reply format. Below are items we believe need to be reviewed.

5.1.5 A memorial shall not be installed on any site unless the relevant Interment Right for the site has been paid in full

The issue of the site not being paid in full is a Council issue and not one that should affect the Monumental Mason.

5.1.8 Applications will be processed within five (5) business days from the time of receipt unless otherwise agreed by the Authority. This timeframe includes the pegging out of the burial site if applicable.

We see the processing of the permit and the pegging out of a burial site as two separate processes. We apply for a permit to ensure we have approval to proceed and then get the material made / ordered. The pegging out may not be required until several months down the track. The 5 day timeframe for the pegging out needs to be more flexible i.e., 2 – 5 days, as we often have to work around prevailing weather conditions.

5.2.1 The Authority must approve the design, workmanship and proposed inscription of all Memorials before any work can be carried out.

Approval of workmanship is something that is done once a memorial is completed. It cannot be done at the time of the memorial application.

5.2.4 The maximum height permitted for memorials in all cemeteries will be no greater than 900mm high, unless otherwise approved by the Authority

In some of the historical areas of your Cemeteries, the memorials will need to be higher than 900mm especially if we are matching other historical designs.

The fall of the ground will also determine the height of the headstone. If there is a substantial fall on the ground, the foundation and veneers may be higher than 900mm before the kerbing, base, headstone etc., is added.

You need to define where the 900mm measurements starts from and flexibility will be required.

5.2.5 Memorials erected on lawn burial allotments shall consist of a headstone only and not exceed a height of 900mm, a depth of 300mm and a width of 1300mm

It should read:- consist of a headstone only or a headstone and base

5.3.2 All plaques shall be installed by the Authority at the Interment Right Holder's cost.

Monumental Masons also supply bronze, granite and glass plaques as part of their memorial design or for an additional inscription.

If the Council means they are to install all plaques in the cremation area, then that needs to be made more clear.

5.3.2 DOT POINT 2.

The area around the grave site is clean and tidy at the completion of work and that all waste and surplus material is removed from the cemetery.

Monumental Masons generally remove any excess material they have generated during the day and are always required to leave the site neat and tidy. WE WILL NOT remove the overburden generated by the grave digger during excavations of the grave site. Our Association has a policy of non-removal of excess burial soil due to the possibility of it containing human remains. We are happy to provide you with a copy of our policy in relation to this point.

Excess soil left from a burial is a funeral cost and not a cost expected to be borne by our Members.

5.4.3 Ornaments or tributes made of plastic or other unbreakable materials may be placed on site. Breakable materials such as glass, porcelain, terracotta and ceramic are not permitted due to the risk of public safety.

- (1) Ceramic photographs have been in used in the memorial industry for last 80 plus years, with very little risk to the public.
- (2) Glass Memorial plaques which have been supplied by Life's Memories are already in your cemeteries as well.

(3) Majolica ware which are ceramic roses, wreaths etc., have also been in use for many years

We believe your policy needs to add the above 3 as acceptable ornamentation.

5.7.1 Solar powered lights or spikes on individual sites are prohibited.

We agree with your policy re no naked flames as this has already been adopted by many other cemeteries here in SA. For Ethnic Groups, it is part of their culture to have a light at the site of a deceased family Member.

We have agreed with other cemeteries, that oil burning candle burners and lamps with candles are no longer used. These have been replaced with the use of either solar or battery operated lights.

The proposed policy needs to reflect this.

5.15.1 The Authority will keep a register of each Memorial erected in a Cemetery that contains the following information.

- *The size of the memorial*
- *The type of memorial*
- *The names or names inscribed on the Memorial*
- *Any epitaphs and other inscriptions on the memorial and*
- *The location of the Memorial in the Cemetery*

The following needs to be added:-

- Monumental Mason
- Photograph of the completed Memorial
- Copy of the permit application

Kylie, many thanks for asking us to comment on your draft proposal. If you have any questions, please do not hesitate to give me a call and if further explanation is required, I would be happy to pop over to Woodside and discuss in person.

My best wishes,

Eva Treen

Eva Treen
Secretary / Treasurer

Appendix 2

*Draft Memorials with Council Cemeteries Policy
for Adoption*

COUNCIL POLICY



MEMORIALS WITHIN COUNCIL CEMETERIES

Policy Number:	<i>To be entered administratively</i>
Responsible Department(s):	Property Services
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	<i>Cemetery Operating Policy</i>
Relevant Procedure(s):	Nil
Relevant Legislation:	<i>Burial and Cremation Act 2013 Burial & Cremation Regulations 2014 Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Work Health and Safety Codes of Practice Heritage Places Act 1993 (SA)</i>
Policies and Procedures Superseded by this policy on its Adoption:	Nil
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	24/08/2021	Draft for Council consideration for public consultation	Council

MEMORIALS IN COUNCIL CEMETERIES POLICY

1. INTRODUCTION

- 1.1 Council (the Authority) recognises that many of its cemeteries have historical significance as the resting place of many of the district's pioneers and respected citizens and will efficiently and effectively manage them in a respectful manner to meet the needs of the community. The policy provides Council and its Administration with principles and guidelines relating to the installation of memorials at its cemeteries.
- 1.2 This Policy is to be read in conjunction with other relevant Council policies, including Council's *Cemetery Operating Policy*. The development of this Policy has taken into account requirements of the *Burial and Cremation Act 2013* (the Act) and the *Burial & Cremation Regulations 2014* (the Regulations).

2. OBJECTIVES

- 2.1 The aim of this Policy is to set out the requirements and process required by Council, in its capacity as cemetery authority (the Authority) in relation to the supply and management of memorials within its cemeteries.

3. SCOPE

- 3.1 This Policy applies to all cemetery facilities owned or operated by Council.

4. DEFINITIONS

- 4.1 **"Act"** means the Burial & Cremation Act 2013
- 4.2 **"Authorised"** means a written authority has been issued by the Council.
- 4.3 **"The Authority"** means the Adelaide Hills Council.
- 4.4 **"CCASA"** means Cemeteries & Crematoria Association of South Australia
- 4.5 **"Interment"** is the placement of either human remains being the bodily remains of a human body buried into the earth; or cremated remains placed in either a columbarium or into the earth.
- 4.6 **"Interment Right"** means a Right for the Interment of Human Remains.
- 4.7 **"Interment Right Holder"** is the person issued the Interment Right by Council in accordance with its specified terms and conditions.
- 4.8 **"Ledger Slab"** is a rigid solid covering generally of stone lying either on top or within the monument kerbing.
- 4.9 **"Memorial"** means:

- An approved Monument; or
- A plaque; or
- Any other approved structure or physical object used to memorialise a deceased person.

4.10 **“Monument”** means a monument, headstone, tablet, gravestone, kerbing, railing or any other erection to be constructed in a cemetery, used for the commemorative purposes for a burial site.

4.11 **“Plaque”** is a flat tablet of metal, stone or other material which includes text or images used for commemorative purposes

4.12 **“Site”** is a plot or space that is used for the purpose of a burial or the interment of cremated remains.

5. POLICY STATEMENT

5.1 Memorial Applications

The following conditions apply to all standard applications for memorials:

5.1.1 All Memorials require approval from the Authority prior to erection within a cemetery.

5.1.2 Monumental Masons (or contractors applying to carry out works) are to provide to the Authority the following documentation:

- Details of company name, address and key personnel
- The names of the Officers as defined by the *Work Health and Safety Act 2012 (SA)*
- Copies of public liability insurance for \$20M
- Copies of Return to Work SA currency
- Full name of each employee who will possibly work in Council's cemeteries
- Copies of construction white cards for all employees who may work in Council's cemeteries
- Copies of certification of load shifting equipment eg. truck mounted cranes
- Copies of WHS policies (every three years or as updated)
- Copies of relevant *Safe Work Instructions/Safe Work Method Statements/Job safety Analysis*

5.1.3 Applications will only be accepted on the Cemeteries & Crematoria Association of South Australia Inc. (CCASA) *Application for a Headstone or Memorial Form* or The Authority's Application for a Headstone or Memorial Form ([Appendix 1](#)).

5.1.4 Applications shall be signed by the Interment Right Holder or a person duly authorised in writing by the Interment Right Holder.

5.1.5 A memorial shall not be installed on any site unless the relevant Interment Right for the site has been paid in full.

5.1.55.1.6 A memorial may be installed on a site where the deceased has not been interred, providing the interment right is current and the application is signed by the interment right holder or a person duly authorised in writing by the Interment Right Holder.

5.1.65.1.7 Applications shall include a sketch of the memorial showing all dimensions, type of memorial, name(s) inscribed and any epitaphs or other inscriptions on the memorial.

5.1.75.1.8 Applications shall be submitted for approval by the Authority prior to any memorial work being undertaken or any memorial being removed by an authorised contractor or Interment Right Holder.

5.1.8 Applications will be processed within five (5) business days from the time of receipt unless otherwise agreed by the Authority. ~~This timeframe includes the pegging out of the burial site if applicable;~~

5.1.9 At least three (3) business days' notice is required for Pegging;

5.1.95.1.10 A Memorial Permit will be forwarded to the Monumental Mason and must be obtained before any work is carried out.

Where these conditions are not met, it may result in applications for permits being refused, delayed or new applications needing to be lodged.

5.2 Design of Memorial

5.2.1 The Authority must approve the design ~~workmanship~~ and proposed inscription of all Memorials before any work is carried out.

5.2.2 The Authority may refuse any design for a Memorial as it may determine.

5.2.3 Unless otherwise approved by the Authority, the name affixed on the Memorial must accord with the name shown on valid proof of the deceased's identity produced to the satisfaction of the Authority.

5.2.4 The maximum height permitted for memorials in all cemeteries will be no greater than 900mm high, unless otherwise approved by the Authority.

5.2.5 Memorials erected on lawn burial allotments shall consist of a headstone only or a headstone and base, and not exceed a height of 900mm, a depth of 300mm and a width of 1300mm.

5.2.6 Plaque dimensions will vary from site to site as determined by the Authority.

5.3 Installation of Memorials

5.3.1 All Memorials for a burial interment site must be constructed, altered and installed by a Monumental Mason or other person who is authorised by the Authority to undertake such work.

5.3.2 ~~All plaques shall be~~ installed by the Authority will be at the Interment Right Holder's cost.

5.3.3 A permit to work on the site is granted subject to the Monumental Mason and their sub-contractor complying with the following conditions whilst on site:

- Design and installation of Memorials must be in accordance with *Australian Standard AS 4204 – 2019 Headstones and Cemetery Monuments*;
- The area around the grave site is clean and tidy at the completion of the work and that all waste and surplus material is removed from the cemetery (this does not include excess soil left from a burial);
- Any damage done within a Cemetery must be repaired to the satisfaction of the Authority;
- Comply with the *Work Health and Safety Act 2012 (SA)*, *Work Health and Safety Regulations 2012 (SA)* and *Work Health and Safety Codes of Practice* and any other legislative requirements;
- All vehicles are registered and overhead cranes/lifting devices have current inspection certification; and
- No work is carried out in close proximity to any funeral service.

Failure to comply with any of these conditions may result in Monumental Masons or their sub-contractors being asked to leave the grounds and could lead to having their permit reviewed or rescinded. In addition to this, Monumental Masons and/or their contractors will be held liable for any costs incurred.

5.3.4 Upon installation, a clear photograph is to be provided to The Authority of the completed memorial.

5.4 Ornaments and Tributes

5.4.1 Flowers and wreaths may be placed on burial sites.

5.4.2 All naked flames, such as candles and incense, are strictly prohibited in cemeteries due to the risk of fire.

5.4.3 Ornaments or tributes made of plastic or other unbreakable materials may be placed on sites. Breakable materials such as glass, porcelain, terracotta and ceramic are not permitted to be placed on sites due to the risk to public safety. Materials such as Majolica ware, glass plaques and ceramic photographs are permitted if installed by a Monumental Mason and affixed to a headstone.

5.4.4 All ornaments or tributes must remain within the confines of the burial or memorial site on which they are placed and must not be fixed to surrounding trees, plants or shrubs.

5.4.5 Any ornaments or tributes that is not kept within the confines of the burial or memorial site may be removed at the discretion of the Authority.

5.4.6 The Authority is not responsible for the safety of ornaments or tributes and will not repair or replace them should they become damaged or stolen.

5.4.7 Families and visitors are encouraged to remove ornaments or tributes that have reached the end of their useful life, prior to these items become unsightly.

5.4.8 The Authority may remove and dispose of any ornaments or tributes when deemed unsightly, offensive, breakable or a risk to public safety. Where a removed item may be of some value to the Interment Right Holder, the Authority will endeavour to return the item to the Interment Right Holder. If contact is unable to be made, after a period of three (3) months from the date of removal, the ornament or tribute will be disposed of at the Authority's discretion.

5.5 Alcohol Containers

5.5.1 Alcohol beverages and/or containers (full or empty) are not permitted to be placed on sites within the cemetery grounds.

5.6 Plantings

5.6.1 No plantings on memorials or within the cemetery shall take place, without the prior consent of the Authority.

5.6.2 Authorised plantings must not exceed 900mm high, or the width of the site, when fully grown.

5.6.3 It is the responsibility of the Interment Right Holder to maintain any authorised plantings erected on a grave site during the term of the interment right.

5.6.4 The Authority is not responsible for the safety of any plantings and will not repair or replace plantings should they become damaged or stolen.

5.6.5 The Authority has the right to remove any plantings deemed to be unsightly, unsafe, overgrown, in poor condition or a risk to public safety.

5.6.6 Unauthorised planting of vegetation on a burial or memorial site will be removed upon detection.

5.7 Lighting

5.7.1 Solar powered lights or spikes on individual sites are prohibited, unless of cultural significance in which case The Authority may approve upon application.

5.8 Ownership and Maintenance of memorials

5.8.1 In accordance with Part 3, Division 4 of the Act, memorials are the personal property of the person who holds the Interment Right for the site.

5.8.2 It is the responsibility of the Interment Right Holder to maintain any memorial in a safe condition during the term of the interment right.

- 5.8.3 Any restoration work on a memorial is subject to the terms of a Memorial Application.
- 5.8.4 The Authority does not accept any responsibility for damage to Memorials through acts of vandalism, ageing or deterioration. Repair of damaged Memorials is the responsibility of the Interment Right Holder.
- 5.8.5 In accordance with Section 41 of the Act, the Authority may issue a notice on the owner of a memorial requiring repairs, removal or reinstatement of a memorial within 8 weeks of notification by the Authority.
- 5.8.6 If the Interment Right Holder fails to act following a written request from the Authority, the Authority may either remove the memorial or carry out the repairs and recover the reasonable cost from the Interment Right Holder in accordance with Section 41 of the Act.
- 5.8.7 If a memorial becomes unsafe and urgent action to repair, remove or reinstate the memorial is considered necessary by the Authority, the Authority may, instead of giving a notice, have the work carried out and recover the reasonable cost from the Interment Right Holder.
- 5.8.8 A removed Memorial will be held for a period of six (6) months after notification, prior to disposal.
- 5.8.9 While the Authority is not responsible for the upkeep, repair or maintenance of memorials, the Authority may upgrade, renew or maintain historical or locally significant memorials at its discretion.

5.9 Removal of Ledger Slabs for interment purposes

- 5.9.1 The Authority will not remove a Ledger Slab erected as part of a memorial for the interment of cremated remains. Removal arrangements must be made through a Monumental Mason or other person who is authorised by the Authority to undertake such work at the Interment Right Holder's cost. The Authority will cut into and reinstate cement or gravel tops.

5.10 Removal of Memorials

- 5.10.1 The removal of a Memorial must be undertaken by a Monumental Mason or other person who is authorised by the Authority to undertake such work, and will be at the expense of the Interment Right Holder.
- 5.10.2 The Authority may remove or alter any Memorial or erase any inscription that breaches these operating policies and recover, as a debt, the expense of removal or alterations of a Memorial from the Interment Right Holder.
- 5.10.3 Where an Interment Right Holder fails to remove a Memorial within two years of an Interment Right lapsing and the procedure outlined in the Act and Regulations has been followed, the Memorial becomes the property of the Authority and may be removed and disposed of in accordance with the Act and Regulations.

5.11 Power to dispose of unclaimed memorials

5.11.1 The Authority may, after giving notice in accordance with Section 42 of the Act, remove and dispose of unclaimed memorials.

5.11.2 An Interment Right Holder may reclaim a removed Memorial at any time before disposal.

5.12 Heritage Listed Memorials

5.12.1 Any heritage listed memorials in cemeteries under the control of the Authority are to be maintained by Interment Right Holders in accordance with the required statutory processes, and any guidelines established by the Authority for the purpose of protecting historical memorials.

5.13 Temporary Grave Markers

5.13.1 Temporary burial interment site markers, including wooden crosses, may only be used for a maximum period of six (6) months following which they must be removed and replaced with a Memorial or the burial site left unmarked.

5.13.2 Temporary burial interment site markers, including wooden crosses, removed by the Authority will be returned to the Interment Right Holder, or if contact is unable to be made, after a period of three (3) months from the date of removal, the temporary marker will be disposed of at the Authority's discretion.

5.14 Memorial Seats

5.14.1 The Authority provides seats in many of its Cemeteries across the district and these seats may be used to memorialise a person by attaching a memorial plaque to the seat.

5.14.2 Memorial seats provided by The Authority will not be limited to an exclusive plaque, eg. seats will be available for multiple memorial plaques.

5.14.3 Applications for the installation of a plaque must complete an application form (Appendix 2) and submit to the Authority, detailing:

- the name of the person(s) to be memorialised
- the proposed inscription/text to be used on the plaque
- the preferred location of the plaque

5.14.4 Approved applicants will be responsible for the cost and installation of the plaque and a memorial fee as determined by the Council.

5.14.5 The plaque will be sourced through the Authority's plaque supplier to ensure consistency across the district. The Authority reserves the right to approve or amend the proposed inscription and the location of the plaque, in consultation with the applicant.

5.14.6 When a seat reaches the end of its useful life, The Authority will replace the seat providing it is still deemed to be a suitable location. The memorial plaques on the expired seat will be reinstalled on the replacement seat.

5.14.7 Personal items are not to be placed on or fixed to the memorial seat.

5.14.8 If the plaque is vandalised or damaged, the Authority will not take responsibility for the damage.

5.14.9 The Authority reserves the right to remove a memorial seat and/or plaque at any time, if the seating is situated in an area to be redeveloped or the site changes significantly in character and the item is not deemed suitable for the site, in consultation with the applicant. The Authority will endeavour to relocate the seat and/or memorial plaques to another suitable location within the Cemetery.

5.14.10 Any memorial seat, funded by applicants and installed prior to 23 November 2021, will remain exclusive to that applicant until such time as the seat reaches the end of its useful life. Upon reaching the end of its useful life, the applicant may choose to replace the seat and maintain its exclusivity, or The Authority may replace the seat, reinstall the existing plaque and the seat will then become available for further memorials.

5.14.11 At this time Council does not generally support memorial seats in open space areas outside of cemeteries.

~~5.14.1 Applications for the installation of a memorial seat may be submitted to the the Authority in writing, detailing:~~

- ~~• the name of the person(s) to be memorialised~~
- ~~• the proposed inscription/text to be used on the plaque~~
- ~~• the preferred location of the seat~~
- ~~• a summary of the reasons for commemorating the individual (eg. outlining their service to the community, achievements and the contribution they have made to the Adelaide Hills Council district.~~

~~5.14.2 When assessing applications, the Authority will consider the balance between the desire to commemorate events or individuals and the ongoing enjoyment of natural, uncluttered open areas.~~

~~5.14.3 Successful applicants will be responsible for all costs incurred, including the purchase of the seat and plaque, installation of the seat and paving (if required) and all ongoing maintenance.~~

~~5.14.4 Successful applications for Memorial seats will be for a maximum of 10 years. Upon expiry, the plaque will be removed and returned to the Applicant. If contact is unable to be made, after a period of three (3) months from the date of removal, the plaque will be disposed of at the Authority's discretion.~~

~~5.14.5 The plaque will be sourced through the Authority's plaque supplier to ensure consistency across the district. The Authority reserves the right to approve or amend the proposed inscription and the location of the plaque, in consultation with the applicant.~~

~~5.14.6 Personal items are not to be placed on or fixed to the memorial seat.~~

~~5.14.7—If the seats or plaques are vandalised or damaged, the Authority will not take responsibility for the damage.~~

~~5.14.8—If a memorial seat is deemed unsafe, prior to its expiry, the Authority may remove the seat or have it repaired at the Applicant's cost~~

~~5.14.9—Any memorial plaque and/or memorial seat deemed by the Authority to be at the end of its useful life will be removed and will not be replaced. The Authority will endeavour to remove the plaque and return to the Applicant. . If contact is unable to be made, after a period of three (3) months from the date of removal, the plaque will be disposed of at the Authority's discretion.~~

~~5.14.10—The Authority reserves the right to remove a memorial seat and/or plaque at any time, if the seating is situated in an area to be redeveloped or the site changes significantly in character and the item is not deemed suitable for the site, in consultation with the applicant.~~

~~5.14.11—No new memorial seat or plaque will be considered which commemorates a person, event or occasion that is already memorialised within the district, unless there are exceptional circumstances.~~

~~5.14.12—Any existing plaque, seat or memorial cannot be taken as a precedent for future approvals.~~

5.1 Memorial Register

5.1.1 In accordance with section 53(1)(b)(ii) of the Act, The Authority will keep a register of each Memorial erected in a Cemetery that contains the following information:

- the size of the Memorial.
- the type of Memorial
- the name or names inscribed on the Memorial
- any epitaphs and other inscriptions on the Memorial, and
- the location of the Memorial in a Cemetery.

In addition, the Authority will record the following details:

- Monumental Mason
- Photograph of the completed Memorial

6. DELEGATION

6.1 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.

7. AVAILABILITY OF THE POLICY

- 7.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

Appendix 1

Approved Memorial Application Forms

Application For a Headstone or Memorial

Subject to the rules and regulations of the Cemetery

Monumental Mason

I/We

(Business Name, Address and Telephone No.)

Apply for permission to do the following work: (Please select one on the following)

New monument and inscription (drawing of monument and dimensions required)

Additional inscription (If not in English, please provide a translation.)

Other work (Description please)

Full name of deceased

Date Deceased	Grave Location: Section	Row/Path	No.
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All works must be carried out in accordance with the provisions of Australian Standard AS4204-1994, the plans and specifications attached and comply with the rules, regulations and directions of the relevant Cemetery Authority.

Signed	Date:	Fee: \$
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(Monumental Mason)

Grant holder or legal representative

I	(Full Name)
---	-------------

of	(Address)
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Warrant that I: (Please select one on the following)

Am the person in whose name the **Licence/Grant** is issued.

Have written authority of the person in whose name the **Licence/Grant** was issued.

Am the legal representative of the **Licence/Grant Holder**.

I warrant that all the information given is correct and consent to the work described in this application being carried out. As owner, I acknowledge that I have a responsibility to maintain the monument in thorough order and condition during the term of the **Grant** and, if I do not, the Cemetery Authority has the right to remove it and recover the cost of doing so from me as a debt payable on demand.

I acknowledge responsibility to remove the monument on expiry of the **Licence/Grant** subject to any right of renewal.

I do agree to indemnify and hold harmless the Cemetery Authority against any claims, actions, liability, loss or damage or expense arising to or against the Cemetery Authority in respect to the monument, the condition or repair of or damage to the monument, or the removal of the monument occurring at any time after the installation of the monument.

I understand that if the headstone or memorial is not removed within two years of the **Licence/Grant** for the site expiring, the cemetery authority has the legal right to remove the headstone or memorial and dispose of it as they see fit (Cemetery Regulations 2010). **I also acknowledge that it is my responsibility to advise the cemetery authority of any change of my address.**

Before Me

(Signature of witness)

Witness

(Please print name of witness)

(Signature of Grant Holder or Legal representative)

Office Use Only:	Grave Location: Section	Row/Path	No.
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Grant No.	Expiry Date:	Permit No:	Authorised By:	Date:
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Application for a Headstone or Memorial

APPLICATION DETAILS:

I/We: _____ (business name,
address & phone)

apply for permission to do the following work:

- ☐ New monument and inscription (drawing of monument and dimensions required)
- ☐ Additional inscription (if not in English, please provide a translation)
- ☐ Other work (description please) _____

FULL NAME OF DECEASED: _____

DATE DECEASED: _____

GRAVE LOCATION: _____ CEMETERY: _____

Plot No: _____ Section: _____ Row: _____

SIGNED: _____ Date: _____

INTERMENT RIGHT HOLDER or LEGAL REPRESENTATIVE:

I: _____ (full name)

of: _____ (address)

Warrant that I:

- ☐ Am the person in whose name the Interment Right (licence) is issued
- ☐ Have written authority of the person in whose name the Interment Right (licence) was issued
- ☐ Am the legal representative of the Interment Right (licence) holder

I warrant that all the information given is correct and consent to the work described in this application being carried out. As owner, I acknowledge that I have a responsibility to maintain the monument in thorough order and condition during the term of the Interment Right and, if I do not, the Cemetery Authority has the right to remove it and recover the cost of doing so from me as a debt payable on demand.

I acknowledge responsibility to remove the monument on expiry of the Interment Right subject to any right of renewal.

I do agree to indemnify and hold harmless the Cemetery Authority against any claims, actions, liability, loss or damage or expense arising to or against the Cemetery Authority in respect to the monument, the condition or repair of or damage to the monument, or the removal of the monument occurring at any time after the installation of the monument.

I understand that if the headstone or memorial is not removed with two years of the Interment Right for the site expiring, the Cemetery Authority has the legal right to remove the headstone or memorial and dispose of it as they see fit (Cemetery Regulations 2010). I also acknowledge that it is my responsibility to advise the cemetery authority of any change of my address.

Signature of Interment Right holder or Legal representative: _____

Before me: _____ Signature of Witness

Print name of Witness

Appendix 2

Application for a Memorial Seat Plaque

Application for a Memorial Seat Plaque in Council Cemeteries

☐ **Before applying, please read Adelaide Hills Council 'Memorials' policy**

Start Date:
(office use only)

Applicant Details:	Name:		
	Address:		
	Suburb:	State:	P/code:
	Phone (h)	Mob:	
	Email:		
	Relationship to the person being memorialised:		

Person being memorialised:	Name:
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Requested Plaque wording - maximum 4 lines: (please print clearly)	

Description of location, ie. Cemetery name, location of desired seat within Cemetery:	
--	--

I acknowledge that:

- I have read and understood the Adelaide Hills Council Memorials Policy and the policy position contained within that form the terms and conditions relating to this application for a Memorial Plaque on Council land.
- I am responsible for all costs relating to the application, purchase of the seat and plaque, installation of the seat and paving (if required) and all ongoing maintenance.

Authorised Person's Signature:		Date:	
---------------------------------------	--	--------------	--

OFFICE USE ONLY

Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Applicant advised:	Approved Location:
Plaque ordered: PO: <input type="checkbox"/> plaque received	
Installation booked: CASE:	Invoice to: <input type="checkbox"/> Invoiced

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

Item: 12.4

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 7sqm 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 \$1,000 (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.

BEFORE AND AFTER METHOD

	Site Area	Rate	Site Value
Before	3,000 m ²	\$140	\$420,000
After	2,993 m ²	\$140	\$419,020
Difference			\$ 980
ADOPT			<u>\$ 1,000</u>

The land will be purchased in Council for the sum of \$1,000.

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

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.

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**)

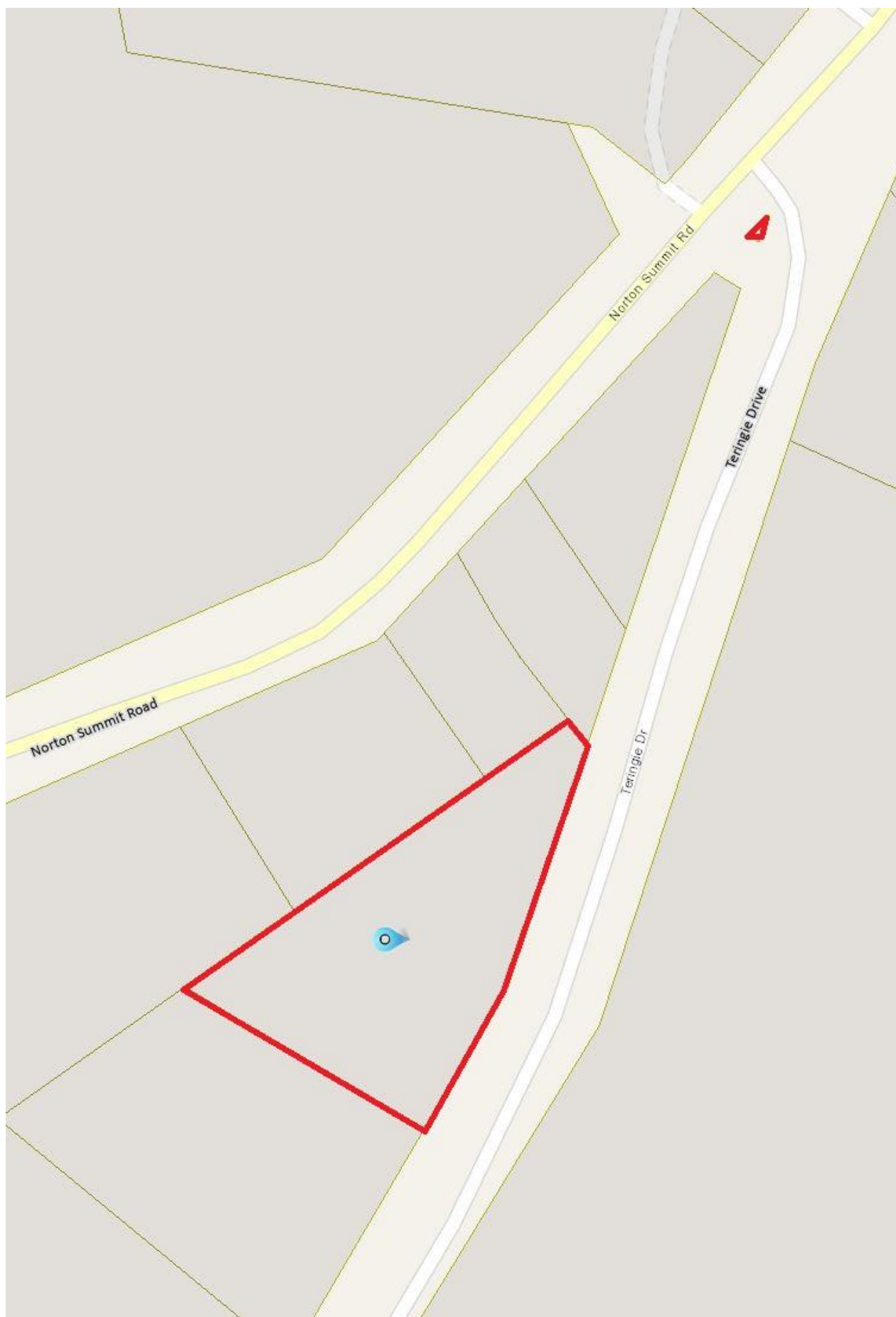
5. APPENDICES

- (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

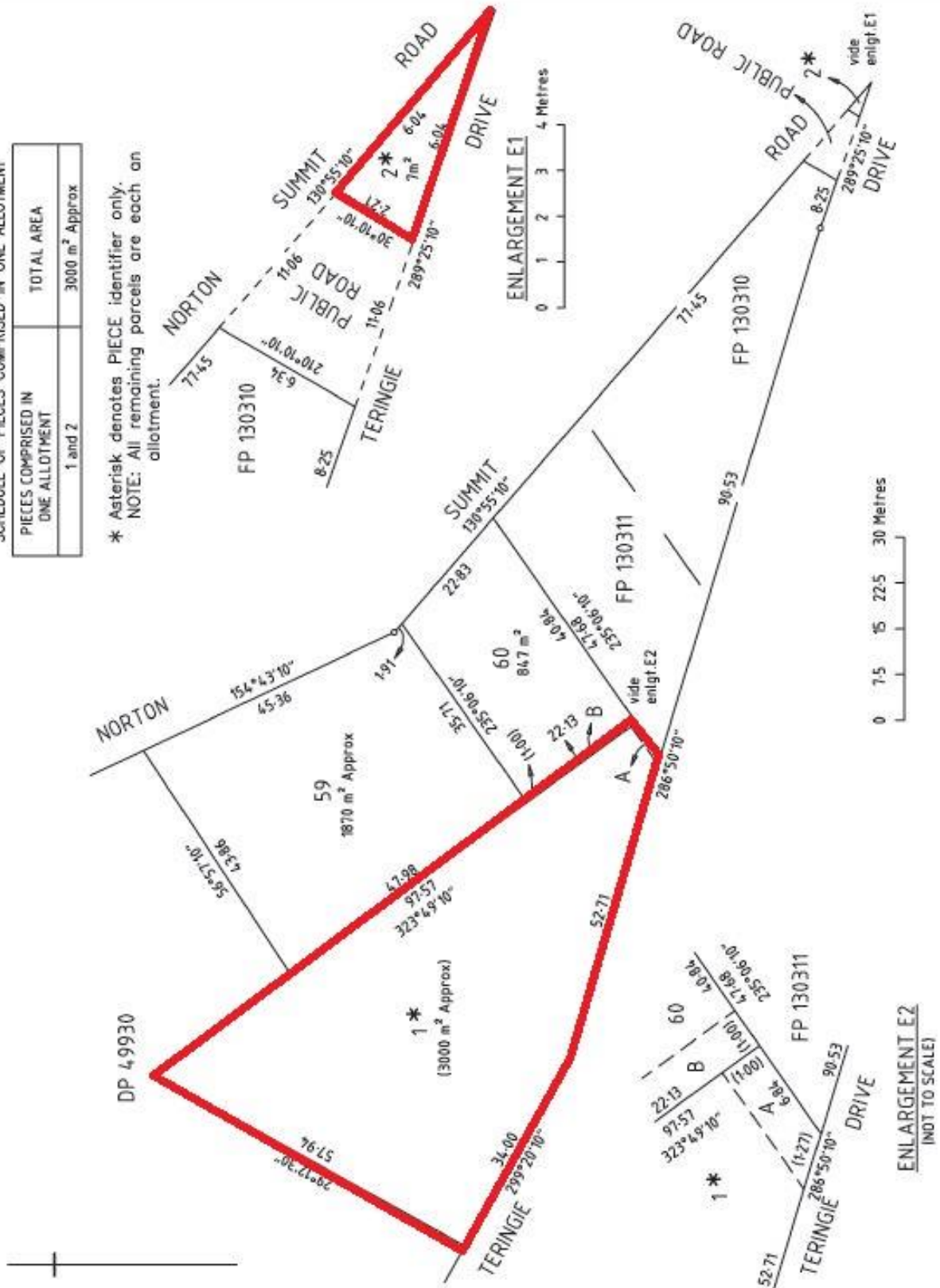
UNAPPROVED D127876

Administrative Interests	NIL
--------------------------	-----

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

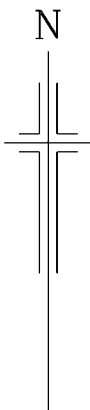
PURPOSE:		DIVISION		AREA NAME:		TERINGIE		APPROVED:		<div><div></div><div>D127876</div><div>SHEET 1 OF 2</div><div>109534_text_01_v01_Version_1</div></div>	
MAP REF:		6628/43/H		COUNCIL:		ADELAIDE HILLS COUNCIL		DEPOSITED:			
LAST PLAN:				DEVELOPMENT NO:							

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:

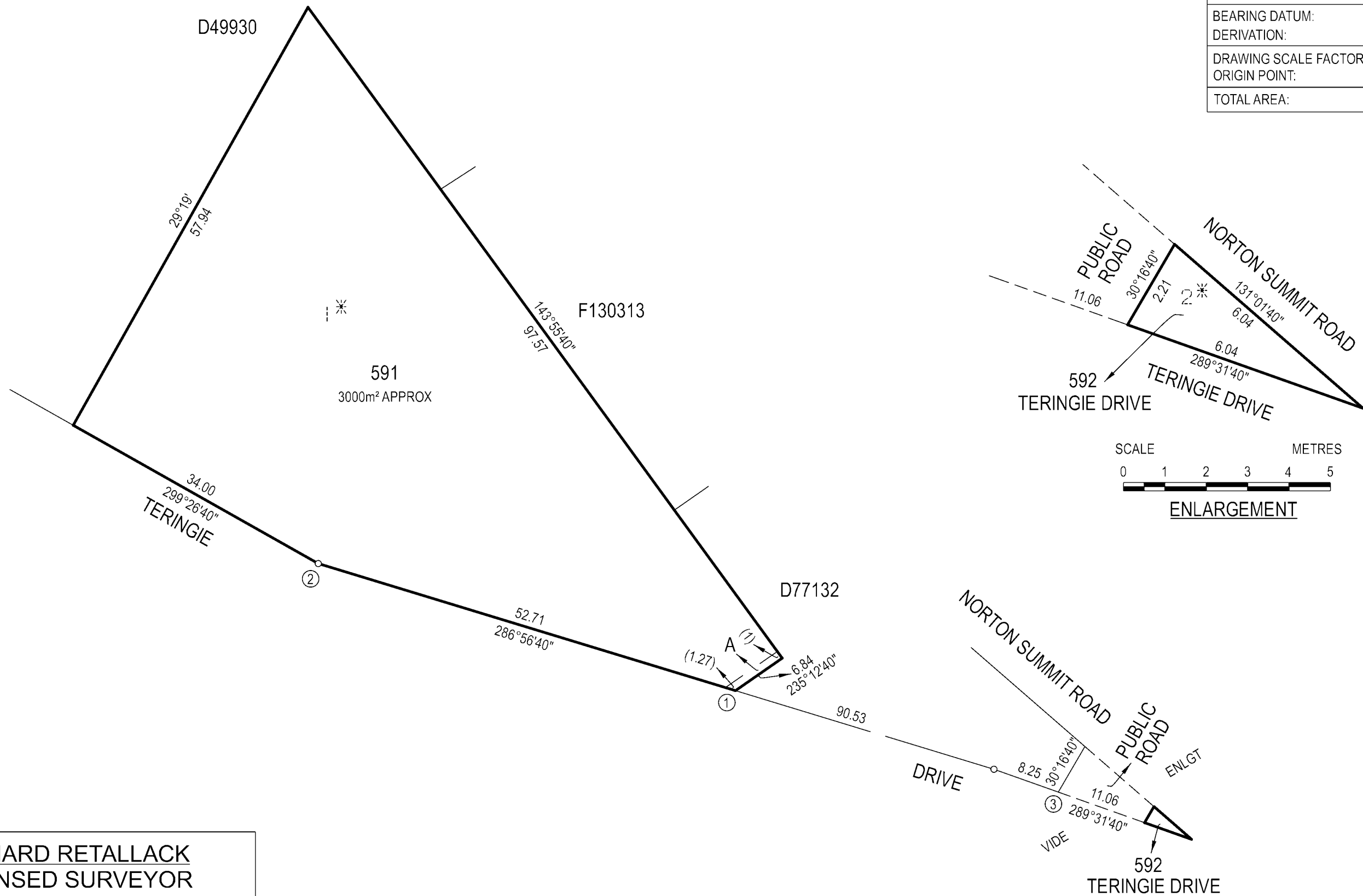


D127876

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 23 November 2021
AGENDA BUSINESS ITEM**

Item: 12.5

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: 2020-21 End of Year Financial Report

For: Decision

SUMMARY

Council is required, pursuant to Regulation 10 of the *Local Government (Financial Management) Regulations 2011* to consider a report showing the audited financial results of the Council for the Statement of Comprehensive Income, Statement of Financial Position and Financial Indicators compared with the estimated financial results set out in the budget presented in a manner consistent with the Model Financial Statements.

This report meets those legislative requirements in relation to Council's financial performance to budget for the 2020-21 financial year and was presented to the Audit Committee on 15 November 2021.

In addition, in accordance with Council's *Treasury Policy* and Section 140 of the *Local Government Act 1999*, a council must review the performance of its investments at least annually and it is considered appropriate to also include this analysis in this report.

RECOMMENDATION

Council resolves that:

- 1. The report be received and noted.**
 - 2. The 2020-21 End of Year Financial Results in comparison to budget have been appropriately considered by Council.**
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

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

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

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

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

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

Legislation requires Council to review and monitor Council's Annual Budget with reference to actual results and its overall financial position to ensure Council continues to be financially sustainable.

➤ Legal Implications

Sections 124-130 of the *Local Government Act 1999* covering Accounts, financial statements and audit.

Section 140 of the *Local Government Act 1999* - Review of Investments requires Council to at least once in each year, review the performance of its investments.

Regulation 10 of the *Local Government (Financial Management) Regulations 2011* (the *Regulations*) requires that a Council must by no later than 31 December in each year, prepare and consider a report showing the audited financial results of each item shown in the statement of comprehensive income and balance sheet of the budgeted financial statements of the council for the previous financial year compared with the estimated financial results set out in the budget presented in a manner consistent with the Model Financial Statements.

➤ **Risk Management Implications**

Monitoring and reporting on Council's financial results will assist in mitigating the risk of:

Inaccurate budgets and unforecasted deficits leading to inadequate resourcing for current and future activities.

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

It ensures that financial resources are deployed in areas that align with Council's Strategic Management Plans, are affordable and support Council's *Long Term Financial Plan*.

➤ **Financial and Resource Implications**

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 to ensure additional pressures are managed in a sustainable way.

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

There is a high expectation that Council has appropriate financial governance processes in place including the review of actual results to budget for a corresponding period.

It is also important to the Community to be aware and understand Council's financial results for the year in the context of its longer term financial sustainability. Council's audited Financial Statements are provided to the community within its 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: A 2020-21 End of Year Update Report was presented to the Audit Committee on 16 August 2021 where the preliminary end of year results were presented. Subsequently Council's General Purpose Financial Statements were presented to the Audit Committee on 18 October 2021. The review of End of Year Results was considered by the Audit Committee on 15 November 2021.

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Auditors, Galpins Accountants, Advisers and Business Consultants

Community: Not Applicable

2. BACKGROUND

This report provides details of Council's financial performance to budget for the year ended 30 June 2021.

The Statement of Comprehensive Income, Statement of Financial Position and Financial Indicators and associated commentary for 2020-21, are shown as **Appendix 1** to this Report. As the Statement of Comprehensive Income largely focuses on Council's Operating Income and Expenditure, discussion on these items is included in **Appendices 2 & 3** of this report.

In addition, in accordance with Council's *Treasury Policy* and Section 140 of the *Local Government Act 1999*, a council must review the performance of its investments at least annually. Given the timing of this report covering financial performance, it is considered that it is appropriate to also consider annual investment performance at this time.

A 2020-21 End of Financial Year Update Report was presented to the Audit Committee on 16 August 2021 and resulted in a Preliminary End of Year Financial Results and Carry Forwards report being subsequently presented to Council on 24 August 2021.

Council's General Purpose Financial Statements were presented to the Audit Committee on 18 October 2021 and subsequently considered by Council at its meeting on 26 October 2021.

In addition, the 2020-21 Financial Results were presented to the Audit Committee at its meeting on 15 November 2021 where the following recommendation was adopted.

7.3. End of Year Financial Report

Moved Peter Brass
S/- Natalie Johnston

57/AC21

The Audit Committee resolves:

1. That the report be received and noted
2. To recommend to Council that the Audited 2020-21 Financial Results compared to Budget contained within this report have been appropriately considered.

Carried

3. ANALYSIS

Summary of Financial Performance

\$000's	2020-21 Actuals	2020-21 Budget	YTD Variance Fav/(Unfav)
Operating income	52,181	51,314	867
Operating expenditure	49,824	49,816	(8)
Operating Surplus/(Deficit) before Capital	2,357	1,498	859
Capital Income	1,729	5,236	(3,507)
Capital Expenditure	13,195	15,312	2,117
Net expenditure - Capital projects	(11,466)	(10,076)	(1,390)
Depreciation	9,451	9,237	214
Net Lending / (Borrowing) for Financial Year	342	659	(317)

In terms of Council's operating result, Council's Operating Surplus before Capital is \$2.357m which is \$859k favourable to budget. As previously advised, from a budget comparison perspective, the variance largely consists of the following:

- Receipt of 50% of Phase 2 Local Roads & Community Infrastructure Program (LRCIP) Grants totalling \$781k paid early in June 2021.
- Council's result from Equity Accounted Council Businesses was a net gain of \$751k in comparison to a budgeted net gain of \$100k. This movement largely relates to the Adelaide Hills Regional Waste Management Authority 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 additional provisioning of remediation and post closure costs of \$320k relating to closed landfills within the Council area which offset the favourable to budget income items identified above.
- An unbudgeted 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.

Further discussion on these items is included in **Appendices 1-3** of the report.

Overall Capital Result

\$000's	2020-21 Actuals \$'000s	2020-21 Budget \$'000s	Variance Fav/(Unfav) \$'000s	Carry Forwards \$'000s	Variance Adjusted for Carry Forwards \$'000s
Capital Income	1,729	5,236	(3,507)	3,617	110
Capital Expenditure	13,195	15,312	2,117	1,797	320
Net expenditure - Capital projects	(11,466)	(10,076)	(1,390)	1,820	430

Council's final results show a capital spend of \$13.195m against an adjusted budget of \$15.312m. This results in an overall favourable result to budget.

Statement of Financial Position

\$000s	2020-21 Actuals	2020-21 Budget	Movement
Assets	439,819	437,422	2,397
Liabilities – Borrowings excluding leases	(10,200)	(12,358)	2,158
Other Liabilities	(13,972)	(10,119)	(3,853)
Net Assets (Liabilities)	415,647	414,945	702

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 \$414.9m budgeted, representing a difference of \$702k. The increase in equity for 2020-21 is represented by a Net Surplus of \$3.3m together with an increase in asset valuation of \$7.8m compared to a budgeted Net Surplus of \$5.4m and a revaluation increase of \$5.1m.

Excluding lease liabilities, borrowings at 30 June 2021 were \$10.2m, represented by a fixed term interest only loan of \$5m and a short term drawdown facility drawn down to \$5.2m at year end. This compares with Council's budgeted borrowings at 30 June 2021 of \$12.4m which was based on borrowings at the end of the previous year of \$12.0m and the budgeted net borrowings for the 2020-21 financial year of \$0.4m.

Cash Flow Position

\$000s	2020-21 Actuals	2020-21 Budget	Movement
Net Flows from Operating	12,612	10,433	2,179
Net Flows from Investing Activities	(10,165)	(10,075)	(89)
Net Flows from Financing Activities	(5,528)	(280)	(5,248)
Net Change in Cash Position	(3,081)	78	(3,159)
Cash & Investments	637	454	183
CAD Drawdown	(5,200)	(1,858)	(3,342)
Net Cash Position	(4,563)	(1,404)	(3,159)
Fixed Term Borrowings	(5,000)	(10,500)	5,500
Net Borrowings	(9,563)	(11,904)	2,341

Council generated \$12.6m from its Operating Activities during the financial year compared to a budget of \$10.4m. The variance of \$2.2m relating largely to the additional revenue of \$867k (most significantly Phase 2 of the Local Roads and Community Program grant funding received early) and an increase in Trade and Payables from that budgeted which reflected positively on cash derived from operations.

The Cash Advance Debenture was used to pay off the fixed term loan maturing in June 2021 resulting in a movement from fixed term to variable borrowings at 30 June.

Annual Investment Performance

In accordance with Council's *Treasury Policy* and Section 140 of the *Local Government Act 1999*, a council must review the performance of its investments at least annually.

Given that Council is utilising its short term drawdown facility throughout the period, Council's investments are kept at a minimum during the year. As such the focus of Treasury Management has been on minimising interest expense and maintaining appropriate working capital rather than investment return.

As a result, interest earnings largely relate to:

- cash balances being transferred to an overnight investment account from Council's general bank account with NAB, and
- where grants and other funds are placed directly with the Local Government Finance Authority (LGFA).

Both the NAB and LGFA investments are in accordance with Council's *Treasury Policy*.

Year	RBA cash rate for June	LGFA Weighted Average Return	NAB Weighted Average Return	Overall Weighted Average Return	Actuals Investment Earnings	Annual Budget
2016-17	1.50%	1.52%	2.02%	1.77%	\$36k	\$81k
2017-18	1.50%	1.50%	2.00%	1.75%	\$30k	\$34k
2018-19	1.25%	1.48%	1.98%	1.73%	\$41k	\$38k
2019-20	0.25%	0.67%	1.17%	0.92%	\$42k	\$42k
2020-21	0.10%	0.35%	0.65%	0.50%	\$8k	\$9k

As shown in the above table, revenue from investments of \$8k was in line with the budget for the 2020-21 financial year.

The audited financial statements included an additional amount of \$14k under Investment Income in relation to unwinding of premiums and discounts in relation to Council's remediation and post closure costs.

The fixed and variable interest rate borrowings as at 30 June 2021 totalled \$5m and \$5.2m respectively resulting in the fixed and variable rate portions of total borrowings at 49% and 51% respectively. The fixed rate borrowing consist of a \$5m loan borrowed for ten years (maturing June 2024) which has reduced Council's capacity to maintain a balance of fixed and variable loans. Council also repaid a \$5m fixed term loan in June 2021 and this has provided increased flexibility to consider the appropriate balance between variable and fixed term borrowings in the future.

4. OPTIONS

Council has the following options:

- I. To resolve that the report be received and confirm that the 2020-21 End of Year Financial Results in comparison to budget have been appropriately considered by Council (**Recommended**); or
- II. To defer this report in order for further information to be provided. This would need to be provided to the December Council meeting in order to meet Regulations (**Not recommended**).

5. APPENDICES

- (1) Audited 2020-21 Financial Results Compared to Budget
- (2) Operating Income
- (3) Operating Expenditure

Appendix 1

Audited 2020-21 Financial Results Compared to Budget

Adelaide Hills Council

Statement of Comprehensive Income for the year ended 30 June 2021

\$ '000	2020-21 Actuals	2020-21 Budget	Variance	Note
Income				
Rates Revenues	40,110	40,231	(121)	
Statutory Charges	1,489	1,428	61	
User Charges	705	704	1	
Grants, Subsidies and Contributions	8,219	8,104	115	
Investment Income	22	9	13	
Reimbursements	235	231	4	
Other Income	637	507	130	
Net Gain - Equity Accounted Council Businesses	764	100	664	
Total Income	52,181	51,314	867	A
Expenses				
Employee Costs	18,644	18,416	(228)	
Materials, Contracts & Other Expenses	21,101	21,498	397	
Depreciation, Amortisation & Impairment	9,451	9,237	(214)	
Finance Costs	615	665	50	
Net loss - Equity Accounted Council Businesses	13	-	(13)	
Total Expenses	49,824	49,816	(8)	B
Operating Surplus / (Deficit)	2,357	1,498	859	
Asset Disposal & Fair Value Adjustments	(2,045)	780	(2,825)	C
Amounts Received Specifically for New or Upgraded Assets	1,108	3,104	(1,996)	D
Physical Resources Received Free of Charge	1,884	-	1,884	E
Net Surplus / (Deficit) ¹	3,304	5,383	(2,078)	
Other Comprehensive Income				
<i>Amounts which will not be reclassified subsequently to operating result</i>				
Changes in Revaluation Surplus - I,PP&E	7,811	5,130	2,681	F
Share of Other Comprehensive Income - Equity Accounted Council Businesses	31	-	31	G
Other Equity Adjustments - Equity Accounted Council Businesses	69	-	69	G
Total Other Comprehensive Income	7,911	5,130	2,781	
Total Comprehensive Income	11,215	10,513	703	

Note	Comments - Statement of Comprehensive Income
A	Refer to Attachment 2 - Operating Income
B	Refer to Attachment 3 - Operating Expenditure
C	Council does not budget for the impairment of assets or write-down of asset values relating to the capitalisation of assets and subsequent disposal of the renewed asset. The amount budgeted related to the sale of the Bridgewater Retirement Village which did not occur in the 20-21 financial year as disclosed in Note 21 of the Financial Statements
D	Variance largely relates to the carry forward of \$2.197m of 2020-21 budgeted Capital Grants to 2021-22 in line with Accounting Standards
E	Council received contributed assets in relation to infrastructure assets from the Hamilton Hill Development. These contributions are not budgeted for.
F	The increase in valuation was largely driven by Kerb & Gutter and Stormwater in 2020-21 noting that for budget purposes a nominal amount of \$5m for revaluations is budgeted for.
G	These relate to end of year adjustments. Council does not budget for these amounts

Adelaide Hills Council
Statement of Financial Position
as at 30 June 2021

	2020-21 Actuals	2020-21 Budget	Variance	Note
\$ '000				
ASSETS				
Current Assets				
Cash and Cash Equivalents	637	454	183	A
Trade & Other Receivables	3,225	2,761	464	A
Inventory				
Carry forward		-		
Inventories	23	18	5	
Total Current Assets	3,885	3,233	652	
Non-Current Assets				
Equity Accounted Investments in Council Businesses	2,342	1,591	751	
Infrastructure, Property, Plant & Equipment	433,592	432,598	994	B
Total Non-Current Assets	435,934	434,189	1,745	
TOTAL ASSETS	439,819	437,422	2,397	
LIABILITIES				
Current Liabilities				
Trade & Other Payables	7,734	4,472	(3,262)	A
Borrowings	5,523	2,643	(2,880)	A
Provisions	3,963	3,388	(575)	C
Total Current Liabilities	17,220	10,503	(6,717)	
Non-Current Liabilities				
Borrowings	5,425	10,446	5,021	A
Provisions	1,527	1,528	1	C
Total Non-Current Liabilities	6,952	11,974	5,022	
TOTAL LIABILITIES	24,172	22,477	(1,695)	
Net Assets	415,647	414,945	702	
EQUITY				
Accumulated Surplus	142,182	144,028	(1,846)	
Asset Revaluation Reserves	273,017	270,336	2,681	B
Other Reserves	448	581	(133)	
Total Council Equity	415,647	414,945	702	

Note	Comment - Statement of Financial Position
A	Overall, Council's net working capital result was unfavourable to budget for the year by \$500k largely as a result of delays in the recording of capital funding, impacting on trade payables and short term borrowings compared to budget.
B	The overall balance is similar to budget as a result of annual revaluation of Infrastructure Assets increasing by \$3m more than budgeted offset by a number of projects not being completed by year end and requiring a carry forward to the 2021-22 financial year.
C	Provisions have increased by nearly \$600k overall more than budget. Of this Employee Entitlements increased by just \$300k more than budget with a similar increase over budget in the provisioning of remediation and post closure costs relating to closed landfills within the Council area. Movement in provisions are not budgeted for.

Adelaide Hills Council

Financial Indicators

as at 30 June 2021

\$ '000	2020-21 Amounts	2020-21 Actuals	2020-21 Budget	Variance	Note
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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.

1. Operating Surplus Ratio

<u>Operating Surplus</u>	2,357	4.5%	2.9%	1.6%	A
Total Operating Revenue	52,181				

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

1a. Adjusted Operating Surplus Ratio

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. The Adjusted Operating Surplus Ratio adjusts for the resulting distortion in the disclosed operating result for each year.

2,768	5.3%	2.9%	2.4%	A
52,592				

2. Net Financial Liabilities Ratio

<u>Net Financial Liabilities</u>	20,310	38.9%	37.5%	(1.4%)	B
Total Operating Revenue	52,181				

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.

3. Asset Renewal Funding Ratio

<u>Asset Renewals</u>	7,823	84.9%	105.8%	(20.9%)	C
Infrastructure & Asset Management Plan required expenditure	9,212				

Asset renewals expenditure is defined as capital expenditure or the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.

Note	Comment - Financial Indicators
A	There are a number of one off items including Cudlee Creek Bushfire grant and Local Roads and Community Infrastructure Program funding and a better than budgeted equity result from Council's subsidiaries which offset additional provisioning of remediation and post closure costs and had a positive financial impact on the ratio for 2020-21.
B	Council's net financial liabilities result was similar to the 2020-21 budget.
C	The carry forward of renewal expenditure to the 2021-22 financial year and savings occurred across the capital works program had an impact on the Asset Renewal Funding Ratio compared to Budget

Appendix 2

Operating Income

Operating Income compared to Budget - Favourable to Budget

\$ '000	2020-21 Actuals	2020-21 Budget	Variance Fav/(Unfav)
Income			
Rates Revenues	40,110	40,231	(121)
Statutory Charges	1,489	1,428	61
User Charges	705	704	1
Grants, Subsidies and Contributions	8,219	8,104	115
Investment Income	22	9	13
Reimbursements	235	231	4
Other Income	637	507	130
Net Gain - Equity Accounted Council Businesses	764	100	664
Total Income	52,181	51,314	867

Income is favourable by \$867k (1.7%) compared to budget.

Rate Income was less than budgeted, partly as a result of providing for amounts outstanding in the order of \$65k in relation to properties where rate notices had been unable to be delivered for many years. In addition, Council did not recover any rate charges relating to rate debt collection costs during 20-21 under an agreed strategy for Council not to carry out any proactive debt collection during Covid. This was budgeted at \$58k for the year.

For Statutory Income, favourable variances occurred in Development Act fees (\$22k), Animal Management Fees (\$18k), Septic Tank inspections fees (\$13k) and Property Searches of \$7k.

For Grants & Contributions the favourable variance of \$115k largely relates to early receipt of 50% of Phase 2 funding for Local Roads & Community Infrastructure Program (LRCIP) Grants totalling \$781k offset by \$653k of operating grant funding carried forward to 2021-22 and accounted for in that year.

Other income was favourable to budget in relation to an unbudgeted insurance recoveries of \$94k relating to the Cudlee Creek Bushfire as well as the other favourable sundry income spread across a number of activities.

The Equity Accounted Council Businesses showed a net gain of \$764k compared to a budget of \$100k. This variance largely relates to the Adelaide Hills Regional Waste Management Authority which in accordance with audit 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.

Appendix 3

Operating Expenditure

Operating Expenditure compared to Budget - Unfavourable to Budget

	2020-21 Actuals	2020-21 Budget	Variance Fav/(Unfav)
Expenses			
Employee Costs	18,644	18,416	(228)
Materials, Contracts & Other Expenses	21,101	21,498	397
Depreciation, Amortisation & Impairment	9,451	9,237	(214)
Finance Costs	615	665	51
Net loss - Equity Accounted Council Businesses	13	-	(13)
Total Expenses	49,824	49,816	(8)

A minor unfavourable expenditure variance has occurred for the year.

For employee costs, the unfavourable variance is a result of the increase in leave provisions over budget of \$284k, offset by a number of favourable variances realised as a result of vacancies across the organisation.

The favourable variance from budget within Materials, Contracts & Other Expenses was largely as a result of:

- Not expending grant related expenditure of \$360k subsequently carried forward to the 2021-22 financial year
- delays in progressing operating initiative expenditure budgeted at \$253k which was also subsequently carried forward to 2021-22. The major item related to \$150k of tree management expenditure linked to the bushfire recovery
- lease payments in the order of \$358k relating to right of use assets for property and IT equipment budgeted under this category, but accounted for in accordance with accounting standards under depreciation and finance costs as part of year end adjustments
- rate debt collection costs were not incurred during 20-21 under an agreed strategy for Council not to carry out any proactive debt collection during Covid. This was budgeted at \$58k for the year.
- various other budget savings across a number of cost categories including water \$30k and electricity \$18k

These favourable variances were offset by:

- additional provisioning of remediation and post closure costs of \$320k relating to closed landfills within the Council area
- the capital work-in-progress (WIP) writeoff of \$278k, largely relating to salary costs previous held in WIP relating to cleansing of asset data relating to the Confirm asset management system

In relation to depreciation, actual expenditure included unbudgeted depreciation of right of use assets of \$341k as discussed above offset by slightly less than anticipated depreciation in relation to other asset categories.

Borrowings were less for the year resulting in finance costs being less than anticipated and showing a favourable variance to budget for the financial year.

The loss of \$13k from Council's Equity Accounted Council Businesses resulted from Gawler River Floodplain Management Authority, as depreciation is not cash funded. Adelaide Hill's share of this subsidiary's operating result is 4.5% for the year ended 30 June 2021.

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

Item: 12.6

Responsible Officer: David Collins
Manager, Strategic Assets
Infrastructure and Operations

Subject: CWMS 2021 - 2022 Service Charge Fee Adjustment

For: Decision

SUMMARY

In January 2021 Council resolved not to divest its (Community Waste Management Scheme) CWMS ownership.

As part that decision, Council has dedicated additional internal resource directly managing and administering the contracts, day to day operations, and the regulatory requirements of this asset intensive business.

A recent procurement process, operational changes and a reduction in SA Water charges has identified significant savings in operating the CWMS business. The current CWMS service fee charge was set for the 21-22 financial year before these savings were identified.

Given the quantum of the savings identified, \$143,880, it is being recommended that these savings be returned directly to the CWMS customers.

This decision to return the savings will align with our requirements under Council's ESCOSA licence and pricing principles and supported by our Customer Charter.

The CWMS business continues to perform well and will return in excess of \$640,000 to the operating position of Council in 2021-22.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. That it provides an efficiency dividend in total of \$143,880 to Community Waste Management Scheme (CWMS) Customers at \$71 per occupied property unit and \$35 per vacant property unit.
 3. That the CEO be authorised to distribute the dividend to customers via the most effective and efficient administration process, that being a credit to the rate notice in Quarter 3.
-

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.

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

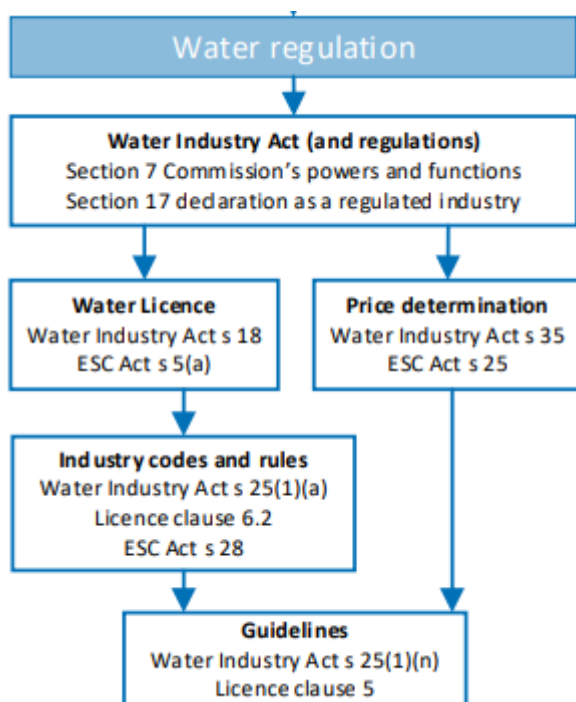
Also, in line with its licence requirement Council also has a Customer Charter and a copy of this is attached in **Appendix 1**.

➤ Legal Implications

CWMS operates in a highly regulated environment and has many pieces of legislation associated with the licences, approval, and operation and reporting in the provision of this service.

Section 155 of the *Local Government Act 1999*, Section 35 of the *Water industry Act 2012* and Section 25 of the *Essential Services Act* specifically relate to the CWMS service charge.

The figure below provides regulatory framework for the Essential Services Commission of South Australia (ESCOSA)



Council operates with a Water Industry Retail Licence issued by the Essential Services Commissioner under the *Water Industry Act 2012*. A copy of Council's licence is attached in **Appendix 3**.

➤ Risk Management Implications

The CWMS business operates within a highly regulatory framework. The setting of the CWMS service charge is required to align with the ESCOSA licence and associated water pricing principles.

The return of identified savings to CWMS customers will assist in mitigating the risk of:

Over-recovery of costs leading to a breach of our ESCOSA licence and not in line with our customer charter.

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

Council reviews its cost base and service fee charge on an annual basis as it is required to do under its water licence agreement. This adjustment is considered to be a one-off given the timing and significant nature of the identified savings.

➤ **Financial and Resource Implications**

Currently the 21-22 budget (direct costs) for CWMS;

Expenses	\$ 1,079,000
Revenue	\$ 1,796,100

The expenses line of the budget are the direct costs such as;

- Operating costs
- Maintenance costs
- Plant hire for Council used equipment
- Licence fees
- Power and water costs
- Monitoring costs
- Contractors and consultant's fees
- Pump out costs
- Depreciation

Therefore, currently the CWMS business has \$741,100 positive accounting which benefits the operating position of Council.

The \$741,100 includes both the indirect costs and the return on capital in line with the ESCOSA pricing principles. The details of this includes;

- Staff costs not otherwise included in Operating Costs, but attributable to CWMS operations. Calculated as a proportion of employee costs of staff who contribute to the management and operations of the CWMS scheme. Employee on-costs can be added to the employee costs to account for costs such as leave, workers compensation and superannuation.
- Overheads Includes a calculation of overhead expenditure, being the distribution of the cost of internal Council activities which contribute towards the CWMS activities. Typically, this includes management expenses, finance activities, corporate activities, and Information Technology costs.
 - Note - The amount to be applied can be sourced from Council's full cost attribution or overhead calculation model.
- Return on Capital – this is the Weighted Average Cost of Capital percentage of the Regulated Asset Base.

The overall expense required to operate the CWMS business has been reduced by \$143,880.

21-22 Budget Impact

The impact of the 21-22 budget will be a \$143,880 reduction from existing customers in the revenue of the CWMS budget line.

However, the reduction in the expenditure will reduce less than the reduction in revenue for the following reasons.

- As \$42,680 is an in-direct expenditure this is not reduced from the \$1,079,000 expenditure line.
- The \$50,000 tank de-sludge contract saving has been achieved, however, the old contract was running behind schedule so subsequently the savings are being used this financial year to complete contractor works that were charged in 2020/21.

Therefore, the actual reduction to the expenditure line of CWMS will be the following.

SA Water Service Fee	\$18,000
Utilities/ Contractors/ Maintenance	\$23,200
Depreciation	\$10,000

That is a reduction in the expenses budget for CWMS of \$ 51,200.

And hence the net impact on the 21-22 Budget will be (\$92,680). That is the operating surplus will be \$92,680 less based on this proposed service charge fee adjustment.

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

The CWMS customer benefit with the same service being delivered at a reduced service charge fee.

➤ **Sustainability Implications**

Not Applicable

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

There has been significant discussion internally on the CWMS service fee and the identified savings that have been identified in the past 10 months since the Council made the decision to continue to own and operate the CWMS service.

Council Committees: Audit 15 November 2021
Council Workshops: 21 September 2021
Advisory Groups: Not Applicable
External Agencies: Not Applicable
Community: Not Applicable

2. BACKGROUND

It was resolved by Council in January 2021 not to divest the CWMS assets. As part of that decision it was identified that on-going operational performance reviews would be occurring.

MINUTES NOT IN CONFIDENCE

18.2.1 CWMS Review – Confidential Item

Moved Cr Leith Mudge
S/- Cr Chris Grant

21/21

Council resolves that:

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

Carried Unanimously

The divestment process was beneficial to Council as it assisted the organisation to better understand its Regulated Asset Base (RAB), and associated risk of operating an asset intensive business in a highly regulated environment.

Following that divestment decision the CWMS Technical Officer Contract position was made a full time position. This position was filled on 1 July 2021.

The contract resource had their time split between working on the divestment process, primarily, and undertaking some of the regulatory and administration function.

The full time resource has provided the opportunity to review the operational performance of the asset, current contracts, and maintenance schedules.

Council commences its budget planning and service charge setting in March each year and many of the identified operational efficiencies and saving have been subsequently identified since the service charge fee was set.

3. ANALYSIS

Since the decision to retain the ownership of the CWMS business by Council and the appointment of full time resource (CWMS Technical Officer), significant review work on the many operational aspects of the business has occurred.

Whilst one off minor savings/over expenditures would normally be managed at the end of year through the adjustment of the CWMS reserve account. In this instance, a significant number of savings have occurred since the service charge fee setting and it is considered appropriate to return these savings back to customers.

For information, the general structure of the CWMS service charge setting is per the table below – refer to Section 1 of the **Appendix 2** for additional detail on service charge fee setting.

<i>Service charge calculation</i>	<i>Comprising</i>	<i>Based on</i>
Operating expenses	Staff, material, contractors and other costs	Direct costs and associated overheads
	Depreciation	Current useful lives of assets Up-to-date asset valuations
	Overheads and support costs attributable to CWMS	Supervision Billing and collection costs Other overheads
plus		
Cost of Capital	Real interest rate applied to Council financed assets	Current value of assets NOT financed either through grants or e.g. by developers
	Allowance for risk applied against all CWMS assets	Residual risk and unspecified CWMS risks Current value of all CWMS assets
less		
Income	Sale of water	Sale of recycled water from CWMS
	Other income	Any other income attributable to the CWMS
gives a balance of the total amount to be raised by the service charge		
Service Charge	Annual charge for each unit	Amount to be raised No. of units Differential rating policy for CWMS

In relation to the table above the operational expense, these are considered in both direct and indirect expenses. The 'Overhead and support costs attributable to CWMS' are the indirect costs mentioned in this report.

Below are the costs saving operational efficiencies that are driving the service charge fee reduction

Firstly, we have identified a number of direct operational savings (materials/ contractors). These include,

Procurement - Positive long term contract outcome for tank de-sludge program

- Council recently completed a new contract of the de-sludge program under a 7 year plus 3 contract.
- This included a reduction in pump-out dollars per customer tank.
- An increased cycle times between de-sludge pumping of tanks. (In line with industry practice across Council's, historic requirement for tanks to be pumps every 3 years by SA Water no longer exists.)
- Inclusion of the yearly pump-outs of Council's pump stations and the monthly pump-outs of the Birdwood treatment plant (Sequencing Batch Reactor) SBR. These were previously managed separately and by various officers.
- This has resulted in a reduction in the order of \$50,000 pa

SA Water Fee

- Current SA Water charges fees for disposal from our CWMS systems at Stirling, Verdun, Woodside and Charleston. This effluent is treated SA Water treatment plants.
- SA Water has reduced their fee per property and Council has validated the total number of connections.
- This has resulted in a reduction of \$18,000 p.a.

Utilities, Contractors and Maintenance

As part of reviewing current contracts it has been identified that a number of reductions are justified. There has been identified whole of life cycle pump replacements and recent investment in control panels and solar panels that will result in reduce operating costs that were not previously identified.

- Utility cost reductions of \$3,000 p.a. at Birdwood – there is a direct reduction anticipated with the commissioning of the solar panels. There is also the potential for greater use of the SBR during the day and a direct use of the solar generation that is being further investigated.
- Reduction in general contractor maintenance as divestment costs removed and pump upgrades reduce Life Cycle Costs. This allows a reduction of \$15,000.
- Legal expenses can be reduced by \$5,200 as expected costs associated with trade waste disposal issue is being resolved.

Depreciation

Council has reviewed the asset within the portfolio and has identified some adjustments in the asset base that has reduced the depreciation by \$10,000 for the 21-22 financial year.

Reduction in Staff Resources (Direct v Indirect)

- There is a full time resource now undertaking CWMS functions that were previously spread across the organisation.
- This pushes indirect staff costs from the CWMS function back into delivery of additional services within their current roles. For example, the Environmental Health Officer (5% of their time) no longer managing sludge pump out contract and hence staff time removed.
- This review has identified a \$65,000 reduction in indirect salaries from right across the organisation associated with providing the CWMS service.
- This was offset with direct cost salary and overhead increase of \$37,500. This includes the CWMS Technical Officer salary and a percentage of the Manager Strategic Assets directly allocated time.
- The net resource benefit to the CWMS business equates to \$27,500. This is not a direct saving. The normal business areas of Council are unable to offset this cost to CWMS customers. This is a direct reduction in Council's operating position.

Corporate Overhead Charge

As part of the cost of operation of the CWMS business it is considered reasonable to include an overhead charge. This overhead covers the costs associated with operating the business including items such as computers, utility costs, stationary, office furniture and similar items.

- Council sets the corporate overhead charge at 15%.
- Under the pricing model used this 15% is applied to the direct costs (staff material and contractors)
- Where there is a reduction/ saving in these direct costs there is an associated reduction in the overhead charge to CWMS.
- This reduction in overheads equates to \$15,180. (That is, 15% of \$101,200)

Saving Summary

Procurement – De-sludge Contract	\$ 50,000
SA Water Service Fee	\$ 18,000
Utilities/ Contractors/ Maintenance	\$ 23,200
Depreciation	\$ 10,000
Sub Total	\$ 101,200
Salary Reduction	\$ 27,500
Corporate Overheads	\$ 15,180
Sub Total	\$ 42,680
<u>Total Saving</u>	<u>\$ 143,880</u>

CWMS Service Charge Fee

Currently Council sets a CWMS service charge fee based on property units. This currently includes a CWMS Service Charge fee in 21-22 for each occupied property unit of \$897 and for each vacant property unit of \$450.

Most residential properties attract 1 property unit charge, however businesses may attract more than one property unit charge depending on the nature of the business.

It is proposed that the customers will receive a credit on their rate notice of \$71 per occupied property unit (1963 property units) and \$35 per vacant property unit (130 property units).

4. OPTIONS

Council has the following options:

- I. To adjust the CWMS service charge fee, taking into account the operational savings that have been recently identified, and return these savings to the customers. (Recommended)
- II. That Council retains the CWMS service charge fee at the adopted amount as per the Annual Business Plan. This will mean that Council is over-recovering what it is allowed to recover under the ESCOSA pricing principles and not in alignment with the principles of the Council Customer Charter for CWMS customers (Not Recommended)

5. APPENDICES

- (1) CWMS Customer Charter
- (2) LGA CWMS Accounting Principles
- (3) ESCOSA Water Licence

Appendix 1

Wastewater Service Charter



CWMS Wastewater Service Charter

Responsible Department(s):	Strategic Assets
Relevant Legislation:	Water Industry Act 2012 Essential Services Commission Act 2002
Adoption Authority:	Strategic Planning and Development Policy Committee
Date of Adoption:	10 November 2015
Effective From:	1 January 2016
Minute Reference for Adoption:	54
Next Review:	December 2022 or early if required

CWMS Wastewater Service Charter

Adelaide Hills Council is a Local Government Authority providing community services to a population of approximately 40,000 residents. The Council covers 800 square kilometres including character townships, agrarian landscapes, diverse built features and some of Australia's most valuable native bushland.

The aim of Council's CWMS Wastewater Service Charters is to provide our sewerage customers with a clear understanding of the standards of service they can expect from us and their rights and responsibilities.

The *Water Retail Code-Minor & Intermediate Retailers*, developed by the Essential Services Commission of South Australia (ESCOSA), contains a detailed description of your rights and Council's responsibilities in providing you with sewerage services and can be found at (www.escosa.sa.gov.au).

Sewerage services provided

Adelaide Hills Council provides customers in Birdwood, Kersbrook, Mount Torrens, Charleston, Verdun, Woodside and Stirling with Community Wastewater Management System (CWMS) services.

SEWERAGE REMOVAL (QUALITY)

We will:

- remove sewage and wastewater from your property in accordance with all relevant health and environmental regulatory requirements
- use our best endeavours to minimise the frequency and duration of interruptions or limitations to your sewerage service
- provide you with information on any planned interruptions to your sewerage service at least four business days prior to us undertaking any works or maintenance
- provide an emergency telephone number on our website for you to call in the event of an emergency or interruption to the supply of your sewerage service
- pump out your septic tank of sludge at a regular period to continue its effective operation

You:

- will report any spills, leaks or incursions relating to Council's infrastructure to us as soon as possible by calling the emergency telephone number displayed on our website
- will not discharge stormwater or restricted wastewater into our sewerage infrastructure
- may be liable to pay us for a proportion of the costs reasonably attributable to you for a blockage, burst or leak caused to Councils infrastructure. We will advise you of the reasons for cost recovery in these circumstances and any amounts payable will be subject to Councils payment assistance and financial hardship provisions.
- will be liable for any costs associated with the maintenance of the connection on your property
- will contact us to discuss our requirements for disposal of industrial or non-domestic waste into our sewerage infrastructure
- will uncover your septic tank access cover when requested by Council or its contractor and allow site access for desludging of your tank

Our prices

FEES AND CHARGES

We will:

- publish all our fees and CWMS charges associated with the supply of your sewerage service, each year once adopted by the Adelaide Hills Council and by no later than 30th October on our website at www.ahc.sa.gov.au. We will also make this available at our Service Centres at 45 Albert Street, Gumeracha, 28 Onkaparinga Valley Road, Woodside and 63 Mount Barker Road, Stirling.
- publish our Pricing Policy Statement, which outlines how our fees and charges are compliant with ESCOSA's pricing principles set out in its Price Determination, within two months of our charges changing on our website at www.ahc.sa.gov.au. We will also make this available at our Service Centres.
- In the case that any fees and charges set out in the Fees and Charges Register change, publish these on our website within 14 days after adoption by Council, and make these available at our Service Centres.

SERVICE AVAILABILITY CHARGE

The *Local Government Act 1999* allows us to recover a “service availability charge” from you where our sewerage infrastructure runs adjacent to your property. We will require you to pay our “service availability charge (vacant property levy)” where a connection point is located on your land

SEWERAGE CONCESSIONS

Sewerage concessions are administered by the Department for Communities and Social Inclusion. To check your eligibility for current sewerage concessions, assistance or advice visit www.dcsi.sa.gov.au/concessions, phone the Concessions Hotline on 1800 307 758 or email concessions@dcsl.sa.gov.au.

Connections

EXISTING CONNECTIONS - WHERE YOUR PROPERTY IS CURRENTLY CONNECTED TO OUR INFRASTRUCTURE

We will:

- maintain your connection to our sewerage service subject to payment of the CWMS ‘occupied property’ levy on the annual rates notices and compliance with your responsibilities pursuant with requirements of the *Water Industry Act 2012*.

CONNECTIONS - WHERE YOUR PROPERTY IS NOT CURRENTLY CONNECTED TO OUR INFRASTRUCTURE

We will:

- inform you within 30 days for single allotments whether or not you can be connected to our infrastructure. Applications for multiple allotments will be considered on a case by case basis.

You will:

- provide us with a completed “Wastewater Application Form available from www.ahc.sa.gov.au
- pay the relevant connection fees as set out in our Fees and Charges Register

Further details on connecting new properties to our infrastructure is available on our website at <http://www.ahc.sa.gov.au/Community/health-wellbeing/waste-water/waste-water-system-failures-repairs> or by visiting one of our Service Centres at 45 Albert Street, Gumeracha, 28 Onkaparinga Valley Road, Woodside and 63 Mount Barker Road, Stirling.

Billing and payments

We will:

- include the CWMS levy on the annual first quarterly rates notice and when relevant provide quarterly notices of any balance due
- for any other charges additional to the levy provide you with a detailed account and give you at least 12 business days to pay your account
- offer you the ability to pay your account in person, by mail, by direct debit (quarterly and annual payments only), Centrepay (by application only), Australia Post, BPAY, telephone and over the internet

You will:

- pay our bill by the payment due date unless Council has agreed on a flexible payment arrangement
- pay any fee Council incurs if any of your payment methods are dishonoured

PAYMENT ASSISTANCE AND FINANCIAL HARDSHIP

We will:

- provide you with the ability to pay your account by instalments or enter into a flexible payment arrangement
- offer you the ability to make payments towards future accounts, grant payment extensions and agree to have your account redirected to another person (where that person agrees)
- inform you about, and assess your eligibility for, our Hardship Program if requested

You will:

- inform us if you are having difficulty paying your account prior to the due date

Further details on our Hardship Policy are available on our website at www.ahc.sa.gov.au or by visiting one of our Service Centres. Council will provide you with a copy of our Hardship Policy upon request.

REVIEWING YOUR BILL/BILLING DISPUTES

We will:

- not commence our debt collection processes where a bill (or part of a bill) is in dispute
- review your bill and inform you of the outcome of our review within 30 business days of your request
- inform you about our independent external dispute resolution body where you remain dissatisfied following our review

You will:

- pay any portion of your bill that is not in dispute while your bill is being reviewed or any future bills that become due

Overcharging

We will:

- inform you within 10 business days of becoming aware of you being overcharged as a result of an act or omission by us and credit the overcharged amount to your next account
- pay the overcharged amount directly to you within 10 business days if you have ceased to purchase a sewerage service from us pursuant to Clause 5.8.1 (b) of the Water Retail Code
- Where overcharging is identified – a refund is assessed where applicable subject to success in contacting the relevant resident

Undercharging

We will:

- in relation to unmetered services, limit the amount Council recovers from you to the amount undercharged in the 12 months prior to the error being advised to you in writing

- list the undercharged amount as a separate item in your next rates notice with an explanation of that amount and, if requested, offer you an extended time to pay the amount
- not charge you interest on the undercharged amount

DEBT RECOVERY

We will:

- only commence debt collection/recovery action where you have failed to pay your bill(s) by the due date and you have not contacted us to discuss a payment extension or other flexible payment arrangements (including eligibility for our Hardship Policy)

You will:

- contact us if you are having difficulty paying your bills prior to the due date

Entry to your property

We will:

- In non-emergency situations Council will provide you with at least 24 hours' notice if we need to enter your supply address for the purposes of connecting, disconnecting, restricting, inspecting, repairing or testing your sewerage service
- In emergency situations Council will provide you with as much notice as possible for the purposes of connecting, disconnecting, restricting, inspecting, repairing or testing your sewerage service

You will:

- ensure safe access to our infrastructure and your sewerage service located at your supply address

Disconnections

Subject to any applicable regulatory requirements that prohibit disconnection, Council will only disconnect your sewerage service if:

- there is a public health, environment or safety risk to our services from your connection point (e.g. backflow risk or unauthorised industrial waste or stormwater discharge)
- you are found to be using the services illegally or have refused entry to person authorised to read your meter or undertake maintenance or repairs in accordance with relevant regulatory instruments
- you request the disconnection in connection with a development application. Procedure to disconnect is on a case by case basis in negotiation with the property owner.

Complaints and dispute resolution

We will:

- respond or acknowledge your complaint or enquiry within 7 business days
- refer you to the Manager Strategic Assets if you are not satisfied with Council's initial response or resolution or, if required, escalate you to the Director Infrastructure and Operations.
- advise you of your option to escalate your complaint to our nominated independent dispute resolution body and provide you with the details of that organisation

Further details on our Complaint Handling Procedure are available on our website at www.ahc.sa.gov.au or by visiting one of our Service Centres at 45 Albert Street, Gumeracha, 28 Onkaparinga Valley Road, Woodside and 63 Mount Barker Road, Stirling. Council will provide you with a copy of our procedures upon request.

Contacting Us

If you need to know more about us or the content of this Charter, please contact Adelaide Hills Council on:

General Enquiries: 8408 0400

Faults & Emergencies: 8408 0400

Website: www.ahc.sa.gov.au Email: mail@ahc.sa.gov.au

Service Centres:

Gumeracha: 45 Albert Street, Gumeracha.

Woodside: 28 Onkaparinga Valley Road, Woodside

Stirling: 63 Mount Barker Road, Stirling.

Mailing: PO Box 44 Woodside SA 5244

Business hours:

Gumeracha: Monday, Wednesday, Friday 11am to 2pm and Tuesday and Thursday 2pm to 5pm

Woodside: Monday, Tuesday, Wednesday, Friday 9am to 5pm and Thursday 9am to 8pm

Stirling: Monday to Friday 8.30am to 5pm

Appendix 2

CWMS Accounting Principles

CWMS

Accounting

Principles

**The Costing and Pricing of
CWMS**

December 2016

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This document was prepared by David Hope, Principal Consultant, Skilmar Systems Pty Ltd with guidance and editing from John Comrie, JAC Comrie Pty Ltd and Richard Gayler, Principal Engineer, Gayler Professional Services

0. Purpose and Introduction

The purpose of this document is to provide guidance to staff and elected members who have, or will have, responsibility for planning, constructing, operating and maintaining community waste water management schemes (CWMS), with particular reference to the costing and charging regimes for such schemes.

CWMS schemes are now subject to a regulatory regime under the auspices of the Essential Services Commission of South Australia (ESCOSA) and it is important that Councils are familiar with the regulatory and reporting regime imposed by ESCOSA.

There are four main parts to the document:

- A broad 'how to' guide that steps through the process that needs to be followed to cost and price a CWMS.
- Accounting and Pricing Issues: This part provides guidance and pragmatic explanation of how the legislation, ESCOSA and other material is to be applied.
- Other Issues: This part provides guidance and pragmatic explanation on the application of non-legislated sound business principles.
- CWMS Framework – Legislative and Other: This part provides an outline of the relevant legislation, ESCOSA and other material that Councils should have knowledge of in relation to CWMS.

The four main parts of the document are supplemented by Appendices which provide access to relevant legislation, ESCOSA and other material.

1. How to Cost and Price a CWMS

1.1 An example of the application of CWMS Accounting Principles

1.1.1 Introduction

The following example (see next page) is based on a single year's revenue and expenses for simplicity. In reality, pricing decisions should be based on regularly reviewed estimates of full long-run (whole-of-life) costs as determined in accordance with ESCOSA guidelines and should have regard to future forecast CWMS outlays in a Council's long-term financial plan and infrastructure and asset management plan. (In considering the 'whole-of-life' costs this might encompass a time frame greater than ten years because of the long-lived nature of the assets and/or where the growth in the number of customers might give rise to consideration of the impact of growth on pipe, pumping station and lagoon capacities.)

1.1.2 Calculating the Cost of Capital

Note that the example has used the 'Legacy Date' for assessing the cost of capital. Councils are reminded that where they "... have appropriate records, or have a reasonable basis for estimating assets gifted from other spheres of government, either directly or through grants, or contributed by developers or third parties then that information should be used to ensure that the cost of capital applied to the CWMS is as fair and reasonable as possible."¹

1.1.3 Connection Fees and Developer Headworks Charges

CWMS schemes often charge developers and individual users a connection fee for the right to access the scheme. In the case of developers this is commonly called a developer headworks charge. The purpose of the connection fee is for the developer or individual to make a contribution to the cost of the scheme infrastructure.

In calculating the cost of capital developer headworks charges should be treated as a capital contribution, reducing the quantum on which the cost of capital is determined.² Note that in the Statement of Comprehensive Income connection fees need to be shown as Income in the category 'Grants, Subsidies and Contributions' as the income is not specifically for new or upgraded assets.³

There needs to be a defensible basis for calculating connection fees. It is likely to be based on the net present value of the earlier replacement of scheme assets, as a result of a greater number of users, offset by any expected 'net revenue' generated. (See Section 2.11)

¹ Local Government Association of South Australia (2015), *Costing Principles for Local Government*, p. 10

² See the discussion at the foot of page 19 of the LGA's *Costing Principles for Local Government*

³ Refer to the current set of Model Financial Statements published by the LGA

It may be difficult to justify a significant level of fee where the existing CWMS scheme is operating well below its capacity. In this case the fee would be restricted to a reasonable estimate of the cost of dealing with the application for connection.

DC Anytown - 20xx/xy Financials				
	Township A	Township B	Township C	Total
	<i>\$000's</i>	<i>\$000's</i>	<i>\$000's</i>	<i>\$000's</i>
Operating Revenue				
CWMS service charges	743	173	98	1,014
Interest received	50	1	-	51
Sale of treated water	26	-	-	26
Other income	-	-	-	-
Total Operating Revenue	819	174	98	1,091
Operating Expenses				
Contractual expenses	37	19	19	75
Plant, materials and maintenance	137	54	15	206
Infrastructure maintenance	87	23	26	136
Insurance	3	1	1	5
Depreciation	183	48	37	268
Other expenditure	4	2	2	8
Support costs allocated	37	18	18	73
Total Operating Expenses	488	165	118	771
Operating Surplus/(Deficit)	331	9	(20)	320
Cost of Capital				
Cost of capital - 4% real interest rate of Legacy Date assets - all subsequent assets contributed by developers	180	40	26	246
Cost of capital - 2% for unspecified and residual risk on WDV of all assets	130	42	27	199
Total Cost of Capital	310	82	53	445
Net Operating Surplus/(Deficit)	21	(73)	(73)	(125)
Connection fees	10		5	
Current WDV of infrastructure	5,971	2,005	1,337	9,313
Current value of Land	532	110	12	654
	6,503	2,115	1,349	9,967
Current WDV of infrastructure held at Legacy Date	4,074	974	650	5,698
Current Value of Land held at Legacy Date	420	18	10	448
	4,494	992	660	6,146
CWMS Reserve balance	2,743	72	(168)	2,647
No. of units serviced	1,920	457	257	2,634
Unit Charge				\$ 380
Average operating cost per unit (excluding cost of capital)	254.17	361.05	459.14	292.71
Average operating cost per unit, including cost of capital	415.53	540.44	666.85	461.72

Table 1 – DC Anytown Example – Calculating the Service Charge

The connection fee paid by individual property owners should be treated as a service charge as should any fee charged by Council to make the physical connection to the CWMS, i.e. plumbing the property to the scheme.

1.1.4 Allowance for Risk

The risks associated with wastewater and recycled water businesses are significant. Typical risks are:

- a. Unforeseen events that have not been covered by mitigation strategies (e.g. insurance);
- b. Residual risk assumed by the scheme from the CWMS risk management plan;
- c. Under/over achievement of growth targets;
- d. Under/over capitalisation in infrastructure;
- e. The potential impact of competition;
- f. Uncertainty about construction costs;
- g. Future demand for recycled water;
- h. Additional regulation and compliance costs;
- i. Asset valuations and asset lives; and
- j. Technical and commercial obsolescence.

Council is permitted to recover in its return on investment any allowance for risk where the cost of the risk has not been included in operating expenses. The most appropriate manner to recover such an allowance for risk is to apply a percentage to the current WDV of the total asset base.

It is difficult to prescribe what allowance should be made for risk. In the case of residual risk, if the scheme has been operating for some time there may be sufficient experience from the manifestation of residual risk to make a reasonable estimate of expected costs. For unforeseen events the calculation of an allowance for risk is more challenging and will need a level of judgement. Potentially, the assessment could be based on the likelihood of some event (say once every thirty years) and the magnitude of the impact (say affecting 25% of the asset base). Where a Council has a significant CWMS reserve, with the capacity to finance the recovery from an unforeseen event (and rebuild the reserve in future years), then this should be taken into consideration in establishing the allowance for risk, keeping in mind that the reserve is not necessarily backed by cash and that there may be some cost to council to rebuild the reserve.

It is considered that that the most likely range for an allowance for risk would be 0.5% to 2% of the current WDV of the total asset base. Schemes with low risk should have a low allowance for risk and schemes with higher risk should have a higher level of risk applied. Complexity of the scheme is an indicator of the level of risk. This allowance should be reviewed regularly.

1.1.5 Service Charge Setting

Provided that the single financial year information is typical of the long run revenue and cost structure then we see from the example that the current uniform service charge made across the three schemes (\$380) more than recovers the operating cost per unit of the scheme (\$293), ignoring the cost of capital. However, when the cost of capital (plus an allowance for unspecified risks) is included then the full cost per unit of the scheme is \$462 and the under recovery is \$82 per unit representing a deficit of \$216,000 on the full cost of the scheme.

It is assumed that ESCOSA would encourage DC Anytown to increase the service charge to cover the full cost of the service. DC Anytown may continue with its current charging regime with little impact on CWMS operations in the short to medium term. However, in the long run, it is likely to have insufficient cash reserves to finance asset renewal and will likely need to resort to borrowings for this purpose.

1.1.6 What's in the Reserve?

The balance in the reserve represents the accumulated surpluses and deficits of **cash flows** over the life of the scheme, as discussed in the section below entitled "Is a CWMS Reserve Account Necessary?". It is not a representation of the accumulated surpluses and deficits of the scheme as it:

- includes cash inflows and outflows that are not revenues and expenses in accrual accounting terms – proceeds of borrowings, principal repayments, cost of infrastructure;
- includes cash outflows that are not treated as costs for ESCOSA purposes – interest expense; and
- excludes costs that are recognised by ESCOSA – cost of capital, allowance for risk.

1.1.7 Common versus individual scheme pricing issues

The three schemes of DC Anytown have a uniform service charge and it is clear from the net operating surplus/deficit of each of the three schemes that the larger the scheme the greater the opportunities to achieve economies of scale. If each scheme was required to 'stand-alone' then full cost recovery of the relevant costs of each scheme would result in service charges as follows (based on this single year):

Township A - \$416

Township B - \$541

Township C - \$667

Clearly, the service charges for Townships B and C, schemes with 457 and 257 units serviced respectively, are significantly greater than for Township A which services 1,920 units. This

reinforces the discussion in the main body of this paper of the equity issues relating to using a single service charge across multiple schemes in a Council area.

Note that Councils should have regard to the following LGA publications in costing and pricing CWMS schemes:

“Costing Principles for Local Government – Guidelines for Council Staff”; and

“Guidelines for the Costing and Pricing of Retail Water Services Provided by South Australian Councils”

1.2 The Framework for Costing and Pricing a CWMS Scheme

The following table sets out the issues to be considered in determining the full cost of a CWMS. The process is cyclical in nature although not every element of the process needs to receive detailed consideration in each cycle of the process.

While this document focuses largely on accounting issues it will involve wide-ranging participation from staff to provide information and the Council to provide policy guidance to ensure that the CWMS is properly costed and that the price charged ensures the long-run sustainability of the CWMS .

The left-hand side of the table sets out the steps in the process and the right-hand side provides comments on the processes and reference to material in this document and other sources of information.

<i>Step</i>	<i>Comments and references</i>
<p>1. Maintain a strategic focus using:</p> <ul style="list-style-type: none"> a. Strategic plan; b. Long-term financial plan; c. Infrastructure asset management plan; and d. Key performance indicators. 	<p>A CWMS is an essential service provided to the community on a long-term basis. The majority of the costs associated with a CWMS relate to the acquisition, maintenance and renewal of the scheme infrastructure. It is important to keep a focus on the long run through:</p> <ul style="list-style-type: none"> • The regular (annual) review of asset valuations and assumptions related to useful life, including issues relating to technological change and obsolescence. This is in accordance with accounting standards AASB 13 – Fair Value and AASB 116 – Property, Plant and Equipment. Additional information on the application of those accounting standards is included in the Model Financial Statements published by the LGA. • A careful analysis and assessment of the peaks and troughs associated with major maintenance and asset renewal. This is important to ensure that funding will be available to cater for maintenance and renewal peaks. See also Section 2.8 of this document.

	<ul style="list-style-type: none"> • The likely costs of expanding the scheme to new customers and the potential impact of new customers on economies of scale and future long-run costs to operate the scheme. This needs to be factored into strategic plans, the long term financial plan and the infrastructure asset management plan. • Any potential issues relating to the funding and financing of the CWMS. Financial Sustainability Information Paper No 15 – Treasury Management has a good discussion on these issues. • Expected long-run operating revenues and expenses including depreciation, cost of capital and cost of risk. These need to be factored into the long term financial plan. Sections 2.3 to 2.10 of this document provide guidance on these issues and this is further supplemented by Section 1.5 and Appendix 1 of ‘Costing Principles for Local Government’ published by the LGA. • The setting and monitoring of key performance indicators, both financial and non-financial is required by Section 122(1)(d) of the LG Act. While Financial Sustainability Information Paper No 9 – Financial Indicators sets out standard financial indicators that apply across whole of council the discussion in the paper may assist in formulating appropriate financial indicators for a CWMS as will Financial Sustainability Information Paper No 26 – Service Range and Levels in relation to non-financial performance indicators.
<p>2. Ensure there is an appropriate financial policy framework:</p> <ol style="list-style-type: none"> Treasury management; Financial sustainability; Asset management; Risk management; and Updating strategic plans, long-term financial plan and infrastructure asset management plan 	<p>Financial Sustainability Information Paper No 18 – Financial Policies and Procedures provides an overview of the need for financial policies and a listing of policies for consideration by Councils.</p> <p>Financial Sustainability Information Paper No 15 – Treasury Management provides guidance on issues to be considered in developing a treasury management policy.</p> <p>Financial Sustainability Information Paper No 1 – Financial Sustainability provides a broad history and outline of financial sustainability issues for local government.</p> <p>Financial Sustainability Information Paper No 6 – Infrastructure and Asset Management discusses a range of issues relating to infrastructure asset management, including the need for a policy framework in relation to the overall management of assets with reference to service levels. Note that Financial Sustainability Information Paper No 26 – Service Range and Levels will also be of use and any asset management policy needs to be consistent with any service level policy established by the Council. Further guidance is available from the three international standards on asset management – IOS 55000, ISO 55001 and ISO 55002.</p>

	<p>Financial Sustainability Information Paper No 22 – Understanding Risk Management provides guidance on the risk management process. In particular, it provides a clear explanation of the application of the Australian Standard on Risk Management AS/NZS ISO 31000.</p> <p>Section 122(4) of the LG Act requires the annual review of a Council’s long-term financial plan. Given the interrelated nature of the long-term financial plan and the infrastructure asset management plan, especially in relation to future operating, maintenance and renewal cost for the Council’s assets a Council should have a policy on the review of strategic management plans.</p>
<p>3. Ensure there are appropriate financial procedures in place:</p> <ul style="list-style-type: none"> a. Chart of accounts; b. Budget preparation, approval and amendment; and c. Management and financial reporting. 	<p>The chart of accounts is critical to ensuring the accurate collection, recording, aggregation and reporting of a Council’s costs and revenues. Section 2.1 of ‘Costing Principles for Local Government’ published by the LGA provide further guidance on the importance and principles for establishment of the chart of accounts. These principles provide guidance on the development of procedures relating to the establishment and maintenance of a comprehensive chart of accounts.</p> <p>The preparation, approval and amendment of budgets is a key activity of Council. Section 44 of the LG Act makes it clear that the adoption and amendment of the budget may not be delegated by Council (see also Financial Sustainability Information Paper No 25 – Monitoring Council Budget Performance). Council should have clear procedures and instructions on the development of budgets which ensure as far as possible, that budget proposals are robust, well scrutinised, consistent with the long-term financial plan and supported by appropriate documentation and evidence (see also Financial Sustainability Information Paper No 23 – Financial Governance).</p> <p>Management reporting is the provision of relevant financial information to Council, executive management, managers and team leaders which enables the effective and efficient management of Council resources. Financial reporting is the provision of statutory financial information as required by Australian Accounting standards. Management reports need to be timely and relevant. They should be provided so that decision-making based on the management reports can be undertaken in a timely manner. Relevant reports contain only the information that</p>

	<p>is relevant to the recipient (see also Financial Sustainability Information Paper No 23 – Financial Governance and Section 1.2 of ‘Costing Principles for Local Government’ published by the LGA). Statutory financial reports need to be accurate. Effective procedures need to be in place to facilitate the preparation of management and financial reports.</p>
<p>4. Ensure there are formal approval processes for CWMS plans, budgets and service charges in place.</p>	<p>A CWMS (whether a single scheme or multiple schemes in a Council area) is effectively a business unit of Council, however operated. The formal approval of Council’s budget will encompass CWMS. However, the emergence of a regulatory framework under the auspices of ESCOSA which requires the development by Council of a pricing schedule, a pricing policy statement and the reporting of those matters to ESCOSA and the prospect of the monitoring of prices charged for CWMS means that more scrutiny will be brought to bear on CWMS operations and it is important that formal approval of plans, budgets and service charges takes place based on accurate and relevant information provided by Council staff (see also Sections 2.10 and 4.2 of this document).</p> <p>See below for a discussion on setting the service charge.</p>
<p>5. Ensure there are appropriate monitoring and review procedures in place:</p> <ol style="list-style-type: none"> Analysis of variances; Budget review; Management and financial reporting; and Key performance indicators. 	<p>Formal procedures and timelines need to be developed that ensure that the regular monitoring and review of the range of information available to decision-makers in relation to CWMS occurs and that corrective action is taken wherever possible. Careful analysis needs to be made to identify whether variations to budgets, plans and key performance indicators are trends, timing or aberrations (see also Financial Sustainability Information Paper No 23 – Financial Governance).</p> <p>These procedures should include:</p> <ul style="list-style-type: none"> the identification of the surplus or deficit on operations for the financial year, based on accrual accounting principles (and consistent with ESCOSA pricing principles) and the cumulative surplus/deficit of the CWMS; and the cash balance of the CWMS reserve (if such reserve is maintained) at the end of each financial year. (Note: See Section 2.9 of this document). <p>Both of these balances may have implications for current and future pricing decisions and the cash available for asset renewal.</p>

Table 2 – Steps in the costing and pricing of a CWMS

1.3 Setting the Service Charge

The process for setting the service charge is not dissimilar to the rates setting process, with the constraint that the upper limit for the revenue from a service charge is the estimated full long-run average cost, on a whole of life basis, of providing the service. And just like the rates setting process there may be a need to phase in significant increases in the service charge to achieve full cost recovery over time (see **Section 2.1 of this document**).

Most of the information needed to calculate the service charge will be derived from the information about the CWMS that has been provided for the long-term financial plan (or for a CWMS long-term financial plan).

The service charge for a particular year should be set based on the medium to long run expected expenses and revenues with a view to ensuring that, over time, the full cost (whole-of-life) of the CWMS will be recovered and that where increases in the service charge are needed to recover the full cost that sharp increases will be avoided as far as possible.

1. In making the assessments and calculations discussed below it is important to:
 - a. Include the impact of additional customers;
 - b. Include the impact of likely new connection fees; and
 - c. Exclude the cost of expenditure on new infrastructure, but assess the impact of acquiring new assets on depreciation and cost of capital
2. Assess the likely expenses, with specific consideration of peaks and troughs of major maintenance costs, in the medium to long-term (see **Sections 2.3 to 2.5 of this document** and also **Appendix 1 of the LGA's 'Costing Guidelines for Local Government'**).
3. Calculate the cost of capital over the same time frame (see **Section 2.6 of this document** and **Section 1.5.4 of the LGA's 'Costing Guidelines for Local Government'**).
4. Calculate the cost of risk specifically for unspecified risks and residual risk over the same time frame (see **Section 1.1.4 of this document**).
5. Assess the requirements for capital renewal and upgrade over the same time frame – this information should be available from the infrastructure asset management plan.
6. Determine the extent to which capital renewal⁴ financing will be met from CWMS accumulated funds or grants and whether borrowings will be necessary. Note

⁴ The term 'capital renewal' includes that portion of a capital upgrade that reflects the value of replacing the asset with the same or a similar asset without upgrading it. For example, if a 150cm pipe is being replaced with a 200cm pipe to cater for system expansion then the capital renewal portion is the cost to replace a 150cm pipe. See **Note 7 to the LGA's Model Financial Statements** for a more detailed discussion on capital renewal and capital upgrade.

this will require an analysis of likely movements in the cash position of the CWMS reserve (if maintained) (see **Sections 2.7 to 2.9 of this document**).

7. Assess the likely revenue from other CWMS related sources over the same time frame (e.g. sale of water).
8. Based on items 1-7 determine the revenue requirement to recover the estimated full long-run cost of the CWMS.
9. Calculate the required service charges based on the likely number of units in each category where differential service charges are applied or, if no differential service charges are applied, the service charge as a function of the number of units (see the **CWMS property units code**).

Important Note: Council must include its own property in calculating the service charge, allocating units as per the CWMS Property Units Code. It must actually bill itself and pay for its use of the CWMS. Failure to do so would mean that other CWMS users alone would be paying for Council's use of the CWMS. This is inequitable as every ratepayer should contribute to the Council's costs, not just a group of ratepayers.

The broad approach to determining the service charge, using accrual accounting NOT cash, is:

- Determine the operating expenses of the CWMS.
- Determine the cost of capital for each operating year.
- Determine the allowance for risk.
- Calculate any income applicable to the CWMS.
- The surplus of expenses over income is the amount needed to be raised by the service charge which can be calculated based on the number of units determined through the application of the CWMS Property Units Code.

The following table provides a somewhat combined flowchart/checklist summary of the steps necessary to set a service charge.

<i>Service charge calculation</i>	<i>Comprising</i>	<i>Based on</i>
Operating expenses	Staff, material, contractors and other costs	Direct costs and associated overheads
	Depreciation	Current useful lives of assets
		Up-to-date asset valuations
	Overheads and support costs attributable to CWMS	Supervision
		Billing and collection costs
		Other overheads
plus		
Cost of Capital	Real interest rate applied to Council financed assets	Current value of assets NOT financed either through grants or e.g. by developers
	Allowance for risk applied against <u>all</u> CWMS assets	Residual risk and unspecified CWMS risks
		Current value of all CWMS assets
less		
Income	Sale of water	Sale of recycled water from CWMS
	Other income	Any other income attributable to the CWMS
gives a balance of the total amount to be raised by the service charge		
Service Charge	Annual charge for each unit	Amount to be raised
		No. of units
		Differential rating policy for CWMS

Table 3 – Determining the Service Charge

A template to assist councils to determine the service charge is a companion to this document.

2. Accounting and Pricing Issues

2.1 Service rates and charges

The cost of most of the goods and services provided by governments are met from taxation revenue. This relates to the distinction between 'public goods' and 'private goods'. Generally, 'public goods' are provided by governments communally and it is usually not possible to exclude consumers from using them. 'Private goods' are those goods supplied by the market at a price. However, some goods and services provided by governments have similar characteristics to private goods and it is possible for them to be provided at a fee as the users of the goods or service can be readily identified and charged.⁵

A CWMS is an ideal candidate for the application of a user charge to recover the cost of providing the service. User charges reduce the burden of rates on ratepayers and where the full cost of the service is recovered from a user charge, only the users of the service meet the costs of the service. The LG Act makes it clear that Councils are entitled to recover the full cost of providing a CWMS from the users of the service. The full cost of the service equates to a 'whole-of-life' approach to determining costs and includes:

- Operating and maintenance costs;
- Capital renewal and upgrade;
- Cost of capital; and
- Cost of risk.

Any medium to long term under recovery of the full cost could mean that

- Non-cash expenses such as depreciation and cost of capital are not being recovered
- General ratepayers are subsidising the CWMS, i.e. general rates revenue is being used to support the service
- That funds raised are not sufficient to effectively operate and maintain CWMS service levels.

As such this is potentially likely to mean that the Council may struggle to be able to accommodate renewal and replacement of CWMS infrastructure as required over the long run.

⁵ For a fuller discussion of these concepts see the LGA's **Financial Sustainability Information Paper No. 20** available at:
<http://www.lga.sa.gov.au/webdata/resources/files/20%20-%20Rating%20and%20Other%20Funding%20Policy%20Options%202015.pdf>

Councils should ensure, as far as possible, that only those persons who have, or have access to, the service meet the full costs of the service and that service charges each year are sufficient to recover the full long-run whole-of-life cost of the service over time.

2.2 Accounting for a CWMS

Full cost, in an accounting sense, includes all of the direct costs and those indirect costs that can be reasonably attributed to the service. Those costs must be accumulated on an accrual accounting basis. Accrual accounting matches costs and revenues with the time period in which they were incurred or earned thus ensuring that all of the financial transactions that relate to a particular financial year (or other accounting period) are gathered together in the relevant time frame. This facilitates the correct calculation of the full cost of the service to be compared with the revenues earned from service charges. Some of the other benefits of an accrual accounting approach to identifying the costs and revenues of a CWMS are:

- Complete financial information – recognising non-cash expenses and all assets and liabilities.
- Full cost information for pricing decisions.
- Consistency of information – accrual accounting principles enable meaningful comparison of financial information over accounting periods for both decision-makers and other stakeholders.

It is not possible to accurately calculate total costs and revenues using the cash basis of accounting. Cash accounting paints a misleading picture. Some typical issues with cash accounting include, but are not limited to:

- Revenues calculated on a cash basis will be overstated by revenues received relating to a previous (or future) time period and understated by revenues earned but not yet received for the current time period.
- Similarly, costs relating to goods and services will be overstated by cash payments for goods and services relating to a previous (or future) time period and understated by payments not yet made for goods and services received in the current time period.
- The non-recognition of depreciation means that the consumption of the asset base of the CWMS, which is a cost of operating the CWMS, will not be included.
- The inclusion of cash payments for new and replacement assets seriously overstate costs in any particular accounting period.
- Failure to include the non-cash elements of employee costs (provisions for long service leave, untaken annual and sick leave) understates the costs of the CWMS.

Full cost, in an economic sense, recognises the return on investment from capital invested in the CWMS and should also include an allowance for unquantifiable risks associated with the CWMS. ESCOSA recognises full cost in this economic sense.

Failure to recognise the 'cost of capital' where the Council has provided from its own resources, whether from corporate borrowing or the use of surplus cash, the funds for new or replacement capital expenditure understates the full economic cost of the CWMS.

Most risks associated with a CWMS should be readily quantifiable, particularly insurance costs and the costs of responding to adverse events the potential for which have been accepted as a residual risk. However, there may be other risks associated with the operation of a CWMS that are difficult to quantify and it is entirely appropriate to make an allowance for the potential response to such risks, even if it is difficult to quantify their likely impact in financial terms. The regular monitoring and review of the cost of risk is important to ensure that any under or over recovery of the allowance for risk is adjusted in future years, taking the long-run perspective.

2.3 Direct and Indirect Costs

Direct costs are those costs (including direct on-costs) that can be directly attributed, in a cost-effective way, to the CWMS. Typically, they include direct labour (plus direct labour on-costs), cost of materials, contractual expenses, plant hire, electricity and depreciation of CWMS assets.

Indirect costs are those costs, sometimes called support costs, that cannot be directly attributed to the CWMS in a cost-effective manner. Typically they include billing and collection, information technology and communications, personnel and human resources, insurance, occupancy, purchasing and other administrative charges.

To some extent the distinction between direct and indirect costs is one based around the cost to obtain the information. It is often more cost-effective to aggregate costs into cost pools and then allocate those costs using an appropriate driver or methodology. However, the increasing use and sophistication of financial and costing systems is providing the opportunity for more costs to be directly allocated to services as an integral part of the system. These benefits can be derived within a Council's financial and costing system or as a benefit from improved invoicing information from suppliers.

2.4 Attribution of Indirect Costs

For an indirect cost to be reasonably attributed to the service there must be some causal basis for the CWMS using the activity for which the CWMS will receive a cost attribution.

For example, it is likely that CWMS charges will be raised and collected through the same system used to create, charge and collect general rates and it would be appropriate that a proportion of the costs of the operation and maintenance of the property and rating

elements of the financial information system would be attributable to a CWMS. Typically those costs could include, among others, updating and maintenance of the property database; invoicing costs and collection costs.

2.5 How can indirect costs be allocated to a CWMS?

Traditional methods of indirect cost allocation have focused on creating a single pool of indirect costs and then allocating them on some basis. Allocation bases have included:

- Direct labour hours (or FTEs)
- Direct labour dollars
- Direct material costs
- Total budget dollars
- Machine hours.

Like any method of indirect cost allocation, these allocation bases are arbitrary in nature and, in fact, may bear little resemblance to the actual way in which indirect costs are consumed by a CWMS. It may be more appropriate to aggregate indirect costs into cost pools that are logical to group together and that are capable of having a single ‘driver’ that can be used to allocate the indirect costs on a causal basis, or, alternatively, to allocate each separate indirect cost using a unique driver for each one. The following table lists the indirect costs that were used along with suggested drivers, in the appendix to the Costing Guidelines paper.⁶ Some further comments are provided to assist in better understanding of the indirect cost pool and how the driver should be used, as well as some alternative approaches to allocating the costs.

Indirect Cost	Driver	Comments
Billing and Collection	Allocation based on no. of invoices processed	<p>This indirect cost pool includes the licence and maintenance costs for software associated with the property and rating systems; printing and postage costs; cost of collecting outstanding debts.</p> <p>A potential allocation of this indirect cost on the basis of invoices processed for an accounting period – the number of CWMS invoices printed/reprinted as a proportion of total invoices printed, noting that each quarterly invoice for rates counts as one invoice. If the same system is used for the production of other Council invoices, <u>all</u> invoices must be included in the count.</p>

⁶ Local Government Association of South Australia, (2015), *Costing Principles for Local Government*, Appendix 1, p. 22

		<p>If postage costs for CWMS can be separately identified then they should be include as a direct cost and postage costs excluded from the cost pool. Any other costs that can be separately identified should be treated similarly.</p>
ITC	Allocation based on no. of PC's	<p>This indirect cost pool includes the operating and maintenance cost of hardware associated with the property and rating systems and the cost of telecommunications, including depreciation costs.</p> <p>Some telecommunications costs for the CWMS, such as telemetry, may be able to be separately identified and treated as a direct cost. Any other costs that can be separately identified should be treated similarly.</p> <p>An allocation basis based on the number of PC's (or terminals) used for CWMS is appropriate, but an alternative basis for allocation could be the dollar cost of CWMS hardware as a proportion of total hardware costs.</p>
Records	Allocation based on no. of file accesses	<p>This allocation method will only be possible where a modern records system is in place which records file accesses. Alternatively, some reasonable assessment will need to be made of that portion of the records activity that relates to CWMS.</p>
Occupancy	Allocation based on floor space occupied	<p>It is likely that a number of structures will be dedicated to CWMS operations and their maintenance and operating costs should be considered direct costs.</p> <p>Where there is shared occupancy of buildings then the ratio of CWMS occupied floor space to total space occupied can be used to allocate the operating and maintenance costs of buildings. (Note that shared facilities such as toilets, reception areas and the like should be excluded from the total floor space in such calculations).</p> <p>Similarly, where a portion of an employee's time is allocated to CWMS then that portion of the employee's occupancy costs will be allocated to CWMS.</p>

Insurance	Allocation based on \$ value of assets insured	If the CWMS assets are not separately insured then the value of the CWMS assets as a proportion of the total asset pool should be used to calculate the allocation to CWMS costs. A similar approach may be taken for other insurances.
Purchasing	Allocation based on no. of requisitions processed	The total cost of the purchasing function should be apportioned on the basis of the number of requisitions processed for CWMS as a proportion of the total number of requisitions processed.
Payroll and HR	Allocation based on no. of FTEs	The total cost of the payroll and HR activity should be apportioned on the basis of the number of FTEs working on CWMS activities as a proportion of total FTEs. Note that this will not necessarily be the same from year to year as there may be times when there is more intense activity associated with CWMS for major extension or renewal projects that may consume more FTEs.

Table 4 – Allocating Indirect Costs

It is important to consider the costs and benefits of any method of cost allocation. The simpler the allocation method the lower the cost of allocation. It may be necessary to use a less accurate method of cost allocation because the cost of more accurate methods outweighs the benefits of the greater accuracy.

Where indirect costs are being allocated it is important that a full cost regime has been applied to the indirect cost before it is allocated. For example, where a proportion of an employee is being allocated the total cost being allocated should include all relevant on-costs (workers compensation insurance, superannuation, etc.) and the non-cash elements of the employee's costs (provisions for long service leave, untaken annual and sick leave).

2.6 Cost of Capital

The cost of capital needs to be recognised in the calculation of the full cost of providing the service. There are fundamentally three sources of capital for asset acquisition for a CWMS:

1. Council funds (whether from cash surpluses or corporate borrowings⁷)
2. Capital contributions from developers and users
3. Grant funds from other levels of government

⁷ Corporate borrowings includes borrowings specifically for CWMS infrastructure

As there is no cost to Council for capital acquisitions made from 2 and 3 above calculations of the cost of capital should exclude assets purchased/constructed from those sources. However, in some situations, through agreements with developers, developer contributions may not be received until long after the infrastructure is constructed. In this case Council will have funded the construction of infrastructure assets in the first instance and such assets will be included in calculating the cost of capital until such time as the developer contribution is received.

It is recognised that Council records may not be able to identify older asset transactions where assets were purchased from such sources and the National Water Initiative Pricing Principles⁸ provide that where Council records cannot distinguish between funding sources for those assets acquired before January 1 2007 (the 'legacy date') then all such assets may be included in the calculation of cost of capital. **Section 1.5.4 to the Costing Guidelines** provides an example of how the cost of capital may be calculated.⁹

In determining the cost of capital Council should consider the long-term perspective rather than trying to adjust the service charge for annual fluctuations in the cost of capital. This provides a more stable base for determining the service charge and avoids unnecessary movements in the service charge from year to year. In the current interest rate climate (2016) the real interest rate may be quite low, but the long-term average real interest rate is likely to be of the order of 4%. As the intent is to recover costs based on the average long-run cost of the scheme it is more appropriate to use the likely long-run average real interest rate.

2.7 Under or Over Recovery of Full Cost

A CWMS is a complex, long-lived activity. The LG Act encourages the recovery of the full cost of operating the system from users of the service but does not state the timeframe over which the recovery is to be made. While it could be assumed that the full cost recovery is to occur over the life of the CWMS defining the life of a CWMS, given the nature of asset renewal and replacement over time, is obviously a difficult task. Pragmatically, provided that sound budgeting and accounting practices are followed, full cost recovery can be based on regularly reviewed estimates of full long-run costs as determined in accordance with ESCOSA guidelines. Any such periodic review should also have regard to future forecast CWMS outlays in a Council's long-term financial plan and infrastructure and asset management plan. Note that the consideration of outlays here will be broader than the accrual accounting definition of 'expenses'. Setting service charges to achieve full cost recovery based on long run costs means that there will always be some under or over recovery on an annual basis and it is important that a 'running tally' of the under or over

⁸ See Appendix 2

⁹ Local Government Association of South Australia, (2015), *Costing Principles for Local Government*, Appendix 1, pp. 8-10

recovery is maintained so that service charges can be adjusted in future years to ensure that the principle of full cost recovery is met over the medium term, say a three to five year period. See the **appendix to the Costing Guidelines** paper for a simple methodology to do this.¹⁰

2.8 Historical Aspects of Full Cost Recovery

The previous Local Government Act also allowed the recovery of the full cost of providing a CWMS.¹¹ Unfortunately, most Councils would have been using cash accounting to calculate the relevant service charges and are most likely to have under recovered the full cost of the service. It is possible to go back and calculate what should have been charged, but both time-consuming and impractical. Further, it is not possible to adjust the previous service charges to recover under charges, so the intergenerational equity issue cannot be resolved.

A more sensible approach is to be prospective in setting service charges, as allowed by the LG Act, and ensure that service charges set each year as far as possible recover the full cost of that year's operations based on sound long term financial management and asset management plans, keeping in mind that the aim is to recover the full cost of the CWMS operation in the long-run and that cost recovery needs to take account of the potential to 'smooth out' revenue-raising regardless of maintenance and renewal peaks and troughs.

Similarly, where a Council has not kept a tally of the surpluses or deficits of the full cost of CWMS operations over the years there is no necessity to go back and recreate such a record. Again, be prospective and ensure that such a record is maintained in the future, based on likely future revenues and expenses. It will be necessary to have such information to show the regulator that the service charges have been properly based.

2.9 Is a CWMS Reserve Account Necessary?

Many Councils have traditionally included CWMS reserve accounts in their financial statements, with the balance of the reserve being included in the Statement of Financial Position and movements in the reserve being recorded in the Statement of Changes in Equity. There is no legal requirement to do so. Where Councils have done so the balance of such reserves has typically been determined based on historic cashflows (and only cashflows) associated with their CWMS activity. LGA guidance material neither encourages nor discourages creation of equity reserves where not specifically required. Some Councils find them useful for some purposes. It is important to stress though that where a Council creates/maintains a CWMS reserve account that there is no need to back this reserve with

¹⁰ Local Government Association of South Australia, (2015), *Costing Principles for Local Government*, Appendix 1, p. 21

¹¹ Local Government Act 1934, Section 177(5)

quarantined cash.¹² LGA treasury management guidance material discourages such practices.¹³

There are arguments for and against keeping of discretionary reserves but it is understandable that some Councils may find it useful to maintain a record of ongoing CWMS cash inflows and outflows. This is so because for many years cash outlays may be less than revenue generated (based on accrual accounting costs inclusive of depreciation) but in some years large capital outlays (e.g. for renewal) may be required. Keeping a record of accumulated past net cash inflows may make it easier for a Council to agree to large periodic renewal outlays. If a Council chooses to recognise this net CWMS cashflow balance in its financial statements it would be important to highlight in supporting notes what this balance represents and in particular that it does not reflect the difference between CWMS service accumulated operating revenues and expenses.

The difference between the opening and closing CWMS cashflow balance in any year should be as follows:

OPENING Cash Balance		\$x,xxx,xxx
PLUS:		
Operating revenue generated (not all which may have been received)	\$x,xxx,xxx	
Depreciation (a non-cash expense)	\$x,xxx,xxx	
Opportunity cost of capital (a non-cash expense)	\$x,xxx,xxx	
Any nominal interest income earned (including from internal lendings) and received during the year	\$x,xxx,xxx	
Any financial injections (not operating revenue) made (e.g. such as grants or additional borrowings to finance CWMS capital works)	\$x,xxx,xxx	
Repayment of any internal borrowings made to the CWMS account	\$x,xxx,xxx	\$x,xxx,xxx
LESS:		
Expenses (actual calculated in accordance with LGA Costing Guidelines)	\$x,xxx,xxx	

¹² See Note 9 of the South Australia (Local Government) Model Financial Statements.

¹³ See LGA Financial Sustainability Information Paper No. 15, Treasury Management.

Any operating revenue generated that has not yet been received	\$x,xxx,xxx	
Nominal interest expenses paid (including from internal borrowings)	\$x,xxx,xxx	
Any associated loan (principal) repayments made	\$x,xxx,xxx	
Any CWMS capital related outlays (these are not an accrual accounting expense)	\$x,xxx,xxx	
Any internal lendings made from the CWMS account for other purposes (such practice is consistent with LGA recommended treasury management approaches)	\$x,xxx,xxx	\$x,xxx,xxx
CLOSING Cash Balance		\$x,xxx,xxx

Table 5 – Reconciling the CWMS cash balance

It should be carefully understood, as mentioned above, that this ‘balance’ IS NOT the balance of the under or over recovery of costs. In fact, it is likely to be significantly different from the long-run surplus or deficit on CWMS operations. The long-run surplus or deficit is based on the full cost of delivering the service, including depreciation of the infrastructure and the cost of capital and the total revenues earned (whether received or not). The closing cash balance simply reflects the balance of cash flows, excluding those cost and revenue elements that are not cash.

Again, the consideration of inflows and outflows here is broader than the accrual accounting definition of ‘expenses’ as it includes inflows from borrowings and outflows for capital transactions and principal repayments.

Note that not every element of the table will necessarily be used in calculating the cash balance of CWMS operations. A simple example is:

DC Anytown

OPENING Cash Balance		\$2,579,653
PLUS:		
Operating revenue generated	\$1,209,792	
Depreciation	\$245,664	
Opportunity cost of capital	\$380,800	
National Water Security Plan grant	\$350,000	\$2,186,256

LESS:

Expenses	\$973,200	
Operating revenue generated that has not yet been received	\$31,716	
Principal repayments made	\$54,328	
Infrastructure renewal expenditure	\$717,000	\$1,776,244
CLOSING Cash Balance		\$2,989,665

Table 6 – Example cash balance reconciliation

Section 1 of this document provides an example of the application of these principles, plus some further discussion on their application.

2.10 Pricing policy framework

ESCOSA, in its price determination of 23 July 2015, requires Councils to provide a pricing schedule and a pricing policy statement by November 30 each year. Note that the LG Act at Section 170 requires the publication of a service charge within 21 days of the declaration of the charge.

The pricing schedule will be underpinned by the pricing policy framework and the LGA's CWMS Property Units Code.

The pricing policy framework needs to cover the following issues:

- Overview – purpose of policy, what is a CWMS, current and future operations.
- Service provision – connecting to the system, service standards, key performance indicators, complaints and contacts.
- Pricing issues – full cost basis for pricing (summary of budgeted basis for full cost recovery – current and previous year, with reference to the CWMS long term financial plan), application of CWMS property units code, information on discounts and rebates, relief from financial hardship, basis for price changes from previous financial year.
- Current (and previous) pricing schedule.
- Annual review of policy and prices.

There is no specific requirement for this policy framework to be published but it is strongly recommended that it be published on Council's website.

2.11 Augmentation Charges

On occasion it may be necessary to carry out substantial new capital works, which might include increasing the capacity of pipes, pumps, lagoons or other CWMS infrastructure to cater for new users. The fundamental principle on charging for these works is that the beneficiary of the works should pay for the works.

Note that where the augmentation is of a minor capital nature then it is probably more appropriate to recover such costs through the service charge.

2.11.1 Augmentation charges wholly attributable to new users

Where the whole of the capital works is carried out to benefit only new users then the new users should pay.

It is likely that on many occasions the augmentation will be the result of a specific development. If that is the case the developer may be amenable to carrying out the augmentation works as part of the development rather than have the Council carry out the work and there will be no outlays by Council to be recovered. Where Council carries out the works it will need to recover the cost of the works from the developer. Council should recover the augmentation costs as soon as is practically possible.

2.11.2 Augmentation charges attributable to new users and existing users

Where the augmentation work has benefits for new users and existing users then the costs must be apportioned as **equitably** as possible. For example, where an existing pipeline needs to have its capacity increased to cater for a new development then the capital contribution from the new users (developer) can be calculated in at least three different ways.

- i. A tried and true method for calculating the portion of the upgrade that is attributable to new users is to calculate the net present value of the impact of bringing forward the replacement to now. The advantage of this method is that it takes into account not only additional costs but also timing differences in outlays that a council incurs as a result of development. For example, if the cost of the renewal of the existing asset was \$1 million now, but the upgrade would not normally have happened for 20 years then the present value of the renewal, using a 4% discount rate (to cater for the real opportunity cost of an earlier capital outlay) is \$456,400 (\$1,000,000 times the discount factor of 0.4564).¹⁴ If the cost of the upgraded asset is \$1,750,000 then the portion attributable to the developer is \$1,293,600 (\$1,750,000 less \$456,400).

¹⁴ The discount factor is derived from standard discount tables. It is $1/(1.04)^{20}$

Consideration also needs to be given to whether the augmentation will generate additional revenue for council net of operational outlays. If annual revenue from new service recipients exceeds additional annual outlays then in theory this should be allowed for in determining the developer contribution. For example if the analysis was undertaken on a net present value basis then the Council should calculate the net present value of additional net receipts and deduct this from the otherwise required developer contribution.

- ii. An alternative method of calculation is apportioning the costs between the new users and existing users. This may be more equitable where the upgrade of the pipeline is imminent, thus avoiding issues relating to the timing of the upgrade. First, It is important to carefully establish the exact number of new users, and secure this number by written agreement, which allows for recalculation of the developer contribution if more users eventuate from the development. So, if there will be 100 new users and there are 900 existing users the developer would be charged a fee equivalent to 100/1000 of the upgrade costs. Note that the balance would be recovered through a capital charge. Where the renewal/upgrade of the pipeline is planned into the future then the net present value method outlined in i. above is more equitable.
- iii. A third method, which is relatively simple is to apply the following formula:

Cost of new pipeline less accumulated depreciation of existing pipeline.

Again, where there is a significant time difference between when the renewal/upgrade was planned and the upgrade now, this method is less equitable.

Any amount paid by a developer will be a capital contribution and will not attract a cost of capital charge.

A Council is entitled to recover the full economic cost of the augmentation works, subject to 2.11.2 above. There is no 'standard fee' as each augmentation will have a different cost structure. Where the augmentation costs will be spread over a number of allotments then Council will need to carefully estimate the likely full cost of the augmentation and divide this cost by the number of allotments that will receive an augmentation charge. In calculating the cost per allotment it is important that Council makes a careful appraisal of the likely number of allotments that will become connected to the scheme.

3. Other Issues

3.1 A Uniform Service Charge

An argument that often arises is whether a Council that has more than one CWMS should charge different rates for each scheme based on the different cost structure of the scheme.

There are four main points to consider:

1. The service provided by each scheme is the same – the removal of wastewater from a property. It would seem equitable that users receiving a similar service in a Council area would pay similar charges for the service.
2. Each customer in a specific scheme pays the same service charge, regardless of the fact that the actual cost to provide the service to a specific customer may be higher than the average as a result of long pipe runs and pumping costs from low points in the network. The same principle arguably should hold true for schemes across a Council area.
3. Many schemes received a subsidy for their initial establishment, which varied to the extent necessary to enable expected net long-run costs to be recovered based on a common standard charge across all schemes (notionally equivalent to average SA Water country sewerage rates). If the 'net costs' are meant to be the same why would charges be any different?
4. Differences in the full cost of each scheme are likely to be related to:
 - a. The size of each scheme and the economies of scale available to larger schemes over smaller schemes.
 - b. The age of the assets and technology employed in each scheme, with increased operating costs for schemes with older assets and old technology.

It does not seem equitable that users of schemes within a Council area that are more expensive to operate should be disadvantaged compared to schemes that are either benefitting from economies of scale, have lower operating costs through newer assets or better technology than that available to other Council CWMS .

On balance, it would seem to be a more equitable treatment of users of multiple CWMS within a single Council area to have one common pricing regime apply across the Council area. Any other course of action would seem to be discriminatory to smaller townships with less efficient schemes. The state-wide sewerage charges provided by SA Water across rural South Australia have a uniform rating system.

One exception to having a uniform service charge is warranted where communities have agreed to develop schemes at their own cost, i.e. without state subsidy. There are a number of such schemes, particularly associated with areas where the freeholding of shacks

occurred and the explicit arrangement was that those areas would meet the full CWMS costs. As such, owners of the shack properties have received significant capital gains and it would be inequitable for those owners to benefit from the capital gain, but have the CWMS community in the Council area subsidise the cost of the CWMS.

A second exception may be contemplated where either the service delivered is different, e.g. full sewerage versus desludging of septic tanks only or where the structure of the service supplied is different, e.g. full CWMS operation provided by Council versus disposal of effluent to SA Water sewerage system.

Note that ESCOSA permits the use of pricing commonality between schemes for the first Price determination period, which ends on June 30 2017. ESCOSA has stated that it “...will confirm its position for future regulatory positions as part of the next Price Determination.”

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3.2 Vacant vs. Occupied

Some Councils have differential rates for vacant land¹⁶ where the differential rate for vacant land is greater than the differential rate for residential and other land use types. The basis for this is a policy one – increasing the rates on vacant land to ostensibly discourage the holding and stockpiling of vacant blocks.

The CWMS Code makes it clear that the basis for charging properties provided with or having access to a CWMS is the estimated volume of effluent generated by the property, with the cost to each residential unit being equalised at one property unit. It also provides that each vacant allotment should be charged on the basis of one property unit. All other property categories (excluding vacant) are compared to the a single residential dwelling and where it is estimated that the volume of effluent for other property categories is greater than for a single residential dwelling then the number of property units to apply to other property categories is greater than 1.

Section 155(3) of the LG Act permits the variation of the service rate or annual service charge on the basis of whether the land is vacant or occupied. In the case of an annual service charge this is generally taken to mean that the annual service charge applying to vacant land may be less than that applying to occupied land on the basis that there is no provision of service even though the service is available to the land.

The imposition of a higher annual service charge on vacant land is discouraged on the following basis:

¹⁵ As advised by ESCOSA to the LGA on November 12, 2015.

¹⁶ Vacant land means land without a dwelling or other structure. If there is a dwelling or structure and it is unoccupied this does not constitute vacant land.

- It is inequitable to charge a higher annual service charge where no service is provided.
- Charging a higher annual service charge on vacant land effectively means that other service users are being subsidised as it is not possible to charge more than the full cost of providing the service – this is not in line with the basis for charging set out in the CWMS code.

Councils should consider whether there should a differential service charge for vacant land that is less than the residential service charge on the basis that while the infrastructure has been provided for the piece of land there is no service being provided, noting that the infrastructure depreciation and cost of capital components are most likely the major elements of the cost of the service. A sound method of applying a differential service charge for vacant properties is to reduce the residential service charge by the proportion that the average annual operating and maintenance costs bears to the full cost, effectively only charging for the provision of the infrastructure to the property.

It is worth noting that ESCOSA have recommended the following in relation to SA Water:

“Customers should only be charged for a water and sewerage service if they enter into an agreement with SA Water to become a customer.”

The implementation of this principle would remove from SA Water the right to charge a property simply because the water or sewer main abuts the property. A discussion on the pros and cons of removing SA Water’s right to charge non-connected properties is at pages 65 to 74 of ESCOSA’s report.¹⁷ The key reasons for such a recommendation are stated as:

- Properly informed consumption choices based on payment of the full costs of consumption of the service; and
- Allowing a supplier to charge non-connected customers entrenches monopoly supply and disadvantages competitors.

Importantly, ESCOSA stated, at page 67 of their report, “...[t]he Inquiry cautions against applying its recommendations to **councils** or other service providers...” without there having been a full consideration of the impact of such an approach.

3.3 Standard Boundary Kit

There are a number of situations where the connection of a property to the CWMS scheme requires that the property owner has to pump the wastewater to Council’s connection point, usually an inspection point. Discussions with a number of councils provide a consensus view that the onus for getting the wastewater to the connection point is the responsibility of the property owner and that operation and maintenance of any pumps or

¹⁷ ESCOSA, (2014), *Inquiry Report Into Reform Options for SA Water’s Drinking Water and Sewerage Prices*, pp.65-74

pipes involved in moving the wastewater to the connection point is the responsibility of the property owner. Such an approach simplifies the administration of the CWMS scheme.

3.4 Desludging Septic Tanks

Many councils include in their service charge an allowance for the desludging of septic tanks, at Council expense, on a regular basis, usually three or four years. The adoption of such a practice assists Council to maintain the integrity and effectiveness of the CWMS. This should be clearly outlined in Council's CWMS pricing policy. It should also be clear from the pricing policy that any extra desludging of septic tanks outside of the normal time frame will be at the customers cost.

3.5 Sale of Recycled Water

Some councils provide recycled water derived from a CWMS scheme to community and sporting groups at no charge. Generally, the basis for this is that it is cheaper to dispose of the water in this manner rather than further treat the water for disposal in creeks or other waterways or to upgrade the scheme to deal with a higher volume of water. This is an appropriate basis for disposing of the water to community and sporting groups cost free. The important principle here is that there should be no cost to CWMS users from this practice. So, if the cost of disposing of the water to community and sporting groups is higher (e.g. additional treatment, cost of infrastructure, etc.) than other disposal means then there should be a fee arrangement levied against water recipients that reflects the difference between the two methods of disposal of the water, or the Council should specifically subsidise the provision of recycled water to community and sporting groups to ensure that CWMS users do not make the subsidy. It is important that it is transparent to the community that the provision of free or subsidised recycled water to community and sporting groups meets the strategic direction of Council in regard to social, environmental or other objectives.

4. CWMS Framework – Legislative and Other

4.1 Legislation

4.1.1 Local Government Act and Regulations

The Local Government Act 1999 (LG Act) provides that a CWMS is a ‘prescribed service’ for the purposes of the Act. Prescribed services are the treatment or provision of water; the collection, treatment or disposal of waste; television transmission or retransmission or any other service prescribed by regulations.¹⁸

The application of fees and charges for ‘prescribed services’ are covered by Section 155 of the LG Act with further clarification provided by Regulations 12 and 13 of the Local Government (General) Regulations 2013. See Appendix 1 for the relevant text of the Act and Regulations.

An overview of the legislative provisions follows.

Where a Council provides or makes available a prescribed service to a piece of land it may charge a service rate, an annual service charge or a combination of both to rateable land. For land that is non-rateable it may only charge an annual service charge. The fact that the Council uses a third party to provide or make available the service does not abrogate the Council’s power to levy a service rate and/or an annual charge.

Generally, where the service is not provided or made available to a piece of land then no service rate or annual service charge may be applied, except under certain circumstances.¹⁹

In setting service rates and annual service charges may vary based on whether the land is occupied or vacant or on any other factor prescribed by regulation. Two factors have been prescribed – (1) variation by land use and (2) the number of property units applicable to the land as defined in the CWMS Property Units Code.

The amount recovered by a service rate and/or an annual service charge generally must not exceed the full cost of providing the service. Where a Council has established a reserve to identify any surplus from CWMS operations then the amounts identified in the reserve must only be applied to the CWMS service.

Where ESCOSA makes a price determination in relation to a prescribed service then the determination made by ESCOSA has precedence over other price setting mechanisms.

¹⁸ No other services have yet been prescribed by regulation.

¹⁹ As set out in Regulation 13 of the Local Government (General) Regulations – see Appendix 1 for text.

Should a CWMS be discontinued then any excess of funds held by Council may be applied for another purpose which has been specifically identified in a Council's annual business plan .

4.1.2 South Australian Public Health (Wastewater) Regulations 2013

These regulations²⁰, made under the South Australian Public Health Act 2011, prescribe:

- a *Community Wastewater Management Systems Code* which provides guidance to "...consultants, local Councils, developers, builders and plumbers, property owners and occupiers on:
 - The technical requirements to be considered in the planning stages of a CWMS
 - The requirements for the design of the CWMS
 - The procedures and required information for the submission of applications to the DHA for assessment of a proposed CWMS
 - Ongoing operation and maintenance requirements for a CWMS."²¹
- The requirements for establishing a CWMS.

The regulations and the code are largely technical in nature.

4.2 ESCOSA determinations

Section 35 of the Water Industry Act 2012 provides that ESCOSA has the power to make price determinations in relation to sewerage services.

ESCOSA issued a varied price determination on 23 July 2015 which made the following price determination for sewerage services:²²

"2 PRICE DETERMINATION

2.1 Pricing Principles

2.1.1 The **retail prices** charged by a **licensee** for each **regulatory year** must comply with the following pricing principles:

...

²⁰ Refer to Appendix 2 for reference to the legislation.

²¹ Department of Health and Ageing (2013), *Community Wastewater Management Systems Code*, p. 3

²² Essential Services Commission of South Australia, (2015), *2013-2017 Price Determination for Minor and Intermediate Retailer*, accessed at <http://www.escosa.sa.gov.au/ArticleDocuments/549/20150723-Water-VariationTo2013-2017PriceDetermination-MIR.pdf.aspx?Embed=Y>

(b) Where **sewerage services** are supplied, the following **National Water Initiative Pricing Principles** apply:

(i) Principles 1, 2, 3, 4, 5, and 6 of the **Recovery of Capital Expenditure** set of principles; and

(ii) Principles 1, 4, 5, 6, 7, 8, 9 and 10 of the **Setting Urban Water Tariffs** set of principles.

...

2.1.2 In addition to the matters specified under clause 2.1.1, in setting **retail prices** for each **regulatory year**, a **licensee** must also comply with any principles, requirements or matters specified by the **Commission** under an industry code, industry rule or guideline as in force from time to time in respect of the provision of **retail services**.

2.2 Price Monitoring

2.2.1 The **Commission** may, during the period of this determination:

(a) monitor the **retail prices** charged by a **licensee**; and

(b) publish reports on **retail prices** or monitor and publish reports on matters relating to **retail prices** charged by a **licensee**.

2.3 Reporting Requirements

2.3.1 A **retail licensee** must provide the **Commission**, by 30 November each year:

(a) a Pricing Schedule containing the **retail prices**, fees and charges for **water services** and **retail services** imposed by the licensee, for the current and previous **financial year**; and

(b) a Pricing Policy Statement demonstrating compliance of those **retail prices** with the **National Water Initiative Pricing Principles** relevant to the **retail services** offered by the **licensee**, in accordance with clause 2.1.1 of this **determination**."

The relevant National Water Initiative Pricing Principles referred to above in relation to sewerage services are referenced at Appendix 2. It is interesting to note that while the background material on both the Recovery of Capital Expenditure and Setting Urban Water Tariffs state that the principles outlined will not apply to wastewater schemes that ESCOSA have determined that a number of the principles, but not all, will apply as set out in the price determination.

4.3 CWMS Property Units Code

The Department for Health and Ageing together with the Local Government Association of South Australia (LGA) have jointly developed a CWMS Property Units Code (CWMS Code) which has legislative endorsement.²³ The code sets out the rationale for defining a 'property unit' and the basis for application of the 'property unit' concept to the broad range of properties likely to be connected to a CWMS. This forms the basis for charging differentially between the full range of properties having access to a CWMS. While most councils use the code it does not have mandatory force. Councils may use other methods for charging CWMS users but must ensure that their charging regime is equitable.

Note that the CWMS Code does not specify the amount to charge. Service charges will be based on the recovery of the estimated full long-run cost of the CWMS and the basis that a Council has determined for differential service charges, if any.

4.4 Other relevant material

Two other documents provided by the LGA are of use in determining the cost and pricing of CWMS. They are:

1. *Costing Principles for Local Government – Guidelines for Council Staff* (issued December 2013 and revised January 2015).²⁴ These guidelines include detailed information that will assist Councils to determine the costs and the pricing basis of a CWMS consistent with the LG Act and ESCOSA price determinations. The guidelines include a worked example based on CWMS.
2. *Guidelines for the Pricing and Costing of Retail Water Services by Local Governments*.²⁵ These guidelines amplify the *Costing Principles for Local Government*. In particular, there is a detailed analysis of the ESCOSA requirements and while the focus is water retail services the discussion relating to the National Water Initiative Pricing Principles is of relevance to CWMS. There is also a comprehensive discussion on the concept of full cost from both an accounting and an economic perspective.

²³ Regulation 12 of the Local Government (General) regulations 2013 refers – See Appendix 1 for the text.

²⁴ Accessed at <http://www.lga.sa.gov.au/webdata/resources/files/Costing%20Principles%20for%20Local%20Government.pdf>

²⁵ Accessed at https://www.lga.sa.gov.au/sitedata/unity/resources/files/ECM_628850_Guidelines%20for%20the%20Costing%20and%20Pricing%20of%20Retail%20Water.pdf

Appendix 1 – Relevant Local Government legislation

Local Government Act 1999 as at July 4 2016

155—Service rates and service charges

(1) In this section—

prescribed service means any of the following services:

- (a) the treatment or provision of water;
- (b) the collection, treatment or disposal (including by recycling) of waste;
- (ba) a television transmission (or retransmission) service;
- (c) any other service prescribed by the regulations for the purposes of this definition.

(2) A council may impose—

- (a) a service rate, an annual service charge, or a combination of a service rate and an annual service charge, on rateable land within its area to which it provides, or makes available, a prescribed service;
- (b) an annual service charge on non-rateable land to which it provides, or makes available, a prescribed service.

(2a) Subsection (2) does not apply in prescribed circumstances.

(3) A service rate, or annual service charge, may vary—

- (a) according to whether the land to which it applies is vacant or occupied; or
- (b) according to any other factor prescribed by the regulations and applied by the council.

(4) If a council provides more than one prescribed service of a particular kind in its area, a different service rate or annual service charge may be imposed in respect of each service.

(5) A council must not seek to recover in relation to a prescribed service an amount by way of service rate, annual service charge, or a combination of both exceeding the cost to the council of establishing, operating, maintaining, improving and replacing (including by future capital works and including so as to take into account the depreciation of any assets) the service in its area (being a cost determined taking into account or applying any principle or requirement prescribed by the regulations).

(5a) Subsection (5) is subject to the qualification that if the Essential Services Commission (**ESCOSA**) makes a determination under another Act that regulating prices, conditions relating to prices, and price-fixing factors for the provision of a prescribed service that is inconsistent with that subsection, the determination made by ESCOSA will prevail to the extent of the inconsistency (and ESCOSA may, in acting under another Act in a case that is relevant to the operation of this section, apply or take into account a factor or principle that is in addition to a matter referred to in subsection (5)).

(6) Subject to subsection (7), any amounts held in a reserve established in connection with the operation of subsection (5) must be applied for purposes associated with improving or replacing council assets for the purposes of the relevant prescribed service.

(7) If a prescribed service under subsection (6), is, or is to be, discontinued, any excess of funds held by the council for the purposes of the service (after taking into account any expenses incurred or to be incurred in connection with the prescribed service) may be applied for another purpose specifically identified in the council's annual business plan as being the purpose for which the funds will now be applied.

(8) An annual service charge may be based on—

- (a) the nature of the service; or
- (b) the level of usage of the service; or
- (c) any factor that applies under subsection (3); or
- (d) a combination of 2 or more factors under the preceding paragraphs.

(9) A service charge imposed by a council under this section is recoverable as if it were a rate (even as against non-rateable land).

(10) A council may declare a service rate or an annual service charge in respect of a particular prescribed service despite the fact that the service is provided on behalf of the council by a third party.

(11) If a prescribed service, in relation to a particular piece of land, is not provided at the land and cannot be accessed at the land, a council may not impose in respect of the prescribed service a service rate or annual service charge (or a combination of both) in relation to the land unless the imposition of the rate or charge (or combination of both)—

- (a) is authorised by the regulations; and
- (b) complies with any scheme prescribed by the regulations (including regulations that limit the amount that may be imposed or that require the adoption of a sliding or other scale established according to any factor, prescribed by the regulations, for rates or charges (or a combination of both) imposed under this section).

Local Government (General) Regulations 2013 as at March 31 2016

12—Service rates and charges

(1) In this regulation—

CWMS Property Units Code means the *Code for Establishing and Applying Property Units as a Factor for the Imposition of Annual Service Charges for Community Wastewater Management Systems* published by the LGA on 20 April 2006, as in force at the time that this regulation is made.

(2) For the purposes of this regulation—

- (a) the LGA is declared to be a prescribed body under section 303(4) of the Act; and
- (b) the Code is adopted by these regulations pursuant to section 303(4) of the Act; and
- (c) the principal office of the LGA (at 148 Frome Street, Adelaide, 5000 or, if the LGA moves its principal office, at that new address) is specified for the purposes of section 303(7)(c) of the Act.

(3) For the purposes of section 155(2a) of the Act, the prescribed circumstances in which section 155(2) of the Act does not apply are where the land is non-rateable land of 1 of the following classes and the prescribed services are not made use of at the land:

- (a) unalienated Crown land used wholly or primarily for—
 - (i) the conservation or protection of natural resources within the meaning of the *Natural Resources Management Act 2004*; or
 - (ii) recreational or sporting activities;
- (b) unalienated Crown land within the meaning of the *Crown Land Management Act 2009*;
- (c) land constituted as a reserve under the *National Parks and Wildlife Act 1972*;
- (d) land constituted as a wilderness protection area or wilderness protection zone under the *Wilderness Protection Act 1992*;
- (e) land vested, under section 15 of the *Harbours and Navigation Act 1993*, in the Minister to whom that Act is committed.

(4) Pursuant to section 155(3)(b) of the Act, the following factors are prescribed:

- (a) any category of land use declared as a permissible differentiating factor under regulation 14;
- (b) in respect of a service for the collection, treatment or disposal of wastewater or effluent—the number of property units that apply with respect to the relevant land, as determined under the CWMS Property Units Code.

(5) For the purposes of section 155(5) of the Act, the cost of capital (as understood as an economic concept) may be taken into account when determining the cost to the council of establishing, operating, maintaining, improving or replacing the relevant service.

13—Rates and charges for services not provided at the land

(1) For the purposes of section 155(11), a council is authorised to impose a service rate or annual service charge (or a combination of both) for a prescribed service in respect of the collection of domestic waste in accordance with the scheme set out in subregulation (2).

(2) For the purposes of subregulation (1), the following provisions apply to the imposition of rates or charges in relation to a particular piece of land:

- (a) if the prescribed service is provided no more than 500 metres from the access point to the land—the full service rate or annual service charge (or a combination of both) may be charged for the prescribed service;
- (b) if the prescribed service is provided more than 500 metres but no more than 2 kilometres from the access point to the land—75% of the service rate or annual service charge (or a combination of both) may be charged for the prescribed service;
- (c) if the prescribed service is provided more than 2 kilometres but less than 5 kilometres from the access point to the land—50% of the service rate or annual service charge (or a combination of both) may be charged for the prescribed service;
- (d) if the prescribed service is provided 5 kilometres or more from the access point to the land—no rate or annual service charge may be charged for the prescribed service (but nothing in this paragraph prevents a council from entering into an agreement for the provision of a prescribed service in respect of the collection of waste that involves the payment of an amount for the provision of the prescribed service).

(3) In this regulation—

access point means the point on the land where the land is generally accessed;

domestic waste means waste produced in the course of a domestic activity.

Appendix 2 - Other relevant references and legislation

The following URLs can be used to access other relevant references and legislation.

Costing Principles for Local Government

<http://www.lga.sa.gov.au/webdata/resources/files/Costing%20Principles%20for%20Local%20Government.pdf>

Guidelines for the Pricing and Costing of Retail Water Services by Local Governments

https://www.lga.sa.gov.au/sitedata/unity/resources/files/ECM_628850_Guidelines%20for%20the%20Costing%20and%20Pricing%20of%20Retail%20Water.pdf

National Water Initiative Pricing Principles

<https://www.environment.gov.au/system/files/resources/34dbb722-2bfa-48ac-be7e-4e7633c151ed/files/nwi-pricing-principles.pdf>

South Australian Public Health (Wastewater) Regulations 2013

[https://www.legislation.sa.gov.au/LZ/C/R/SOUTH%20AUSTRALIAN%20PUBLIC%20HEALTH%20\(WASTEWATER\)%20REGULATIONS%202013.aspx](https://www.legislation.sa.gov.au/LZ/C/R/SOUTH%20AUSTRALIAN%20PUBLIC%20HEALTH%20(WASTEWATER)%20REGULATIONS%202013.aspx)

Water Industry Act 2012

<https://www.legislation.sa.gov.au/LZ/C/A/WATER%20INDUSTRY%20ACT%202012.aspx>

Water Industry Regulations 2012

<https://www.legislation.sa.gov.au/LZ/C/R/Water%20Industry%20Regulations%202012.aspx>

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Appendix 3

ESCOSA Water Retail Licence

WATER INDUSTRY RETAIL LICENCE

Adelaide Hills Council ABN 23 955 071 393

Class – Intermediate (1) Retailer

Issued by the Essential Services Commission of South Australia on 18 January 2013



Variation History

[illegible]

1. DEFINITIONS AND INTERPRETATION

- 1.1 Words appearing in italics like **this** are defined in Part 1 of the Schedule.
- 1.2 This licence must be interpreted in accordance with the rules set out in Part 2 of the Schedule.

2. GRANT OF LICENCE

- 2.1 Subject to the conditions set out in this licence, the **licensee** is licensed under Part 4 of the **Act** to provide the **retail services** specified in Part A of the Annexure to the **customers** specified in Part B of the Annexure.

3. TERM

- 3.1 This licence commences on the date it is issued and continues until it is:
 - (a) surrendered by the **licensee** under section 32 of the **Act**; or
 - (b) suspended or cancelled by the **Commission** under section 33 of the **Act**.

4. FEES

- 4.1 The licensee must pay the applicable licence fees in accordance with section 24 of the **Act**.

5. SALE AND SUPPLY OF RETAIL SERVICES TO CUSTOMERS

- 5.1 At the request of a **customer** that owns or occupies land situated within the area that the **licensee** provides the **retail services** set out in Part A of the Annexure to this licence, the **licensee** must make an offer to provide those **retail services** on terms and conditions which are consistent with this licence, the **Act**, applicable **industry codes** and any other applicable laws.
- 5.2 When the **licensee** sells and supplies **retail services** to a **customer** under this clause it must comply with the terms and conditions set out in any applicable **industry code** made by the Commission from time to time relating to contractual terms and conditions.

6. COMPLIANCE WITH LAWS AND INDUSTRY CODES

- 6.1 The **licensee** must comply with all applicable laws and any technical or safety requirements or standards in regulations under the **Act**.
- 6.2 The **licensee** must notify the **Commission** if it commits a material breach of the **Act** within 3 days of becoming aware of that breach.

6.3 The **licensee** must:

- (a) comply with any applicable **industry code** or **industry rule** made by the **Commission** under the **ESC Act** as in force from time to time;
- (b) comply with any applicable minimum service standards imposed under any applicable **industry code**, **industry rule** or other regulatory instrument made by the **Commission** and any specified technical or safety requirements or standards;
- (c) monitor and report to the **Commission** on its levels of compliance with any applicable **industry code** or **industry rule** provisions and minimum service standards; and
- (d) notify the **Commission** in accordance with any applicable guideline if it commits a material breach of any applicable **industry code** or **industry rule** made by the **Commission** within 3 days of becoming aware of that breach.

7. PROVISION OF INFORMATION TO CUSTOMERS

7.1 When the **licensee** provides **retail services** to a **customer**, the **licensee** must:

- (a) comply with all applicable provisions of any **industry code** made by the **Commission** relating to the provision of pricing information; and
- (b) include the information prescribed by regulation under the **Act** in each account for **retail services** provided to a **customer**.

8. RESTRICTION, DISCONTINUANCE & DISCONNECTION

- 8.1 The **licensee** must not restrict, discontinue or disconnect, or take any action which may lead to the restriction, discontinuance or disconnection of supply of **retail services**, except in accordance with the restriction, discontinuance and disconnection procedures set out in the **Act**, any applicable **industry code** or, otherwise, in accordance with the customer's **customer sale contract**.

9. OMBUDSMAN AND DISPUTES

- 9.1 The licensee must develop and implement procedures to resolve customer complaints and disputes in accordance with any applicable **industry code** and, for all other **customers**, in accordance with the basic procedures set out in AS ISO 10002-2006 (as amended from time to time).
- 9.2 In addition to clause 9.1 the **licensee** must, if notified in writing by the **Commission**, participate in an **Ombudsman Scheme**.

10. ACCOUNTS AND SEPARATE BUSINESSES

10.1 The *licensee* must, as required by the *Commission*:

- (a) establish and maintain accounts exclusively in respect of the operations authorised by this licence;
- (b) establish and maintain separate consolidated accounts in respect of the operations authorised by this licence and any other activity which requires authorisation by licence under the *Act*; and
- (c) allocate any costs shared between the operations authorised by this licence and any other activity undertaken by the *licensee* according to a methodology that is well accepted, fair and reasonable, and transparent.

11. INFORMATION TO THE COMMISSION

11.1 The *licensee* must, from time to time if required by the *Commission* and in a manner and form determined by the *Commission*, provide to the *Commission*:

- (a) details of the *licensee's* financial, technical and other capacity to continue its operations authorised by this *licence*; and
- (b) such other information as the *Commission* may require.

11.2 The *licensee* must notify the *Commission* in writing of any changes to its officers or major shareholders (if applicable) within 20 *business days* of that change occurring.

11.3 The *licensee* must promptly notify the *Commission* of any significant reduction in its financial capacity which has potential to impact upon the *licensee's* ability to carry on the operations authorised by this licence.

12. OPERATIONAL AND COMPLIANCE AUDITS

12.1 The *licensee* must undertake periodic audits of the operations authorised by this licence and of its compliance with its obligations under this licence and any applicable *industry codes* in accordance with the requirements of any applicable guideline issued by the *Commission* for this purpose.

12.2 The *licensee* must also conduct any further audits at a frequency and in a manner approved by the *Commission*.

12.3 The results of audits conducted under this clause 12 must be reported to the *Commission* in a manner approved by the *Commission*.

12.4 The *Commission* may require the *licensee* to use an independent expert approved by the *Commission* to conduct audits under this clause 12.

- 12.5 The **Commission** may require the costs of using an independent expert approved by the **Commission** to conduct audits under this clause 12 to be met by the **licensee**.

13. INSURANCE

- 13.1 The **licensee** must undertake and maintain, during the term of this licence, appropriate and adequate insurance of kinds and levels reflective of the nature of the operations carried on under this licence and the risks associated with those operations.
- 13.2 The **licensee** must annually provide to the **Commission** evidence that it holds appropriate insurance to an acceptable level in a form approved by the **Commission**.

14. CUSTOMER CONCESSIONS AND COMMUNITY SERVICE OBLIGATIONS

- 14.1 If applicable, the **licensee** must comply with the requirements of any scheme approved and funded by the **Minister**:
- (a) for the provision by the State of customer concessions or the performance of community service obligations by the **licensee**; and
 - (b) for the purposes of providing specified exemptions from the requirement to pay for the specified services.

15. CONFIDENTIALITY

- 15.1 The **licensee** must, unless otherwise required or permitted by law, this licence or an **industry code**:
- (a) comply with any rules determined by the **Commission** from time to time relating to the use of information acquired by the **licensee** in the course of operating the business authorised by this licence; and
 - (b) ensure that information concerning **customers** is not disclosed without the explicit informed consent of those **customers**.

16. VARIATION

- 16.1 This licence may only be varied in accordance with section 28 of the **Act**.

17. TRANSFER

- 17.1 This licence may only be transferred in accordance with section 29 of the **Act**.

This licence was issued by the **Commission** on 18 January 2013.

THE COMMON SEAL OF)
THE ESSENTIAL SERVICES)
COMMISSION OF SOUTH)
AUSTRALIA was hereunto affixed)
by authority of the Chairperson)
and in the presence of:)



R P Ashman

Witness

18/1/13

Date

SCHEDULE: DEFINITIONS AND INTERPRETATION

Part 1 - Definitions

In this licence:

Act means the Water Industry Act 2012 (SA);

best endeavours means to act in good faith and use all reasonable efforts, skill and resources;

business day means a day other than a Saturday, Sunday or public holiday in the State of South Australia;

Commission means the Essential Services Commission as established under the **ESC Act**;

consumer means a person supplied with **retail services** as a consumer or user of those services;

customer has the meaning given to that term in the **Act**, namely a person who owns land in relation to which a **retail service** is provided and includes:

- (a) where the context requires, a person seeking the provision of a **retail service**; and
- (b) in prescribed circumstances, a person supplied with **retail services** as a **consumer** or user of those services (without limiting the application of this definition to owners of land); and
- (c) a person of a class declared by the regulations to be customers;

customer sale contract means a contract between the **licensee** and a **customer** for the sale and supply of **retail services** to that **customer**;

ESC Act means the Essential Services Commission Act 2002 (SA);

industry code includes any **industry code** made by the **Commission** under section 28 of the **ESC Act**;

industry rule includes any **industry rule** made by the **Commission** under section 28 of the **ESC Act**;

licensee means Adelaide Hills Council ABN 23 955 071 393;

Minister means the Minister responsible for the administration of the **Act**;

non-residential customer means a **customer** other than a **residential customer**;

Ombudsman Scheme means an ombudsman scheme, the terms and conditions of which are approved by the **Commission**;

residential customer means a **customer** which acquires **retail services** primarily for domestic purposes;

retail services has the meaning given to that term in the **Act**, namely a service constituted by:

- (a) the sale and supply of **water** to a person for use (and not for resale other than in prescribed circumstances (if any)) where the water is to be conveyed by a reticulated system; or
- (b) the sale and supply of **sewerage services** for the removal of **sewage**,
(even if the service is not actually used) but does not include any service, or any service of a class, excluded from the ambit of this definition by the regulations;

sewage includes any form of waste that may be appropriately removed or dealt with through the use of a **sewerage service**;

sewerage service means:

- (a) a service constituted by the collection, storage, treatment or conveyance of **sewage** through the use of a reticulated system; or
- (b) any other service, or any service of a class, brought within the ambit of this definition by the regulations; and

water includes rainwater, stormwater, desalinated water, recycled water and water that may include any material or impurities, but does not include **sewage**.

Part 2 - Interpretation

In this licence, unless the context otherwise requires:

- (a) headings are for convenience only and do not affect the interpretation of this licence;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include any gender;
- (d) an expression importing a natural person includes any company, partnership, trust, joint venture, association, corporation or other body corporate and any governmental agency;
- (e) a reference to any statute, regulation, proclamation, order in council, ordinance or bylaw includes all statutes, regulations, proclamations, orders in council, ordinances or by-laws varying, consolidating, re-enacting, extending or replacing them and a reference to a statute includes all regulations, proclamations, orders in council, ordinances, by-laws and determinations issued under that statute;
- (f) a reference to a person includes that person's executors, administrators, successors, substitutes (including, without limitation, persons taking by novation) and permitted assigns;
- (g) a reference to a document or a provision of a document includes an amendment or supplement to, or replacement or novation of, that document or that provision of that document;
- (h) an event which is required under this licence to occur on or by a stipulated day which is not a **business day** may occur on or by the next business day; and
- (i) a reference to a person includes that person's executors, administrators, successors, substitutes (including, without limitation, persons taking by novation) and permitted assigns.

ANNEXURE

Part A – Retail Services

Provision of ***sewerage services*** within the boundaries of Adelaide Hills Council. Specifically, the operation of Community Wastewater Management Systems and associated infrastructure at Birdwood-Mt Torrens, Kersbrook, Woodside, Charleston, Verdun and Stirling.

Part B – Customers

Residential and ***non-residential*** customers.

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

Item: 12.7

Responsible Officer: Kira-marie Laverty
Corporate Planning & Performance Coordinator
Office of the Chief Executive

Subject: Draft 2020-21 Annual Report

For: Decision

SUMMARY

Section 131 of the *Local Government Act 1999* (the Act) requires councils to prepare and adopt an Annual Report by 30 November. The Annual Report is the primary mechanism for summarising the 2020-21 financial year achievements against Council's *Strategic Plan 2020-24 – A brighter future*, and 2020-21 Annual Business Plan.

The purpose of this report is to provide the draft *2020-21 Annual Report* (the Annual Report) for the Council's consideration and adoption.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. The 2020-21 Annual Report, as contained in Appendix 1, be adopted.
 3. That the Chief Executive Officer be authorised to make minor content, formatting or design changes necessary for publication purposes.
-

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 production of the Annual Report is fundamental to demonstrating the transparency and accountability of local government.

➤ Legal Implications

Section 131 of the *Local Government Act 1999* (the Act) requires councils to produce Annual Reports. It must be prepared and adopted by the Council by 30 November. This section focuses on the timing and distribution of the report.

Schedule 4 of the Act and associated Regulations set out the material that must be contained in the Annual Report. An extract of schedule 4 has been included in **Appendix 2** to highlight the alignment to the sections of the draft *2020-21 Annual Report*.

Regulation 35 of the *Local Government (General) Regulations 2013* (the Regulations) sets out the required elements needed for the report on confidentiality orders under Section 90(2) and 91(7) of the Act. These requirements have been addressed with a report included within the “Our Governance” section of the draft Annual Report.

➤ Risk Management Implications

The review of the draft Annual Report will assist in mitigating the risk of non-compliance with statutory requirements leading to a loss of confidence in the Council.

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

➤ Financial and Resource Implications

There are no financial implications arising from considering the draft Annual Report.

Production of the annual report has involved mainly existing staff resources and the printing of a small number of hard copies. Small external costs are associated with design of the final copy.

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

The Annual Report contains information of the provision of services and facilities to the Adelaide Hills community in the financial year. It also provides an overview of performance against targets including for Council's Customer Service Standards. It highlights potential areas for improvement in addition to those performing well.

➤ **Sustainability Implications**

The Council's sustainability (financial, social and environmental) is reflected within the statistics and results discussed within the Annual Report.

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Audit Committee were presented with the Audited Financial Statements which are included as Appendix 1 of the Annual Report, at their 18 October 2021 Meeting. The Annual Report was reviewed and recommended to Council for adoption at the 15 November 2021.
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	Annual reports were supplied by all Council Subsidiaries: Adelaide Hills Region Waste Management Authority; East Waste Management Authority; Gawler River Floodplain Management Authority; and Southern & Hills Local Government Association. These are contained within Appendix 3 of the Annual Report.
<i>Community:</i>	Engagement with the community is not applicable for the development of the Annual Report. However, the Annual Report itself, once finalised, is one way of communicating key achievements and Council performance to the community.

2. BACKGROUND

The draft *2020-21 Annual Report* has been prepared with an emphasis on reporting achievements against the Council's *Strategic Plan 2020-24 – A brighter future* and *2020-21 Annual Business Plan*. The financial statements are also included as Appendix 1 of the draft *2020-21 Annual Report*.

The Audit Committee considered the draft Annual Report at its meeting on 15 November 2021 per their terms of reference:

3.1.1 (part) Review and provide advice to Council on the degree to which the annual financial statements present fairly the state of affairs of the Council

3.1.2 The committee shall monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgements which they contain.

7.4. Draft Annual Report

Moved Peter Brass
S/- David Moffatt

58/AC21

The Audit Committee resolves:

- 1. That the report be received and noted**
- 2. To advise Council that the Committee has reviewed the Draft 2020-21 Annual Report, as contained in Appendix 1, in terms of the reports adequacy in meeting its legislative requirements.**
- 3. That, on the basis of the Committee's review, to recommend the Annual Report to Council for adoption.**

Carried Unanimously

3. ANALYSIS

The draft Annual Report, contained in **Appendix 1**, provides an overview of Council's achievements and activities during the reporting year.

The Report provides a summary of achievements against the goals and objectives set out in Council's *Strategic Plan 2020-24 – A brighter future* and *2020-21 Annual Business Plan*. It also contains highlights and statistics of other activities of note.

Much of the additional content in the Annual Report addresses statutory requirements, particularly those set out in Schedule 4 of the Act and Regulation 35 of the *Local Government (General) Regulations 2013* (the Regulations). Regulation 35 is addressed in the "Our Governance" section of the draft Annual Report. **Appendix 2** provides an extract of Schedule 4 and highlights which sections of the draft Annual Report address the requirements.

4. OPTIONS

Council has the following options:

- I. Resolve to adopt the 2020-21 Annual Report as presented (**Recommended**)
- II. Resolve to adopt the 2020-21 Annual Report with amendments (**Not Recommended**).
Given the requirement to finalise the Annual Report by 30 November, significant amendment may result in the Council not meeting its legislative obligations

5. APPENDICES

- (1) Draft 2020-21 Annual Report
- (2) Annual Report compliance to Schedule 4 of the Act

Appendix 1

Draft 2020-21 Annual Report

2020-21 Annual Report



Welcome

This is our Annual Report for 2020-21 which provides an account of our performance over the financial year 1 July 2020 to 30 June 2021 and highlights our achievements against the goals we set in *A Brighter Future: Council's Strategic Plan 2020-24*, and Annual Business Plan 2020-21.

The Annual Report meets the requirements of the *Local Government Act 1999*, and is provided for our ratepayers, residents, business operators, visitors, government agencies and other interested parties.

ISBN XXX-X-XXX-XXXXX-X

Cover photo: Guests at Festival of the Hills, Strum & Stroll, at Fabrik Arts + Heritage Lobethal. Credit: Darren Clements.

Council acknowledges that we undertake our business on the traditional lands and waters of the Peramangk and Kurna people.

We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land.

Contents

00	From the Mayor	00	Delivering on our Plans
00	From the Chief Executive Officer		Goal 1: A functional Built Environment
00	About us		Goal 2: Community Wellbeing
	Our District		Goal 3: A prosperous Economy
	Our Elected Council		Goal 4: A valued Natural Environment
	Our Organisation		Goal 5: A progressive Organisation
00	Our 2020-21 Performance Highlights	00	Our focus in 2021-22
	Financial Performance Highlights	00	Our Governance
	2020-21 Capital Works Program	00	Appendix 1: Financial Statements
	Customer Service Standards	00	Appendix 2: Subsidiary Annual Reports
	Our Events		<i>Easte Waste Management Authority</i>
			<i>Gawler River Floodplain Management Authority</i>
			<i>Southern and Hills Local Government Association</i>
			<i>Adelaide Hills Region Waste Management Authority</i>

An online version of this Annual Report can be downloaded at ahc.sa.gov.au or request a copy by contacting us:

(08) 8408 0400
mail@ahc.sa.gov.au
PO Box 44, Woodside SA 5244

We welcome your feedback on this Report or any other Council matter.



From the Mayor

Breakout quote

Through the 2020-21 financial year our community has continued to demonstrate a resilience and community spirit we can all be proud of in the wake of the 2019 Cudlee Creek Bushfire, 2021 Cherry Gardens Bushfire and the ongoing COVID-19 pandemic.

This Annual Report demonstrates how we are delivering on our Strategic Plan 2020-24: A brighter Future and our Long Term Financial Plan, by providing valuable services and infrastructure in a financially sustainable way.

As your Council, we are committed to providing the necessary tools and conditions to assist our community, local economy and environment in the continuing recovery journey. We've provided recovery workshops, gatherings and exhibitions to celebrate the creative activity of our bushfire effected community; local community groups have been supported in the new COVID-19 environment with events education and funding assistance; support for community and businesses included the waiving of permit fees, fines and interest on rates; and the new Community Readiness and Resilience Program focuses on helping people (particularly young people and families in bushfire risk areas) prepare mentally for future disasters.

The environmental health of our district has continued to be a priority for us. We have brought in a polystyrene recycling machine to reduce items going to landfill and doubled the amount of free green organic drop off days; approximately \$400,000 in grants was secured for activities related to biodiversity and bushfire recovery in reserves and roadside sites, and the long term Strategic Tree Planting Program will help the continued enhancement of existing landscapes and maintenance programs.

Council rates income is vital for funding the services and infrastructure necessary to maintain a vibrant, engaged and safe community and we have kept the average rate rise to within one per cent of the increase in the Consumer Price Index. In addition we have worked tirelessly to obtain recovery focused grants and our success has resulted in us achieving a surplus for the 2020-21 financial year.

Our staff, community partners and volunteers have all worked with such passion and commitment this year, and on behalf of the elected Council Members I would like to thank them for everything they have achieved in what has been a challenging but successful and encouraging year as Council continues to strive for a safe, proud and ambitious community for the future.



From the CEO

Breakout quote

Over the past year, Council's Administration has worked closely with the elected Council in supporting our community and overcoming the continued challenges we faced related to the bushfires and impacts of the global COVID-19 pandemic. I couldn't be prouder of staff for the way they applied flexibility and innovation in continuing to deliver services to our community during these challenging times.

Council's Incident Management Team and Emergency Operations Centre were activated again this year in response to the Cherry Gardens Bushfire to support the emergency services and community. Thankfully this bushfire was much smaller than the 2019 Cudlee Creek Bushfire, but it acts as a reminder of the significant impacts to our affected community and the important part we all play in planning for and managing bushfire risk.

Bushfire mitigation activities completed by Council include the Road Reserves Annual Maintenance Program; Bushfire Management Area Plans asset inspections; fire track maintenance; completion of over 10,000 property inspections, and issuing over 500 clear up notices to private properties.

Financial sustainability underpins everything we do and enables Council to deliver both essential services and a \$13.2 million capital works program which included renewal of over 30km of roads and 2.3km of footpaths, upgrades to community hall facilities, three play space upgrades and installation of 132 kilowatt of solar systems.

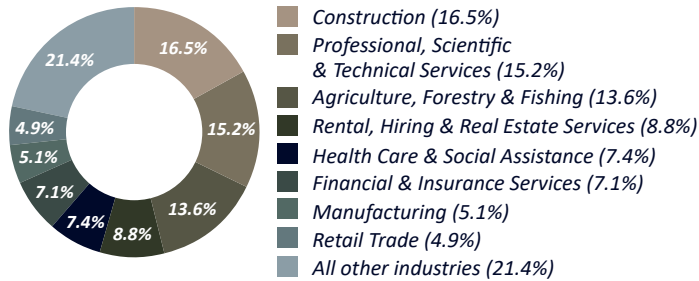
Council successfully secured \$8.2 million in grant funding, much of it supporting community, environment and economic recovery.

Our people have adapted and excelled in this challenging year, changing to more digital based work methods with the added benefit of reducing paper use. Staff continued implementation of the Skytrust system for improved access to staff resource information (including that relating to risks and safety), and expanded use of field management devices to improve efficiency and service.

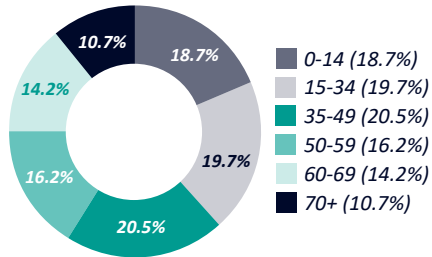
I acknowledge our Council Members, staff, volunteers and all our many partners who have contributed so much to our region, and who I know will continue to care for and support each other well into the future.

Our District

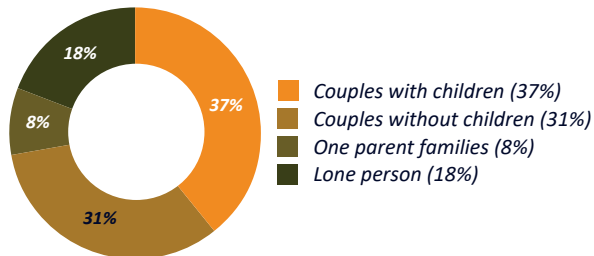
Number of registered businesses by Industry



Age Profile of Adelaide Hills Council



Household Types



618km
of Sealed Roads



403km
of unsealed Roads

3 Libraries
3 Community Centres



115km
of Footpaths



39 Playgrounds
100+ pieces
of equipment



373
Council Owned
Buildings



718k+ day trips
to the Adelaide Hills
region annually

District Area
795km²

57
Townships
& Localities

40,162
Total Population



11,607
local jobs

44
Median Age



32%
Volunteers



15,478
Households



3% need
help at home



29% have a
university education



19% have a
trade qualification



4134 Businesses
98% have less than
20 employees



Data source: ABS Quarterly Population Estimates 2019

Our Elected Council



Mayor

Dr Jan-Claire Wisdom



Deputy Mayor

Cr Nathan Daniell
(Ranges Ward)



Cr Ian Bailey
(Ranges Ward)



Cr Kirrilee Boyd
(Ranges Ward)



Cr Pauline Gill
(Valleys Ward)



Cr Chris Grant
(Valleys Ward)



Cr Linda Green
(Valleys Ward)



Cr Malcolm Herrmann
(Valleys Ward)



Cr John Kemp
(Ranges Ward)



Cr Leith Mudge
(Ranges Ward)



Cr Mark Osterstock
(Ranges Ward)



Cr Kirsty Parkin
(Ranges Ward)



Cr Andrew Stratford
(Valleys Ward)

Council and Committees

The Elected Council's role is to provide for the governance and management of the Council area. It does this through:

- representing the interests of the community,
- providing and coordinating public services and facilities,
- encouraging and developing initiatives to improve the community's quality of life, and
- undertaking its responsibilities and functions as prescribed in legislation and strategic management plans.

A number of committees have been established in accordance with legislation to assist the Council to discharge its responsibilities in specific areas. These are the Audit Committee, the Chief Executive Officer Performance Review Panel (CEOPRP), the Council Assessment Panel (CAP), the Building Fire Safety Committee, and the Health and Safety Committee.

Our Organisation

Administration

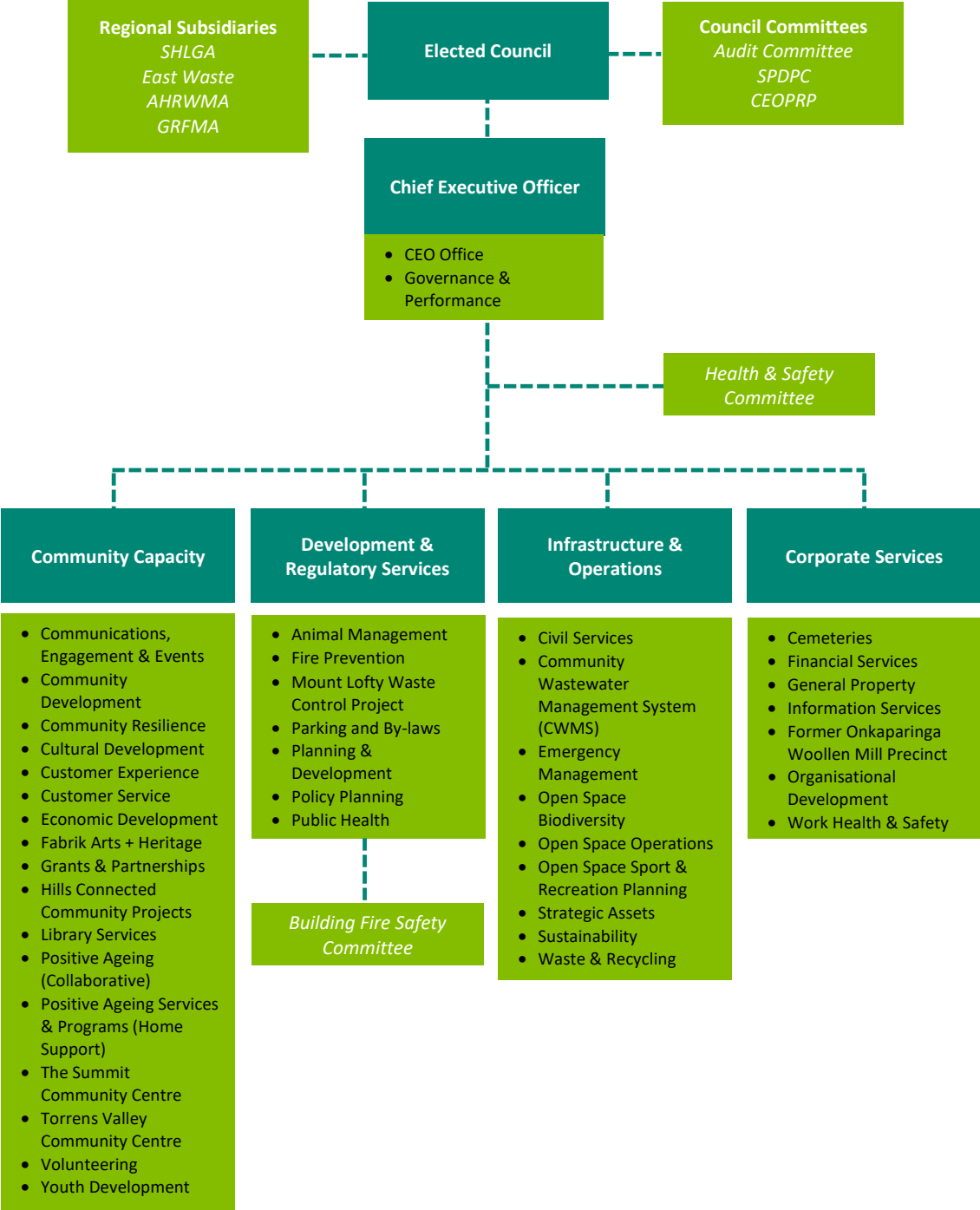
The Council’s administration is led by a Chief Executive Officer appointed by the Council.

The Chief Executive Officer appoints staff to carry out the functions and duties delegated to them and to implement Council decisions. The administration is organised into directorates (see diagram), each with a specific area of focus and functional responsibilities. The arrangement of the directorates provides for the separation of the regulatory activities (into the Development and Regulatory Services Directorate) from the other activities of the Council.

Regional Subsidiaries

Council is a member of four regional subsidiaries which assist in strategic planning and service delivery activities. The subsidiaries are the:

- Southern and Hills Local Government Association (SHLGA)
- Eastern Waste Management Authority (East Waste)
- Adelaide Hills Region Waste Management Authority (AHRWMA), and
- Gawler River Floodplain Management Authority (GRFMA).



Our 2020-21 Performance Highlights

Aged home support



6,900
hours of
in home support



18,500
hours of social
support



2,500
transport
trips

Community programs and events

7,654

participants in
our community
programs



6,097

attendees at Fabrik
programs, events
and programs

Community Online Engagement

35%

overall growth in
digital engagement



35 people participated in
online campaigns
13,500 project page views



Website visitors

468,725 (3.98% increase)
43% of website visitors clicked
on a social media link.

Electronic newsletter subscribers



Libraries
11,830
(60.5% growth)



Business
7,737
(12.82% growth)



Hills Voice
2,634
(17.07% growth)

Economy

1.15m
day trips taken
to the region



Average of **168**
volunteers
across the year



14,206

volunteer hours provided across libraries,
community centres, assisting in aged
support and in youth development

Cultural Diversity



13 activities or programs offered across
the Community Centres and Libraries that
celebrated Cultural diversity.

Our 2020-21 Performance Highlights

Library



Physical visits
185,605



Physical loans
672,582



Digital loans
eBook **88,883**
eAudiobook **58,521**
eMagazine **366,230**

Animal management



Dog registrations
8,715



Cat registrations
434



95.7%

of all Council decisions
were made in meetings
open to the public

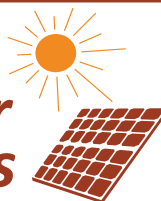
Biodiversity, environment and sustainability

59,000ML



Volume of
recycled
water

**Solar
power
panels**



132 kWs installed
across Council properties

28 Bush for life sites
(95.3 ha) where volunteers
have contributed over
3,033 hours of work



\$515,825 in Grants
won for Biodiversity projects



Youth



Year 12 support program
provided 300 support packs
across 5 schools



10,891

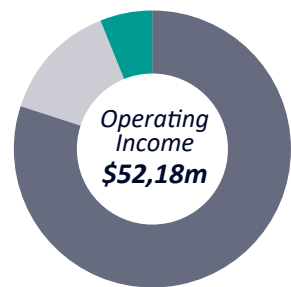
inspections completed as
part of the annual bushfire
prevention activities



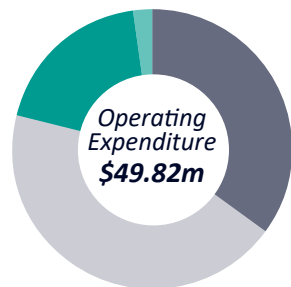
51.73% of waste
collected was diverted from
landfill as recyclable material

27 waste education
sessions held

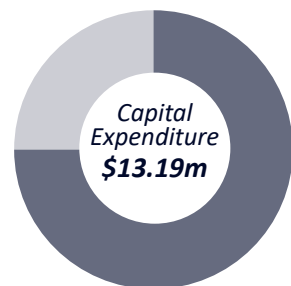
Financial Performance Highlights



■ Rates income \$40.11m (77%)
■ Grants income \$8.22m (16%)
■ other \$3.85m (7%)















■ Employee costs \$18.64m (38%)
■ Materials, contracts & other expenses \$21.10m (42%)
■ Depreciation \$9.45m (19%)
■ Other 628k (1%)



■ Renewal & replacement of assets \$7.82m (59%)
■ New or upgrades \$5.37m (41%)

Expenditure Highlights

 Library Services \$1.9m	 Civil services \$5.2m
 Bushfire Recovery \$2m	 Waste & Recycling \$5.3m
 Community, Cultural & Youth Development \$	 Biodiversity & Sustainability \$779,000
 Aged Care Support \$1.2m	 Open Space - Operations \$5.4m
 Animal Management \$440,000	 Property Management \$1.7m
 Planning & Development \$2.2m	 Economic Development \$541,000

2020-21 Capital Works Program



Road Works \$4.2 million

- Renewed 10.6km of sealed roads (over 44 roads)
- Renewed 23km of unsealed roads (over 28 roads)



Footpaths \$858,000

- 11 new footpaths constructed
- 16 existing footpaths were renewed totaling 2.3km, including Kidney St, Uraidla and William St, Woodside.



Storm Water \$717,000

- New Stormwater infrastructure completed at intersection of Glebe, Kurla and Junction Rds, Balhannah, Lower Hermitage Rd, Lower Hermitage, and woodland Way, Teringie.



Buildings \$1,800,000

- installation of solar systems on The Summit Community Centre, Woodside Offices, Positive Ageing Centre, Stirling Library and Heathfield Depot
- Upgrade of Crafers Hall including new toilets
- Upgrade and /or new public toilets at Lobethal Centennial Hall, Woodside institute and Stonehenge Reserve
- completion of salt damp remediation works at Montacute Institute



Other Capital Projects \$2.8 million

- 4 Federally funded road blackspot projects completed at Checker Hill Road, Martin Hill Road, Ironbank Road, Ironbank and Ridge Road, Mylor
- 2 new bus shelters built and 2 bus shelters renewed



CMWS Community Wastewater Management System \$540,000

- Finalised pipe capacity upgrades in the Woodside township through the recreation grounds.
- Upgraded pump station and control panel at Woodside to improve operational performance and reduce noise pollution.

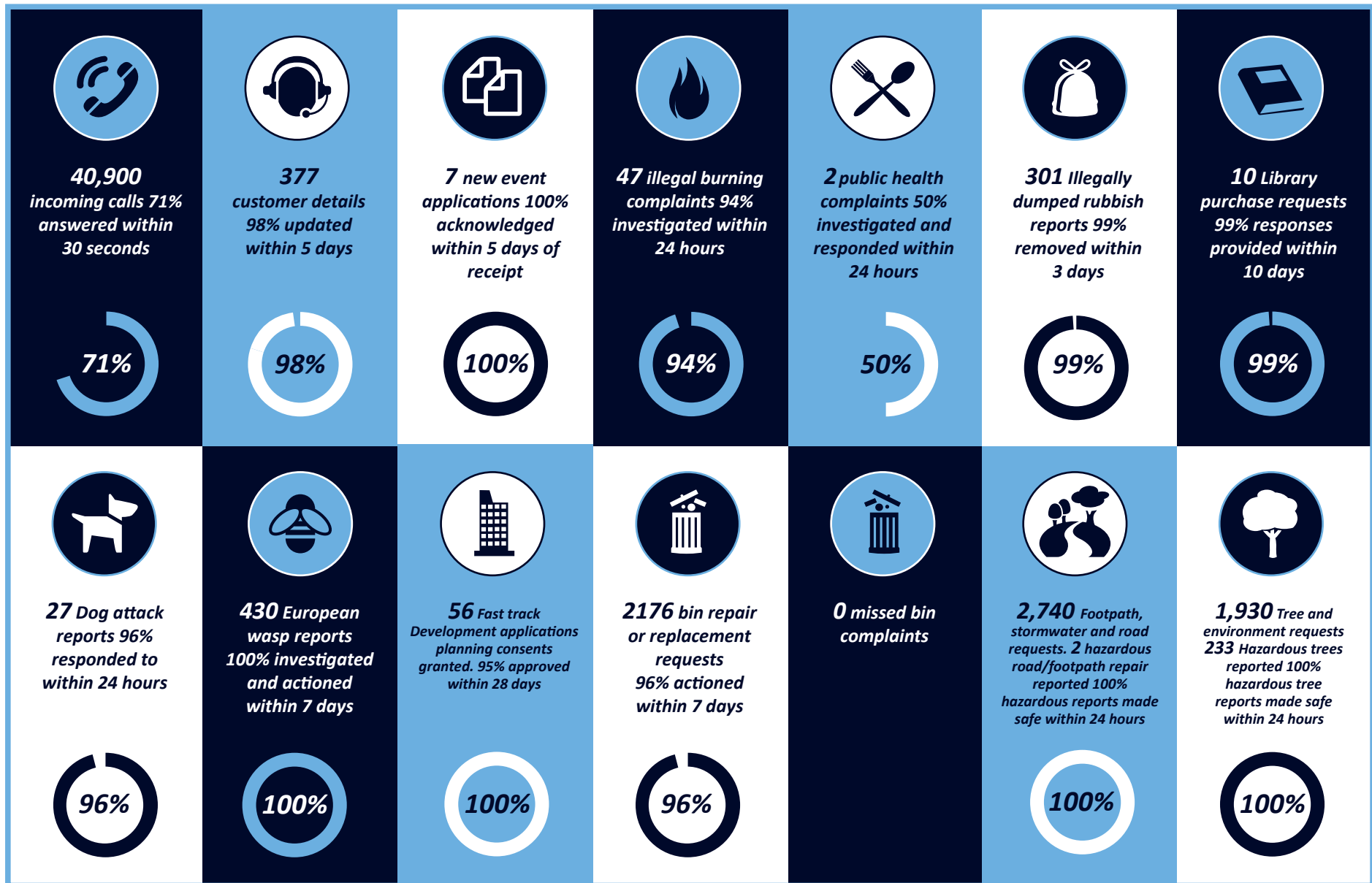


Sport and Recreation \$1 million

- 3 playspaces upgraded at Mount Torrens Oval, Charleston & Kersbrook Oval.



Customer Service Standards



Our Events

The Adelaide Hills remains a destination of choice for arts and community events. In 2020-21 we supported 113 community events including markets, local cycling and walking events, music festivals, and the Santos Festival of Cycling, including supporting them through the challenges of responding to the COVID-19 pandemic.

Festival of the Hills

19-21 February 2021

Stirling, Lobethal, Oakbank, Woodside,
Charleston, Mount Torrens

Festival of the Hills was held for the first time in February 2021, and included an *Opening Night Party* in Stirling; *Strum & Stroll* presented by the Guitar Festival and Fabrik Arts + Heritage in Lobethal; and *Discover, Play, Bikeway!* along the Amy Gillett Bikeway.

Discover, Play, Bikeway! included popup music, art, food, and performances along the trail from Oakbank to Mount Torrens.



Santos Festival of Cycling

21-24 January 2021

Birdwood, Lobethal

The *Santos Festival of Cycling* was a six-day domestic cycling festival that was held in place of the *Santos Tour Down Under* in 2021.

The event featured one stage in the Adelaide Hills, with a start at the National Motor Museum in Birdwood and finish at Golding Wines in Lobethal.

The district put on a show again, with Lobethal winning the Best Dressed Town award.



Gumeracha Medieval Fair

8-9 May 2021

Gumeracha

The *Gumeracha Medieval Fair* was held again in May 2021 at Federation Park in Gumeracha.

The local community and visitors successfully came together for a weekend of medieval fun that was not possible in 2020 due to the COVID-19 pandemic.



Local Markets

Various recurring dates

Stirling, Mylor, Uraidla, Woodside,
Oakbank, Gumeracha

Markets across the Adelaide Hills are some of the events that have been able to operate in a COVID-19 safe manner. They create excitement for the townships and help to connect the community in what has been a difficult couple of years.



Delivering on our plans

Our Strategic Plan 2020-24, *A Brighter Future*, was formally adopted in April 2020 with the aspiration of making it easier for our community to prosper while maintaining and enhancing the unique environment, character and liveability of our area.

The Strategic Plan is supported by our Long Term Financial Plan, Infrastructure and Asset Management Plan, and Corporate Plan, all of which are critical to ensuring Council's long-term sustainability. The following performance information is aligned with our Strategic Plan and the 2020-21 Annual Business Plan (ABP) strategy and goals.



Ensure that all decisions regarding the built environment recognise our unique character and natural environment to maintain and enhance liveability for our community.



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



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



The natural environment of the Adelaide Hills contributes significantly to the character of the region and is greatly valued by our local community and visitors.



Council is recognised for its skilled and agile workforce, for its representative and accountable governance, its commitment to cost effectiveness and efficient service delivery.

Our *Strategic Plan 2020-24 – A Brighter Future* sets out our goals, objectives and priorities (listed in full in Appendix 3). As it is a four year plan, not every priority will have an achievement listed against it each year.

What we have achieved

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

- Drafted and consulted on a new Trails & Cycling Routes Policy that will help prioritise future trail and cycling route projects. (Priority B1.1)
- Provided training to Council officers to expand their accessibility considerations for planning in future renewal and upgrades. (Priority B1.2)
- Collaborated with numerous Councils and key Agencies to progress the Great Australian Wine Trail Feasibility Report. (Priority B1.3)
- Contributed to the Regional Development Australia – Adelaide Hills, Fleurieu and Kangaroo Island workshop for improving people and freight transport across the region. (Priority B1.4)
- Constructed 4 new footpaths, and renewed 14 footpaths to modern standards. Spent a further \$40k on footpath maintenance to keep our network accessible and safe. (Priority B1.5)

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

- Continued to work with community groups to progress strategic planning for their townships including the Gumeracha Main Street Project, and the potential Uraidla Masterplan for the Main Street and broader township. (Priority B2.1)
- Provided Water Sensitive Urban Design training to Council staff to assist in incorporating this into the planning, design and implementation of developments and projects within the region. (Priority B2.2)

- Commenced investigations for the Stage 2 Local Heritage Place Code Amendment. (Priority B2.4)
- Local Heritage Grant Fund Round 2 reaching completion with a majority of projects receiving Development Approval (Priority B2.4)
- Presented the findings from the World Heritage Bid Expert Review to membership councils, State and Commonwealth Government where it was agreed for a collaborative project to be progressed with Adelaide City Council as the lead. (Priority B2.5)
- Received 355 development applications for properties affected by the Cudlee Creek and Cherry Gardens Bushfires which included 76 applications for new dwellings. 96.6% received expedited full development approval or planning consent by 30 June. (Priority B2.6)



Mayor Jan-Claire Wisdom, Cr Hermmann, and Civil Projects Coordinator Oliver Pfueller join members of the Gumeracha Main Street Project to watch stobie poles come down in the main street.

Objective B3 - Consider external influences in our long term asset management and adaptation planning

- Secured a Local Government Infrastructure Partnership Program grant to design and install a central irrigation system and upgrade irrigation systems at Bradwood Park and Mylor to improve bore water efficiencies. (Priority B3.3)
- Installed an additional 132kW of solar panels on key Council facilities including the Coventry Library and Birdwood Community Wastewater Management System facility. (Priority B3.2)
- Continued to Participate in the LGA Circular Procurement Pilot which aims to purchase items and materials containing recycled content and reporting on the outcomes. (Priority B3.3)
- Progressed the Stirling, Aldgate and Bridgewater Storm water Management Plan in partnership with the Stormwater Management Authority. Once completed, this will be a key document in adapting our built environment regarding future flood risk. (Priority B3.4)

Objective B4 - Sustainable management of our built assets ensures a safe, functional and well serviced community

- Audited all play spaces to ensure that they meet appropriate standards. The audit information along with policy positions & usage data assists us to prioritize works to play spaces, courts, ovals & trails. (Priority B4.1)
- Drafted the Community & Recreation Facilities Framework based on consultation undertaken with the community and clubs about our sport and recreation facilities, how they are managed and what we could improve. (Priority B4.3)
- Completed Road safety blackspot projects at Checker Hill Rd; Martin Hill Rd; Paracombe Rd, Paracombe; Ironbank Rd, Ironbank; and Ridge Rd, Mylor. (Priority B4.4)
- Completed drainage infrastructure to reduce flooding at Grevillea way, Woodside; Woodland Way, Teringie; and Aldgate Terrace, Bridgewater.



Solar panels on the roof of Coventry Library, Stirling.

Performance Measures

Measure	Target	Strategic Objective	Reporting Frequency	Actual	Note
CPI-B01 - Inspections of footpaths in high priority zones	100%	B1	Quarterly	50%	New field tablet process only operational late in the financial year.
CPI-B02 - Delivery of capital works program	90%	B1	Annually	94%	
CPI-B03 - Compliance inspections completed within 5 business days of development completion notification	80%	B2	Quarterly	72%	The 8% shortfall was primarily due to swimming pool inspections being the priority for the building team this year.
CPI-B04 - Compliance inspections completed within 5 business days of notification of alleged unlawful development	80%	B2	Quarterly	85%	
CPI-B05 - Comparison of Council's Energy Usage (Kwh) against previous financial year	Less than the previous financial year	B3	Annually	2018-19 = 2,393,157 2019-20 = 1,984,080 2020-21 = 1,875,319	
CPI-B06 - Tonnes of recycled plastic content in products purchased by Council	25 tonnes	B3	Annually	24 tonnes	Some projects were unable to proceed in 2020-21 financial year due to market impacts and product availability which meant we didn't achieve our aspirational target.
CPI-B07 - Operational tasks completed within the Civil Zone Maintenance Program	80%	B4	Quarterly	60%	Result indicates that 60% of operational activities are planned, compared to 40% reactive. Accuracy of result will improve with the broader rollout of confirm asset management software and in field devices.

Our *Strategic Plan 2020-24 – A Brighter Future* sets out our goals, objectives and priorities (listed in full in Appendix 3). As it is a four year plan, not every priority will have an achievement listed against it each year.

What we have achieved

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

- Provided 13 cultural diversity activities and programs across libraries and community centres throughout the year. (Priority C1.1)
- Adopted the Access and Inclusion Plan 2020-24 in January 2021. (Priority C1.3)
- Delivered community development programs with a range of priority groups such as older residents, young people, people from culturally diverse backgrounds, and people with disability. (Priority C1.3)
- Provided transport assistance in partnership with Mt Barker and Alexandrina Councils for those who are transport disadvantaged for attendance at 1,503 medical appointments. (Priority C1.4)
- Provided 2,500 direct transport assistance trips for community members aged over 65 to access social activities and programs. (Priority C1.4)
- Utilised the State Government's Guidelines for accessible playspaces to design the Kersbrook, Mount Torrens and Charleston playspace upgrades.

Objective C2 - A connected, engaged and supported community

- Provided a range of programs and events to encourage community connection with funding support from the State Government. Some examples include Aboriginal campfire storytelling, Book Club, Yoga, Painting, School holiday programs, and Youth programs. (Priority C2.1)
- Provided 6,900 hours of home maintenance and domestic assistance, and 18,500 hours of social support to registered

clients in the Commonwealth Home Support Program which aims to support people aged over 65 remain independent in their homes and be connected with their community. (Priority C2.2)

- Adopted the Youth Action Plan 2021-24 in December 2020. (Priority C2.3)
- Provided programs, activities and events for youth development including the Youth Leadership Program, Youth Week events, school holiday programs, Young Drivers Awareness Course, live music and video gaming events. (Priority C2.3)
- Engaged with community to assist in the development of the Access and Inclusion Plan 2020-24.



Council's Community Programs mini bus.

Objective C3 - A community that grows together

- Continued to provide library and community centre programs and workshops adapting to the limitations of COVID-19 restrictions. These included school holiday programs, Science, Technology, Engineering, Arts and Mathematics (STEAM) programs, digital literacy support, and workshops on other creative, health and educational topics. (Priority C3.1)
- Developed a new online induction and training package for volunteers enabling easier entry into volunteering, and supported groups and organisations to recruit and retain volunteers through our Volunteer Connect Program. (Priority C3.2)
- Provided grant opportunities and training in applying for grants to support community groups to continue the work that they are passionate about. (Priority C3.3)
- Facilitated the Cudlee Creek Recovery Community Reference Group which created community events such as the Build Back Better Workshop and the Your Hall Your Hub series of events, as well as supporting a number of locally led recovery initiatives. (Priority C3.3)
- Worked closely with The Hut Community Centre and Mt Barker Community Centre to collaborate in the provision of their centre based and outreach services. (Priority C3.4)

Objective C4 - An active, healthy, thriving and resilient community

- Collaborated with Councils in our local Government area to deliver Public Health Plan initiatives. (Priority C4.1)
- Provided representation and input to a number of interagency and community meetings related to recovery and support of the community through natural disasters and COVID-19 pandemic. This includes the Cudlee Creek Community Reference Group, the Local Recovery Committee, the Agricultural Landscape Reference Group and the Bushfire Recovery Mental Health Multiagency Coordination Group, as well as working closely with Wellbeing SA and the Australian Red Cross. (Priority C4.1)



The new play space at Kersbrook Oval.

- Upgraded 3 local playspaces at Mount Torrens Oval, Charleston and Kersbrook Oval. (Priority C4.2)
- Facilitated a series of workshops for clubs to help the recover and continue to grow in the changing environment of the COVID-19 pandemic. (Priority C4.4)
- Supported a large number of clubs with grant applications, project planning and facility improvements. (Priority C4.4)
- Supported 40 recovery related community events, projects and workshops.
- Activated Council's Incident Management Team and Emergency Operations Centre in response to the Cherry Gardens Bushfire in order to support the emergency services and community.
- Commenced the federally funded Community Resilience Program, which is focused on helping people (particularly young people and families) in bushfire risk areas prepare mentally for future disasters.



Ngarrindjeri weaving workshop with Aunty Ellen Trevorrow. Part of Artlands, held at Fabrik Arts + Heritage.

Objective C5 - Respect for Aboriginal culture and values

- Progressed the development of the Innovate Reconciliation Action Plan in consultation with the Adelaide Hills Reconciliation Working Group. (Priority C5.1)
- Provided activities celebrating Aboriginal and Torres Strait Islander culture were offered across libraries, community centres and Fabrik including storytelling, exhibitions, weaving, art and craft. (Priority C5.2)
- Developed a reconciliation sub-brand to be included on relevant signage and materials

Objective C6 - Celebrate our community's unique culture through arts, heritage & events

- Secured \$3 million in Local Economic Recovery Grant funding for the redevelopment of Fabrik's State heritage listed site. (Priority C6.1)
- Collaborated with History SA and former mill workers to develop a plan for the future development of a heritage display celebrating the significant history of the Onkaparinga Woollen Mill. (Priority C6.1)
- Supported creative recovery after bushfire by providing workshops, gatherings and an exhibition celebrating the creative activity of the bushfire effected community. (Priority 6.1)
- Provided an "Event support program" to educate and support local community groups and event organisers in managing events in the changed COVID-19 environment. 11 groups received funding assistance for their events totaling \$25k. (Priority 6.2)
- Presented the Festival of the Hills event in February 2021 which partnered with local businesses, artists and community groups to promote the Arts in our region. (Priority 6.3)
- Supported the Arts in our region at Fabrik by exhibiting and selling artwork for 150 artists, and engaging 19 artists to run workshops which were attended by 170 participants. (Priority 6.3)
- Adopted the Arts and Heritage Collection Policy in July 2020. (Priority 6.4)

Performance Measures

Measure	Target	Strategic Objective	Reporting Frequency	Actual	Note
CPI-C01 - Positive ageing wellbeing score	7 average	C2	Quarterly	6.7	Community's sense of wellbeing has been impacted by the significant life events of the past 18months including bushfires and COVID-19.
CPI-C02 - Community Centre participants who feel better connected to others or community	85%	C2	Bi-annually	91%	
CPI-C03 - Community centre participants who would use the knowledge/skills gained in the future	80%	C3	Bi-annually	82%	
CPI-C04 - Number of volunteer hours contributed to AHC programs each year	4,800hrs	C3	Quarterly	Average 3,551hrs/quarter	Impacted by COVID -19 restrictions
CPI-C05 - Library visits per capita compared with the state average	25% above the state average	C3	Annually	4.64	State average not yet available
CPI-C06 - Library loans per capita compared with the state average	35% above the state average	C3	Annually	10.35	State average not yet available
CPI-C07 - Attendance at programs, events and workshops at Fabrik Arts and Heritage Hub	8,000 people	C6	Annually	6,097 people	Impacted by COVID-19 restrictions
CPI-C08 - Percent of available studio spaces occupied	50%	C6	Annually	100%	
CPI-C09 - Number of events and programs celebrating cultural diversity	8	C6	Annually	13	

Our *Strategic Plan 2020-24 – A Brighter Future* sets out our goals, objectives and priorities (listed in full in Appendix 3). As it is a four year plan, not every priority will have an achievement listed against it each year.

What we have achieved

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

- Adopted the Economic Development Plan 2020 – 2024 following significant consultation with the business community, industry groups and other levels of Government.
- Contributed to the development of a “Living in Harmony” campaign to assist interactions between Primary Producers and Non Primary Producer neighbors. (Priority E1.2)
- Facilitated connections between Business Support services and Fabrik including the New Enterprise Incentive Scheme and the Circle First Nations Entrepreneur Hub. (Priority E1.3)
- Supported 60 Business who attended the “Rethinking Business” workshop event which provided information and advice to support in responding to the impact of bushfires and COVID-19. (Priority E1.4)
- Assisted community and business through bushfires and COVID-19 impacts by waiving \$22k of fines and interest and \$13k in outdoor dining permits. (Priority E1.4)
- Continued to fund and support key economic development partnerships with Stirling Business Association, Adelaide Hills Tourism and Regional Development Adelaide Hills, Fleurieu and Kangaroo Island. (Priority E1.5)

Objective E2 - Provide local infrastructure to drive growth and productivity

- Advocated for our communities with NBN and Regional Development Australia on identifying and addressing internet blackspots and improvement opportunities across the region. Stirling and Crafers have now been included in an NBN Business Fiber initiative. (Priority E2.1)



Keynote speaker Katrina Webb presenting at Rethinking Business.

Economic Development Officer, Brett Mayne, with representatives of Regional Development Australia Adelaide Hills Fleurieu and Kangaroo Island.



- Contributed to planning discussions and negotiations with State Government on transport services and infrastructure across the Adelaide Hills. (Priority E2.1)
- Communicated the changes and impacts of the revised planning code and creation of the Planning portal. (Priority E2.3)
- Updated Council's Road, Kerb and Footpath Asset Plan to ensure optimum cost delivery of these services to the community over the assets lifetime. (Priority E2.4)
- Objective E3 - Encourage, attract and retain a creative, talented and skilled workforce in our region
- Provided business advice and information through the quarterly business e-newsletter to our 2,202 subscribers. (Priority E3.1)
- Promoted the Department of Innovation and Skills' BizWeek initiatives in April, including specific Adelaide Hills focussed events looking at resilience, insurance, and digital operations. (Priority E3.1)
- Assisted Regional Development Australia Adelaide Hills Fleurieu and Kangaroo Island in implementing Workforce Training and Employment Programs. (Priority E3.2)
- Coordinated and hosted the final judging in the "Agricultural Town of the Year" awards in which Woodside was one of five finalists. (Priority E3.3)
- Promoted business Start Up programs delivered by Adelaide Business Hub. (Priority E3.4)

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

- Collaborated with Adelaide Hills Tourism and Adelaide Hills Wine Region to identify the potential for a regional brand. (Priority E4.1)
- Contributed to the implementation of the Festival of the Hills and consulted with local businesses in regards to external events including the Adelaide Rally and Santos Festival of Cycling. (Priority E4.3)

Performance Measures

Measure	Target	Strategic Objective	Reporting Frequency	Actual	Note
CPI-E01 - Net Easy Score of respondents who rated ease of getting assistance from Council as Easy or Very Easy v Difficult or Very Difficult	> 0	E1	Every 2 years	Next survey due in 2020-21	
CPI-E02 - Visitor numbers (visitor domestic day trips)	1.2 million	E1	Annually	1.15 million	Results have been impacted by COVID-19 restrictions over this period which have limited events which normally drive tourism.
CPI-E03 - Average number of days for Building Rules Consents	20 or 60 business days*	E2	Quarterly	19.7 days average	
CPI-E04 - Percentage of new development application decisions upheld in Council/CAPs favour under appeal	85%	E2	Quarterly	93.75%	
CPI-E05 - Percentage of Planning Consents completed within statutory timeframes	85%	E2	Quarterly	71%	The target was not achieved partly due to transition to the new planning system, and partly due to a focus on completing the oldest applications which continue to skew the results.
CPI-E06 - Number of local jobs in AHC area compared to previous financial year	Maintain 2019-20 financial year (11,607)	E3	Annually	Data unavailable	

Our *Strategic Plan 2020-24 – A Brighter Future* sets out our goals, objectives and priorities (listed in full in Appendix 3). As it is a four year plan, not every priority will have an achievement listed against it each year.

What we have achieved

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

- Developed a Long Term Strategic Tree Planting Program to complement our continued enhancement of existing landscapes and maintenance programs. (Priority N1.1)
- Combined our open space, cemeteries and playground maintenance programs to improve efficiency in managing these areas. (Priority N1.2)
- Supported over 11 volunteer bushcare groups and State Government departments in managing biodiversity on mixed use reserves across the region. (Priority N1.2)
- Obtained 9 new heritage agreements for parks and reserves under Council's care and control.

Objective N2 - Recognise the benefits of ecosystem services and improve environmental resilience by reducing environmental impacts

- Completed bushcare activities at 62 High value areas of bushland contained within Council reserves and other parcels as part of the Biodiversity Operational Program. (Priority N2.1)
- Monitored vegetation at 13 high value reserves, and completed 130 assessments at over 75 Native Vegetation Marker System sites. (Priority N2.1)
- Carried out biannual bird monitoring activities at all sites under the Department of Environment and Water "Burning on Private Lands Program" which is highlighting a decline in Woodland bird populations of 45% over 20 years. (Priority N2.1)
- Commenced the cat study aimed at better understanding how cats utilize the habitat and which parts of the landscape should be the focus of further management. (Priority N2.2)

- Participated in Stringybark dieback research to determine cause and identify emerging threat. (Priority N2.2)
- Managed 22 sites under the Woody Weed Control Program. (Priority N2.2)
- Completed bushfire mitigation activities including completion of the Road Reserves Annual Maintenance Program, Bushfire Management Area Plans asset inspections, maintained 17 fire tracks, completed the Asset Protection Zone Program, completed over 11,000 property inspections and issued over 500 105F notices to private properties. (Priority N2.3)



A Native Vegetation Marker System site (a.k.a. Blue Marker site).

- Secured over \$390,000 in grants to deliver bushfire recovery activities for fire affected reserves and roadside sites. (Priority N2.4)
- Successfully advocated for State Government action in supporting Bassian Thrush populations impacted by bushfire, resulting in \$20,000 on-ground works at four Council reserves. (Priority N2.4)
- Secured over \$12,000 in grants for biodiversity work on Heritage Agreement Properties.

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

- Organised environmental based workshops at community centres, provided a presentation on the installation of solar PV panels at Woodside, and presented revegetation sessions at local primary schools. (Priority N3.1)



Beyond The Kerb waste and recycling tour group, May 2021.

- Continued our commitment to support and partner with volunteer groups and organisations including Bushcare volunteers, Trees for Life (on their Bush for Life Program), and assisted Landscape Hills & Fleurieu in the Annual Roadside Weed Control Work Plan and Reserve bushcare management. (Priority N3.2)
- Endorsed Council's recommitment to a regional Sector Agreement to work in partnership via the Resilient Hills and Coasts group (local, State Government and Regional Development Australia) to act on climate change. (Priority N3.3)
- Shortlisted as a finalist for the Local Government Professional South Australia award for the Biodiversity, and Sport and Recreations team's management of the Lobethal Bushland Park Bushfire Recovery Project Initiative.

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

- Presented a Green Organics Scoping Study to Council in April 2021. Results from this report include the resolution to double the amount of free green organic drop off days, and the need for further future analysis into options such as a 'fee incentive' to produce less waste. (Priority N4.1 & N4.2)
- Set up education stalls with a focus on how to recycle food scraps and continued to provide kitchen caddies starter packs to assist residents with food scrap recycling. (Priority N4.3)
- Partnered with KESAB in providing a bus tour of recycling facilities including food scrap composting. (Priority N4.3)

Objective N5 - Assist our community to reduce the impact of waste to landfill on the environment

- Developed an education program based on the Kerbside waste audit data to assist in the reduction of recycling contamination levels and reducing waste to landfill. (Priority N5.1)
- Installed a polystyrene recycling machine at the Heathfield Resource Recovery Centre to reduce the amount of polystyrene disposed to landfill. (Priority N5.2)

Performance Measures

Measure	Target	Strategic Objective	Reporting Frequency	Actual	Note
CPI-N01 - Number of Native Vegetation Marker System BushRAT Assessment sites complete (actual versus planned)	60 NVMS sites per annum	N2	Annually	130 assessments over 75 sites	
CPI-N02 - Woody Weed Control Program - no. of sites complete (actual versus planned)	17 sites per annum	N2	Quarterly	22	
CPI-N03 - Percent of nuisance and litter queries resolved	90%	N2	Quarterly	92% average	
CPI-N04 - Percent of private properties inspected prior to bushfire season that comply with fuel load management requirements	at least 90%	N2	Annually	99.8%	
CPI-N05 - Tonnes of green organics collected on Green organic days	150 tonnes	N4	Quarterly	200 tonnes average	
CPI-N06 - Percentage change in tonnes of waste disposed to landfill compared to previous financial year	Reduction in waste percentage	N5	Annually	2.3% less waste going to landfill	Percentage of waste diverted from landfill: 2019-20 = 51% 2020-21 = 53.3%
CPI-N07 - Number of community education actions delivered (Waste Management Strategy 2016-2021) – Actioned vs Planned	6	N5	Quarterly	13	

Our *Strategic Plan 2020-24 – A Brighter Future* sets out our goals, objectives and priorities (listed in full in Appendix 3). As it is a four year plan, not every priority will have an achievement listed against it each year.

What we have achieved

Objective O1 - We have the right people with the right knowledge and skills in the right jobs and they are supported and developed

- Conducted “Take 5 for Safety” session for all staff including a presentation a presentation from Associate Professor Jeremy Woolley, the Director of the Centre for Automotive Safety Research. (Priority O1.1)

Objective O2 - Our customers find it easier to interact and do business with Council and have an improved customer experience

- Conducted customer experience surveys via SMS and email to 5,318 recipients and received a total of 898 responses which have informed our strategies for improvements in service requests and communications. (Priority O2.4)
- Provided a program of training to key staff on managing complaints.

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

- Conducted a detailed review of the Long Term Financial Plan with changes arising from community consultation which will assist in ensuring sustainability can be achieved while also delivering on strategic plan objectives. (Priority O3.1)
- Reviewed and adopted the External Grant Funding Policy in November 2020. (Priority O3.1)
- Secured grant funding to complement ratepayers funds to enable the Council to support community, economic and environmental recovery following the 2019-20 bushfires. (Priority O3.1)
- Developed a database of Council services for the purpose of collating and analysing the resourcing, statutory requirements, business continuity, strategic alignment and opportunities for each service. (Priority O3.1)

Staff at Take 5 for Safety - Focus.



Objective O4 - We actively represent our community

- Implemented the broadcasting of Council Meetings during the financial year with plans to further develop our capability in this area. (Priority O4.1)
- Continued to provide opportunities for community members to “have their say” during public forums and deputations at Council Meetings, and in writing on the Council’s Engagement HQ website. (Priority O4.1)
- Refreshed the membership of the Advisory Groups whose function is to provide advice and expertise to Council on various subjects including biodiversity; sustainability; cemetery management, property and bushfire management. (Priority O4.2)

- Lodged submissions enquiries to the Federal Government, State Government and the Local Government Association on matters including bushfire prevention and management, strategic land use and infrastructure planning, legislative reform, economic development, boundary reform, and biodiversity. (Priority O4.3)
- Completed a Strategic Boundary Review and communicated the results to all neighbouring councils to ensure that there was openness and transparency in the consideration of options. No options identified in the Review have been progressed to date. (Priority O4.4)

Objective O5 - We are accountable, informed, and make decisions in the best interests of the whole community

- Contributed significantly throughout the year to consultations regarding the Statutes Amendment (Local Government Review) Bill 2019, which was enacted in late June 2021. (Priority O5.1)
- Reviewed policies, procedures and website functionality to continuously improve and refine governance arrangements and ensure a robust and contemporary governance framework. (Priority O5.1)
- Ensured all Council and Committee reports contain risk assessments and multi-factor analysis to facilitate sound risk mitigation and enable evidence-based decisions can be made. (Priority O5.2)
- Developed key planning documents, such as the Annual Business Plan, with input from the community and made all documents available on Council's website and in person at libraries and contact centres. (Priority O5.3)
- Produced quarterly Council Performance Reports to provide the community with regular updates on Council's key plan progression. (Priority O5.3)

Objective O6 - Technology and innovation is utilised to better meet our community's expectations and deliver value for money

- Undertook a Cyber Security Audit which has resulted in the development of and adoption of a Cyber Security Plan for Council. (Priority O6.1)
- Migrated the majority of Council records into a new records management system. (Priority O6.2)
- Commenced the transitioning of number of area's technology systems to a Cloud based software platform that will provide a more resilient and efficient system for Council. (Priority O6.3)
- Engaged with community online on 35 engagement campaigns which resulted in 13,500 website visits to 'Have their say'. (Priority O6.4)
- Transitioned to the state-based planning portal (PlanSA) for the online lodgment of development applications across Council. (Priority O6.5)



Senior ICT Officer, Yashmeet Sandhu, inspects Council's servers.

Performance Measures

Measure	Target	Strategic Objective	Reporting Frequency	Actual	Note
CPI-O01 - Number of Lost time injuries	0	O1	Quarterly	1	Our target is always to have zero lost time injuries. A result of one lost injury is below that of previous years and below the Sector as a whole.
CPI-O02 - Customer Net Ease Score (NES)	+50	O2	Bi-annually	+40	Range is -100 to +100. Therefore result is good but below +50 target.
CPI-O03 - Overall customer satisfaction	75%	O2	Bi-annually	72%	Survey respondent feedback indicates a high level of importance is placed on timeliness of attending to requests and getting back to customers. This is an area of focus for improvement in 2021-22.
CPI-O04 - Operating Surplus Ratio	1-5%	O3	Annually	4.5%	
CPI-O05 - Net Financial Liabilities Ratio	25-75%	O3	Annually	39%	
CPI-O06 - Asset Sustainability Ratio	95-105%	O3	Annually	85%	Below 95% as a result of COVID-19 impact on procurement - resulting in capital carry forward of renewal expenditure, and also savings made on projects of \$360k which also has had an impact on the ratio.
CPI-O07 - Decisions (Council resolutions) considered in open Ordinary & Special Council meetings during the reporting period	90%	O4	Quarterly	96% average	
CPI-O08 - Council member attendance at Ordinary & Special meetings	90%	O4	Quarterly	89% average	Council granted ten requests for a leave of absence, received eight apologies from Members and had one instance of an absence by a Member.
CPI-O09 - FOI requests completed within the legislated timeframe	100%	O6	Quarterly	82% average	Four cases at the end of the financial year which were a few days over the time limit impacted the previous 100% completion rate.
CPI-O10 - Ombudsman investigations upholding Council's decisions (general investigations and FOI external reviews)	100%	O6	Quarterly	100%	
CPI-O11 - Employee Turnover	7-15%	O1	Quarterly	8.7%	

Our Focus in 2021-22

In addition to continuing our day to day services and programs, we are implementing strategic initiatives to further develop and support our region to recover and grow. Some highlights are included under each of the following long term goals.



A prosperous Economy

- Supporting events in the region such as the Santos Tour Down Under.
- Supporting preparation for tourism restart across the region including undertaking an expression of interest for establishing 'free' camping sites in the region.
- Seeking external funding opportunities for key projects and programs in the region.
- Progressing our World Heritage Bid.



A functional Built Environment

- Implementing the State's new Planning and Development System including the conversion of Council's Development Plan into the new Code.
- Implementing a new Cemetery Management System.
- Preparing revised Asset Management Plans.
- Increasing our new footpath program by \$50k per annum.
- Upgrading to Crafers Village Main Street.
- Continuing to implement our Corporate Carbon Management Plan.



A valued Natural Environment

- Significantly expanding our Tree Management team and strategic programs.
- Undertaking community education on the proposed cat confinement rules in preparation of 1 January 2022 implementation.
- Exploring options for a cat facility.
- Expanding incorporation of recycled materials into our Capital Works Program.
- Expanding on our emergency management response.
- Undertaking property inspections and education as part of bushfire prevention strategies.



Community Wellbeing

- Implementing a Community Resilience and Readiness Program.
- Progressing the \$4.3 million development of Fabrik Arts + Heritage.
- Implementing the Access and Inclusion Plan.
- Developing a Library Strategic Plan.
- Developing an 'Innovate' Reconciliation Action Plan.
- Developing a new Regional Health Plan with a focus on wellbeing.



A progressive Organisation

- Continuing to explore and implement digital solutions to improve the staff and customer experience.
- Enhancing our Cyber Security Framework through implementation of additional systems and strategies to mitigate the threat of cyber attacks.
- Implementing the Service Review Framework to better analyse our services and how we allocate our resources.
- Implementing the systems and processes arising from the Local Government Reform legislative changes.

Our Governance

Governance refers to the rules, practices and processes by which Council is directed and controlled. Adelaide Hills Council continuously strives for best practice in Governance by being:

- Accountable, transparent and responsive
- Effective and efficient
- Participatory, equitable and responsible, and
- By meeting legislative obligations.

The following information reports on our governance activity during 2020-21.

Good Governance is accountable, transparent and responsive

Council Meetings

Council is the ultimate decision-making body of the organisation; it consists of the Mayor and 12 Councillors. Council meetings were held on the fourth Tuesday of every month. All Council and Council Committee meetings are open to the public unless specific provisions in the Local Government Act 1999 are satisfied to require the closing of the meeting under a confidentiality order.

Council meetings held in 2020-21:

- 12 ordinary meetings
- Three special meetings

Council Committee meetings held in 2020-21:

- Six Audit Committee meetings
- Four CEO Performance Review Panel meetings

The attendance of the Mayor and Councillors at 2020-21 Council meetings are detailed in the table on the right.

Council Meeting Type	Ordinary Council		Special Council	
Total Meetings Held	12		3	
	P	A	P	A
Mayor Jan-Claire Wisdom	9	3	1	2
Cr Nathan Daniell	11	1	3	0
Cr Ian Bailey	12	0	3	0
Cr Kirrilee Boyd	8	4	2	1
Cr Pauline Gill	12	0	3	0
Cr Chris Grant	12	0	3	0
Cr Linda Green	12	0	3	0
Cr Malcolm Herrmann	12	0	3	0
Cr John Kemp	8	4	2	1
Cr Leith Mudge	11	1	3	0
Cr Mark Osterstock	12	0	3	0
Cr Kirsty Parkin	10	2	3	0
Cr Andrew Stratford	9	3	3	0

P = Present (number of meetings attended)
A = Apology (number of meetings not attended)

Good Governance is effective and efficient

Council Member training and development

Council is committed to providing training and development activities for Council Members and recognises the responsibility to develop and adopt a policy for this purpose under Section 80A of the Local Government Act 1999.

Monthly professional development training sessions have been held for Council Members. Professional development sessions conducted in-house are Closed Informal Gatherings for the purposes of the Informal Gatherings and Discussions Policy. The dates and venues for these sessions are publicly documented in agendas for Ordinary Council meetings and are posted on the Council's website. Some Council Members also attended sessions held by the Local Government Association (LGA).

Training topics available included:

- Council Member mid-term refresher training
- SA Power Network – Vegetation Management
- Council Member Professional Development – end of year refresher training
- Mayor's Forum (by the LGA)
- Role of Council Members on the Council Assessment Panel (by the LGA)
- Planning, Development and Infrastructure Act information sessions (by the LGA)

Good Governance is participatory, equitable and responsible

Allowance paid to Council Members

Council Members are entitled to receive an annual allowance, as determined by the Remuneration Tribunal pursuant to Section 76 of the Local Government Act 1999 (the Act) for performing and discharging their official functions and duties.

Pursuant to the Remuneration Tribunal's determination, the following amounts were prescribed for Council Members for 2020-21.

	Remuneration
Mayor/Principal Member	\$72,132
Deputy Mayor/Presiding Member of a Prescribed Committee*	\$22,541
Other Council Members	\$18,033

*Council's Prescribed Committees are the Audit Committee, and the CEO Performance Review Panel.

In addition to the allowance paid under section 76 of the Local Government Act 1999, Council Members were entitled to receive the following under the Council Member Allowances and Benefit Policy.

- Reimbursement for travelling within/outside the area of Council and child/dependent care expenses associated with attendance at a Prescribed Meeting or undertaking a function or activity on the business of Council.
- Provision of an annual Travel Time Payment for Members residing greater than 30km from the Principal Office.
- Reimbursement of other expenses including:
 - Phone costs (call charges only)
 - Conference, seminar and training course fees and associated travel expenses.
- Provision of the following to assist Members in performing their official functions:
 - An iPad (or similar tablet computer), associated software and 4G connection for document management (including Council Agenda and Minutes), communication and research (both Council workspace and internet)
 - A Council email address and mobile phone (including SIM)
 - Reams of paper for printing and stationery (such as pads, pens, diaries, etc.)
 - Meals and beverages provided in association with attendance at prescribed meetings.

Notwithstanding their entitlement under the Policy, not all of these provisions were accessed by all Council Members.

In addition to these, Council resolved to make available to the Mayor (or Deputy Mayor during the Mayor's absence) the following additional facilities and support to assist them in performing and discharging their official functions and duties:

- Laptop computer with appropriate software
- Supply and maintenance of a motor vehicle (not allocated in 2020/21)
- Mayoral Office accessible 24/7 providing desk and meeting facilities
- Provision of media and communications support
- Access to administrative officer services.

The Chief Executive Officer maintains a Register of Allowances and Benefits provided to Council Members which is available to the public online or in our service centres.

Audit Committee

The Audit Committee was established by Council in 2005 in accordance with Section 126 of the *Local Government Act 1999* (the Act).

The Audit Committee's role is to assist Council in the discharge of its responsibilities for financial reporting, maintain a reliable system of internal controls, risk management and asset management, liaise with the external auditor, and foster the organisation's ethical development.

Six (6) ordinary meetings were held during 2020-21. Sitting fees were paid to independent members of the Audit Committee. The Presiding Member receives an allowance equivalent to that received by Presiding Members of Prescribed Committees in accordance with the Remuneration Tribunal's determination.

Sitting fees:

- Independent Presiding Member: \$550 per meeting (not utilised in 2020-21).
- Independent Member: \$400 per meeting.

There are five members of the Audit Committee, three independent members and two Council Members. The membership and attendance during the financial year was:

Committee Member name	No. of meetings present	No. of meetings absent or apology
Cr Malcolm Herrmann (Presiding Member)	6	0
Cr Leith Mudge	5	1
Peter Brass (Independent Member)	5	1
Natalie Johnston (Independent Member from 1/12/20)	3	0
David Moffatt (Independent Member)	6	0
Paula Davies (Independent Member until 30/11/20)	3	0

Chief Executive Officer Performance Review Panel

The Chief Executive Officer Performance Review Panel (CEOPRP) was established in 2014 to provide advice to Council on matters related to the Chief Executive Officer (CEO) and their performance.

In 2020-21, an internal process was undertaken to review the CEO's performance against the position description requirements and the agreed set of key performance indicators for the year. External advice was also received on the remuneration package payable.

Membership and attendance during the financial year was:

CEOPRP Member name	No. of meetings present	No. of meetings absent or apology
Cr Mark Osterstock (Presiding Member)	4	0
Mayor Jan-Claire Wisdom	3	1
Cr Kirsty Parkin (until 26/11/20)	2	1
Cr Chris Grant (from 27/11/20)	1	0
Janet Miller (Independent Member from 1/12/20)	1	0
Paula Davies (Independent Member until 30/11/20)	3	0

Four (4) ordinary meetings were held in 2020-21. The Presiding Member receives an allowance equivalent to that received by Presiding Members of Prescribed Committees in accordance with the Remuneration Tribunal's determination.

Sitting fees:

- Independent Presiding Member: \$550 per meeting(not utilised in 2020-21).
- Independent Member: \$400 per meeting.

Council's Assessment Panel (CAP)

As a result of the State Government's rollout of the Planning Reform for South Australia Adelaide Hills Council established a Council Assessment Panel (CAP) as required by Sections 82 and 83 of the Planning, Development and Infrastructure Act 2016 (PDI Act). This CAP replaced the former Council Development Assessment Panel and membership comprises one Council member, four Independent members (which includes an Independent Presiding member) and a Specialist Independent Member.

Membership and attendance during the financial year was:

CAP Member name	No. of meetings present	No. of meetings absent or apology
Geoff Parsons (Independent Presiding Member)	12	0
Ross Bateup (Independent Member)	12	0
David Brown (Independent Member)	12	0
Piers Brissenden (Independent Member until 1/9/20)	2	0
Paul Mickan (Independent Member from 1/9/20)	6	0

The Panel considers certain development applications (i.e. requests from people wishing to construct buildings or undertake other developments in the area) which cannot be decided upon by staff under delegation. It also hears submissions lodged in relation to publicly notified development applications. CAP meetings are generally held in Stirling on the second Wednesday of each month from 6:30pm. In 2020-21, 12 meetings of the Panel were held.

Sitting fees paid to independent members of the CAP were:

- Independent Presiding Member: \$500 per meeting
- Independent Ordinary Member: \$380 per meeting.
- Council Member: \$190 per meeting

Council Advisory (Working) Groups

Advisory Groups, operating under their own terms of reference, provide advice and support to Council's Administration.

Adelaide Hills Council's Advisory (Working) Groups are:

- Biodiversity Advisory Group
- Bushfire Advisory Group
- Cemetery Advisory Group
- Property Advisory Group
- Rural Land Management Advisory Group
- Sustainability Advisory Group
- Community and Recreation Facility Framework Internal Working Group
- Adelaide Hills Reconciliation Working Group

These Groups do not report directly to Council however they provide advice to the Administration which informs Council and Committee decisions.

Building Fire Safety Committee

Council's Building Fire Safety Committee held seven (7) meetings during the year to review the adequacy of fire safety for large buildings in the district. The members and attendance for the committee was:

CAP Member name	No. of meetings present	No. of meetings absent or apology
Peter Harmer (Building Surveyor)	7	0
Colin Paton (CFS Representative)	7	0
Jeff Grinnell (Council staff)	7	0
Deryn Atkinson (Council staff)	7	0

The Committee conducted 16 inspections and considered 18 buildings during the year, working with building owners to improve their buildings in relation to fire exits, emergency lighting, fire-fighting equipment, water supply, hydrant coverage, access for fire services, and bushfire survival plans. Five (5) Notices of fire safety Required Works were issued.

Informal Gatherings

Informal Gatherings (workshops, briefings, and professional development sessions) are held with Council Members twice a month and provide a valuable opportunity to enhance the decision-making process. Council and Committee Members use the gatherings to become better informed on issues, seek further clarification, or explore a topic further in an informal environment. Informal Gatherings are not used to make decisions; all decision-making is conducted at the formal Council and Section 41 Committee meetings.

A 'designated' Informal Gathering is one that involves the discussion of a matter that is, or is intended to be, part of a formal agenda of a Council or Council Committee meeting. These gatherings are open to the public except where they are conducted in confidence in accordance with legislative provisions. All 'designated' Informal Gatherings are advertised on Council's website.

Informal Gatherings held in 2020-21

CDIG = Closed Designated Informal Gathering

ODIG = Open Designated Informal Gathering

CIG = Closed Information Gathering

OIG = Open Information Gathering

Date	Topic	Type
14/07/2020	LG Reform - Draft Bill	ODIG
14/07/2020	CEO Update	CDIG
21/07/2020	GRFMA Charter Review 2 briefing	CDIG
21/07/2020	Update on the implementation of Phase 3 of the Planning & Design Code	ODIG
21/07/2020	CEO Update on Performance for 2019-2020	ODIG
21/07/2020	CEO Performance Review process commencement	ODIG
21/07/2020	CEO Update	CDIG
11/08/2020	Suicide Prevention Network - forming one in the Adelaide Hills	ODIG
11/08/2020	Crafers Village Mainstreet Design Guidelines	ODIG

Date	Topic	Type
11/08/2020	CEO Update	CDIG
18/08/2020	Fabrik Facilities Development Plan	ODIG
18/08/2020	Community & Recreation Facility Framework – summary of consultation outcomes	ODIG
18/08/2020	Local Design Review - Draft submission to Office of Design & Architecture SA	ODIG
18/08/2020	Amendments to LG Elections Act	ODIG
18/08/2020	CEO Update	CDIG
8/09/2020	CEO Update	CDIG
8/09/2020	Event Recovery Support Program	ODIG
8/09/2020	Review of Development Application Fee Waiver Policy	ODIG
15/09/2020	Council Member Mid-Term Refresher Training	ODIG
15/09/2020	Emergency Management Plan	ODIG
15/09/2020	Engagement for Draft Road, Footpath and Kerb Asset Management Plan	ODIG
15/09/2020	Genetically Modified Food Crop Consultation Feedback Summary	ODIG
15/09/2020	CEO Update	CDIG
13/10/2020	Stirling Community Theatre presentation	CDIG
13/10/2020	Disability Access and Inclusion Plan	CDIG
13/10/2020	Climate mitigation and adaptation information update	CDIG
13/10/2020	Draft Road Footpath Kerb Asset Management Plan	CDIG
13/10/2020	CEO Update	CDIG

Date	Topic	Type
20/10/2020	Strategic Boundary Review - consultation outcomes	CDIG
20/10/2020	LGA AGM Agenda Review	ODIG
20/10/2020	Digital learning through the library	ODIG
20/10/2020	Woodside Pool Management Agreement	ODIG
20/10/2020	Ashton Landfill	CDIG
20/10/2020	CEO Update	CDIG
10/11/2020	SA Power Network - Vegetation Management	OIG
10/11/2020	Library Services Strategy	ODIG
10/11/2020	Economic Development Plan	ODIG
10/11/2020	Stirling Lawn Rotunda Replacement	ODIG
10/11/2020	CEO Update	CDIG
17/11/2020	GRFMA Charter Review 2 - update on the proposed funding and governance arrangements	CDIG
17/11/2020	Youth Action Plan	ODIG
17/11/2020	Update on the revised P&D Code and the responses to Council's first submission.	ODIG
17/11/2020	CEO Update	CDIG
8/12/2020	Long Term Financial Plan (LTFFP)	ODIG
8/12/2020	Trail Audit & Review of Trail Documents	CDIG
8/12/2020	Review of Hard Waste Collection service and costs	CDIG
8/12/2020	CEO Update	CDIG

Date	Topic	Type
10/12/2020	Council Member Christmas Function	CIG
14/12/2020	Bushfire Safety and WH&S Obligations	CIG
30/01/2021	LTFP Workshop	CDIG
9/02/2021	Road Rallies	CDIG
9/02/2021	Electronic attendance at Council Meetings & Gatherings	ODIG
9/02/2021	CEO Update	CDIG
16/02/2021	S&HLGA Charter Review	ODIG
16/02/2021	Local Road & Community Infrastructure Program (LRCIP)	CDIG
16/02/2021	Strategic Boundary Review Workshop	CDIG
16/02/2021	CEO Update	CDIG
9/03/2021	Community & Recreation Facility Framework - Draft	CDIG
9/03/2021	CEO Update	CDIG
16/03/2021	Public Art Strategy Consultation	ODIG
16/03/2021	Information Management Training	ODIG
16/03/2021	Community Perception Survey results	CDIG
16/03/2021	CEO Update	CDIG
26/03/2021	ABP Workshop	CDIG
13/04/2021	Draft ABP discussion	CDIG
13/04/2021	Trails Draft Policy & Framework	CDIG
13/04/2021	Cemeteries	ODIG
13/04/2021	CEO Update	CDIG

Date	Topic	Type
20/04/2021	Gawler River Floodplain Management Authority – ABP and Budget 2021-22	ODIG
20/04/2021	Carbon Inventory	ODIG
20/04/2021	CEO Update	CDIG
11/05/2021	Orchard Netting	OIG
11/05/2021	Kerbside Waste Audit and Education Program - CEO Target	ODIG
11/05/2021	Cemeteries	ODIG
11/05/2021	CEO Update	CDIG
18/05/2021	East Waste - 2021-22 ABP and Budget	ODIG
18/05/2021	Mobile Library	ODIG
18/05/2021	Adelaide Hills (War Memorial) Swimming Centre	CDIG
18/05/2021	CEO Update	CDIG
8/06/2021	CEO Performance Targets	CDIG
8/06/2021	Community Recreation & Facilities Framework & Play Space Framework	CDIG
8/06/2021	CEO Update	CDIG
15/06/2021	Adelaide Hills Regional Waste Management Authority (AHRWMA) ABP&B Presentation	ODIG
15/06/2021	Single-use plastics from MON	ODIG
15/06/2021	Fabrik - grant funding and financial projections	ODIG
15/06/2021	Council Member Professional Development	CDIG
15/06/2021	CEO Update	CDIG

Ordinary Council Meeting agendas publicly document the dates and venues of regular workshops and professional development sessions. The professional development sessions are reported under Council Member Training and Development and are run as Closed Informal Gatherings.

Agendas and Minutes

All Council, Committee and CAP meeting agendas are placed on public display at least three days prior to the holding of these meetings.

Minutes are placed on display within five days of meetings. Copies of agendas and minutes are available at Council's service centres and libraries, and can be downloaded from the Council's website.

Council's Representation Quota

The Adelaide Hills Council's total representation quota (the number of electors for each Council Member including Mayor) in 2020-21 is 1 for every 2,265 electors. The total number of electors is 29,442.

The Adelaide Hills Council's representation quota is comparable with councils of similar populations (albeit different numbers of Council Members):

- City of Holdfast Bay (electors 28,562) = 1:2,197
- City of Norwood Payneham and St Peters (electors 25,862) = 1:1,847
- Burnside (electors 32,083) = 1:2,468
- City of Unley (electors 27,602) = 1:2,123.

(Information provided by the Electoral Commission of SA, current as at 30 June 2021)

The next representation review is scheduled to commence April 2024, at which time electors will be advised of the process to make submissions on representation under the *Local Government Act 1999*.

Section 90(2) and 91(7) Requirements - confidentiality orders

During 2020-21, 26 items were considered in closed session in accordance with Section 90(2) of the *Local Government Act 1999*. Of these, 14 items were released in full and 12 remained in confidence, in accordance with Section 91(7) of the Act as at 30 June 2021.

Date	Council/Committee	Item No.	Title	LGA 1999 Section	New confidentiality recommendation/ Date released	Status as at 30 June 2021
22/06/2021	Ordinary Council	18.2.1	Event Opportunity - SANTOS TDU 2022	90(3)(j)		Retained in confidence
22/06/2021	Ordinary Council	18.1.1	Cyber Security Plan	90(3)(e)		Retained in confidence
8/06/2021	Special Council	8.1.2	Heathfield Oval Change Rooms Tender	90(2) 90(3)(h)	Released 31 August 2021	Released
25/05/2021	Ordinary Council	18.1.1	Multi-Year Road Rally Proposal	90(3)(d)		Retained in confidence
24/05/2021	Audit Committee	8.1.1	Cyber Security Report	90(3)(e)		Retained in confidence
27/04/2021	Council	18.1	Advisory Group Independent Members	90(3)(a)	Item released 31 May 2021.	Released

Date	Council/Committee	Item No.	Title	LGA 1999 Section	New confidentiality recommendation/ Date released	Status as at 30 June 2021
23/03/2021	Council	18.1	Sale of Land for Recovery of Debt, Lenswood	90(2) 90(3)(i)		Retained in confidence
27/01/2021	Council	18.2	CWMS Review	90(3)(d)		Retained in confidence
27/01/2021	Council	18.1	AHC Tender 202021-12 Supply of Limestone Rubble	90(3)(k)		Retained in confidence
15/12/2020	Council	18.2	External Audit Contract	90(3)(d)	Released 25 January 2021	Released
15/12/2020	Council	18.1	Citizen of the Year 2021	90(3)(a)	Released 26 January 2021	Released
16/11/2020	Audit Committee	7.1.1	External Audit Contract	90(3)(d)	Released 25 January 2021	Released
27/10/2020	Ordinary Council	18.3.1	Event Opportunity	90(3)(j)	Released 31 December 2020	Released
27/10/2020	Ordinary Council	18.2.1	CEO PRP Independent Member Appointment	90(3)(a)	Released 18 November 2020	Released
27/10/2020	Ordinary Council	18.1	Audit Committee Independent Member Appointment	90(3)(a)	Released 18 November 2020	Released
19/10/2020	Audit	7.2	Cyber Security Audit	90(3)(e)		Retained in confidence
22/09/2020	Council	18.1.1	2020 CEO Performance & Remuneration Reviews	90(3)(a)	Released 16 October 2020	Released
3/09/2020	CEO PRP	10.1.2	CEO Performance Review and Remuneration Review - Confidential	90(3)(a)	Released 16 October 2020	Released
28/07/2020	Council	18.2	Appointment of Independent Member to Council Assessment Panel	90(3)(a)	Released 07 September 2020	Released
30/06/2020	Special Council	8.1.1	Sealed Roads Renewal Contract	90(3)(k)	Released 07 September 2020	Released
23/06/2020	Council	18.1.1	Event Opportunity	90(3)(j)		Retained in confidence
28/01/2020	Council	19.1.1	Open Office Pty Ltd Contract Novation Deed	90(3)(d)	Released 17 November 2020	Released
7/05/2019	Special Council	19.1	Unsolicited Approach to Purchase Community Land	90(3)(d)		Retained in confidence
1/08/2018	Special Council	7.2.1	Retirement Village Review	90(3)(b)		Retained in confidence
27/02/2018	Council	19.2	Adelaide Hills Swimming Centre Shade Sail	90(3)(i)	Released 18 November 2020	Released
22/04/2014	Council	18.2.1	AHRWMA	90(3)(b,d,i)		Retained in confidence

Public involvement in Council business

Members of the public may put forward their views to Council in a number of ways.

Public Forum

Any member of the public is allocated up to five minutes at each Council meeting to address the Members with comments or questions.

Deputations

With the permission of the Mayor or Committee Presiding Member, a member of the public can address a Committee or the Council personally or on behalf of a group of residents as a deputation. Each deputation is usually limited to a maximum of ten minutes. People wishing to access this opportunity should make prior arrangements through the Mayor's Office on (08) 8408 0438.

Petitions

Written petitions can be addressed to Council or a Committee on any issue within the Council's jurisdiction and these are presented at the next meeting of Council or Committee following receipt. Petitions must be in the format set out in legislation; Council's Petitions Policy provides guidelines on these requirements as well as on submission.

Written Requests

A member of the public can write to the Council about any Council service, activity or policy via post or email.

Chief Executive Officer
Adelaide Hills Council
PO Box 44, Woodside, SA 5244
mail@ahc.sa.gov.au

Community Engagement

The Adelaide Hills Council engages with local residents about many issues that may affect their neighbourhoods. Formal consultations are guided by Council's Public Consultation Policy. Anyone can have their say using the Your Say website at engage.ahc.sa.gov.au, by emailing engage@ahc.sa.gov.au, post, calling 8400 0400 or attending online or face to face drop in sessions. Over the last financial year there were 13,500 visits to the Your Say website and 35 community engagement projects for contributions or information. This is an increase in visitors to the site and an increase in visitors per consultation compared to previous years.

Community Forums

Local community members and groups are invited to attend Community Forums across the district and to address Council on new initiatives or topics of concern. Holding the forums in different townships in the Council area is an important method of providing residents with opportunities to speak in person with Council Members and senior staff.

Due to COVID-19 restrictions only one Community Forum was held in 2020-21 (separate from Ordinary Council Meetings) on 30 March 2021 at Mylor, with 55 people in attendance.

Internal review of Council decisions

The Council's Internal Review of Council Decisions Policy provides a process pursuant to Section 270 of the Local Government Act 1999 for people to request a formal internal review of a decision made by Council (including by staff acting under delegation).

Formal reviews are normally the final avenue for a complainant before raising the matter with external agencies such as the South Australian Ombudsman. Formal internal reviews are distinct from routine complaint handling processes in that they involve a higher degree of scrutiny of the decision making process and merit and are conducted by a person who was not involved in the original decision.

Internal reviews in progress at 1 July 2020: 2

Internal review requests received in 2020-21: 6

Internal reviews closed in 2020-21: 7

Internal reviews in progress at 30 June 2021: 1

Internal review subject	Lodged	Closed	Outcome
Decision to provide consent to road closures for 2018 motorsport event	February 2019	November 2020	Original decision upheld
Decision not to relocate stormwater pipes	June 2019	January 2021	Resolved to satisfaction of requester through alternative process
Decision not to remove Council trees in verge	July 2020	September 2020	Original decision upheld
Decision to adopt by-law requiring cats to be contained to owner's property	October 2020	October 2020	Review refused as request made more than 6 months after decision
Decision to place limits on correspondence	January 2021	March 2021	Original decision upheld
Decision not to seal an unsealed road intersection	March 2021	June 2021	Original decision upheld
Decision not to remove Council trees in road verge	June 2021		In progress at 30 June 2021
Decision not to delete employment application from Council records	June 2021	June 2021	Withdrawn by applicant

Freedom of Information requests

Thirty requests for information were made under the Freedom of Information Act 1991 in 2020-21; an increase from seventeen received in the previous year. An additional three applications rolled over from the 2019-20 year taking the total to thirty-three managed during the 2020-21 period.

Freedom of Information (FOI) applications can be submitted using an FOI Application form, available from the State Records website, Council's website, or any of Council's Service Centres. An application fee (in accordance with Council's Fees and Charges Policy) must accompany the application.

The State Records website provides detailed information on the FOI process or you can contact Council's FOI Officer. Requests should be forwarded to:

Freedom of Information Officer
Adelaide Hills Council
PO Box 44 WOODSIDE SA 5244

The Freedom of Information Statement is reviewed and published annually on our website in accordance with the requirements of the *Freedom of Information Act 1991*.

FOI Requests	Number
Outstanding from previous period	3
New applications	30
Total to be processed	33
Transferred in full	0
Determined - Full release	10
Determined - Partial release	13
Determined - Refused	4
Outstanding at the end of the period	3
External review pending (9 received + 3 court subpoenas)	3

Amendment to Council Records

Any member of the public may inspect Council documents relating to their personal affairs with a request under Part 4 Division 2 of the Freedom of Information Act 1991. Access to the records is possible through the completion of a Freedom of Information Request Form.

A member of the public may then request a correction to any information about themselves that is incomplete, incorrect, misleading or out-of-date. Amendments to Council records must be requested using a Freedom of Information Amendment of Records Form.

Fraud and corruption prevention

Council recognises that fraud and corruption have the potential to cause significant financial and non-financial harm, and that the prevention and control of fraud and corruption should feature predominantly within the systems and procedures of a responsible council.

Council is committed to acting in the best interest of the community and to upholding the principles of honesty, integrity and transparency; the key components of good governance. A Fraud and Corruption Prevention Policy has been adopted by Council to provide guidance in managing these risks.

Council adopted a Public Interest Disclosure Policy to facilitate the disclosure of public interest information and provide guidance on the management and investigation of disclosures. This Policy and associated procedures have been developed in accordance with the *Public Interest Disclosures Act 2018* which replaced the *Whistleblowers Protection Act 1993* from 1 July 2019.

Delegations and sub-delegations

The Chief Executive Officer and other officers have the delegated authority from Council (in accordance with Section 44 and 101 of the Local Government Act 1999) to make decisions on a number of specified administrative and operational matters.

The Register of Delegations reflects the delegated authority from Council to the Chief Executive Officer (and subsequently any sub-delegations) and this is visible on Council's website. As a minimum, delegations are reviewed annually.

Good Governance involves meeting our legislative obligations

Registers, codes and policies

Documents available for public inspection are as follows.

Registers

- LG Act Section 63 | Gifts and Benefits Register – Council Members and Staff
- LG Act Section 68 | Council Members' Register of Interests
- LG Act Section 79 | Council Members' Register of Allowances and Benefits
- LG Act Section 90 | Confidential Items
- LG Act Section 105 | Council Employees Register of Salaries
- LG Act Section 188 | Fees and Charges
- LG Act Section 196 | Community Land Management Plans
- LG Act Section 207 | Community Land
- LG Act Section 231 | Public Roads
- LG Act Section 252 | By-laws
- Development Regulations 2008 Regulation 98 | Development Applications Register

Codes and Policies

Administration

- Mandatory Code of Conduct for Council Employees (LG Act section 110)

Community

- Acknowledgement and Welcome to Country
- Arts and Heritage Collection
- Cemetery Operating
- Burials Outside Cemeteries
- Community Group Use of Photocopiers
- Community Information Display
- Community Loans
- Festivals & Events
- Flags
- Grant Giving
- Liquor Licensing
- Outdoor Dining
- Play Space
- Public Consultation
- Public Transport
- Roadside Trading
- Safe Environments
- School Parking and Associated Facilities
- Sport and Recreation

- Tributes for Commemorative Services
- Volunteer Engagement
- Wastewater System Application Fee Refunds
- Request for Services
- Risk Management
- Unreasonable Complainant Conduct

Council Member

- Council Member Conduct
- Council Member Training & Development
- Council Member Allowances and Support
- Mayor Seeking Legal Advice
- One Team Communication Protocols

Development and Engineering

- Accredited Professionals
- Buffers
- Building & Swimming Pool Inspection
- Council Assessment Panel Review of Decisions of the Assessment Manager
- Delegations Policy for the Determination of Development Applications by CAP
- Development Application Fee Refunds
- Development Application Fee Waiver
- Development Applications Involving Regulated Tree(s)
- Development Application Document Reproduction
- Management of Built Heritage
- Privately Funded (Council-led) Code Amendments
- Advisory Group Operation and Conduct
- Caretaker
- Code of Practice for Access to Council & Council Committee Meetings and Documents
- Code of Practice for Meeting Procedures
- Complaint Handling
- Enforcement
- Fraud Corruption Misconduct & Maladministration
- Informal Council and Committee Gatherings and Discussions
- Internal Audit
- Internal Review of Council Decisions
- Order Making
- Petitions
- Public Interest Disclosure
- Public Interest Disclosure Procedure
- Procurement
- Prudential Management
- Records and Information Management

- Public Place & Road Naming
- Provision of Physical Models for Major Development Proposals
- Unsealed Roads

Environment & Open Space

- Directional Signage
- Burning Permit
- Genetically Modified Crops
- Telecommunications Installation Small Cell Stobie Pole Mounted Antennae
- Tree Management
- Waste & Resource Recovery Service

Finance

- Debt Recovery (inc. CWMS Customer Hardship Policy)
- Disposal of Assets
- Grant & External Funding (Acceptance) Policy
- Rating
- Treasury
- Infrastructure & Assets
- Asset Management
- Occasional Hiring of Council Meeting Rooms
- Road Rents
- Street Lighting
- Trails and Cycling Routes Management

The policies, codes and registers detailed are available at Council's Service Centres for inspection and/or purchase by members of the public for a fee as set out in Council's Fees and Charges Policy.

Many of these documents can be accessed on Council's website for no charge.

Community Land Management Plans

A new *Community Land Management Plan* was adopted by Council on 24 September 2019. The plan has been prepared for each category of community land, defining ownership details, location, area, principal usage and user groups.

Data verification of community land has been completed with all community land assigned to the appropriate category in the Community Lands Register. The register will be reviewed on an annual basis. It lists community lands and does not include any lands revoked or excluded under the *Local Government Act 1999*.

Competitive tendering

In 2020-21 Council determined that a number of services it provides could be more efficiently provided by external contractors. Where services are outsourced a tender process is used to achieve best value for Council.

Details of the tendering process can be found in Council's Procurement Policy. In 2020-21, 58 services were subjected to a competitive bidding process.

Purchase of local goods and services

When goods and services are required by Council, local suppliers are invited to tender.

All tenders are considered on an equal basis in accordance with the principles of fair trading and the requirements of National Competition Policy and the *Competition and Consumer Act 2010*.

National Competition Policy

Principles of competitive neutrality are designed to neutralise any net competitive advantage that a government or local government agency engaged in significant business activities would otherwise have, by virtue of its control by the government or local government, over private businesses operating in the same market.

Council has a complaints mechanism in place and in 2020-21 no complaints were received through this process with regard to competitive neutrality.

Our people

Council's success relies on the experience and skills of staff to provide services to the community. As at 30 June 2021, Council's workforce consisted of 197.47 FTE (full-time equivalent) people managing a diverse range of services and programs.

Employee turnover levels remain within a healthy range between 7-15 percent, with a turnover during 2020-21 of 8.7 percent.

Employees continue to focus on customer experience and service improvement across the organisation and continually review and refine processes to enable a better experience for our community.

Employee Performance

With COVID restrictions and changes affecting the way we undertake our work, the focus has been on progressing strategic and planned work as a priority, and making changes to programs and services to be responsive to our community while meeting health requirements.

Leadership Development

Leadership development sessions are provided to our People Leaders which are anyone who manages employees as part of their role.

Over the past year with many COVID restrictions reducing the ability to run live training sessions, the focus has been on working with People Leaders on different ways to engage with their people, how they provide support to their people when in limited physical contact with them, and how to care for their people working outside of their normal environment. Supporting People Leaders in managing a more flexible workforce as an ongoing practice has been undertaken as more people returned to an AHC site.

Diversity and inclusion

Council has continued its journey towards being a diverse and inclusive organisation. Processes continue to be reviewed with the aim of improving our ability to be responsive to individual needs whilst managing expectations and successful outcomes for each role.

Our Recruitment Processes

Council facilitates merit-based selection processes to ensure that it provides equal opportunity for people to be employed. This includes ensuring that our positions are advertised through Disability Employment Service providers to enable better access to those people living with a disability.

Council recognises that selecting the right person for each role has a significant impact on their team, the effectiveness of work undertaken, and services provided to our community. Effective and fair recruitment is critically important.

Work Health and Safety and Injury Management

Work Health and Safety (WHS) and Injury Management (IM) will always be of high importance and therefore many activities and improvements are undertaken regularly to ensure Council is managing its due diligence requirements and maintaining safe systems of work.

The Executive Leadership Team, with the Health and Safety Committee, promotes safe work practices that focus on delivering and maintaining a work environment that is safe, where hazards are identified and risks are managed, resulting in low injury rates.

Over the year a key focus was the continued implementation of our safety system Skytrust. Through work across different areas of the organisation, a number of modules have been implemented resulting in information in the system being more readily accessible, removal of paper based systems, corrective actions being more immediate, training being rolled out online and reminders to relevant people to manage ongoing work.

The WHS Action Plan (developed as a result of Audit processes), monitored by the Local Government Association Workers Compensation Scheme has continued to be worked on and actions closed out. An annual rebate is available where activities from the Action Plan are assessed as complete.

Executive Leadership Team Arrangements

Council has an Executive Leadership Team that operates under the direction of the Chief Executive Officer.

The Chief Executive Officer, four Directors, and two Executive Managers have salary packages that incorporate compulsory superannuation and may include the provision of a motor vehicle for business and private use. Other benefits may include the provision of ICT equipment (a mobile telephone and tablet) and paid memberships for up to two professional bodies. No other bonuses or allowances are paid to the Chief Executive Officer, Directors, or Executive Managers.

The Salary Register is available at Council's Service Centres and on our website.

Remuneration payable to Council's auditor

Remuneration payable for the audit of the Adelaide Hills Council Internal Financial Controls and Annual Financial Statements for 2020-21 was \$24,400.

No other remuneration was paid to the auditors for non-audit services.



Appendix One

Financial Statements

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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Adelaide Hills Council

General Purpose Financial Statements

for the year ended 30 June 2021

Certification of Financial Statements

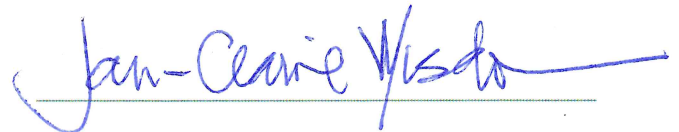
We have been authorised by the Council to certify the financial statements in their final form.

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 02 NOVEMBER 2021

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

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.

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
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(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
(a) Cash & Cash Equivalent Assets		
Cash on Hand at Bank	269	143
Short Term Deposits	368	375
<u>Total Cash & Cash Equivalent Assets</u>	<u>637</u>	<u>518</u>

(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
<u>Total Trade & Other Receivables</u>	<u>3,225</u>	<u>2,761</u>

(c) Inventories

Stores & Materials	23	18
<u>Total Inventories</u>	<u>23</u>	<u>18</u>

Note 6. Non-Current Assets

\$ '000	Notes	2021	2020
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
<u>Total Equity Accounted Investments in Council Businesses</u>		<u>2,342</u>	<u>1,491</u>

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	3	87,091	—	—	87,091	—	—	—	(58)	—	—	—	—	—	—	—	—	889	87,922	—	—	87,922
Buildings		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 2020	2021	EXPENSES 2020	OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
					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.

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.

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>

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				
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.				
1. Operating Surplus Ratio				
Operating Surplus	2,357	4.5%	(5.5)%	2.1%
Total Operating Income	52,181			
This ratio expresses the operating surplus as a percentage of total operating revenue.				
2. Net Financial Liabilities Ratio				
Net Financial Liabilities	20,310	39%	43%	34%
Total Operating Income	52,181			
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.				
Adjustments to Ratios				
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.				
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			
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.				

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

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

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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David Sullivan CA, CPA
Jason Seidel CA
Renaë Nicholson CA
Tim Muhlhauser CA
Aaron Coonan CA
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INDEPENDENT AUDITOR'S 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, the statement of changes in equity and the cash flow statement for the year then ended, and 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 respects, the financial position of the Council as at 30 June 2021, and its financial performance and its cash flows for the year then ended in accordance with the Australian 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 misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of 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 decisions 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 risks 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, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- 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. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Council to cease 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

08 November 2021

David Chant CA, FCPA
Simon Smith CA, FCPA
David Sullivan CA, CPA
Jason Seidel CA
Renee Nicholson CA
Tim Muhlhausler CA
Aaron Coonan CA
Luke Williams CA, CPA
Daniel Moon CA



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INDEPENDENT ASSURANCE REPORT ON THE INTERNAL CONTROLS

To the members 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 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 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 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 apply Auditing Standard ASQC 1 *Quality Control for Firms that Perform 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 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

08 November 2021

Adelaide Hills Council

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: 02 NOVEMBER 2021

ADELAIDE HILLS COUNCIL

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 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) Regulation 2011*.

GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS

Tim Muhlhausler CA, Registered Company Auditor

Partner

08 November 2021

David Chant CA, FCPA
Simon Smith CA, FCPA
David Sullivan CA, CPA
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Appendix Two

Subsidiary Annual Reports

EastWaste

ANNUAL
REPORT
2020-2021





East Waste is on a transformational path moving solely from a reactive waste collection logistics business to a broader resource manager and active community behaviour change agent.

EastWaste

Annual Report 2020-2021 Contents

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‘Food scraps to green bin’ and the use of kitchen caddies was promoted through bus shelters and street signs. Pictured: Kerry March and Michaela Tamlin from City of Mitcham.

Chairperson's Report

It is with much enthusiasm that I commend to you the second Annual Report of my tenure as Chair of East Waste for the 2020/21 financial year.

The challenges, opportunities and learnings that have come with the position have been thoroughly enjoyable and it is hard to communicate to those outside of the industry how much it is continually evolving. A number of moving parts, strategically, politically (policy) and operationally are constantly occurring. All of this is moving in a positive direction and East Waste continues to perform well and participate in the right discussions to benefit our Members and the community.

Financially, East Waste has performed strongly once again and through efficient and diligent budget management, coupled with favourable markets, East Waste has been able to deliver an Operating Surplus of \$726,000. These savings will be returned to our Member Councils. This alone demonstrates one of the key benefits and distinctions of being part of the East Waste subsidiary.

This great financial performance has unquestionably been aided by a highly engaged

and conscientious Audit and Risk Management Committee, which has worked with Management and the Board to further enhance the systems and Governance of the Organisation. I want to take this opportunity to thank all Members of the Audit and Risk Management Committee.

While in this vein, I must thank the members of our Board. Our meetings generate strong robust conversations and decision making which is applied to all matters. As a result, our Member Councils enjoy a high degree of confidence in the governance, processes and strategic direction of the Organisation. We will continue to build upon this. Many of the Board members have been a valuable counsel and this helps from time to time. I would specifically like to acknowledge Mario Barone's time on the Board. Mario sat on the Board and various sub-committees for a number of years. His insights on all matters were very valuable.

Through the 2030 Strategic Plan East Waste set a number of bold targets that it seeks to



Chairperson's Report



● The popular Why waste it? and Which Bin? education stalls were hosted at a total of 21 Council events.

aspire to achieve and we know that we cannot do these alone. We require the assistance and influence of many individuals and Organisations and are fortunate that we have already built some strong partnerships with parties like the Northern Adelaide Waste Management Authority (NAWMA), Fight Food Waste Cooperative Research Centre (FFW CRC), KESAB, the Environment Protection Authority and Green Industries SA (GISA). We look forward to continuing to work with these Organisations and others for the express benefit of our Member Councils.

Since its transformation from Zero Waste SA, we have been fortunate to have Vaughan Levitzke head up GISA. Vaughan's retirement earlier this year closes a long and distinguished Public Sector career and his legacy on the waste industry and support of local Councils will provides benefits well outliving his career. On behalf of East Waste we congratulate and thank Vaughan. We look forward to Dr Ian Overton, his replacement, putting his own strong stamp on the role and valued Organisation.

Earlier this year, as part of our project with the FFW CRC, which is supported by GISA and Adelaide University, we undertook the most comprehensive individual bin audit ever undertaken in South Australia. While the results

of the project are still being analysed, the early data coming from the project provides insight and will help shape not only East Waste's future behaviour change and education programs, but those more broadly rolled out through state and local government across Australia. The project is a fantastic demonstration of the value of like-minded, but diverse Organisations collaborating to advance research and innovate new ways to tackle age old problems.

In my 25 years in the waste industry, the only constant has been change itself. The year ahead will be no different and undoubtedly will deliver a number of opportunities and challenges. With the engaged Board, Administration and Member Councils that we have, we are exceptionally well placed to tackle each of these issues and maximise them for the benefit of our Member Councils.



Fraser Bell
East Waste Chair





113,332 TOTAL TONNAGES COLLECTED



8,500,000⁺ ANNUAL BIN COLLECTIONS



3,275 HARD WASTE TONNES CONVERTED TO FUEL



56% OF MATERIAL DIVERTED FROM LANDFILL



45 COLLECTION VEHICLES



5,769 BIN REPAIRS UNDERTAKEN BY THE MOBILE TEAM



4,449 BIN DELIVERIES UNDERTAKEN PER YEAR



2,000⁺ ENQUIRIES RECEIVED & RESOLVED EACH WEEK

General Manager's Report

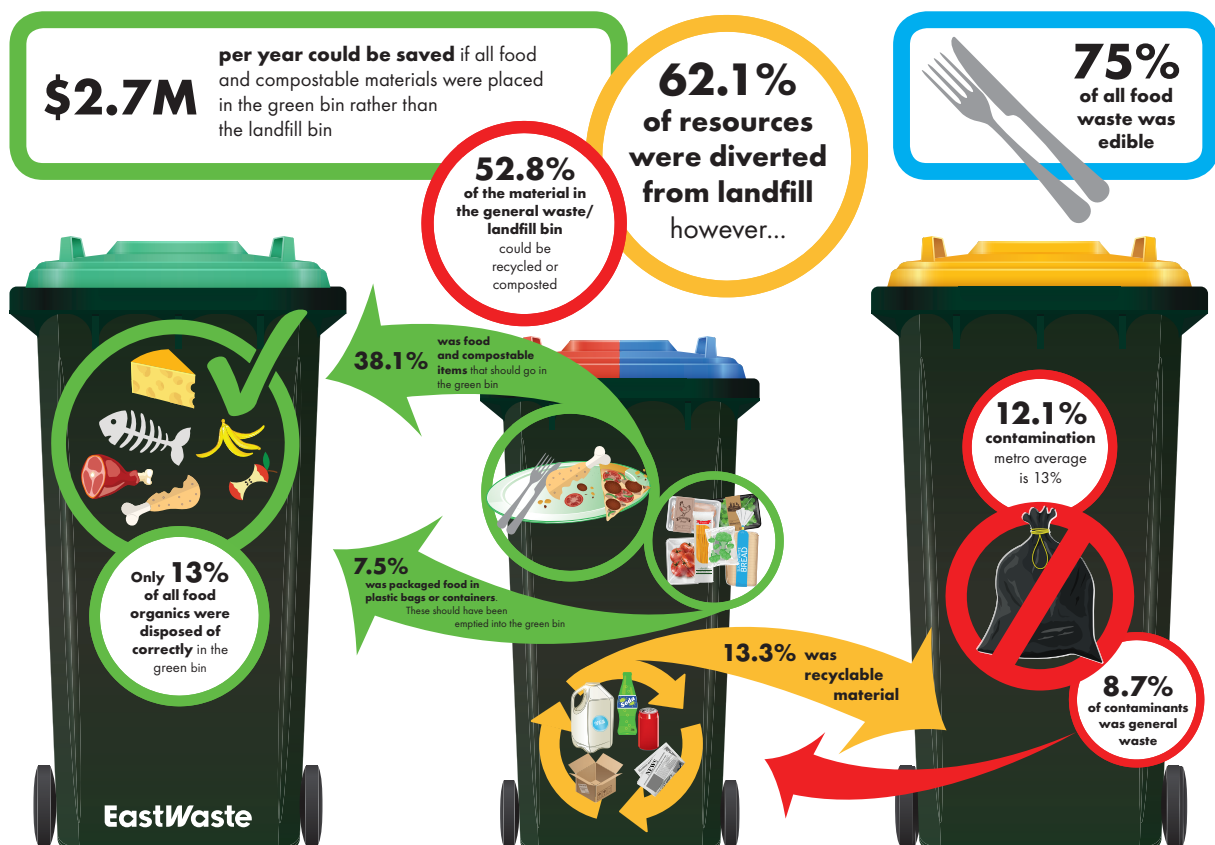
In reflecting on the year, the first thing that comes to mind is an enormous sense of gratitude. Gratitude to the East Waste staff who have continually adapted to the changing nature of the COVID environment that we live in. From our Drivers and Mechanics to Customer Service staff and Management, all have worked with us to ensure all our services could continue to be delivered regardless of the phase we found ourselves in.

East Waste adopted (and is continuing to do so) a number of changes to our business operations to ensure the health, safety and welfare of our staff and their families, well ahead of many others in the waste industry and to ensure we can continue to deliver our services. This was (and is) only possible with the continued support and adaptability of our staff. To all, my ongoing thanks.

In late 2020 the Board adopted a new 10-year Strategic Plan for East Waste. The 2030 plan sets the aspirational vision of being "The leading waste logistics Company in Australia through the delivery of innovative collection and resource

management services to our Member Councils and their communities."

Bold Key Performance Targets were set as part of this, most notably (and challengingly), 100% of food waste being separately collected and recycled by 2030. With a baseline of just 13% (2019 East Waste Audit), there is an enormous amount of work and step change required to achieve this. As will driving our kerbside diversion rate up to 75% which currently sit at 54%. Transferring food waste and compostable materials from the landfill bin (which currently make up almost 40% of the total contents (2019 East Waste Audit)) to the organics bin is undoubtedly the



General Manager's Report



key to achieving this target. As Fraser mentions in his report, we appreciate that we cannot do this alone and that we need the support and partnerships of others.

East Waste has for the past 4 years been a strong and active participant in the waste education and behaviour change space and our work over the past year is no different. Through the 2020/21 Annual Plan, East Waste committed to undertaking a review of East Waste's Education Program, principally with a view to determining the return on investment. Measuring the true value/benefit of any educational program is challenging and none more so than waste education, where a process of awareness and behaviour change is first needed before actual results can be realised. Typically, this is not instantaneous and can often be a long-protracted implementation. Undertaken by an independent economic firm, the results showed that the benefit-cost ratio (BCR) of the investment is a minimum of \$3.10 for every \$1.00 of investment expenditure incurred in implementing the education program.

This program is largely driven by our Education & Promotions Coordinator Megan Bekesi and her passion and active engagement in this space was

rewarded with being a joint winner of the Green Industries SA 2020 Women in Circular Economy Award winner. As a winner Megan receives funding to further study education in waste and we look forward to seeing her apply her findings to our already successful campaign.

Finally, I want to thank and acknowledge the Board and Audit and Risk Management Committee which have supported our initiatives and provided valuable feedback to solidify our strength as an organisation. To Chair, Mr Fraser Bell, your guidance and encouragement has been invaluable, but above these your enthusiasm for the industry and Organisation ensures the long-term viability of East Waste for our Member Councils.



Rob Gregory
General Manager



‘Food scraps to green bin’ and the use of kitchen caddies was promoted through bus shelters and street signs. Pictured: Customer Service staff, Hedy Hashemi and Cristina Nazar from Town of Walkerville.

Kerbside Tonnages Collected



Member Council	Recyclables	Organics	Waste
Adelaide Hills Council	3,559	4,560	7,190
City of Burnside	4,055	6,858	7,224
Campbelltown City Council	4,124	7,274	9,872
City of Mitcham	5,684	10,128	11,898 ¹
City of Norwood, Payneham & St Peters	3,531	4,931	7,224
City of Prospect	1,740	3,141	4,177
Town of Walkerville	663	1,087	1,211

¹ City of Mitcham undertakes the collection of waste for its residents.



East Waste Governance

East Waste is administered by a Board in accordance with the requirements of the Local Government Act, the East Waste Charter, and various other policies and codes.

The membership of the Board comprises of eight directors – one director appointed by each of the Member Councils, and one independent person who acts as Chair. The Board appoints a General Manager who is responsible for implementing

the decisions made by the Board, and running the day-to-day operations of East Waste.

The Board held eight formal meetings over the 2020-2021 financial year. The table below details Board Member attendance.

BOARD MEMBER	MEETINGS
Mr Fraser Bell (Chair)	6/6
Cr Linda Green (Adelaide Hills Council)	5/6
Mr Simon Bradley (City of Prospect) *Ceased 20 May 2021	3/4
Mr Vincent Cammell (City of Prospect) *Appointed 22 May 2021	1/2
Cr Julian Carbone (City of Burnside)	3/6
Mr Paul Di Iulio (Campbelltown City Council)	4/6
Mayor Heather Holmes-Ross (City of Mitcham)	4/6
Mr Mario Barone (City of Norwood, Payneham & St Peters) *Ceased 31 December 2020	2/2
Cr Mike Stock (City of Norwood, Payneham & St Peters) *Appointed 01/01/2021	4/4
Cr Rob Ashby (Corporation of the Town of Walkerville)	6/6

DEPUTY DIRECTOR ATTENDANCE	MEETINGS
Mr Craig Harrison (City of Mitcham)	1/6

East Waste Governance



Audit and Risk Management Committee

In accordance with the requirements of the Local Government Act 1999, East Waste has an established Audit and Risk Management Committee (the Audit Committee).

The principal objective of the Audit Committee is to ensure that the East Waste Board meets its

legislative and probity requirements as required by the *Local Government Act 1999* and other relevant legislation, standards and codes.

The Audit Committee held five formal meetings over the 2020-2021 financial year. The table below details Audit Committee Member attendance.

AUDIT & RISK MANAGEMENT COMMITTEE MEMBER	MEETINGS
Mr Fraser Bell (Chair)	4/5
Mr Mario Barone (City of Norwood, Payneham & St Peters) *Ceased 31/12/2020	2/2
Cr Mike Stock (City of Norwood, Payneham & St Peters) *Appointed 31/01/2021	1/1
Mr Simon Bradley (City of Prospect) *Appointed 01/01/2021 *Ceased 20/05/2021	1/2
Cr Linda Green (Adelaide Hills Council)	5/5
Mr Tim Muhlhausler (Independent Member) *Ceased 31/12/2020	2/2
Ms Emma Hinchey (Independent Member) *Appointed 01/01/2021	3/3
Ms Sandra Di Blasio (Independent Member) *Appointed 01/01/2020	5/5

The Audited Financial Statements for the year ending 30 June 2021 are provided on the following pages.

EastWaste

FINANCIAL
STATEMENTS
2020-2021



Financial Statements

2020-2021

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Financial Statements 2020-2021

CERTIFICATION OF FINANCIAL STATEMENTS

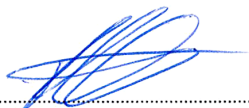
EASTERN WASTE MANAGEMENT AUTHORITY INC

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2021

CERTIFICATION OF FINANCIAL STATEMENTS

We have been authorised by Eastern Waste Management Authority Inc. 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 Authority'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 Authority provide a reasonable assurance that the Authority's financial records are complete, accurate and reliable and were effective throughout the financial year.
- the financial statements accurately reflect the Authority's accounting and other records.



Rob Gregory
Executive Officer



Fraser Bell
Chairperson

Date: 30 SEPTEMBER 2021

Financial Statements 2020-2021

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2021

	Notes	2021 \$'000	2020 \$'000
INCOME			
User charges	2	16,707	16,756
Investment income	2	12	21
Grants, subsidies and contributions		-	-
Other	2	917	677
Total Income		17,636	17,454
EXPENSES			
Employee costs	3	6,089	5,851
Materials, contracts & other expenses	3	9,149	9,120
Finance costs	3	262	281
Depreciation & amortisation	3	1,986	2,069
Total Expenses		17,486	17,321
OPERATING SURPLUS		150	133
Asset disposal & fair value adjustments	4	105	60
NET SURPLUS		255	193
Other Comprehensive Income		-	-
Total Other Comprehensive Income		-	-
TOTAL COMPREHENSIVE INCOME		255	193

This Statement is to be read in conjunction with the attached Notes.

Financial Statements 2020-2021

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2021

	Notes	2021 \$'000	2020 \$'000
ASSETS			
Current Assets			
Cash and cash equivalents	5	3,168	2,322
Trade & other receivables	5	661	1,019
Total Current Assets		3,829	3,341
Non-current Assets			
Property, Plant & Equipment	6	8,098	7,652
Total Non-current Assets		8,098	7,652
Total Assets		11,927	10,993
LIABILITIES			
Current Liabilities			
Trade & Other Payables	7	1,609	1,205
Provisions	7	654	597
Borrowings	7	1,925	1,929
Total Current Liabilities		4,188	3,731
Non-current Liabilities			
Borrowings	7	6,423	6,221
Provisions	7	97	77
Total Non-current Liabilities		6,520	6,298
Total Liabilities		10,708	10,029
Net Assets		1,219	964
EQUITY			
Accumulated Surplus		1,219	964
Total Equity		1,219	964

This Statement is to be read in conjunction with the attached Notes.



Financial Statements 2020-2021

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2021

	Accumulated Surplus \$'000	Total Equity \$'000
Balance at start of period - 1 July 2020	964	964
Net Surplus for Year	255	255
Other Comprehensive Income		
Contributed Equity	-	-
Distributions to Member Councils	-	-
Balance at end of period - 30 June 2021	1,219	1,219
 Balance at start of period - 1 July 2019	 706	 706
Net Surplus for Year	193	193
Other Comprehensive Income		
Contributed Equity	65	65
Distributions to Member Councils	-	-
Balance at end of period - 30 June 2020	964	964

This Statement is to be read in conjunction with the attached Notes.

Financial Statements 2020-2021

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2021

	Notes	2021 \$'000	2020 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating receipts		18,457	17,136
Investment receipts		7	16
Employee costs		(6,012)	(5,795)
Materials, contracts & other expenses		(9,243)	(8,677)
Finance payments		(233)	(291)
Net cash provided by operating activities	8	2,976	2,389
CASH FLOWS FROM INVESTING ACTIVITIES			
Sale of replaced assets	4	124	81
Expenditure on renewal/replacement of assets	6	(2,452)	(2,297)
Net cash used in investing activities		(2,328)	(2,216)
CASH FLOWS FROM FINANCING ACTIVITIES			
Capital contribution by member councils		-	65
Proceeds from Borrowings		2,284	2,171
Repayments of Borrowings		(1,826)	(1,834)
Repayment of lease liabilities		(260)	(220)
Net cash provided by (used in) financing activities		198	182
Net Increase (Decrease) in cash held		846	355
Cash & cash equivalents at beginning of period	5	2,322	1,967
Cash & cash equivalents at end of period	5	3,168	2,322

This Statement is to be read in conjunction with the attached Notes.

Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial report 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 equivalents to International Financial Reporting Standards

This general purpose financial report has been prepared 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.

The Authority is a Local Government Authority Section 43 Regional Subsidiary under the control of the Adelaide Hills Council, City of Burnside, Campbelltown City Council, City of Mitcham, City of Norwood, Payneham & St Peters, City of Prospect and the Corporation of the Town of Walkerville. The seven Member Councils have an equity share and the Board comprises a Director from each Council and an Independent Chair appointed by the absolute majority of the Member Councils.

1.2 Historical Cost Convention

Except where stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards which requires the use of certain critical accounting estimates, and requires management to exercise its judgement in applying the Authority'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 this Note.

1.4 Rounding

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

2 The Local Government Reporting Entity

Eastern Waste Management Authority Inc. operates as a regional subsidiary and is incorporated under the SA Local Government Act 1999. Its principal place of business is at 1 Temple Court Ottoway.

3 Income Recognition

The Authority 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 'sufficient specific' performance obligations, the transaction is accounted for under AASB 15 where income is recognised when (or as) the performance obligations are satisfied. Revenue is measured based on the consideration to which the Authority 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 a transaction where the consideration to acquire the asset is significantly less than

Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (Cont.)

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

4 Cash, Cash Equivalents and other Financial Instruments

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

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. A detailed statement of the accounting policies applied to financial instruments forms part of Note 9.

5 Property, Plant & Equipment

5.1 Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the 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".

5.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by the Authority 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.

5.3 Depreciation of Non-Current Assets

Property, plant and equipment assets are systematically depreciated over their useful lives in a manner which reflects the consumption of the service potential embodied in those assets.

Depreciation is recognised on a straight-line basis. Major depreciation periods for each class of asset are shown below. Depreciation periods for infrastructure assets have been estimated based on the best information available to the Authority, 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.

Asset Class	Estimated Useful Lives	Capitalisation Threshold
Plan, Machinery & Equipment	3-10 Years	>\$1,000
Buildings & Other Structures	5-20 Years	>\$1,000
Right-of-use-assets	Over period of expected lease	n/a

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

Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (Cont.)

Asset Class	Estimated Useful Lives	Capitalisation Threshold
Plant, Machinery & Equipment	3-10 Years	>\$1,000
Buildings & Other Structures	5-20 Years	>\$1,000
Right-of-use-assets	Over period of expected lease	n/a

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

5.4 Impairment

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 outflows or value in use).

For 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 the Authority were deprived thereof, the value in use is the depreciated replacement cost. In assessing impairment for these assets, a rebuttable assumption is made that the current replacement cost exceeds the original cost of acquisition.

6 Payables

6.1 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 Employee Benefits

7.1 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.

The Authority has recognised for the first time in 2020/21 a liability for employee benefits relating to rostered day off (RDO) entitlements in Note 7 given entitlements are paid-out on termination of employment. Experience indicates that RDO entitlements are generally taken given there is a cap applied to the level of RDO entitlements allowed to be accrued.

No accrual is made for sick leave as the Authority's experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. The Authority does not make payment for untaken sick leave.



- East Waste's public education program is largely driven by our Education & Promotions Coordinator Megan Bekesi. Her passion and active engagement in this space was rewarded with being a joint winner of the Green Industries SA 2020 Women in Circular Economy Award. Pictured: David Speirs MP, Minister for Environment and Water, and Megan Bekesi.

Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (Cont.)

7.2 Superannuation

The Authority makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). The Scheme has 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 (9.5% in 2020/21; 9.5% in 2019/20). No further liability accrues to the Authority 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. The Authority makes employer contributions as determined by the Fund's Trustee based on advice for the appointed Actuary. The rate is currently 6.3% (6.3% in 2019/20) of 'superannuation' salary.

In addition, the Authority 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 119.32(b), the Authority 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 2020. 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 the Authority's contribution rates at some future time.

Contributions to Other Superannuation Schemes

The Authority 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 new assets of the scheme, and no further liability attaches to the Authority.

Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (Cont.)

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 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 gross basis.

10 Comparative Information

Comparative information has been reclassified to be consistent with the current year disclosure of equivalent information in accordance with Australian Accounting Standards.

11 Critical Accounting Estimates and Judgements

The Board evaluate estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and based on current trends and economic data, obtained both externally and within the Authority.

The Authority has recorded a liability totalling \$0.47 million as at 30 June 2021 as a result of over estimating waste charges required to be recovered from Member Councils to fund operational expenses relating to the current financial year. A liability has been recorded in Note 7 as at 30 June 2021 which will be returned in the form of a reduction in waste collection fees to be charged to Member Councils in the following financial year.

12 New Accounting Standards

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

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 Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (Cont.)

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 Authority.

13 Highbury Landfill Authority Inc.

The Authority, originally known as the East Torrens Municipal Destructor Trust, was established on 19 July 1928 (the name change took place in 1993). As at 1 July 2004, the Authority comprised of 3 Member Councils, being the City of Norwood, Payneham & St Peters, City of Burnside and the Corporation of the Town of Walkerville.

On 5 August 2004, the City of Norwood, Payneham & St Peters, the City of Burnside and the Corporation of the Town of Walkerville established the Highbury Landfill Authority Inc. Its purpose included the facilitation of the closure and the post closure of the Highbury Landfill site, as well as managing the joint interests and liability of the Councils in relation to the closure of the site.

On 31 December 2004 the property known as the Highbury Landfill site was transferred from East Waste to Highbury Landfill Authority Inc.

On 1 January 2005, the Authority's Charter was amended to include the three new Member Councils – the City of Mitcham, the City of Campbelltown and the Adelaide Hills Council.

On 1 January 2005 a loan was created between the Authority and the Highbury Landfill Authority that represented the net value of assets in East Waste prior to 1 January 2005. This was an At Call Loan and interest had been capitalised until the loan was called in by the Highbury Landfill Authority in November 2008. The loan amount was \$873,000 and the Authority borrowed the money from the National Australia Bank with an Interest Only Loan. This loan was re-financed through the Local Government Finance Authority, to be repaid over 10 years.

The Board of the Authority resolved in February 2010 to charge Member Councils the loan repayments for this loan in their equity percentages as set out in the January 2006 Charter.

The loan was fully repaid in the 2019/20 financial year.



Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 2 - INCOME

	Notes	2021 \$'000	2020 \$'000
USER CHARGES			
Waste Collection Income		12,327	12,159
Waste Processing Income		4,640	4,509
Administration		235	225
Member Council Waste Collection Rebate		(540)	(137)
		16,707	16,756
INVESTMENT INCOME			
Interest on investments			
Local Government Finance Authority		12	21
		12	21
OTHER INCOME			
Bin Supply		254	203
Replacement Bins		642	457
Sundry		21	17
		917	677

NOTE 3 - EXPENSES

EMPLOYEE COSTS			
Salaries and Wages		4,924	4,599
Employee leave expense		76	56
Superannuation		403	381
Wages Casual Agency		490	467
Workers' Compensation Insurance		113	196
Other		83	152
Total Employee Costs		6,089	5,851

<i>Number of FTE Employees as at reporting date</i>	57	59
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Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 3 - EXPENSES (Cont.)

	Notes	2021 \$'000	2020 \$'000
MATERIALS, CONTRACTS & OTHER EXPENSES			
Auditor's Remuneration		9	10
Board Expenses		29	33
Waste Processing Costs		4,614	4,532
Electricity		4	27
Fuel, Gas & Oil		993	1,076
Legal Expenses		27	34
Maintenance		2,214	2,123
Parts, Accessories & Consumables		2	11
Printing, Stationery & Postage		36	24
Professional Services		440	449
Registration & Insurance - Trucks		215	364
Sundry		566	437
		9,149	9,120
FINANCE COSTS			
Interest on Loans		234	247
Interest on Leases		28	34
		262	281
DEPRECIATION & AMORTISATION			
Buildings & Other Structures	6	10	25
Plant, Machinery & Equipment	6	1,725	1,788
Right-of-use assets	6	251	256
		1,986	2,069

Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 4 - ASSET DISPOSAL

	Notes	2021 \$'000	2020 \$'000
Proceeds from disposal		124	81
Less: Carrying amount of assets sold		(19)	(21)
Gain (Loss) on disposal		105	60

NOTE 5 - CURRENT ASSETS

CASH & CASH EQUIVALENTS

Cash on Hand and at Bank	2,995	1,160
Deposits at Call	173	1,162
	3,168	2,322

TRADE & OTHER RECEIVABLES

Debtors - general	654	1,013
Accrued Income	-	6
Prepaid Expenses	7	-
	661	1,019

Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 6 - PROPERTY, PLANT & EQUIPMENT

	Notes	2021 \$'000	2020 \$'000
Buildings & Other Structures - At Cost		325	162
Accumulated Depreciation		(92)	(82)
		233	80
Plant, Machinery & Equipment - At Cost		17,227	16,573
Accumulated Depreciation		(10,176)	(10,090)
		7,051	6,483
Right-of-use-assets		1,321	1,345
Accumulated Depreciation		(507)	(256)
		814	1,089
Total Property, Plant & Equipment		8,098	7,652

	2020 \$'000						2021 \$'000
	Carrying Value	Additions		Disposals	Depreciation	Adjustment	Carrying Value
		New/ Upgrade	Renewal				
Buildings & Other Structures	80	163	-	-	(10)	-	233
Plant, Machinery & Equipment	6,483	2,312	-	(19)	(1,725)	-	7,051
Right-of-use-asset	1,089	-	-	-	(251)	(24)	814
	7,652	2,475	-	(19)	(1,986)	(24)	8,098
2020	6,100	3,642	-	(21)	(2,069)	-	7,652

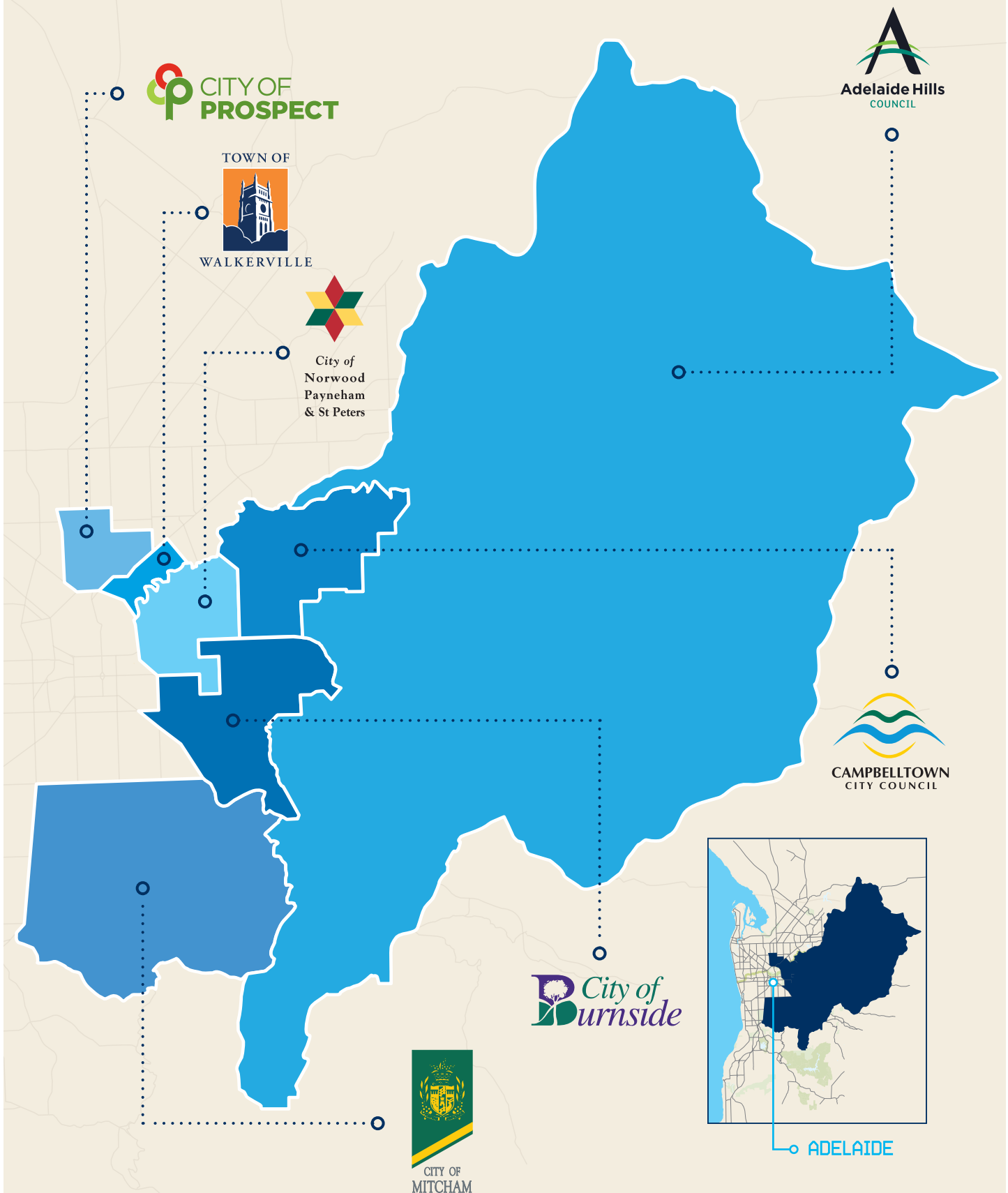
Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 7 - LIABILITIES

	2021 \$'000		2020 \$'000	
	Current	Non-current	Current	Non-current
TRADE & OTHER PAYABLES				
Goods & Services	902	-	998	-
Accrued expenses - other	707	-	207	-
	1,609	-	1,205	-
BORROWINGS				
Loans	1,679	5,805	1,692	5,334
Lease Liabilities	246	618	237	887
	1,925	6,423	1,929	6,221
PROVISIONS				
Annual Leave	302	-	304	-
Rostered-Day-Off (RDO)	51	-	-	-
Long Service Leave	301	97	293	77
	654	97	597	77

Current Service Area



Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 8 - CASH FLOW RECONCILIATION

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 Statement of Financial Position as follows:

	2021 \$'000	2020 \$'000
Total cash & equivalent assets	3,168	2,322
Balances per Cash Flow Statement	3,168	2,322

(a) Reconciliation of Change in Net Assets to Cash Flows from Operating Activities

Net Surplus (Deficit)	255	193
Non-cash items in Income Statement of Comprehensive Income		
Depreciation	1,986	2,069
Net increase (decrease) in employee benefits	(77)	(56)
Net increase (decrease) accrued expenses	24	(15)
(Gain) / Loss on Disposal	(105)	(60)
Waste Rebates	470	-
	2,553	2,131
Add (Less): Changes in Net Current Assets		
Net (increase) decrease in receivables	363	(297)
Net increase (decrease) in trade & other payables	(94)	443
Net increase (decrease) in other provisions	154	112
Net Cash provided by (or used in) operations	2,976	2,389

(b) Financing Arrangements

Corporate Credit Cards	15	15
Cash Advance Debenture Facility - LGFA	1,000	1,000

Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 9 - FINANCIAL INSTRUMENTS

Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits	<p>Accounting Policy: Initially recognised at fair value and subsequently measured at amortised cost.</p> <p>Terms & conditions: Deposits on Call do not have a maturity period and have an average interest rates of 0.3% (2020: 0.4% - 0.45%).</p> <p>Carrying amount: approximates fair value due to the short term to maturity.</p>
Receivables - Waste Collection Fees & Associated Charges	<p>Accounting Policy: Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.</p> <p>Carrying amount: approximates fair value (after deduction of any allowance).</p>
Liabilities - Creditors and Accruals	<p>Accounting Policy: Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Authority.</p> <p>Terms & conditions: Liabilities are normally settled on 30 day terms.</p> <p>Carrying amount: approximates fair value.</p>
Liabilities - Interest bearing borrowings	<p>Accounting Policy: initially recognised at fair value and subsequently at amortised cost. Interest is charged as an expense using the effective interest rate.</p> <p>Terms & conditions: secured over future revenues and Member Councils, borrowings are repayable on fixed interest terms. Rates between 1.7% - 5.35% (2020: 2.55% - 5.35%).</p>
Liabilities - Leases	<p>Accounting Policy: accounted for in accordance with AASB 16 as stated in Note 11.</p>

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 Authority.

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 Authority is the carrying amount, net of any provision for doubtful debts. All investments are made with the SA Local Government Finance Authority and Bank SA. 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 the Authority'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 the Authority will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Policy (LGA Information Paper 15), liabilities have a range of maturity dates based on cash inflows. The Authority also has available a range of bank overdraft and short-term draw down facilities that it can access.

Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 9 - FINANCIAL INSTRUMENTS (Cont.)

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Most of the Authority's financial instruments are at fixed rates. Any such variations in future cash flows will not be material in effect on either the Authority's incomes or expenditures.

Liquidity Analysis

2021	≤ 1 year	Maturity > 1 year ≤ 5 years	> 5 years	Non- Interest Bearing	Total
<i>Financial Assets</i>	\$'000	\$'000	\$'000	\$'000	\$'000
Cash & Equivalents	3,168	-	-	-	3,168
Receivables	-	-	-	654	654
Total	3,168	-	-	654	3,822
<i>Financial Liabilities</i>					
Payables	-	-	-	902	902
Borrowings	1,925	5,091	1,332	-	8,348
Total	1,925	5,091	1,332	902	9,250

2020	≤ 1 year	Maturity > 1 year ≤ 5 years	> 5 years	Non- Interest Bearing	Total
<i>Financial Assets</i>	\$'000	\$'000	\$'000	\$'000	\$'000
Cash & Equivalents	2,322	-	-	-	2,322
Receivables	-	-	-	1,013	1,013
Total	2,322	-	-	1,013	3,335
<i>Financial Liabilities</i>					
Payables	-	-	-	998	998
Borrowings	1,929	5,460	726	-	8,115
Total	1,929	5,460	726	998	9,113

Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 10 - EXPENDITURE COMMITMENTS

Expenditure Commitments

The Authority has expenditure commitments totalling an estimated \$2 million as at reporting.

NOTE 11 - LEASES

Authority as a lessee

Right-of-use-assets

The Authority leases its administrative and depot facilities at Ottoway.

	Buildings & Other Structures \$'000	Total \$'000
At 1 July 2020	1,089	1,089
Additions of right-of-use-assets	-	-
Depreciation Charge	(251)	(251)
Adjustments to right-of-use-assets	(24)	(24)
At 30 June 2021	814	814

Set out below are the carrying amounts of lease liabilities and the movements during the period:

	2020 \$'000
At 1 July 2020	1,124
Additions	-
Accretion of interest	28
Payments	(258)
Adjustments to lease liability	(30)
At 30 June 2021	864
Current	265
Non-Current	599

NOTE 12 - POST BALANCE DATE EVENTS

There were no events post balance date that are required to be disclosed.

Financial Statements 2020-2021

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTE 13 - RELATED PARTY TRANSACTIONS

The Key Management Personnel include the Chair of the Board, Chief Executive and other prescribed officers as defined under Section 112 of the Local Government Act 1999 . In all, 4 persons were paid the following total compensation:

	2021 \$'000	2020 \$'000
Salaries, allowances & other short term benefits	462	476
TOTAL	462	476

Transactions with Related Parties:

The following transactions occurred with Related Parties:

Related Party Entity	Sale of Goods and Services (\$'000)	Amounts Outstanding from Related Parties (\$'000)	Description of Services Provided to Related Parties
Adelaide Hills Council	3,307	55	Provision of kerbside waste collection and hard waste collection services
City of Burnside	3,064	79	Provision of kerbside waste collection and hard waste collection services
City of Mitcham	3,082	171	Provision of kerbside waste collection and hard waste collection services
City of Norwood, Payneham & St Peters	2,823	159	Provision of kerbside waste collection and hard waste collection services
City of Prospect	1,471	35	Provision of kerbside waste collection and hard waste collection services
Corporation of the City of Campbelltown	3,508	76	Provision of kerbside waste collection and hard waste collection services
Corporation of the Town of Walkerville	581	25	Provision of kerbside waste collection and hard waste collection services

Amounts recorded as outstanding from Related Parties are recorded in Trade and other receivables in Note 5.

The Related Parties disclosed above are equity owners of the Authority and are referred to as Member Councils. Member Councils have equal representation on the Board of the Authority and accordingly have significant influence on the financial and operating decisions of the Authority. No one Member Council individually has control of those policies.



Financial Statements 2020-2021

CERTIFICATION OF AUDITOR INDEPENDENCE



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Certification of Auditor Independence

I confirm that, for the audit of the financial statements of Eastern Waste Management Authority Inc 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, 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.

Bentleys SA Audit Partnership

David Papa
Partner

Dated at Adelaide this 30th September 2021

Financial Statements 2020-2021

INDEPENDENT AUDITOR'S REPORT



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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE EASTERN WASTE MANAGEMENT AUTHORITY INC

Opinion

We have audited the accompanying financial report of the Eastern Waste Management Authority Inc, which comprises the statement of financial position as at 30 June 2021, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and the Certification of the Financial Statements.

In our opinion, the financial report gives a true and fair view of the financial position of the Eastern Waste Management Authority Inc as of 30 June 2021, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards and the *Local Government Act 1999* and the *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 entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other 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.

Responsibilities of Management and Those Charged with Governance for the Financial Report

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

In preparing the financial report, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the entity's financial reporting process.

Financial Statements 2020-2021

INDEPENDENT AUDITOR'S REPORT



Auditor's Responsibilities 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 misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the 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 decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at <http://www.auasb.gov.au/Home.aspx>. This description forms part of our auditor's report.

BENTLEYS SA AUDIT PARTNERSHIP

DAVID PAPA
PARTNER

Dated at Adelaide this 1st day of October 2021

East Waste's behavioural change initiatives include eliminating food waste from being disposed of to landfill by targeting 100% of food waste collected from residential premises to be recycled by 2030.



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East Waste - Eastern Waste
Management Authority



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The Barossa Council

ANNUAL REPORT 2020-21

Gawler River Floodplain Management Authority

Constituent Councils:

Adelaide Hills Council

Adelaide Plains Council

The Barossa Council

Town of Gawler

Light Regional Council

City of Playford

Gawler



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Chair Report

The past year of the Gawler River Floodplain Management Authority's (GRFMA) operation has been challenging across many fronts, the impact of COVID-19 primarily presenting difficulties with communications for the 13-member Board representing the six constituent councils forming the GRFMA (i.e., Adelaide Hills, Adelaide Plains, Barossa, Gawler, Light and Playford), Federal and State governments and other stakeholders having interest in the protection of the Gawler River floodplain.

The GRFMA Board conducted six (6) Ordinary meetings and convened two (2) Special meetings during the report period. Further, the GRMA's Audit Committee met on four (4) occasions.

The GRFMA Audit Committee provides an important role between the Authority, its management and constituent councils. The Committee provides suggestions and recommendations to the GRFMA Board about actions to be taken to enhance financial and operational governance, considered to be in the best interests of the subsidiary and constituent councils.

Numerous Committee and Working Group meetings were also undertaken enabling the progression of activities identified necessary by the GRFMA Board.

Sincere thanks are extended to all who have been available for e-meetings and alternate means of communication allowing the business of the GRFMA to progress effectively. Special mention is also made of the assistance provided by the Town of Gawler Council and Playford Council allocating staff and IT resources assisting with the scheduling and conduct of e-meetings as required.

Notwithstanding the above, there have been a number of significant achievements throughout the report period which are briefly outlined below.

Charter and Governance – Two Stage Review Implementation

As reported in 2019, a periodic review of the Charter and associated governance (First Stage) was completed with adoption by the GRFMA's Board on the 28 January 2020. A more comprehensive review "Charter Review 2" commenced in April 2020 with Jeff Tate Consulting being engaged to undertake the required work. This review was to explore further governance and operational processes including options for alternative management (i.e., other than the Authority) for the Gawler River and supporting financial arrangements.

A further report completed in September 2020 included a number of recommendations for consideration by the Board:

1. The Authority's legal structure continue as a Regional Subsidiary under s43 of the Local Government Act 1999.
2. At this stage the GRFMA continue to have a representative Board of an Elected Member and staff member from each Council (and an Independent Chair).
3. Consideration be given to an arrangement between the Chief Executive Officers of the constituent councils to ensure that the combined staff appointments to the Board include all relevant skills.
4. Consideration be given to amending clause 4.3.2 of the GRFMA Charter so that Deputy Members attending Board meetings in their own right and not in place of the Member may be permitted to speak with approval of the meeting, rather than having the same right to speak as Members.
5. The GRFMA proactively build relationships with relevant South Australian Government Departments and agencies, separately and together, to build understanding of the issues relating to the Gawler River and to assist with strategies, plans, and advice including about external funding.
6. The GRFMA and constituent councils consider the four funding model options set out in the report, starting from a consideration of funding principles and then potential scenarios for modelling (possibly through Finance and Engineering staff of the constituent councils).
7. The GRFMA develop and implement a clear, resourced strategy for achieving external funding, including consideration of a 'broker' to identify and pursue funding opportunities.

The GRFMA Board is currently progressing recommendation 6 and directing the Charter Review 2 Working Group to engage resources to compile and evaluate required data to further understand possible funding principles and formula to be applied in any proposed funding model. Noting any final consideration would be subject to support or otherwise of the GRFMA and constituent councils. The GRFMA Board will be considering all recommendations and is looking to finalise the review early in the 2021/2022 financial year.

Strategic Plan

As a requirement of Charter Review 1 the GRFMA is now working to establish a Strategic Plan. The plan will consist of a 5 year Strategic Plan (2026) and have regard to any longer term strategic issues (2026-2036) that might be identified during preparation of the plan.

Consultation on the plan with constituent councils and other stakeholders commenced in May 2021 and it is anticipated the document will be completed by the end of September 2021.

Gawler River UNHaRMED Management Tool (GRUMP)

In 2019 the GRFMA entered into partnership with the Bushfire and Natural Hazards CRC and the University of Adelaide to develop a decision support tool (UNHaRMED) to explore how to manage flood risk into the future. The model tool has now been completed and will be made available to other local government authorities and floodplain managers responsible for flood-associated social, environmental and economic risk modelling and subsequent management.

Gawler River Stormwater Management Plan

The GRFMA in partnership with the Stormwater Management Authority of South Australia, the Green Adelaide Board and the Northern and Yorke Landscape Boards and the Department for Environment and Water have commenced a project to develop a Stormwater Management Plan (SMP) for the Gawler River.

The plan will provide background and strategic direction for managing stormwater in the Gawler River. The SMP catchment is defined as the 'Gawler River proper', being the main channel below the confluence of the North Para and South Para Rivers, down through Buckland Lake to the coastal outlet.

In consideration of the strategic nature of any SMP recommendations that may result, the current flood mitigation considerations including increasing the height of the Bruce Eastick North Para Flood Mitigation Dam and the construction of the Northern Floodway Proposal have been placed on hold.

Assistance from the City of Playford in providing in-kind support of a Project Manager to manage the SMP process is recognised and appreciated.

Bruce Eastick North Para Flood Mitigation Dam

The Bruce Eastick North Para Flood Mitigation Dam (BENPFMD) Operation and Safety Plan has now been completed. The Plan was facilitated by the GRFMA in partnership with the Local Government Association of South Australia Council Ready Program.

The completed plan provides direction in two parts specifically for the operational response to a critical flood event and secondly, where signs of imminent dam failure BENPFMD are observed.

Periodic maintenance has also been undertaken at the Dam replacing security screens on the high level outlet pipes and repairing welds to the crest handrails.

Tenders submitted for works requiring repair of the lower level outlet pipes and reinstatement of dislodged baffle blocks in the stilling basin are currently under consideration. It is envisaged the agreed services for works will be undertaken post winter 2021.

Gawler River Flood Mitigation

The 2020-21 State Government Budget allocated \$9 Million for Gawler River flood mitigation works. This initiative provides works to be completed over the three years 2021-23 for a range of Gawler River projects aimed at reducing flood risks across the Northern Adelaide Plains.

Budgeted works include:

1. Removal of trees and debris following the Hillier bushfire (\$350 - \$370K).
2. Construction of a drainage system on Carmelo and Park Road, Virginia (\$3.8M).
3. Installation of new flood warning infrastructure and improvement of flood forecasting and warning service (\$1M).
4. River survey, silt and weed removal, revegetation and levee repair (\$3.8M).

The GRFMA has engaged with the South Australian Department of Environment and Water to assist delivery of the four projects and further development of the longer term solutions for flood mitigation in the Gawler River.

Australian Rail Track Corporation (ARTC) Bridge

The ARTC commenced work in September 2020 to replace the existing rail bridge across the Gawler River.

The GRFMA engaged with ARTC during the Bridge design and construction phase to ensure that the resultant bridge structure and embankment did not compromise water flows in the Gawler River channel.

Retiring and New GRFMA Board Members

Acknowledgement is made of long-serving Board Member Mr Mark Salver (Adelaide Hills Council) who retired from representation during the report period. Mr Ashley Curtis was welcomed as his successor.

Finally, I wish to thank the six constituent councils, Board, Audit Committee, Working Group representatives and Executive Officer for their ongoing involvement and direction provided.

There have been many achievements attained throughout the report period which ultimately will lead to the provision of better flood mitigation and warning systems for the Gawler River and associated floodplain.

The GRFMA will continue to work with the Federal and State governments and stakeholders to achieve this end.

Ian J. Baldwin

Chair and Independent Member

Gawler River Floodplain Management Authority

Gawler River Floodplain Management Authority (GRFMA)

The Gawler River

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

Purpose of the GRFMA

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



The Charter provides for one independent person, who is not an officer, employee, or elected member of a Constituent Council, to be appointed as the Chairperson of the Board of Management of the GRFMA for a term of two years.

The Charter sets down the powers, functions, safeguards, accountabilities, and an operational framework.

The Authority has been established for the purpose of coordinating the planning, construction, operation, and maintenance of flood mitigation infrastructure for the Gawler River, and for the following functions:

- to raise finance for the purpose of developing, managing, and operating and maintaining works approved by the Board;
- to provide a forum for the discussion and consideration of topics relating to the Constituent Council's obligations and responsibilities in relation to management of flooding of the Gawler River;
- to advocate on behalf of the Constituent Councils and their communities where required to State and Federal Governments for legislative policy changes on matters related to flood mitigation and management and associated land use planning with Gawler River flood mitigation;
- to facilitate sustainable outcomes to ensure a proper balance between economic, social, environmental, and cultural consideration; and
- to provide advice as appropriate to the Constituent Councils in relation to development applications relevant to the Authority's roles and functions.



Governance

The Board

The Authority is governed by the Board of management. The Board comprises of

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

The Members of the Board are:

Council	Board Members	Deputy Board Members
Chairperson & Independent Member	Mr Ian Baldwin	
Adelaide Hills Council	Cr Malcolm Herrmann Mr Ashley Curtis	Cr Pauline Gill
Adelaide Plains Council	Cr Terry-Anne Keen Mr James Miller	Cr John Lush Ms Alyssa Denicola
The Barossa Council	Mayor Bim Lange Mr Gary Mavrinac	Cr Russell Johnstone
Town of Gawler	Cr Paul Koch Mr Sam Dilena	Cr Nathan Shanks Mr Ben DeGilio
Light Regional Council	Cr William Close Mr Brian Carr	Mr Andrew Philpott
City of Playford	Cr Agapios (Peter) Rentoulis Mr Greg Pattinson	Cr Clinton Marsh

Meetings of the Board are held at such time and such place as the Board decides subject only to the requirement that there will be at least one meeting in every two calendar months. A special meeting of the Board may be held at any time and may be called at the request of the Chairperson or at the written request of six members of the Board representing all the Constituent Councils.

Ordinary meetings of the Board are generally held bi-monthly on the third Thursday of the even months commencing at 9.45am: excepting December which is held on the second Thursday. Meetings are hosted by the Constituent Councils on a rotational roster with six Board meetings and two Special Board Meetings held during the year as follows:

Ordinary Board Meetings:

- Thursday 13 August 2020 – Town of Gawler
- Thursday 15 October 2020 – Adelaide Plains Council
- Thursday 10 December 2020 – City of Playford
- Thursday 11 February 2021 – Light Regional Council
- Thursday 15 April 2021 – Adelaide Hills Council
- Thursday 17 June 2021 – The Barossa Council

Two Special Board Meetings:

- Friday 17 July 2020 – City of Playford
- Wednesday 17 March 2021 – City of Playford

Technical Assessment Panel

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

The Members of the Panel are:

- Mr Ian Baldwin, Independent Chair
- Ms Ingrid Franssen, Manager Flood Management, DEWNR
- Dr Moji Kan, Principal Engineer Dams, SA Water
- Mr Matt Elding, Barossa Council
- Mr Braden Austin, Playford Council
- Mr David Hitchcock Executive Officer

No meetings of the Panel were held during the year, however, email out of session consideration was undertaken to consider proposed repairs to the Lower Level Outlet Pipe and Baffle Block replacement at the Bruce Eastick North Para Flood Mitigation Dam.

Audit Committee

An Audit Committee has been appointed to review:

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

The Committee held four (4) meetings during the year:

- 04 August 2020
- 25 November 2020
- 10 March 2021
- 09 June 2021

The members of the Committee are:

- Mr Peter Brass, Independent Member
- Mr Greg Pattinson, City of Playford
- Cr Malcolm Herrmann, Adelaide Hills Council

Membership of the GRFMA Audit Committee is for two years (1 July 2020 until 30 June 2022).

Executive Officer

Mr David Hitchcock has been appointed Executive Officer on a contract basis (part time) to 31 December 2021.

External Auditor

Dean Newbery and Partners have been appointed as the external auditor for 2020-2024.

GRFMA Policies

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

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

The purpose of policies is to provide prudent management guidelines for the day-to-day management of the affairs of the Authority.

Meetings

All meetings of the GRFMA and its committees are open to the public, except for those matters to be considered under Section 90 of the Local Government Act 1999.

No Freedom of Information requests were received during the year.

Forum	Total Resolutions for the year	Resolutions to exclude the Public – S90(3)	Purpose	Order for docs to remain confidential - S91(7)	%
Board	152	4	Possible commercial advantage of a person	4	3
Technical Assessment Panel	0	0	N/A	0	0
Audit Committee	24	0		0	0

Evaluation of Performance Against the Business Plan

This Statement of Achievements against the Business Plan will form part of the Key Outcomes Summary to Councils following the meetings at which it is tabled. The June report will form part of the GRFMA Annual Report 2020-2021.

Part A: Funding

Performance Targets:	Timings:	To be measured by:	Actual Achievements:
Grant Claims	At all times	Lodge claims monthly for the payment of Commonwealth and State Government Grants.	<input checked="" type="checkbox"/> Claims lodged according to grant conditions
Maintain positive Cash Flow	At all times	Positive bank account balances at all times.	<input checked="" type="checkbox"/> Positive cash flow maintained

Part B: Proposed Flood Mitigation Scheme Works

Gawler River Flood Mitigation Scheme	
One	What will the Mark Two Scheme Include? (Note these steps may occur concurrently and not necessarily in the following order).

Gawler River Flood Mitigation Scheme	
Two	<p>Reconfirm with the Constituent Councils that a 1 in 100-year level of protection is the protection standard that is to be pursued in the development of the Gawler River Flood Mitigation Scheme – Mark Two Strategy. N.B. The protection standard does not guarantee full protection for all flood events. <i>The Findings Report 2016 advises the 1 in 100 ARI event is considered to be the minimum desirable level of flood protection for new development as well as for much of the existing floodplain development.</i></p> <p>Determine if a second dam on the North Para River or modification to the Bruce Eastick North Para Flood Mitigation Dam is an option. The GRFMA Board has recently accepted a tender for a Findings Report to undertake an assessment to determine if a second dam is required and feasible. <i>The Findings Report 2016 advised enlarging the existing Bruce Eastick North Para Flood Mitigation Dam on the North Para offers the greatest level of protection with least impacts and is rated as the most favoured structural mitigation option. This option deferred pending completion of the Northern Floodway Project proposal. Noting feasibility of raising the height of the Bruce Eastick Dam is still a strategic consideration.</i></p>
Three	<p>The Gawler River Floodplain Mapping Model should be maintained as the reference tool to demonstrate the level of flood protection and validity of design of land proposed for development as part of the approval process. To achieve this, the model should be upgraded to include recent works such as the Northern Expressway works and the additional floodplain mapping completed as part of the Light River Templers Creek Salt Creek Mapping Study by the Adelaide Plains Council. <i>Completed.</i></p>
Four	<p>To further develop the preliminary assessment of possible local area levees prepared in the 2008 Gawler River Floodplain Mapping Study at Gawler, Angle Vale and Two Wells and develop a levee strategy for Virginia to a robust design standard with a staging plan. Undertake a cost benefit study for each stage of the plan. <i>Will be a consideration of the Gawler River Stormwater Management Plan 2021/2022.</i></p>
Five	<p>Establish a protocol with the Floodplain Councils that where development of land in areas identified as ‘at risk of flooding’ is planned to proceed by the implementation of a local area levee that mapping of the proposed levees on the Gawler River Floodplain Mapping Study Model will be required. <i>It is anticipated the Gawler River Unharmful Mitigation Project, will contribute to understanding of this issue and relevant strategies.</i></p>
Six	<p>Maintain a working relationship with the Australian Rail Track Corporation to ensure that any changes to Railtrack infrastructure of culverts and rail heights are mapped on the Gawler River Floodplain Mapping Study Model to identify any changes to flooding impacts. <i>Ongoing – new replacement of the rail bridge completed April 2021.</i></p>

Gawler River Flood Mitigation Scheme	
Seven	Develop a funding strategy for flood protection that is delivered by local area levees on the questions of who should own and maintain the levees and whether local area levees are regional works that the GRFMA should fund or are they local works that are the responsibility of the local Council. <i>Will be a consideration of the Gawler River Stormwater Management Plan 2021/2022.</i>
Eight	Investigate opportunities for funding partners and grants to undertake the necessary assessments and designs. <i>Ongoing. GRFMA currently working with the Department of Environment and Water on the \$9M Gawler River Flood Mitigation projects.</i>
Nine	The Scheme will also seek to clarify, through the Local Government Association, the policy and legal framework around maintenance of rivers and creeks where those rivers and creeks are part of the regional flood management plan. Under current legislation a landowner is responsible for the condition of a creek or waterway on private land. <i>Pending finalisation of the review by the Department of Environment and Water. GRFMA submission provided.</i>

Part B: Maintenance of the Scheme

Performance Targets:	Timings:	To be measured by:	Actual Achievements:
Six monthly inspection	June and December	Completion of Inspection Report	<input checked="" type="checkbox"/> Routine inspection completed 8/9/2020. As per O&M manual. <input checked="" type="checkbox"/> Replacement signage. Repairs to handrails and replacement of HLOP screen completed January 2021.

Part C: Operation of the Regional Subsidiary

Performance Targets:	Timings:	To be measured by:	Actual Achievements:
Reports to Stakeholders	Bi-Monthly	Key Outcomes Summary to be published following each Board Meeting	<input checked="" type="checkbox"/> Key Outcomes Summary prepared following GRFMA meetings.
Charter Review 1 and Charter Review 2	December	The performance of the Executive Officer be reviewed annually Charter Review	<input checked="" type="checkbox"/> Review conducted in December 2020. <input checked="" type="checkbox"/> GRFMA Charter Review (2nd stage) commenced April 2020 – materially completed pending finalisation of cost share funding model.
	August	The appointment of Auditor, Bank Operators, levels of insurance, appropriate registrations, delegations, and policies be reviewed annually.	<input checked="" type="checkbox"/> New External Auditor 2020-2024. <input checked="" type="checkbox"/> Appropriate levels of insurance reviewed in July 2020.
Review of the Business Plan	By 31 st March	Review the Business Plan prior to preparing the Budget Forward to the Councils	<input checked="" type="checkbox"/> June 2020 – Business Plan 2020-2021 adopted. <input checked="" type="checkbox"/> June 2020 – Achievements against the Business Plan 2019-20 presented.
Budget 20/21	By 31 st March, June, October, December	Adopt for consultation forward to Councils – Adopt Budget – copy to Councils in 5 days – Conduct Budget Reviews	<input checked="" type="checkbox"/> 2021-22 draft Budget forwarded in March 2021 to constituent councils for consultation. <input checked="" type="checkbox"/> Budget Reviews 1 & 2 adopted by GRFMA Audit Committee and GRFMA Board.
Subscriptions	June December	Send half year subscriptions to Council	<input checked="" type="checkbox"/> All first half subscriptions paid, <input checked="" type="checkbox"/> Five (5) Second half subscriptions paid.

Performance Targets:	Timings:	To be measured by:	Actual Achievements:
Report to Constituent Councils	Following each Board meeting By 30 th September	The receipt of the following reports by Councils, Board Meeting Key Outcomes Summary Annual Report including Annual Financial Statements	<input checked="" type="checkbox"/> Key Outcomes Summary prepared following meetings. <input checked="" type="checkbox"/> Annual Report forwarded electronically to Councils.
Governance	Ongoing	Policies and new management framework documents developed and reviewed	<input checked="" type="checkbox"/> New Fraud and Corruption Policy <input checked="" type="checkbox"/> Delivery of Strategic Plan initiated consultation underway – delivery September 2021. * Public Interest Disclosure Policies drafted and on hold pending consideration of requirement for public officer – review October 2021. * Asset Management Plan and Long Term Financial Plan to be developed.
Annual Operations		Advocacy for construction of Northern Floodway project GRFMA currently working with DEW on the \$9M Gawler River Flood Mitigation projects Dewatering and repair of the low-level inlet pipe and stilling basin Scheduled inspection Establishment of the Dam Safety Emergency Plan Environmental management of land associated with the Dams location GRUMP decision support tool to manage flood risk Revegetate land zone around the Bruce Eastick North Para Flood Mitigation Dam.	* Hiatus. Pending completion of the Gawler River Stormwater Management Plan. <input checked="" type="checkbox"/> * Tenders for works considered at the 17/6/2021 GRFMA Board meeting. <input checked="" type="checkbox"/> Completed September 2020. <input checked="" type="checkbox"/> Completed January 2021. <input checked="" type="checkbox"/> Annual land management lease in place. <input checked="" type="checkbox"/> Completed 30 June 2021 – project was delayed due to COVID-19. <input checked="" type="checkbox"/> Commenced June 2020

Financial Statements 2020-21

1. Certification of Financial Statements
2. Financial Statements and Notes
3. Related Parties Disclosures
4. Statement of Auditors Independence
5. Certification of Auditor Independence

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2021
CERTIFICATION OF FINANCIAL STATEMENTS

We have been authorised by the Gawler River Floodplain Management Authority 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 Authority'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 Authority provide a reasonable assurance that the Authority's financial records are complete, accurate and reliable and were effective throughout the financial year.
- the financial statements accurately reflect the Authority's accounting and other records.



David Hitchcock
EXECUTIVE OFFICER



Ian Baldwin
CHAIRMAN

19/8/2021

Date

19/8/21

Date

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

SCHEDULE OF PROFIT AND LOSS AND COMPREHENSIVE INCOME for the year ended 30 June 2021

	Notes	2021 \$	2020 \$
INCOME			
Subscriptions	4	196,235	230,300
Investment income	1(d)	1,009	1,042
State Government Grants	3	20,000	98,980
Other Income		100	100
Total Income		217,344	330,422
EXPENSES			
Contractual Services	5	156,177	235,881
Depreciation	1(h), 11	321,163	321,163
Other		21,359	21,155
Total Expenses		498,698	578,198
OPERATING SURPLUS / (DEFICIT)		(281,354)	(247,776)
NET SURPLUS / (DEFICIT)		(281,354)	(247,776)
transferred to Equity Statement			
Other Comprehensive Income			
<i>Amounts which will not be reclassified subsequently to operating result</i>			
Changes in revaluation surplus - infrastructure, property, plant & equipment		-	-
Total Other Comprehensive Income		-	-
TOTAL COMPREHENSIVE INCOME		(281,354)	(247,776)

This Statement is to be read in conjunction with the attached Notes.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

STATEMENT OF FINANCIAL POSITION as at 30 June 2021

	Notes	2021 \$	2020 \$
ASSETS			
Current Assets			
Cash and cash equivalents	1(d)	169,344	151,764
Trade and Other Receivables		49,278	32,152
Total Current Assets		<u>218,622</u>	<u>183,916</u>
Non-current Assets			
Infrastructure	10	25,329,000	25,329,000
Accumulated Depreciation Infrastructure	1(h), 10	(4,116,325)	(3,795,163)
Land	10	477,000	477,000
Total Non-current Assets		<u>21,689,675</u>	<u>22,010,838</u>
Total Assets		<u>21,908,297</u>	<u>22,194,753</u>
LIABILITIES			
Current Liabilities			
Trade & other payables		36,567	41,669
Borrowings		-	-
Total Liabilities		<u>36,567</u>	<u>41,669</u>
NET ASSETS		<u>21,871,730</u>	<u>22,153,084</u>
EQUITY			
Accumulated Surplus		13,189,757	13,471,111
Asset Revaluation Reserves	1(g)	8,681,973	8,681,973
TOTAL EQUITY		<u>21,871,730</u>	<u>22,153,084</u>

This Statement is to be read in conjunction with the attached Notes.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

STATEMENT OF CHANGES IN EQUITY for the year ended 30 June 2021

	Notes	Accumulated Surplus \$	Asset Revaluation Reserve \$	TOTAL EQUITY \$
2021				
Balance at end of previous reporting period		13,471,111	8,681,973	22,153,084
Restated opening balance		13,471,111	8,681,973	22,153,084
Net Surplus / (Deficit) for Year		(281,354)	-	(281,354)
Other Comprehensive Income				
Gain on revaluation of infrastructure, property, plant & equipment		-	-	-
Balance at end of period		13,189,757	8,681,973	21,871,730
2020				
Balance at end of previous reporting period		13,718,887	8,681,973	22,400,860
Restated opening balance		13,718,887	8,681,973	22,400,860
Net Surplus / (Deficit) for Year		(247,776)	-	(247,776)
Other Comprehensive Income				
Gain on revaluation of infrastructure, property, plant & equipment		-	-	-
Balance at end of period		13,471,111	8,681,973	22,153,084

This Statement is to be read in conjunction with the attached Notes

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

STATEMENT OF CASHFLOWS for the year ended 30 June 2021

		2021	2020
	Notes	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		199,195	299,175
Interest Receipts		1,023	1,055
Payments		<u>(182,638)</u>	<u>(215,367)</u>
Net Cash provided by (or used in) Operating Activities		17,580	84,863
CASH FLOWS FROM INVESTING ACTIVITIES			
<u>Payments</u>			
Expenditure on new/upgraded assets		<u>-</u>	<u>-</u>
Net Cash provided by (or used in) Investing Activities		-	-
Net Increase (Decrease) in cash held	8	17,580	84,863
Cash & cash equivalents at beginning of period		<u>151,764</u>	<u>66,902</u>
Cash & cash equivalents at end of period	8	<u>169,344</u>	<u>151,764</u>

This Statement is to be read in conjunction with the attached Notes

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 1 - Statement of Significant Accounting Policies

a) The Local Government Reporting Entity

This general purpose financial report has been prepared 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 Gawler River Floodplain Management Authority is a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999. The Constituent Councils are the Adelaide Hills Council, The Barossa Council, Town of Gawler, Light Regional Council, Adelaide Plains Council and The City of Playford.

All funds received and expended by the Authority have been included in the financial statements forming part of this financial report.

b) Basis of Accounting

This financial report has been prepared on an accrual basis and is based on historical costs and does not take into account changing money values, or except where specifically stated, current valuation of non-current assets.

c) Employees

The Authority has no employees.

d) Cash

For purposes of the statement of cash flows, cash includes cash deposits which are readily convertible to cash on hand and which are used in the cash management function on a day to day basis, net of outstanding bank overdraft.

e) Infrastructure

The Bruce Eastick North Para Flood Mitigation Dam was constructed in 2007. The valuation includes all materials, contractor's costs plus costs incidental to the acquisition, including engineering design and supervision fees and all other costs incurred.

f) Land

The dam land includes the land on which the dam is constructed, rights of way access to the land and 'right to flood' easements over the land upstream from the dam that will be inundated by dam waters for short periods of time during a flood event. The Board valuation was undertaken at 30th June 2011. Additional Land surrounding the dam was purchased in 2017/18 and was revalued by Asset Valuation and Consulting Pty Ltd in May 2017 for part lot 750 Kemp Road Kingsford.

g) Revaluation

The Board sought an independent valuation to be applied as at 30th June 2019, of the Bruce Eastick North Para Flood Mitigation Dam. The Board recognises that the dam is a unique infrastructure. The Board sought the advice of Entura (Hydro Tasmania), who provided a replacement cost valuation based on the actual construction contract costs, including some 'owner's costs' which would be incurred in the event of a replacement being necessary. The estimate of the replacement cost was \$25.245 million at June 2019. In accordance with Accounting Standard (AASB)13 Fair Value Measurement, it is to be noted that valuation has been under level 3 valuation. The next Valuation is expected to undertaken as at 30 June 2024.

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Fair value level 3 valuations of buildings, infrastructure and other assets – There is no known market for these assets and they are valued at depreciated current replacement cost. The 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.

The 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.

h) Depreciation

The depreciation period for the Bruce Eastick North Para Flood Mitigation Dam is based straight line depreciation with an expected life of 80 years.

The depreciation period for the Access Road is based on straight line depreciation with an expected life of 15 years.

i) Revenue

The Authority 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 Authority 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 where a financial asset has been received to enable the authority to acquire or construct a recognisable non-financial asset that is to be controlled by the authority. In this case, the authority 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.

Revenue from the Subscriptions is recognised upon the delivery of the service to customers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Revenue is stated net of the amount of goods and services tax (GST).

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 2 - Schedule of Constituent Council's Interest in Net Assets as at 30th June 2021

Prepared to meet the requirements of Clause 15.5 of the Charter

"The 'Schedule of Constituent Councils' Interests in Net Assets' will reflect the proportionate contribution each Constituent Council has made to the growth of the net assets of the Authority having regard to the proportionate contribution to subscriptions. The Schedule when updated by the Board at the end of each financial year will reflect the proportionate contribution of each Constituent Council since the commencement of the Authority and once accepted by each Constituent Council will be evidence of the agreed proportion of a Constituent Council's interests in the net assets as at 30 June in that year."

For the purposes of this Clause all subscriptions by Constituent Councils have been included.

This Schedule has been prepared on the basis that the Authority was 'wound up' on 30 June 2021. The value of infrastructure and land as stated in the Financial Statements at reporting date have been included. Grants and contributions from the Commonwealth Government, State Government and Northern Adelaide Barossa Catchment Water Management Board that have contributed to these costs have not been deducted.

Calculation of Net Equity

Assets

Investments / Debtors	\$ 218,622
Infrastructure	\$ 21,212,675
Land	<u>\$ 477,000</u>
	\$ 21,908,297

Less Liabilities

Accounts Payable / Creditors	<u>\$ 36,567</u>
NET EQUITY	\$ 21,871,730

Allocation of Councils Interest in Net Assets

Constituent Councils	Accumulated Subscriptions for Operations to 30 June 2021	Accumulated Subscriptions for Maintenance to 30 June 2021	Accumulated Subscriptions for Scheme Works to 30 June 2021	All Subscriptions to 30 June 2021	Percentage of Contributions to the Total	Council's Interests in Net Assets
Adelaide Hills Council	\$172,082	\$6,352	\$70,988	\$249,422	4.54%	\$992,977
The Barossa Council	\$172,082	\$31,813	\$354,951	\$558,846	10.17%	\$2,224,355
Town of Gawler	\$172,082	\$63,586	\$709,892	\$945,560	17.21%	\$3,764,125
Light Regional Council	\$172,082	\$31,813	\$354,951	\$558,846	10.17%	\$2,224,355
Adelaide Plains Council	\$172,082	\$106,079	\$1,183,146	\$1,461,307	26.60%	\$5,817,880
City of Playford	\$172,089	\$127,254	\$1,419,763	\$1,719,106	31.31%	\$6,848,038
	\$1,032,499	\$366,897	\$4,093,691	\$5,493,087	100%	\$21,871,730

Schedule of Constituent Councils' Interests in Net Assets' as at the 30th June 2021 adopted by the Board in accordance with Clause 15.5 of the Charter on 19 August 2021.

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 3 - Functions / Activities of the Authority

a) Revenues and expenses have been attributed to the following functions / activities, descriptions of which are set out in Note b.

b) The activities of the Authority are categorised into the following function / activities:

Administration: The operations of the Authority and its Board

Other Environment: Flood Mitigation

c) Functions of the Gawler River Floodplain Management Authority
(excluding depreciation)

	Year	Revenue		Expenses		Surplus (deficit)
		Grants	Other	Total Revenue	Expenses Total	
Administration	2021	-	\$147,044	\$147,044	\$85,115	\$61,929
	2020	-	\$146,042	\$146,042	\$90,152	\$55,890
Other	2021	\$20,000	\$ 50,300	\$ 70,300	\$92,421	(\$22,121)
Environment:						
Flood Mitigation	2020	\$98,980	\$ 85,400	\$184,380	\$166,883	\$17,497
Total	2021	\$20,000	\$197,344	\$217,344	\$177,536	\$39,808
	2020	\$98,980	\$231,442	\$330,422	\$257,035	\$73,387

Note 4 - Subscriptions

The following subscriptions were levied on the Constituent Councils in accordance with Clause 10.2 of the Charter for the year:

Constituent Council	Maintenance		Operations		TOTALS	
	2021	2020	2021	2020	2021	2020
Adelaide Hills Council	\$ 871	\$ 1,476	\$24,322	\$24,166	\$25,193	\$25,642
The Barossa Council	\$ 4,361	\$ 7,396	\$24,322	\$24,166	\$28,683	\$31,562
Town of Gawler	\$ 8,722	\$14,791	\$24,322	\$24,166	\$33,044	\$38,957
Light Regional Council	\$ 4,361	\$ 7,396	\$24,322	\$24,166	\$28,683	\$31,562
Adelaide Plains Council	\$14,541	\$24,660	\$24,322	\$24,166	\$38,863	\$48,826
City of Playford	\$17,444	\$29,581	\$24,325	\$24,170	\$41,769	\$53,751
TOTAL	\$50,300	\$85,300	\$145,935	\$145,000	\$196,235	\$230,300

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 5- Contractual Services

	2021	2020
Executive Officer	\$56,280	\$57,330
Audit Committee <i>(Independent & Presiding Member)</i>	\$2,600	\$2,600
Audit Fees	\$5,000	\$7,057
Legal Fees	\$0	\$2,133
Gawler River Scheme Consultancies	\$84,737	\$139,025
Maintenance Contractors	\$7,560	\$27,736
TOTALS	\$156,177	\$235,881

Note 6 - Comparison of Budget and Actual Results (excluding depreciation)

	2021		2020	
	Budget	Actual	Budget	Actual
Revenue				
Administration	\$147,050	\$147,044	\$146,400	\$146,042
Other Environment: Flood Mitigation	\$0	\$0	\$0	\$100
State Grant	\$20,000	\$20,000	\$110,980	\$98,980
Maintenance	\$50,300	\$50,300	\$85,300	\$85,300
Other Environment: Flood Mitigation Capital	\$0	\$0	\$0	\$0
Total Revenue	\$217,350	\$217,344	\$342,680	\$330,422
Expenditure				
Administration	\$88,050	\$85,115	\$89,095	\$90,152
Other Environment: Flood Mitigation	\$97,950	\$7,684	\$25,150	\$27,858
Maintenance	\$100,736	\$84,736	\$158,475	\$139,025
Other Environment: Flood Mitigation Capital				
Total Expenditure	\$286,736	\$177,535	\$272,720	\$257,035
Surplus (deficit)	(\$69,386)	\$39,809	\$69,960	\$73,387

Note 7 - Expenditure Commitment

An agreement has been entered into with David Hitchcock to provide Executive Officer and Supervision of Consultants services to 31 December 2021.

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 8 - Reconciliation Statement of Cash Flows

(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 Cash Flow Statement is reconciled to the related items in the Balance Sheet as follows:

	2021	2020
	\$	\$
Total cash & equivalent assets	<u>169,344</u>	<u>151,764</u>
Balances per Cash Flow Statement	<u>169,344</u>	<u>151,764</u>

(b) Reconciliation of Change in Net Assets to Cash from Operating Activities

Net Surplus (Deficit)	(281,354)	(247,776)
Non-cash items in Income Statement		
Depreciation, amortisation & impairment	<u>321,163</u>	<u>321,163</u>
	<u>39,809</u>	<u>73,387</u>
Add (Less): Changes in Net Current Assets		
Net (increase) decrease in receivables	(17,127)	(30,194)
Net increase (decrease) in trade & other payables	<u>(5,102)</u>	<u>41,669</u>
Net Cash provided by (or used in) operations	<u>17,580</u>	<u>84,862</u>

Note 9 -Economic Dependence

The Gawler River Floodplain Management Authority (GRFMA) was formed as a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999 in August 2002, by a Charter that was amended and published in The South Australian Government Gazette on 27th February 2020 at page 474.

The Gawler River Floodplain Management Authority (GRFMA) is dependent upon subscriptions levied on the Constituent Councils in accordance with Clause 10.2 of the Charter to fund the construction, operation and maintenance of flood mitigation infrastructure of the Authority which it owns and manages.

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 10 - Non-Current Assets Summary

	Fair Value Level	2021				2020			
		At Fair Value	At Cost	Accum Dep'n	Carrying Amount	At Fair Value	At Cost	Accum Dep'n	Carrying Amount
Land and easements	-	\$477,000	-	-	\$477,000	\$477,000	-	-	\$477,000
North Para Dam Access Roads	3	\$84,000	-	(\$14,200)	\$69,800	\$84,000	-	(\$8,600)	\$75,400
North Para Dam	3	\$25,245,000	-	(\$4,102,125)	\$21,142,875	\$25,245,000	-	(\$3,786,563)	\$21,458,437
Total Infrastructure and Land		\$25,806,000	-	(\$4,116,325)	\$21,689,675	\$25,806,000	-	(\$3,795,163)	\$22,010,837
Comparatives		\$25,806,000	-	(\$3,795,163)	\$22,010,937	\$25,806,000	-	(\$3,474,000)	\$22,332,000

	2020	Carrying Amount Movements During the Year							2021
	Carrying Amount	Additions		Disposals	Depreciation	Impairment	Transfers	Net Valuation	Carrying Amount
		New Upgrade	Renewals						
Land and easements	\$477,000	-	-	-	-	-	-	-	\$477,000
Access Roads	\$75,400	-	-	-	(\$5,600)	-	-	-	\$69,800
Infrastructure - North Para Dam	\$21,458,437	-	-	-	(\$315,563)	-	-	-	\$21,142,875
Total Infrastructure, Property, Plant & Equipment	\$22,010,837	-	-	-	(\$321,163)	-	-	-	\$21,689,675
Comparatives	\$22,332,000	-	-	-	(\$321,163)	-	-	-	\$22,010,837

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 11 - Financial Instruments

All financial instruments are categorised as *loans and receivables*.

Accounting Policies - Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits	<p>Accounting Policy: initially recognised at fair value and subsequently measured at amortised cost, interest is recognised when earned</p> <p>Terms & conditions: Deposits are returning fixed interest rates between 0.25% and 0.30% (2020: 0.25% and 1.25%).</p> <p>Carrying amount: approximates fair value due to the short term to maturity.</p>
Receivables - Fees & other charges	<p>Accounting Policy: initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method</p> <p>Terms & conditions: Unsecured, and do not bear interest. Although the authority is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Authorities boundaries.</p> <p>Carrying amount: approximates fair value (after deduction of any allowance).</p>
Liabilities - Creditors and Accruals	<p>Accounting Policy: Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Authority.</p> <p>Terms & conditions: Liabilities are normally settled on 30 day terms.</p> <p>Carrying amount: approximates fair value.</p>

Liquidity Analysis

2021	Due < 1 year	Due > 1 year ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
Financial Assets	\$	\$	\$	\$	\$
Cash & Equivalents	169,344	-	-	-	169,344
Receivables	49,278	-	-	-	49,278
Total	218,622	-	-	-	218,622
Financial Liabilities					
Payables	36,567	-	-	-	36,567
Total	36,567	-	-	-	36,567
2020	Due < 1 year	Due > 1 year; ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
Financial Assets	\$	\$	\$	\$	\$
Cash & Equivalents	151,764	-	-	-	151,764
Receivables	32,152	-	-	-	32,152
Total	183,916	-	-	-	183,916
Financial Liabilities					
Payables	41,669	-	-	-	41,669
Total	41,669	-	-	-	41,669

**Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021**

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.

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 Authority is the carrying amount, net of any impairment. All Authority investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Authorities 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 the Authorities 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 Authority 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.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. The Authority 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.

Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 12 Uniform Presentation of Financial Statements

The following is a high level summary of both operating and capital investment activities of the Authority prepared on a simplified Uniform Presentation Framework basis.

All Local Government Councils and Authorities have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Authorities finances.

	2021 \$	2020 \$
Income	217,344	330,422
Expenses	(498,698)	(578,198)
Operating Surplus / (Deficit)	(281,354)	(247,776)
Less Net Outlays in Existing Assets		
Capital Expenditure on renewal and replacement of Existing Assets	-	-
Add back Depreciation Amortisation and Impairment	321,163	321,163
Proceeds from Sale of Replaced Assets	-	-
	<u>321,163</u>	<u>321,163</u>
Less Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets	-	-
Amounts received specifically for New and Upgraded Assets	-	-
Proceeds from Sale of Surplus Assets	-	-
	<u>-</u>	<u>-</u>
Net Lending / (Borrowing) for Financial Year	<u>39,808</u>	<u>73,386</u>

Note 13 – Contingencies & Assets & Liabilities not recognised in the Balance Sheet

There are no contingencies, asset or liabilities not recognised in the financial statements for the year ended 30 June 2021.

Note 14 - Events Occurring After Reporting Date

There were no events subsequent to 30 June 2021 that need to be disclosed in the financial statements.

**Gawler River Floodplain Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021**

Note 15 - Related Parties Disclosures

Key Management Personnel

The Key Management Personnel of the Gawler River Floodplain Management Authority (GRFMA) include the Chairman, Board Members, Deputy Board Members and Executive Officer. In all Key Management Personnel were paid the following total compensation:

	2021 \$	2020 \$
Salaries, allowances & Other Short Term Benefits	\$65,530	\$66,930
TOTAL	\$65,530	\$66,930

	Amounts received from Related Party during the financial year	Amounts outstanding from Related Party at the end of the financial year
	2021 \$	2021 \$
Adelaide Hills Council	\$12,597	\$12,597
The Barossa Council	\$28,683	\$0
Town of Gawler	\$33,044	\$0
Light Regional Council	\$28,683	\$0
Adelaide Plains Council	\$38,863	\$0
City of Playford	\$41,769	\$0
TOTAL	\$183,639	\$12,597

The Authority has been established for the following purposes:

1. To co-ordinate the construction, operation and maintenance of flood mitigation infrastructure for the Gawler River. This purpose is the core business of the Authority;
2. To raise finance for the purpose of developing, managing and operating and maintaining works approved by the board;
3. To provide a forum for the discussion and consideration of topics relating to the Constituent Council's obligations and responsibilities in relation to management of flood mitigation for the Gawler River;
4. Upon application of one or more Constituent Councils pursuant to clause 12.4:
 1. to coordinate the construction, maintenance and promotion and enhancement of the Gawler River and areas adjacent to the Gawler River as recreational open space for the adjacent communities: and
 2. to enter into agreements with one or more of the Constituent Councils for the purpose of managing and developing the Gawler River.

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INDEPENDENT AUDITOR'S REPORT

To the members of the Gawler River Floodplain Management Authority

Opinion

We have audited the accompanying financial report of the Gawler River Floodplain Management Authority (the Authority), which comprises the Statement of Financial Position as at 30 June 2021, the Statement of Comprehensive Income, the Statements of Changes in Equity, the Statement of Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and other explanatory information and the Certification of the Financial Statements.

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

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described as in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Authority in accordance with the auditor independence requirements of the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other 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.

Responsibility of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation of the Authority's financial report in accordance with Australian Accounting Standards, the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*, and for such controls as Management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, Management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities 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 misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that the audit conducted in accordance with the 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 decisions of users taken on the basis of financial report.

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

- Identify and assess the risks 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, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority'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 the management'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 Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease 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.

DEAN NEWBERY



JIM KEOGH

Partner

Signed on the 21st day of September 2021,
at 214 Melbourne Street, North Adelaide, South Australia 5006

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
ANNUAL 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 the Gawler River Floodplain Management Authority for the year ended 30 June 2021 the Authority's Auditor Dean Newbery and Partners 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.



David Hitchcock 17/8/21

EXECUTIVE OFFICER



Peter Brass 12/8/21

PRESIDING MEMBER AUDIT COMMITTEE



Ian Baldwin 17/8/21

CHAIR GRFMA

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
ANNUAL 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 the Gawler River Floodplain Management Authority for the year ended 30 June 2021 the Authority's Auditor Dean Newbery and Partners 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 (Sep 7, 2021 17:25 GMT+9.5)

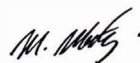
Andrew Aitken
 Chief Executive Officer
 Adelaide Hills Council



James Miller
 Chief Executive Officer
 Adelaide Plains Council


 Henry Inat (Sep 14, 2021 21:12 GMT+9.5)

Henry Inat
 Chief Executive Officer
 Town of Gawler



Martin McCarthy
 Chief Executive Officer
 The Barossa Council



Sam Green
 Chief Executive Officer
 City of Playford


 Brian Carr (Sep 14, 2021 17:05 GMT+9.5)

Brian Carr
 Chief Executive Officer
 Light Regional Council

HEAD OFFICE

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Dean Newbery
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Auditor's Independence Declaration under Section 22 of the Local Government (Financial Management) Regulations 2011 to the Gawler River Floodplain Management Authority

I confirm that, for the audit of the financial statements of the Gawler River Floodplain Management Authority 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, 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*.



JIM KEOGH
PARTNER

Signed on the 13th day of August 2021,
at 214 Melbourne Street, North Adelaide, South Australia 5006

ANNUAL REPORT

2020-2021



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Southern and Hills Local Government Association – Snapshot

6
Councils

SIZE
8,656
Square Kilometres

\$5.36b
GROSS
REGIONAL
PRODUCT

63,519
EMPLOYED
RESIDENTS

5,539
KILOMETERS OF
LOCAL ROADS

132,206
REGIONS
POPULATION

TOURISM
Destination

Councils Total
Revenue
\$192 MILLION

OCEAN COASTLINE OF
652
Kilometres

Largest Industry
Employment
**Health Care and
Social Assistance**



About the Southern & Hills Local Government Association region

The Southern & Hills Local Government Association was first formed in July 1969 and is now constituted as a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999. Consisting of six (6) local government Councils:

- Adelaide Hills Council
- Alexandrina Council
- Kangaroo Island Council
- Mt Barker District Council
- City of Victor Harbor
- District Council of Yankalilla

Collectively these six (6) Councils have:

- ☑ More than 126,000 people as of 30th June 2020.
- ☑ 5,539 kilometres of local roads
- ☑ Area consists of 8,656 square kilometres.
- ☑ An ocean coastline of 652 Km.
- ☑ The River Murray and lakes form the southeast boundary of the region.
- ☑ The region has extreme diversity from the foothill suburbs of Adelaide to the isolation of the inaccessible west coast of Flinders Chase National Park.
- ☑ Significant areas within the region are under primary production include highly productive farm, horticulture, viticulture, forestry, fishing and intensive animal keeping enterprises and in the more undulating parts sheep farming, cereal growing and dairying.
- ☑ The region contributed nearly \$6 billion in gross value to the State economy
- ☑ Much of the area has, (by South Australian standards) a high rainfall.
- ☑ A large part of the area is within the 30 Year Plan for Greater Adelaide.
- ☑ Significant growth pockets both in population and development, placing demands on infrastructure and the natural environment.
- ☑ Projected change in the population to 2026 by approximately 25%.
- ☑ Within the region, Victor Harbor and Goolwa are key retirement destinations.
- ☑ Within the region, The Adelaide Hills, The Fleurieu and Kangaroo Island are all major tourism destinations.
- ☑ Kangaroo Island is a major component of the Australian and SA tourism plan with tourist numbers targeted to double over the next decade.

President's Report

It has been my pleasure to serve as President and Chair once again during 2020-2021.

I referred to the COVID19 virus pandemic in my previous years report and alluded to its impact "has been far reaching and yet to play out in full". Regrettably the impact has been far greater and longer and broader than we anticipated.

I wish to thank all S&HLGA member councils, all the elected members and the staff for their strong efforts to support each other and their own communities during this time.

Nonetheless we were still able as an organisation to continue the excellent work with many of our important regional programs and projects such as the work of the S&HLGA Roads Working Party and the development of a new 2030 Regional Transport Plan, monitoring the S&HLGA Regional Public Health plan and successfully rolling out two new critical social inclusion projects as well as implementing and monitoring the region's Climate Change Adaptation Plan.

We have continued to cement our many regional stakeholder and partner relationships, working very closely with the RDA to further the regional economic growth strategies and Infrastructure Plan, input into our two regional Landscape Boards Strategic plans supporting the establishment of the SA Coastal Councils Alliance as well as maintaining and reviewing key strategy and performance documents such as the Annual Action Items, Annual Budget and planning our new 2021-2025 Strategy and Business Plan. These activities are all designed to drive and improve the wellbeing of our communities.

I would once again point out the S&HLGA Value proposition report documents a consistent four figure percentage return on member Council subscriptions demonstrating amazing value for member councils.

S&HLGA has been an active participant on the LGA regional SAROC committee.

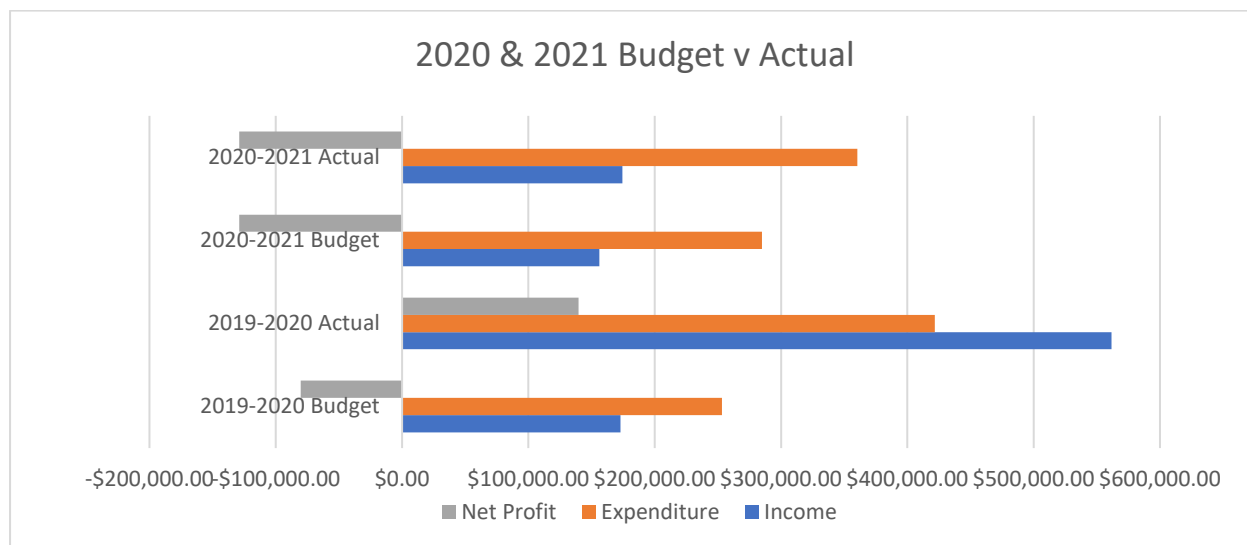
Thank you to our Executive Officer, Graeme Martin for his co-ordination and management and drive in supporting the body. He has been ably supported during 2020-2021 by Penny Worland in the Regional Public Health space.

In closing, I acknowledge and thank all the member councils for their support during the year and acknowledge the ongoing contribution of member Mayors and CEOs to the S&HLGA Board.

Mayor Keith Parkes
President



Dashboard 2020-2021



Transport

- Commenced the new 2030 S&HLGA Transport Plan
- Recommended for Special Local Roads Funding of \$1,853,300
- Active participant in South East Transport Corridor Passenger and Freight Committees and forums
- Progressed the South Coast Freight Route concept

Health and Wellbeing

- Continued with the development of the \$50,00 Community Wellbeing Indicators project
- Implemented and monitored the regional and member Council actions of the “Wellbeing in our Community” Regional Public Health Plan for S&HLGA
- Activated the two S&HLGA disability and inclusions projects, \$76,464 Regional Champions for Accessible Destinations and \$81,408 Regional Champions for Accessible Communications

Environment

- Successfully negotiated and signed a new Climate Change Regional sector Agreement
- Implemented and monitored the actions of the Resilient Hills and Coasts Climate Change 2020-2025 Regional Action Plan
- Actively worked with the LGA and our regional Landscape Boards on developing strategies to combat and manage Little Corellas

2021 S&HLGA Value Summary	Average Value per Council	Total Value for the S&HLGA region
General advocacy	\$20,000	\$120,000
Programs and Projects	\$363,062	\$2,178,372
Capacity building	\$7,025	\$42,151
Total	\$390,087	\$2,340,523

ORGANISATION

S&HLGA Organisation and its Board structure, members and Office bearers

The Southern and Hills Local Government Association Board

July 2020

Council	Elected Member Representative	Council Staff Representative
Adelaide Hills	Mayor Jan – Claire Wisdom	CEO Andrew Aitken
Alexandrina Council	Mayor Keith Parkes	CEO Glenn Rappensberg
Kangaroo Island Council	Mayor Michael Pengilly	CEO Greg Georgopolous
Mt Barker District Council	Mayor Ann Ferguson	CEO Andrew Stuart
City of Victor Harbor	Mayor Moira Jenkins	CEO Victoria MacKirdy
District Council of Yankalilla	Mayor Glen Rowlands*	CEO Nigel Morris
	*resigned 17 June 2021	

Council	Proxy Representative	Role
Adelaide Hills	Lachlan Miller	Executive Manager Governance
Alexandrina Council		
Kangaroo Island Council	Bob Teasdale	Deputy Mayor
Mt Barker District Council	Samantha Jones	Councillor
City of Victor Harbor		
District Council of Yankalilla	Simon Rothwell*	Deputy Mayor
	*Appointed to S&HLGA Board 17 June 2021	

Office Bearers 2020 – 2021

President	Mayor Keith Parkes, Alexandrina Council
Deputy President	Mayor Moira Jenkins, City of Victor Harbor
Executive Officer	Mr Graeme Martin
Auditor	Mr Nathan Saluja, Jon Colquhoun - HLB Mann Judd

Elected under the provisions of the Constitution of the Local Government Association:

Delegates to LGA Board	Mayor Keith Parkes	
	Mayor Jan – Claire Wisdom (via Metro/GAROC)	
Delegates to SAROC	Mayor Keith Parkes	Alexandrina Council
	Mayor Moira Jenkins	City of Victor Harbor

**Southern & Hills Local Government Association
Past Presidents and Secretaries / Executive Officers**

Years	President	Council	Secretary / EO
2020 - 2021	Mayor Keith Parkes	Alexandrina Council	Graeme Martin
2019 – 2020	Mayor Keith Parkes	Alexandrina Council	Graeme Martin
2018 - 2019	Mayor Keith Parkes	Alexandrina Council	Graeme Martin
2017 – 2018	Mayor Keith Parkes ^g	Alexandrina Council	Graeme Martin
2016 - 2017	Mayor Bill Spragg	Adelaide Hills Council	Graeme Martin
2015 - 2016	Mayor Bill Spragg	Adelaide Hills Council	Graeme Martin
2014 - 2015	Mayor Bill Spragg ^f Mayor Ann Ferguson	Adelaide Hills Council DC Mount Barker	Graeme Martin
2013 - 2014	Mayor Ann Ferguson	DC Mount Barker	Graeme Martin
2012 - 2013	Mayor Ann Ferguson	DC Mount Barker	Graeme Martin
2011 - 2012	Mayor Ann Ferguson	DC Mount Barker	Fred Pedler ^d Graeme Martin ^e
2010 - 2011	Mayor Ann Ferguson ^c Mayor Brian Hurn OAM	DC Mount Barker The Barossa Council	Fred Pedler ^b
2009 - 2010	Mayor Brian Hurn OAM	The Barossa Council	Fred Pedler ^b
2008 - 2009	Mayor Brian Hurn OAM	The Barossa Council	Fred Pedler ^b
2007 - 2008	Mayor Brian Hurn OAM	The Barossa Council	Fred Pedler ^b
2006 - 2007	Mayor Brian Hurn OAM	The Barossa Council	Fred Pedler ^b
2005 - 2006	Mayor Brian Hurn OAM	The Barossa Council	Fred Pedler ^b
2004 - 2005	Mayor Kym McHugh	Alexandrina Council	Fred Pedler ^b
2003 - 2004	Mayor Kym McHugh	Alexandrina Council	Fred Pedler ^b
2002 - 2003	Mayor John Crompton ^a	City of Victor Harbor	Fred Pedler ^b
2001 - 2002	Mayor John Crompton	City of Victor Harbor	Fred Pedler ^b
1999 - 2000	Mayor Bernie Eglinton APM	DC Mt Barker	Fred Pedler ^b
1998 - 1999	Mayor Bernie Eglinton APM	DC Mt Barker	Dean Gollan
1997 - 1998	Mayor Janice Kelly	Kangaroo Island Council	Barry Hurst
1996 - 1997	Mayor Janice Kelly	Kangaroo Island Council	Barry Hurst
1995 - 1996	Mayor Anita Aspinall	DC Stirling	Peter Vlatko
1993 - 1994	Cr GR Mayfield	DC Yankalilla	Malcolm Davis
1991 - 1992	Mayor Val Ball	DC Strathalbyn	John Coombe
1989 - 1990	Cr Val Bonython	DC East Torrens	Eric March
1987 - 1988	Cr PD Secker	DC Mt Barker	Dean Gollan
1985 - 1986	Mayor Leon O'Driscoll	DC Strathalbyn	Vernon Cotton
1984 - 1985	Cr CA Phieffer	DC Onkaparinga	David Seaman
1982 - 1983	Cr Brian Pym	DC Mt Pleasant	Adrian Hamiester
1980 - 1981	Cr Roy Galpin	DC Port Elliot and Goolwa	Ron Wellington
1979	Mayor M Checker	DC Gumeracha	Malcolm Anderson
1978	Mayor M Checker	DC Gumeracha	John Grosvenor
1976 - 1977	Mayor A Davidson	DC Strathalbyn	Vernon Cotton
1975	Cr Ray Orr	DC Mt Barker	Reginald Walters
1974	Cr L Hughes	DC Meadows	Wally Richards
1969-1973	No minutes available		
30 th July 1969	First Constitution for S&HLGA Adopted		

Attendance register maintained for annual and half yearly conferences from 1968 to 1990

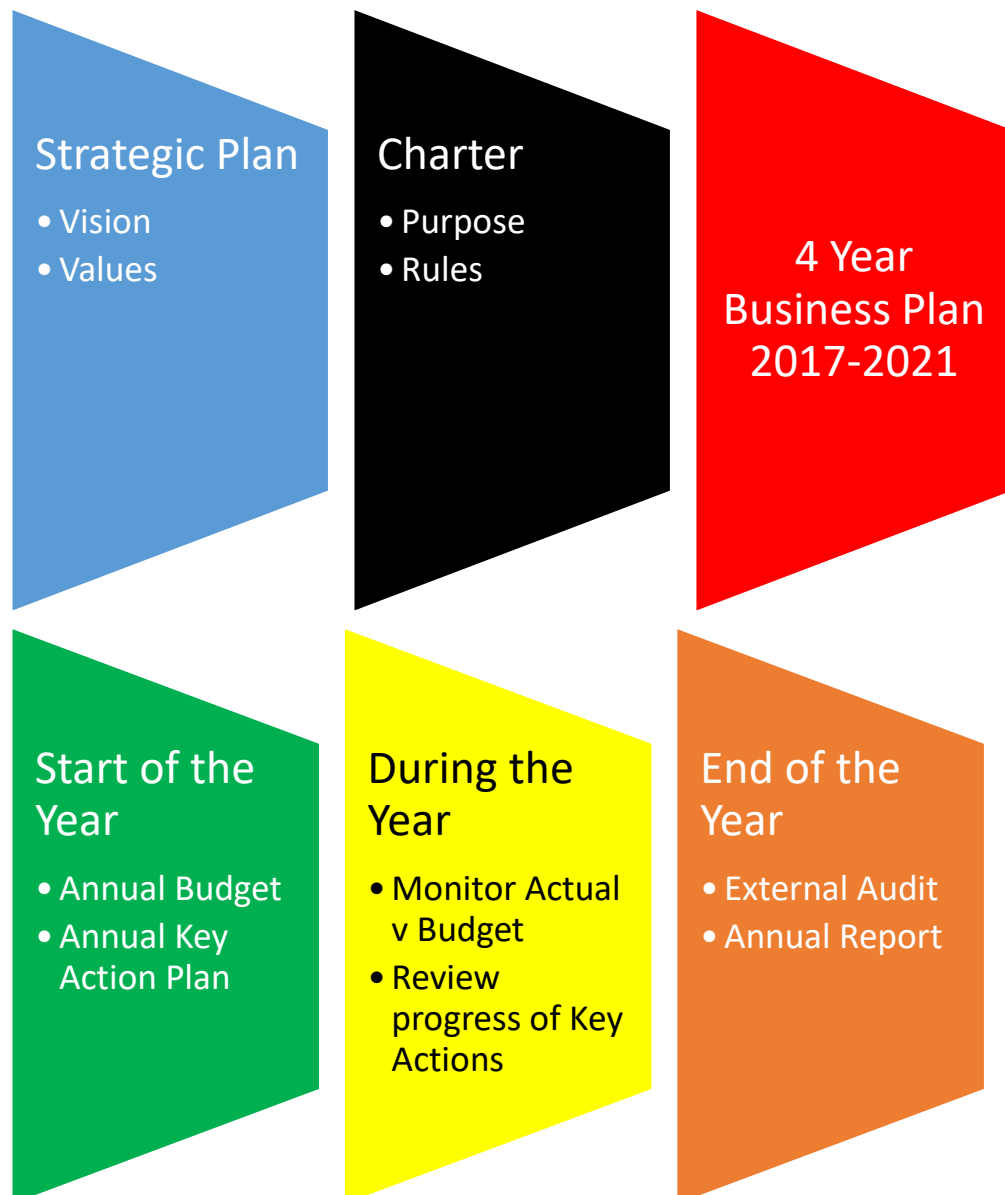
^a Until 12th May 2003 ^b Executive Officer ^c From February 2011 ^d To December 2011 ^e From January 2012

^f From February 2015 ^g From December 2017

REPORTING AND ACCOUNTABILITY

S&HLGA Reporting flow and performance monitoring

S&HLGA Administration - Flow



The Board

The Board held 6 ordinary bi-monthly meetings during the year. Board Members are generally the Mayor and Chief Executive Officer of each Council. To provide the opportunity for Board Members to gain firsthand knowledge of regional issues, meetings are hosted by Member Councils on a rotational basis and were held at:

Date	Host
21 August 2020	Mt Barker
23 October 2020	Adelaide Hills
11 December 2020	Alexandrina
26 February 2021	Kangaroo Island
16 April 2021	Adelaide Hills
18 June 2021	City of Victor Harbor

Key Issues acted on by the Board included:

- o Transferring, updating and maintaining of the S&HLGA Website to the new LGA Squiz platform
- o Implementing and monitoring the S&HLGA Regional Public Health Plan
- o Continued the development of the Community Wellbeing indicators project
- o Commenced the two ILC disability and social inclusion projects
- o Implementing and monitoring the S&HLGA Regional Climate Change Adaptation Plan and 2020-25 Regional Action Plan
- o Co-ordinated and signed new Climate Change regional sector agreement with DEW
- o Continued to work closely with the Adelaide Hills Fleurieu and Kangaroo Island Regional Development Australia Board and with RDA officers to implement the 2019 Regional Public Transport study, develop the regional Infrastructure Priority Plan, and the South East Transport Corridor review
- o **The South Australian Regional Organisation of Councils (SAROC)** is a Committee of the LGA that focuses on key issues affecting country Councils. The S&HLGA continues to support the Governance process by attending the meetings, contributing to agenda items for SAROC meetings, the distribution of Key Outcomes Statements and/or Minutes of meetings to S&HLGA Board meetings and collegiate support to prepare submissions on behalf of country Councils.
- o Commissioned the new 2030 Regional Transport Plan, Special Local Roads Program applications as well as the advocacy of the South Coast Freight Corridor and Public Transport in the region.
- o Having input into and supporting the LGA in developing and highlighting Local Government reform issues and advocacy with the State Government
- o Assisted in the development of the South Australian Coastal Councils strategy and funding model
- o Continued to discuss and develop an updated Charter for S&HLGA

Regional Consultations and briefings were usually coordinated to occur on the day of Board meetings. 5 various speakers addressed meetings of the Board.

The Board reviewed its achievements to date via the 2020-2021 Key Action Plan, tracked the Actual performance against Budget and developed a new Budget and Action Plan for 2021-2022

At the commencement of 2019-2020 the Board completed a review of its Annual Key Actions, the EO performance and its Annual Budget performance covering the previous period.

S&HLGA Value proposition

The S&HLGA provided a report back to its Council members on the estimated value of their membership. This is based on the same methodology utilised by the LGA in determining its membership value.

The value from membership in a regional organisation can be summarised in the following key categories; advocacy and representing the region, establishing and implementing high level regional partnerships and links, developing and strengthening regional capacity.

The table1 below summarise the ongoing value per council and for the region as a total.

2021 Summary	Average Value per Council	Total Value for the S&HLGA region
General advocacy	\$20,000	\$120,000
Programs and Projects	\$363,062	\$2,178,372
Capacity building	\$7,025	\$42,151
Total	\$390,087	\$2,340,523

Table 1

The table 2 below summarises and compares the S&HLGA membership subscriptions and levies total with the value per S&HLGA member Councils as measured in the value proposition over the past years

	2018	2019	2020	2021
Av Council membership	\$12,529	\$12,279	\$13,536	\$15,202
Value per Council	\$427,871	\$430,953	\$401,809	\$390,087
Return on Investment	3,375%	3,385%	2,968%	2,466%

Table 2

COMMITTEES, PROGRAMS AND PROJECTS

S&HLGA Committees, work groups and the programs and projects
undertaken during 2020-2021

Committees and Working/Task Groups

The S&HLGA EO was a member of the following Committees and Working Groups during the course of the year:

Committee	S&HLGA Executive Officer Role	Meeting Frequency	Comment
Regional Public Health	Secretarial/Administration	Every 2 months	ongoing
Resilient Hills & Coast - Climate change Adaptation	Secretarial/Administration	Every 2 months	ongoing
Regional Economic Development Officers	Committee member	Every 2 months	ongoing
Regional EO Management Group	Committee member	Every 2 months	Precedes SAROC
S&HLGA Advisory Group	Secretarial/Administration	As necessary	Precedes S&HLGA Board
S&HLGA Roads Works Group	Secretarial/Administration	Ad hoc but at least 3 times per annum	ongoing
S&HLGA CWMS User Group	Secretarial/Administration	As necessary	ongoing
SAROC	Advisor/Observer	Every 2 months	ongoing



S&HLGA Roads Working Group

The Roads Working Party (RWP) has its membership drawn from directors /managers of technical services of Councils and as required regional managers and infrastructure planners of the Department of Planning, Transport and Infrastructure.

The RWP held meetings on:

Date	Host
15 December 2021	LGA Offices
22 April 2021	HDS (Aust) Pty Ltd offices

Key achievements and outcomes:

- Evaluated the tenders and appointed the consultant for the development of the 2030 S&HLGA Transport Plan
- Co-ordinated the application process of Councils to the SLRP.
- Made recommendations for the SLRP 2021 – 2022 based on the 2020 Transport Plan critical Roads database.

- Reviewed Part A drafts of the next 2030 S&HLGA Transport plan due for completion in 2021
- Further input into the South Coast Freight Corridor concept
- The following projects were recommended, based on the methodology of the Plan and proposed funding under the Special Local Roads Program for 2021 – 2022

Project	Council	Total Project Cost for this stage	SLRP request	Council contribution	comment
Wedgewood/Hickmans Rd	Kangaroo Island	\$1,650,000	\$1,100,00	\$550,000	Stage 4 of 4
Forktree Rd	District Council of Yankalilla	\$1,130,000	\$753,300	\$376,700	Stage 2 of 2
The Lane	Kangaroo Island	\$1,024,000	\$682,666	\$341,334	Stage 1 of 2
Total		\$3,804,000	\$2,535,966	\$1,268,034	



S&HLGA Regional Public Health Plan

S&HLGA Regional Public Health Committee (RPHC) has its membership drawn from Health, Environment and social planning officers of the member Councils

The S&HLGA RPHC held meetings on:

Date	Host
14 July 2020	Alexandrina, Goolwa
8 December 2020	Alexandrina, Strathalbyn
2 March 2021	City of Victor Harbor
18 May 2021	Video Conference

Primary tasks and focus for this committee:

- Attendance at Committee meetings to implement and monitor the Wellbeing in Our Community- Regional Public Health Plan
- Liaise with LGA officers responsible for Public Health Programs
- Liaise with SA Public Health Office
- Represent the region at Forums and workshops
- Liaise with Public Health Researchers
- Prepare funding submissions for regional Public Health projects

Key achievements and outcomes:

- Of significant importance was the further development and administration of the Community Wellbeing Indicators project
- In addition, the region successfully commenced the two ILC grants for disability and inclusion projects for Communications and Destinations.



S&HLGA Regional Climate Change Adaptation Committee (Resilient Hills and Coasts)

Resilient Hills and Coasts has its membership drawn from Environmental officers of the member Councils, RDA, Department of Water and Environment, Green Adelaide and Landscapes Board

The S&HLGA Regional Climate Change Adaptation Committee (Resilient Hills & Coast) held meetings on:

Date	Host
8 October 2020	District Council of Yankalilla
2 December 2020	Adelaide Hills, Stirling
11 March 2021	Alexandrina, Goolwa
25 May 2021	Adelaide Hills, Stirling

Primary tasks and focus for this committee:

- Attendance at Committee meetings to implementation and Monitoring of the Regional Climate Change Adaptation Plan for S&HLGA:
- S&HLGA presentations as required
- Implement and monitor the 2020-2025 Regional Action Plan
- Represent the region at forums and workshops
- Liaise with various "Climate Change" State Government agencies and authorities

Key achievements and outcomes:

- Developed and signed off on 2020-2025 Regional Sector Agreement
- Assisted South Australian Coastal Councils with funding and governance model
- Worked with SAROC developing a Little Corella management strategy
- Liaised with Hills and Fleurieu Landscape Board and had input into its Strategic Plan and annual business plan



Regional Economic Development Network Committee

The S&HLGA has strongly supported the activities and research of the Adelaide Hills Fleurieu and Kangaroo Island Regional Development Australia Board and worked closely with RDA officers to partner with the organisation in the general Economic Development of the region.

This Committee has been formed with the Economic Development Officers from the S&HLGA Member Councils under the guidance of the RDA.

The RDA Economic Development Network Committee held meetings on:

Date	Host
10 August 2020	Video Conference
12 November 2020	Yankalilla, Normanville
8 February 2021	McLaren Vale
17 May 2021	Lobethal

Primary tasks and focus for this committee:

- To share information, achieve procurement and resource sharing efficiencies and develop a regional infrastructure Plan
- Identify and collating infrastructure projects from Council plans
- Grade them according to Local, District or Regional category, dollar value and impact and probability
- Review the criteria to insure relevant social and environmental impacts are captured
- Generally, identify and develop regional economic growth strategies and opportunities

Key achievements and outcomes:

- Continued advocacy on behalf of effected Councils for bushfire recovery funding
- Assisted and guided applicants with their Federal Government Building Better Regions Fund
- Worked through the meeting Action items
- Shared information and knowledge about individual Council projects and programs



Regional LGA Organisations EO Management Group

The Regional LGA EO group has its membership drawn from each of the Executive Officers of the respective regional LGA organisations

The Regional LGA Organisations EO Management Group held meetings on:

Date	Host
2 July 2020	LGA House
27 August 2020	Whyalla
16 December 2020	LGA House
3 February 2021	Video Conference
28 April 2021	In - studio Adelaide

Primary tasks and focus for this committee:

- To provide input into the sector, develop capacity, share knowledge and develop co-operation between the regions:
- Have input into SAROC Business Plans and the Agenda
- Develop a working relationship with the LGA Management team
- Have input into sector issues
- Advocate on behalf of the regions
- Share information and provide collegiate support
- Develop a priority issues and action list

Key achievements and outcomes:

- Input into the SAROC 2020-2021 Business Plan
- Identified critical regional issues with CWMS and Waste recovery and developed research discussion papers on same
- Lead reviews of Special Local Roads Program and LGA Regional Capacity Building Grant program



SAROC

The South Australian Regional Organisation of Councils (SAROC) is a Committee of the LGA that focuses on key issues affecting country Councils.

The S&HLGA supports the Governance process by contributing to agenda items for SAROC meetings, the distribution of Key Outcomes Statements and/or Minutes of meetings to S&HLGA Board meetings and collegiate support to prepare submissions on behalf of country Councils that included:

Key achievements and outcomes:

- Review of the 2020 SAROC Annual Business Plan and development of the 2021 SAROC Annual Business Plan
- Working on the management and control of abundant pest species particularly Little Corellas
- Assist and input into the development and rollout of the new Planning and Design Code

- Continued working on Coastal Council Alliance project and the development of its Governance structure, strategic plan and funding model
- Taking a leadership position on Waste and recycling strategy
- Continued its work with the State Government on support for the second tranche of Climate Change and adaptation sector partner agreements
- Continued working with the State Government on the role of the LG sector in any economic recovery and stimulus programs
- Advocated to address deteriorating medical services in regional areas



MP Relationships

In conjunction with the CEO and Chair of the RDA, the EO S&HLGA met regularly with the regions State government MPs (Finniss, Kavel and Heysen) to discuss key priorities and policy impact for the region.

Federal MP Rebekha Sharkie (Mayo) and/or members of her team were regular attendees at S&HLGA Board meetings

Regional Research Papers and Submissions

The following Papers and Submissions have been prepared on behalf of Member Councils during the course of the year:

- 2021 Value proposition
- Review of the S&HLGA Charter
- Response and input into the Hudson Howell review of the Special Local Roads Program
- Report for the signing of the second Climate Change Regional Sector agreement
- Report for the continuance of the exemption for an Audit Committee

Workshops and seminars

The Executive officer represented the member Councils at various workshops and seminars during the course of the year:

Date	Event
September 2020	LGA Reform workshop
October 2020	RDA Rail Corridor meeting
October 2020	LGA AGM
February 2021	Hills Transport passenger group workshop
February 2021	Premiers Climate Change Council of SA Leaders Awards
March 2021	Hills Transport freight group workshop
April 2021	Bailey Abbott opportunities meeting
May 2021	LGA SLRP workshop

LGA Board

Mayor Jan – Claire Wisdom (Adelaide Hills Council) along with Mayor Keith Parkes (Alexandrina Council) have represented the Southern and Hills Region at the Local Government Association State Board meetings.

Resources

The continuation of the capacity building grant from the Local Government Research and Development Scheme has improved the capacity of the Executive Officer that has been applied across a range of Association projects and programs during the year.

Part of the additional capacity has supported the administrative processes and project outcomes around the S&HLGA Roads Working Party and the applications to the Local Government Transport Advisory Panel, involvement with SAROC, the regional EO group, the regional committees and various reports, submissions and forums throughout the year.

Mr Graeme Martin has provided Executive Officer services to the Association.

Penny Worland has provided under contract, project oversight of the S&HLGA Community Wellbeing Indicators project, ILC Champions for accessible destinations, ILC Champions for accessible communications and a preliminary review of the current S&HLGA Regional Public Health plan in anticipation of a new S&HLGA 2021 Regional Public Health plan as required under legislation.

2020-2021 KEY ANNUAL ACTION PLAN

S&HLGA Key Annual Action Plan report for 2020-2021



KEY CATEGORIES & THEMES

THE 2017-2021 S&HLGA BUSINESS PLAN

OBJECTIVE
1. To provide leadership and advocacy for Member Councils on regional issues.
2. To market & promote the Southern & Hills Local Government Association
3. To support sustainable economic, environmental and social development in the region
4. To improve infrastructure to meet the community's needs.
5. To strengthen the capacity of the Association to meet its service obligations.

THE 2020-2021 S&HLGA ANNUAL KEY ACTION PLAN











Key themes

The LGA member's 2019 poll highlighted three major themes- Local Government reform, Waste strategy and Environmental/Climate change issues.

S&HLGA response:

- Managing in a post COVID 19 environment with expected revenue headwinds for member Councils – doing with less!
- The assessment of the history of S&HLGA value proposition demonstrates the high value of regional collaboration
- Be prepared for the “other side” and build in flexibility and nimbleness to respond to post COVID 19 recovery. Focus on the likely infrastructure opportunities via the co-operation with our RDA in refining our regional Infrastructure Priorities list
- Identify those projects and committees which may have to hibernate during 2020-2021. Actively seek external funding.
- Along with Business as usual in the administration area the Key 2020-2021 Action is the project scoping, appointment and production of the 2030 Regional Transport Plan
- Focus on any priority areas which have been on the radar but so far received minor attention. e.g., Waste

Theme	Items & Actions
General Administration (sound financial and compliance management)	Budget, Charter Review, Board meetings, Subscriptions and Levies, Key Actions, Audit, Annual Report, Grant reporting & acquittals.
Projects and support (sustainability and development)	Regional Public Health Plan, Resilient Hills & Coast Climate adaptation Plan, Community Wellbeing Indicators project, 2030 Regional Transport Plan
Leadership, advocacy and marketing	LG reform, Continue relationship building with Government MPs, Website transition & maintenance, Peri-Urban grouping
Opportunities (capacity and infrastructure)	CWMS, Waste, Regional Infrastructure Plan, External Funding, Regional Development Assessment Panel, Telecommunications and 5G

Theme	Items & Actions	Item	Status	Comment
General Administration (sound financial and compliance management)	Budget, Charter Review, Board meetings, Subscriptions and Levies, Key Actions, Audit, Annual Report, Grant reporting & acquittals, 3 year S&HLGA forward forecast	Budget		2020-2021 Budget adopted June 2020
		Charter review		Awaiting approval April 2021
		Subscriptions & levies		Members invoiced July 2020
		Audit		Completed July-August 2020
		Annual Report		Completed and distributed by 30 September 2020
		LGA Grants		Annual LGA Regional Capacity application submitted and received by 30 Sept 2020
		Website		Transitioned to Squiz. Maintained during 2020-21. Updated March 2021.
Projects and support (sustainability and development)	Regional Public Health Plan, Resilient Hills & Coast Climate adaptation Plan, Regional Transport Plan	Regional Public Health Plan		Defer new Regional Public Health Plan until 2021-2022. Maintain Committee and conclude Community Wellbeing Indicators project
		Resilient Hills & Coast Climate adaptation Plan		Defer appointment of regional Co-ordinator unless it is externally funded. Maintain Committee and continue to implement the Regional Climate Change adaptation plan.
		Regional Transport Plan		2020-21 SLRP applications submitted and successful. 2021-22 due 28 May 2021. South Coast Freight corridor concept review. New 2030 Transport Plan being developed

Theme	Items & Actions	Item	Status	Comment
Leadership, advocacy and marketing	LGA Peri-Urban Governance review, New Government Policies and LG Reform, Relationship building with State Government MPs,	LGA peri Urban Governance review		Peri-urban regional organisation to be investigated
		LG reform		Continue to work with the LGA/SAOC
		Relationship with MPs		Regularly meeting
Opportunities (capacity and infrastructure)	CWMS, Waste, Regional Infrastructure Plan, External Funding and telecommunications	CWMS		Committee to meet regularly. Liaise with Legatus
		Waste		Liaise with the regional Waste Authorities to co-ordinate the regional strategy around waste management and the circular economy
		Infrastructure Plan		Recent RDA priority project forum/ Committee meeting regularly
		External funding		Project based and WIP. Overabundant species research required. Funding for Climate Change Officer required
		Telecommunications		Seek funding opportunities as presented

Key		Not on track/overdue / yet to commence
		Past due date but some minor action commenced
		Past due date / action commenced and on track
		completed / no further action required

Category	S&HLGA Role	Item	Comment/Description
Administration	Active/Lead	Charter Review	Draft tabled Dec 2020. Draft Charter out with Member Councils for consideration. All Council feedback now received. Estimated completion date now Sept 2021
	Active/Lead	Budget 2020-2021	Endorsed by Board 19/06/2020. 2021-2022 Budget out for information.
	Active/Lead	Key Action 2020-2021	Endorsed by Board 19/06/2020. 2021-2022 Key Action plan out for comment

Category	S&HLGA Role	Item	Comment/Description
	Active/Lead	Regional Capacity grant acquittal 2019-2020	Completed 21/07/2020
	Active/Lead	Audit 2019-2020	Completed 31/08/2020
	Active/Lead	Annual Report 2019-2020	Completed
	Active/Lead	2021-2022 year forward financial forecast	Draft 2021-2022 Budget issued April 2021 for discussion. Engagement plan with member elected bodies on offer. SAG to consider a draft 3 year Budget and funding model.
Projects – Lead/S&HLGA Committee	Active/Lead	Regional Public Health Plan	Ongoing. Committee has recommended a refresh to the Regional Plan due in 2021. Looking for an internal resource to undertake this task
	Active/Lead	Resilient Hills & Coast	On going
	Active/Lead	S&HLGA Advisory Group	Focus to move to 2021-2025 Business Plan, 2021-2022 Budget and Annual Key Action Plan have been discussed and recommended for endorsement at June Board meeting
	Active/Lead	Road Works Party	S&HLGA 2030 Transport Plan in progress with HDS and GTA. EO currently working with LGA on the LGA/Hudson Howell SLRP paper and recommendations
	Active/Influence	CWMS	Legatus Group now leading sector review
Projects – Lead	Active/Lead	Grants Commission methodology review	Ongoing
	Lead/Partner/Influence	Regional LGA Management Group	Regular meeting of the LGA EOs and development of priority projects in conjunction with SAROC
Projects - Partner	Partner/Influence	Coastal Alliance project	Adam Gray appointed as project consultant Jan 2020. Strategic & Business Plans developed. Governance and Funding paper out for discussion. Decision required by S&HLGA Coastal councils re: funding
	Partner/Advocate	Telecommunications	Advocating for regional black spot funding and ready for 5G
	Partner/Influence	Economic Development Officers Forum	RDA lead but focus on Regional Infrastructure plan, Federal stimulus opportunities and Public

Category	S&HLGA Role	Item	Comment/Description
			Transport. Last meeting 17 May 2021
	Partner/Influence	Waste Management Strategy	EO on the Steering Committee. Project completed and with LGA for decision and action
	Partner/Advocate	Northern Freight Bypass	Co-ordinating next phase with RDA. Workshop completed 1 Dec. Ongoing review of the SE Hills Transport Corridor. Two sub committees formed Meetings 23 and 26 March 2021. Report being finalised
	Partner/Influence	Overabundant Species	S&HLGA/LGA/Landscapes Board working on collaborative project for managing Little Corellas
Relationships	Active/Lead/Influence	State MPs/Federal MP	Continue regular catch ups during 2020-2021
	Active/Lead/Influence	Peri –Urban Group	Advocate and seek input from potential expanded Council members into a larger peri – urban Regional Organisation. Meeting convened by Gawler Council August 2019. Information conveyed to Adelaide Plains Mayor Nov 2019 Planned meeting with Barossa in 2021

Acronyms

AICD.....	Australian Institute of Company Directors
CEO.....	Chief Executive Officer
CWMS.....	Community Wastewater Management Systems
DEW.....	Department of Environment and Water
EO.....	Executive Officer
ESCOSA.....	Essential Services Commission of South Australia
GAROC.....	Greater Adelaide Region of Councils
LGA.....	Local Government Association
MDBA.....	Murray Darling Basin Authority
MOU.....	Memorandum of Understanding
NBN.....	National Broadband Network
NRM.....	Natural Resources Management
OLG.....	Office of Local Government
PIRSA.....	Primary Industries & Regions SA
RH&C.....	Resilient Hills and Coasts Committee
RDA.....	Regional Development Australia
RPHC.....	Regional Public Health Committee
RWP.....	Roads Works Party
SA.....	South Australia
SAROC.....	South Australian Regional Organisation of Councils
S&HLGA.....	Southern and Hills Local Government Association
SLRP.....	Special Local Roads Program

FINANCIALS

S&HLGA Audited Financial statement for 2020-2021

SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION

FINANCIAL STATEMENTS

Statement of Comprehensive Income for the Year Ended 30th June 2021

	Notes	2021 \$	2020 \$
Income			
Subscriptions	1.8	91,214	81,214
Operating Grants	2.2	42,151	423,581
Investment Income	1.7	1,258	2,282
Other		39,832	54,478
		<hr/>	<hr/>
Total Income		174,455	561,555
Expenditure			
Contractual Services	3	153,741	243,951
Finance Charges		4,036	3,958
Other		202,560	173,850
		<hr/>	<hr/>
Total Expenditure		360,338	421,759
		<hr/>	<hr/>
Surplus (Deficit) from Operations		(185,882)	139,796

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

SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION

Balance Sheet as at 30th June 2021

	2021	2020
Notes	\$	\$
Current Assets		
Investments	201,700	376,271
Debtors		10,450
	<hr/>	<hr/>
Total Current Assets	201,700	386,721
	<hr/>	<hr/>
Current Liabilities		
Accounts Payable	0	14,300
GST	(9,912)	(6,179)
PAYG Payable	2,576	2,760
Employee provisions	23,194	4,117
Rounding	(15)	(15)
Superannuation payable	906	906
Wages payable	3,406	3,406
	<hr/>	<hr/>
Total Current Liabilities	20,156	19,295
	<hr/>	<hr/>
Net Current Assets	181,544	367,426
	<hr/>	<hr/>
	<hr/>	<hr/>
Net Assets	181,544	367,426
	<hr/>	<hr/>
Equity		
Accumulated Surplus	181,544	367,426
	<hr/>	<hr/>
Total Equity	181,544	367,426
	<hr/>	<hr/>

The above Balance Sheet should be read in conjunction with the accompanying notes

SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION

Statement of Changes in Equity for the Year Ended 30th June 2021

	2021	2020
Notes	\$	\$
Accumulated Surplus		
Balance at beginning of period	367,426	227,630
Net Surplus / (Deficit)	(185,882)	139,796
Balance at end of period	181,544	367,426
Total Equity	181,544	367,426

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

SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION

Statement of Cash Flows for the Year Ended 30th June 2021

	2021	2020
Notes	\$	\$
Cash Flows from Operating Activities		
Receipts	202,013	678,147
Payments	(390,984)	(448,083)
GST Paid (received)	17,179	(33,398)
Finance Costs	(4,037)	(3,958)
Interest Receipts	1,258	2,282
	<hr/>	<hr/>
Net Cash Provided by (Used in) Operating Activities	(174,571)	194,990
Net increase/(decrease) in Cash Held	(174,571)	194,990
	<hr/>	<hr/>
Cash at the beginning of the reporting period	376,271	181,281
	<hr/>	<hr/>
Cash at the end of the reporting period	201,700	376,271
	<hr/>	<hr/>

Reconciliation of Change in Net Assets to Cash from operating activities

	2021	2020
		\$
Net Surplus	(185,882)	139,796
Decrease / (Increase) in Debtors	10,450	137,225
(Decrease) / Increase in Accounts Payable	860	(2,031)
(Decrease) / Increase in Grants in Advance	-	(80,000)
	<hr/>	<hr/>
Net Cash provided by Operating Activities	(174,571)	194,990
	<hr/>	<hr/>

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

SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

For the year ended 30 June 2021

Note 1 - Significant Accounting Policies

The principal accounting policies adopted in the preparation of the financial report 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 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 Southern & Hills Local Government Association is a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999. The Constituent Councils are the Adelaide Hills Council, Alexandrina Council, Kangaroo Island Council, Mt Barker District Council, City of Victor Harbor and District Council of Yankalilla.

All funds received and expended by the Association have been included in the financial statements forming part of this financial report.

1.2 Historical Cost Convention

Except where stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 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 the Authority'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 this note.

1.4 Rounding

All amounts in the financial statements have been rounded to the nearest dollar

1.5 Non Current Assets and Non Current Liabilities

The Association has no non current assets or non current liabilities.

1.6 Employees

The Association has one employee having converted the EO from contractor to employee in February 2019.

1.7 Investments

Investments are valued at cost. Interest revenues are recognised as they accrue.

1.8 Subscriptions

Clause 6 of the Charter of the Association prescribes that subscriptions (not levies) by Constituent Councils are equal.

Constituent Council Subscription 2021	\$13,667
Constituent Council Subscription 2020	\$12,000

SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

1.9 Income recognition

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

1.10 Cash

For purposes of the statement of cash flows, cash includes cash deposits which are readily convertible to cash on hand and which are used in the cash management function on a day to day basis.

1.11 New accounting standards for application in future periods

The Australian Accounting Standards Board has issued new and amended Accounting Standards and interpretations that have mandatory application dates for future periods. The organisation has assessed that it is not expected to be materially impacted by those changes.

2 Functions / Activities of the Association

2.1 Revenues and expenses have been attributed to the following functions / activities, descriptions of which are set out in Note 2.2.

2.2 The activities of the Association are categorised into the following broad functions:

Administration: The operation of the Office of the Association and its decision making forums.

Special projects: The research into and implementation of projects prescribed by Acts or regulations or approved by Board decision.

Note 2.2 Functions / Activities of the Southern & Hills Local Government Association

Administration

Year	Revenue				Expenses		Surplus (Deficit)
	Grants	Other	Total Revenue	%	Expenses Total	%	
2021	0	92,472	92,472	53.0%	205,278	56.9%	(112,806)
2020	104,959	120,640	225,599	40.2%	176,808	41.9%	48,791
Projects							
2021	62,251	19,732	81,983	47.0%	155,060	45.4%	(73,077)
2020	318,622	17,334	335,956	59.8%	244,951	58.1%	91,005
Total							
2021	62,251	112,204	174,455	100%	360,338	100%	(185,882)
2020	423,581	137,974	561,555	100%	421,759	100%	139,796

SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

3. Contractual Services

Contractual Services involve payments or liabilities for the external provision of services and include (net of GST):

		2021	2020
Consultants:	Jeanette Pope	\$20,400	\$0
	URPS	\$47,496	\$0
	HDS Australia Pty Ltd	\$28,810	\$5,653
	Centre for Inclusive design	\$10,500	\$0
	Seed Consulting	\$0	\$117,182
	Jack Jensen	\$17,500	\$60,222
	Penny Worland Consulting	\$27,455	\$60,894
	ILC Advisors	\$1,580	\$0
<hr/> Totals		\$153,741	\$243,951

4. Comparison of Budget and Actual Results

	2021		2020	
	Budget \$	Actual \$	Budget \$	Actual \$
Revenue				
Administration	92,214	92,472	152,914	225,599
Projects	63,910	81,983	20,033	335,956
Total Revenue	156,124	174,455	172,947	561,555
Expenditure				
Administration	184,449	205,278	175,750	176,808
Projects	100,559	155,060	77,400	244,951
Total Expenditure	285,008	360,338	253,150	421,759
Surplus (Deficit)	(128,884)	(185,882)	(80,203)	139,796

CERTIFICATION OF FINANCIAL STATEMENTS

We have been authorised by the Southern & Hills Local Government Association to certify the financial statements in their final form. In our opinion:

- o the accompanying financial statements comply with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards.
- o the financial statements present a true and fair view of the Association's financial position at 30 June 2020 and the results of its operations and cash flows for the financial year.
- o internal controls implemented by the Authority provide a reasonable assurance that the Association's financial records are complete, accurate and reliable and were effective throughout the financial year.
- o the financial statements accurately reflect the Association's accounting and other records.

Dated 31st August 2021



Graeme Martin
EXECUTIVE OFFICER



Mayor Keith Parkes
PRESIDENT

CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of the Southern & Hills Local Government Association for the year ended 30 June 2020, the Association's Auditor, HLB Mann Judd, 169 Fullarton Rd, Adelaide, 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*.

Dated 31st August 2021



Graeme Martin
EXECUTIVE OFFICER



Mayor Keith Parkes
PRESIDENT

The Board
C/- Graeme Martin
Executive Officer
Southern & Hills Local Government Association
13 Ringmer Drive
Burnside SA 5066

TO THE BOARD MEMBERS OF SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION

**STATEMENT OF AUDITORS INDEPENDENCE
ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 30 JUNE 2021**

I confirm that, for the audit of the financial statements of Southern & Hills Local Government Association 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, 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.



HLB Mann Judd Audit (SA) Pty Ltd
Chartered Accountants

Adelaide, South Australia
31 August 2021



Jon Colquhoun
Director

hlb.com.au

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Independent Auditor's Report to the Members of Southern & Hills Local Government Association

Opinion

We have audited the financial report of Southern & Hills Local Government Association ("the Association") which comprises the Balance Sheet as at 30 June 2021, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Association as at 30 June 2021, and its financial performance and its cash flow for the year then ended in accordance with Australian Accounting Standards.

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 Association in accordance with the auditor independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* ("the Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other 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.

Responsibilities of Management and Board Members for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and for such internal control as management 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, management is responsible for assessing the Association'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 management either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

Board Members are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities 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 misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of 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.

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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 decisions of users taken on the basis of this financial report.

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

- Identify and assess the risks 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, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Conclude on the appropriateness of the management'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 Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease 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 Board Members 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.



HLB Mann Judd Audit (SA) Pty Ltd
Chartered Accountants

Adelaide, South Australia
31 August 2021



Jon Colquhoun
Director

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**Southern and Hills Local Government Association
Independent Assurance Report**

Qualified Opinion

We have undertaken a reasonable assurance engagement on the design and the operating effectiveness of controls established by Southern and Hills Local Government Association ('Association') in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, throughout the period 1 July 2020 to 30 June 2021 relevant to ensuring such transactions have been conducted properly and in accordance with law.

In our opinion, except for the matter described in the Basis for Qualified Opinion paragraph, in all material respects:

- (a) The controls established by the Association in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities were suitably designed to ensure such transactions have been conducted properly and in accordance with law; and
- (b) The controls operated effectively as designed throughout the period from 1 July 2020 to 30 June 2021.

Basis for Qualified Opinion

The Association sought exemption from the requirement in clause 30 of Schedule 2 of the *Local Government Act 1999*. The Minister granted the exemption on the basis that the Association would periodically review and update its internal controls and encouraged the use of the practical and contemporary guidance material on internal controls issued by the Local Government Association's 'Better Practice Model – Internal Financial Controls'.

The Association's 'Operations Manual – Finance Policy' is available on the Association's website and was last updated in October 2014.

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. 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 qualified opinion.

The Associations Responsibility for Internal Control

The Association is responsible for:

- a) The receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities;
- b) Identifying the control objectives
- c) Identifying the risks that threaten achievement of the control objectives
- d) Designing controls to mitigate those risks, so that those risks will not prevent achievement of the identified control objectives; and
- e) Operating effectively the controls as designed throughout the period.

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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 Authority's compliance with Section 125 of the Local Government Act 1999 in relation only to the internal controls established by the Authority to ensure that financial transactions relating to receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, 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 Authority 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.

Limitations of Use

This report has been prepared for the members of the Authority 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 Authority, or for any purpose other than which it was prepared.



HLB Mann Judd Audit (SA) Pty Ltd
Chartered Accountants

Adelaide, South Australia
31 August 2021



Jon Colquhoun
Director

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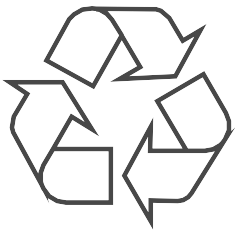
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2020-21

Annual Report



Adelaide Hills
COUNCIL



Bridge to Opportunity

The Rural City of
**MURRAY
BRIDGE**



ALEXANDRINA



MOUNT BARKER
DISTRICT COUNCIL

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ABOUT AHRWMA

The Adelaide Hills Region Waste Management Authority (the Authority) is a Local Government Regional Subsidiary established by its Constituent Councils –Adelaide Hills Council, Alexandrina Council, Mount Barker District Council and Rural City of Murray Bridge (Constituent Councils).

Waste management and recycling services for local ratepayers, residents and visitors is a key Local Government function. The Constituent Councils resolved to work together through the Authority to coordinate waste management and recycling within the region.

The Authority undertakes landfill operations, resource recovery centre management, hooklift truck transport services and mobile crushing for the benefit of its Constituent Councils. The Authority provides an avenue for Constituent Councils to be represented in relevant forums and provides technical waste and resource management advice to Constituent Councils when required, along with coordinated education services to Constituent Council communities. The Authority also facilitates a shared Strategic Resource Recovery Coordinator for three of the Constituent Councils.

The Authority continues to focus on evaluating waste and recycling services throughout the region to determine where it can add value to Constituent Councils by applying a resource sharing model.

REPORT FROM THE CHAIR

Firstly, I would like to thank our Member Councils for their continuing support throughout the year.

In 2020/21 we saw a slight change in Board Members, with Adelaide Hill Council representatives John McArthur being replaced by Marc Salver and then Chair Cr John Kemp being replaced by Cr Ian Bailey. I was pleased to be elected to the subsequently vacant Chairperson position at the February 2021 Board Meeting.



Cr Harry Seager Chair

2020/21 has been a challenging, yet successful year for the Authority:

- The Authority has successfully navigated through the COVID-19 pandemic, ensuring that all operations were maintained and has also assisted Local Government in coordinating its waste sector response to the pandemic.
- The Charter Review process has been finalised, and all Constituent Councils have now endorsed the revised Charter. The new board structure should come into effect mid 21/22.
- The Authority's Finance Manager was transferred from Alexandrina Council to the Authority in the position of Finance and Business Manager.
- A new position of Risk, WHS and Project Officer was also established and filled, which is focused on addressing the outcomes of the LGRS WHS and risk audit.
- Continued assistance to Constituent Councils with managing the impacts of the China Sword Policy and recycling services.
- Implementation of a polystyrene recycling service at the Heathfield Resource Recovery Centre funded by the Adelaide Hills Council and Green Industries SA. This has proved to be a popular service, with use continuing to build over the time since its introduction.
- Approved an Asset Management Plan and replaced a Front End Loader, in accordance with this plan.
- Constructed a workshop hanger at Brinkley, thus enabling servicing of plant and equipment within a designated location onsite.
- Authority staff continue to navigate changing EPA Legislation and ensure systems are in place to meet requirements, such as Mass Balance Reporting. As Federal legislation continues to evolve in response to both external and international challenges, I am confident that our organisation will continue to respond to these changing conditions appropriately.
- The Authority continues to build a resilient team in order to ensure we can manage operational needs, meet legislative requirements and the meet the needs of Constituent Councils, while remaining focussed on the delivery of an efficient and timely service to the ratepayers whom we service.

In my time as Chair I have recognised the ongoing commitment that the Authority's Executive Officer and Board Members hold in striving to achieve the best outcomes for the Authority and its Constituent Councils. I am pleased to have seen the increasing efficiency of our operation at the Brinkley landfill site with staff demonstrating their commitment by achieving higher compaction rates through improved practices.

The Authority continues to focus on improved governance and risk management across all areas of operation while assisting its Constituent Councils with efficient and effective waste and resource management services. Along with core services the Authority continues to enhance its representation within the industry and represents its Constituent Councils in relevant forums.

AHRWMA SERVICE AREA MAP



STRATEGIC DIRECTION

The Vision

“Sustainable Waste Management through Shared Services for the communities of Adelaide Hills, Alexandrina, Mt Barker and Murray Bridge”

The Mission

- To meet resource recovery targets across the region where economically and environmentally justified.
- To continue to develop and manage the Authority’s landfill as an EPA compliant regional landfill, that provides the most cost-effective disposal option for Constituent Councils and commercial customers.
- To educate the regional community on responsible waste choices that enhance and maintain their environment.

The Objectives

The Authority’s vision and mission will be achieved through five key objectives:

- To take a leadership role in resource recovery and community education.
- Responsibly develop and manage the Authority’s landfill to be a model regional landfill meeting all legislative requirements and operating benchmarks.
- Financial sustainability in waste services for Constituent Councils by pursuing a shared services model.
- Advocate, research and promote best practice waste management and actively represent Constituent Councils in all forums.
- A fully compliant regional subsidiary that meets the highest standards in governance, financial and human resource management.

GOVERNANCE

Board

The Authority is administered by a Board in accordance with the *Local Government Act (1999)* and the Authority's Charter. In 2020/21 the Board consisted of eight Members, being one Elected Member appointed by each Constituent Council and one employee appointed by each Constituent Council. Each Constituent Council also appoints a Deputy Board Member.

The Chairperson and Deputy Chairperson of the Board are elected by ballot of the whole Board from those Board Members who are Elected Members.

The Board is responsible for managing all activities of the Authority, ensuring that the Authority acts in accordance with its Charter. The Board's responsibilities include development of strategic and business directions and strategies aimed at improving the business of the Authority. The Board appoints an Executive Officer responsible for implementing the decisions made by the Board and managing the day-to-day operations of the Authority.

2020-21 Board Members

Rural City of Murray Bridge

Heather Barclay, General Manager Assets & Infrastructure

Cr Fred Toogood

Malcolm Downie, Manager City Assets, Deputy Board Member

Mount Barker District Council

Greg Parker, General Manager Community Services

Cr Harry Seager (Chairperson)

Cr Simon Westwood, Deputy Board Member

Alexandrina Council

Elizabeth Williams, General Manager Resources

Cr Mike Farrier

Cr John Carter, Deputy Board Member

Adelaide Hills Council

John McArthur, Manager Waste & Emergency Services (Vacated Position Sep 2020)

Marc Salver, Director Development & Regulatory Services (Commenced position Nov 2020)

Cr John Kemp (Chairperson, Vacated Position Sep 2020)

Cr Ian Bailey, Deputy Chairperson (Commenced position Nov 2020)

Current Board Members



Cr Harry Seager
Chair
MBDC



Cr Ian Bailey
Deputy Chair
AHC



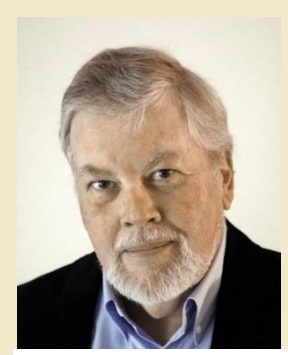
Cr Mike Farrier
Alexandrina



Cr Fred Toogood
RCMB



Cr Simon
Westwood
Dep. Member
MBDC



Cr John
Kemp Dep.
Member AHC



Heather Barclay
General Manager
Assets &
Infrastructure
RCMB



Greg Parker
General Manager
Community
Services
MBDC



Marc Slaver
Director
Development &
Regulatory
Services
AHC



Elizabeth Williams
General Manager
Resources
Alexandrina



Cr John Carter
Dept. Member
Alexandrina



Malcolm Downie
Dep. Member
Manager City
Assets
RCMB

Audit Committee

In accordance with the Local Government Act (1999) the Authority has an Audit Committee. The principal objective of the Audit Committee is to add value to and improve the Authority's operations, by assisting the Board to meet its legislative and probity requirements as required by the Local Government Act 1999 and other relevant legislation, standards and codes. The Audit Committee is comprised of two Board Members as determined by resolution of the Board and one Independent Member, who is also the Chair.

The Audit Committee meets as required and at least once every four months, prior to Board Meetings.

The current Audit Committee Members include;

Independent Member: Peter Brass

Board Members: Greg Parker - District Council of Mount Barker, Elizabeth Williams – Alexandrina Council

Management & Operations Committee

In 2018/19 the Board re-established the Management and Operations Committee. The committee includes a staff member from each Constituent Council and provides valuable support to the Executive Officer. The Committee meets as required to discuss strategic and operational matters.

The current Management & Operations Committee Members include;

Malcolm Downie – Rural City of Murray Bridge

Greg Parker – Mount Barker District Council

John McArthur – Adelaide Hills Council

Elizabeth Williams – Alexandrina Council

2020/21 ACHIEVEMENTS

Landfill & Operations

- Continued to navigate COVID-19 lockdowns and restrictions successfully, ensuring essential waste services were maintained. The Authority's Executive Officer has also assisted the LGA in coordinating its waste sector response to the pandemic.
- Fees and charges have been reviewed and updated, taking into account the waste disposal levy increases for the period.
- The mattress stockpile at the Brinkley Landfill was processed, of which approximately 1,500 mattresses were processed in January 2021. This generated 25.64 tonnes of steel for recycling & 15.72 tonnes of flock returned to landfill.
- A hanger style shelter/workshop was installed at the Brinkley Landfill to provide an undercover area for heavy plant maintenance, Rural City of Murray Bridge funded the installation of the concrete pad floor.
- A compaction rate of 0.84t/m³ was achieved at the Brinkley Landfill Cell 8/9 for the period 02/07/2020 - 30/06/2021. This is a positive compaction rate result, exceeding the long running target of 0.8 t/m³.
- A solar powered aeration system was purchased and installed within the leachate pond at the landfill to assist with reducing leachate volume & odour.
- The Authority assisted Mount Barker District Council with crushing waste concrete at the Windmill Hill Waste Transfer Station. Approximately 600 tonnes of rubble was produced through the crusher, which including size reducing 200 tonne of material using the Authority's new pulveriser.
- 1,360 cubic metres of mulch was produced at the Brinkley RRC.
- 2,603 tonnes of concrete was crushed to produce rubble at the Brinkley RRC. This material was tested with the results categorising the material as waste fill suitable for re-use. An additional 100 tonnes of material was reduced in size using the pulveriser.
- A pipeline was installed at the Brinkley RRC to transfer run-off from the street sweepings pad to the leachate pond. This assists with reducing cost of pumping and transporting runoff. This was a Rural City of Murray Bridge capital item, funded by the Rural City of Murray Bridge and project managed by the Authority.
- 8,085m³ of mulch was produced at the Heathfield RRC over 4 individual processing campaigns.
- 1,960.2 tonnes of concrete was crushed and rubble produced and tested, with test results categorising the material as waste fill suitable for re-use.
- The polystyrene melt machine was installed at the Heathfield RRC. This is operating 3-4 times per week and to date has produced approximately 192 melted poly blocks with a total weight of roughly 1.5 tonnes.
- A phytocap landfill design was drafted and submitted to the EPA for review and approval.

Major purchases

- 3 hook lift bins with tarps.
- 20 tonne wheel loader.
- Pulveriser, for size reducing & decontaminating oversized concrete.
- 40 tonne dump truck.
- Solar aerator.



Pulveriser fitted to excavator – used to size reduce oversized concrete

- All Constituent Councils approved the Authority's reviewed Charter in 2020/21. This Charter and a new Board will be implemented mid 2021/22.
- The Charter review also included a review of the equity interest calculation methodology and this has been reflected in the 2021/22 CCI schedule.
- A Work Health Safety, Risk & Projects Officer was employed in 2020/21.
- A new WHS system has been implemented, to formalise WHS requirements and to continually improve WHS
- A Business Continuity Plan was developed.
- An Asset Management Plan was developed and adopted by the Board.
- A system for Mass Balance Reporting (a requirement of new EPA legislation) has been implemented



Waste disposal services are provided at the Brinkley Landfill.

Resource Sharing, Resource Recovery Centres & Value Add

- Free greens days have been held across the RRCs.
- Hooklift waste and recycling transport services continue to be provided across the region. A tender was submitted to the Mount Barker District Council for the provision of hook-lift services.
- Positive working relationships have been maintained with Constituent Councils, commercial and non-member local government customers.

AHRWMA Annual Report 2020/21

- Assistance has continued to be provided to Constituent Councils regarding the recycling market changes resulting from the China Sword Policy and the Authority has ensured Constituent Council representation across all forums.
- The Authority has continued to participate in a high-level education working group assisting Green Industries SA with the implementation of a state wide education program titled “Which Bin”.



Encouraging food waste composting through the green bin service where available.



Finances

- The audited financials have been completed for the year 2020/21 and are attached.
- The year to 30 June 2021 ended with the Authority achieving a total surplus of \$1,934K compared to a third quarter budget review of net surplus \$579,000. This variance was largely due to an accounting amendment relating to booking known income in the 2020/21 financial year, which was previously budgeted over future years.
- The Brinkley Resource Recovery Centre finished \$44,962 ahead of budget for the financial year, while the Heathfield Resource Recovery Centre finished over budget by \$26,568.

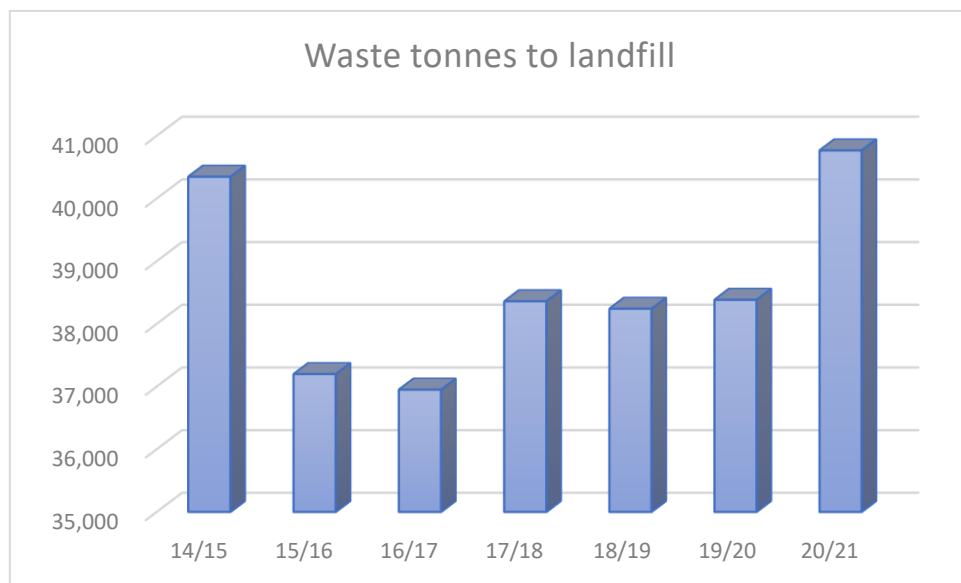
Household Chemical & Paint Facility at the Heathfield RRC.



LANDFILL OPERATIONS

Brinkley Landfill Statistics

Waste disposed to landfill increased by 2,383 tonnes in the 2020/21 financial year. Waste tonnes to landfill increased across all sectors. Constituent Council tonnes increased by 1,610 tonnes, other Local Government increased by 227 tonnes and commercial tonnes increased by 546 tonnes. This increase in waste disposal may be a result of COVID-19 implications along with growth across the regions serviced by the landfill.

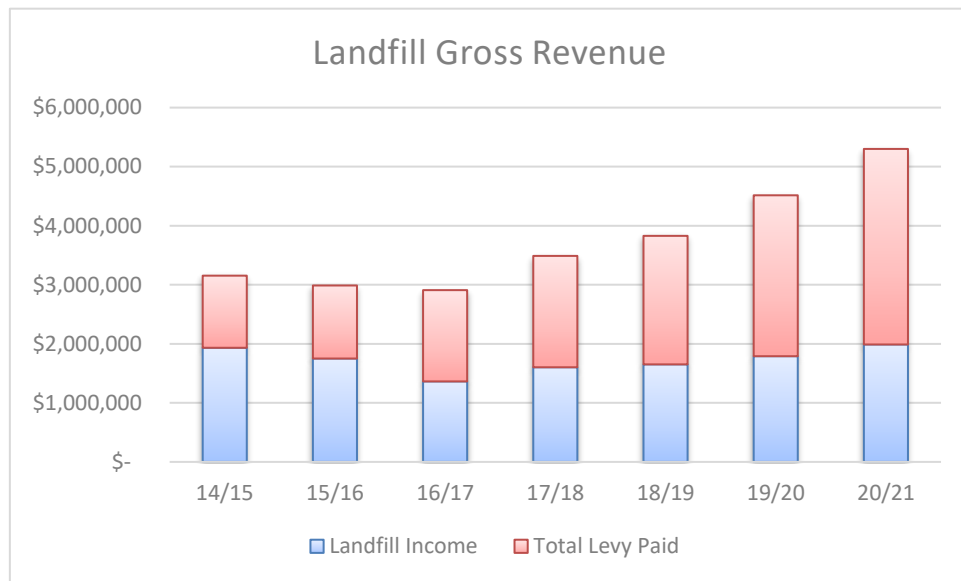


Revenue

Landfill gross revenue increased in 2020/21 due to increasing tonnes and an increase in the Solid Waste Disposal Levy.

The Authority is required to pay the Solid Waste Disposal Levy for every tonne of waste disposed to landfill and therefore collects the levy from Constituent Councils and landfill customers as part of the landfill gate fees.

In 2020/21 the levy increased from \$70.00 to \$71.50 for non- metropolitan waste and from \$140.00 to \$143.00 for metropolitan waste .



Financial Indicators

The Authority adopted financial indicators for 2020/21 which are outlined in the table below.

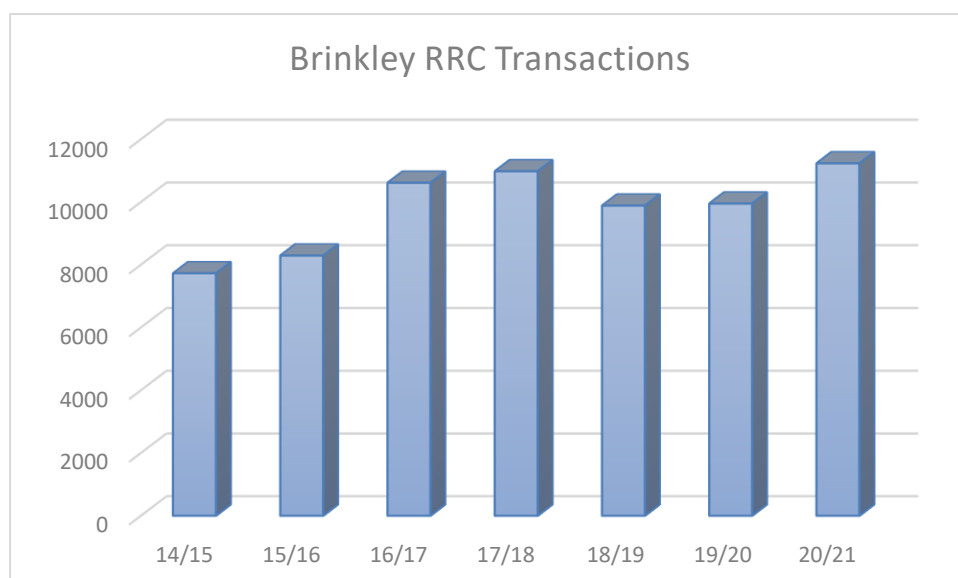
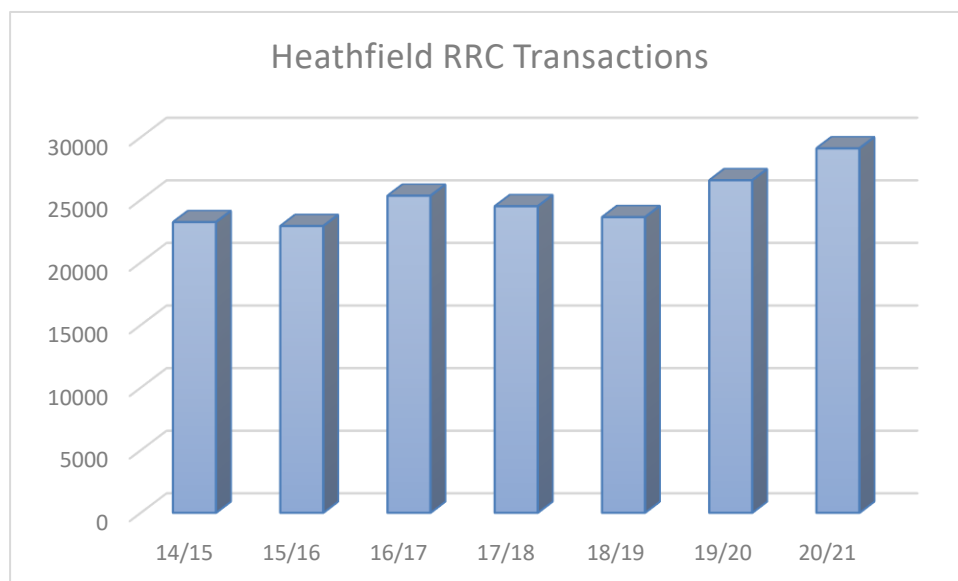
	Budget	Actual	Short term Adopted Target
Operating Surplus Ratio - Indicator 1	0%	21%	>0%
Net Financial Liabilities Ratio - Indicator 2	13%	19%	70%
Interest Cover Ratio - Indicator 3	0.60%	0.35%	1.50%
Asset Renewal Funding Ratio - Indicator 4	100%	103%	100%

RESOURCE RECOVERY CENTRE OPERATIONS

The Authority manages two Resource Recovery Centres (RRCs) on behalf of its Constituent Councils. These sites are the Heathfield RRC, which serves the Adelaide Hills Council area with an approximate population of 40,000 people and the Brinkley RRC, which serves the Rural City of Murray Bridge area with an approximate population of 22,000 people.

Site Usage

Both facilities have shown strong customer growth since the Authority commenced operations. The Heathfield customer numbers increased substantially in 2019/20, which is likely a result of increased services, such as the chemical drop off, fire waste disposal and free green organics days and this increasing trend has continued into 2020/21. The Brinkley RRC also saw an increase in customer numbers in 2020/21.



Tonnes to Landfill

The tonnes of waste disposed to landfill from both the Brinkley RRC reduced in 2020/21 and Heathfield increased slightly, which is a good outcome considering the increase in customer numbers. All material which can be reused, reprocessed or recycled is removed from the waste stream prior to transportation to landfill. For example, green organics are chipped on site and sold as mulch and construction and demolition material is stored for crushing and reuse.

Resource Recovery Sites - Waste Tonnes to Landfill						
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Heathfield	2,010	1,840	1,562	1,533	1,719	1,760
Brinkley	1,682	1,818	1,719	1,623	1,138	1,041

Financials

The Brinkley RRC exceeded the 2020/21 budget target, finishing the year with a net surplus of \$13,795, compared to a budgeted loss of \$34,000. Even though the Brinkley RRC finished the year in surplus there is material on site requiring processing, which did not occur in the financial year and therefore this expense will be carried over to 2021/22.

The Heathfield site finished the year a net loss of \$66,568, compared to a budget net loss of \$40,000, a negative variance of \$26,568.

The Authority will continue to monitor the Resource Recover Centre budgets and adjust operations where required, aiming to minimise the losses across the site. It is recognised that the sites are operated for community benefit and we aim to recover costs at the sites and work towards a break-even position, without significantly increasing user fees.



The Authority create mulch from greens materials dropped off at our RRCs which is then sold to customers





In 2020/21 the Heathfield RRC received 69 tonnes of material

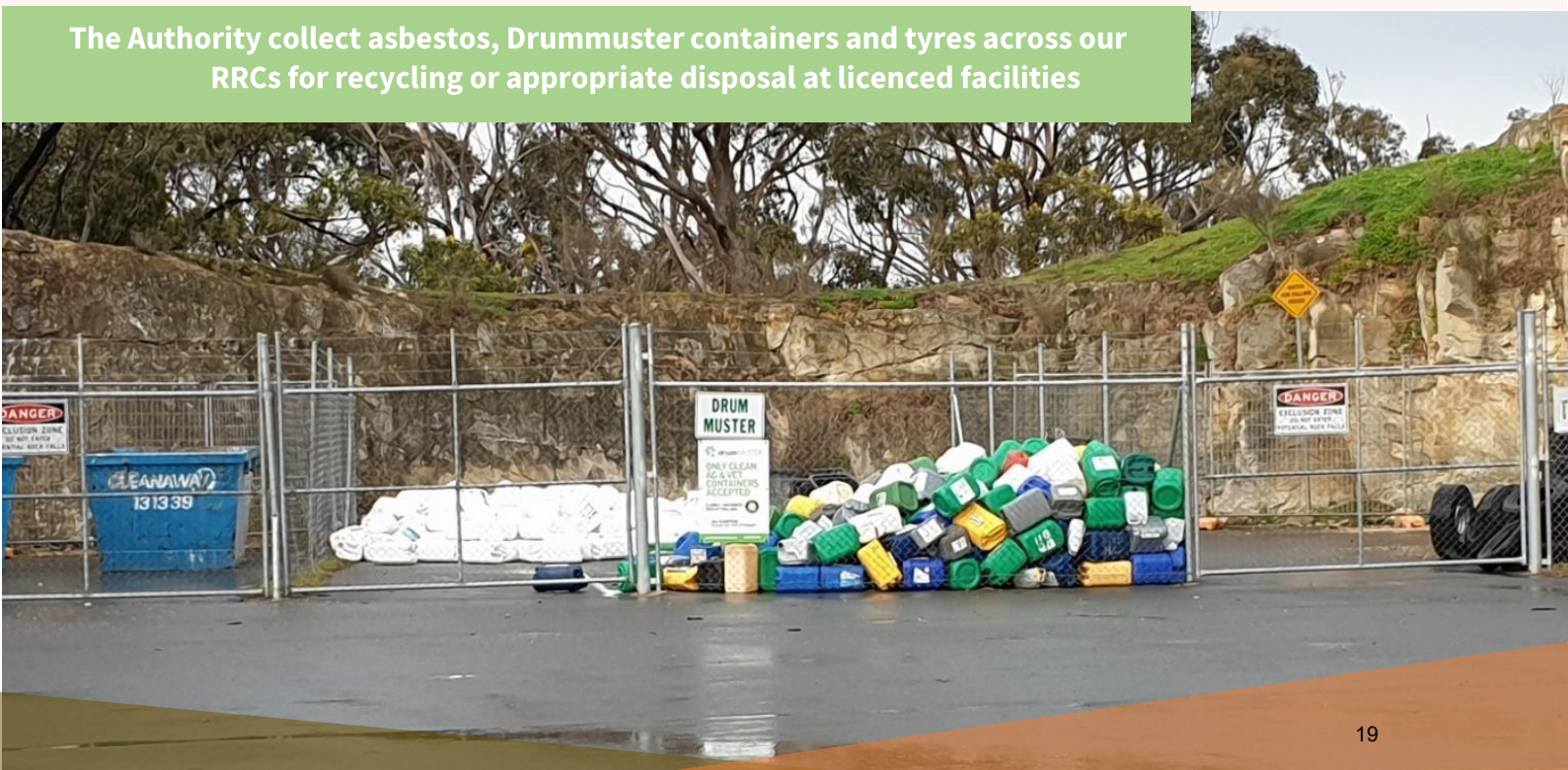
Top ten hazardous waste quantity increases (by percentage) by category at the Heathfield Resource Recovery Centre:

Chemical name	2019-20 (kg)	2020-21 (kg)	Grand Total	Increase
Waste oil	2,655	17,669	20,324	665.50%
Solvent-based paint	2,293	6,374	8,667	277.98%
Water-based paint	8,515	21,596	30,111	253.62%
Carbon Dioxide canister	387	861	1,248	222.48%
Creosote*	1,556	3,384	4,940	217.48%
Gas bottles LPG	1,937	3,271	5,208	168.87%
Alkaline batteries	411	670	1,081	163.02%
Aerosol paints	422	682	1,104	161.61%
Coolant	6,166	9,882	16,048	160.27%
Flammable liquids	1,874	2,433	4,307	129.83%

**Creosote is a toxic organic liquid*

These are just some of the waste materials that make up the more than 69 tonnes, of hazardous waste that responsible residents have dropped off free of charge to the Heathfield Resource Recovery Centre (HRRC) in the 2020/21 financial year alone

The Authority collect asbestos, Drummuster containers and tyres across our RRCs for recycling or appropriate disposal at licenced facilities



KERBSIDE WASTE & RECYCLING COLLECTIONS

Adelaide Hills, Mount Barker & Murray Bridge

The Authority facilitates the shared Strategic Resource Recovery Coordinator across three of the Member Councils: Adelaide Hills Council, Mount Barker District Council and the Rural City of Murray Bridge. The Strategic Resource Recovery Coordinator manages waste services on behalf of these Councils.

2020-21 Highlights

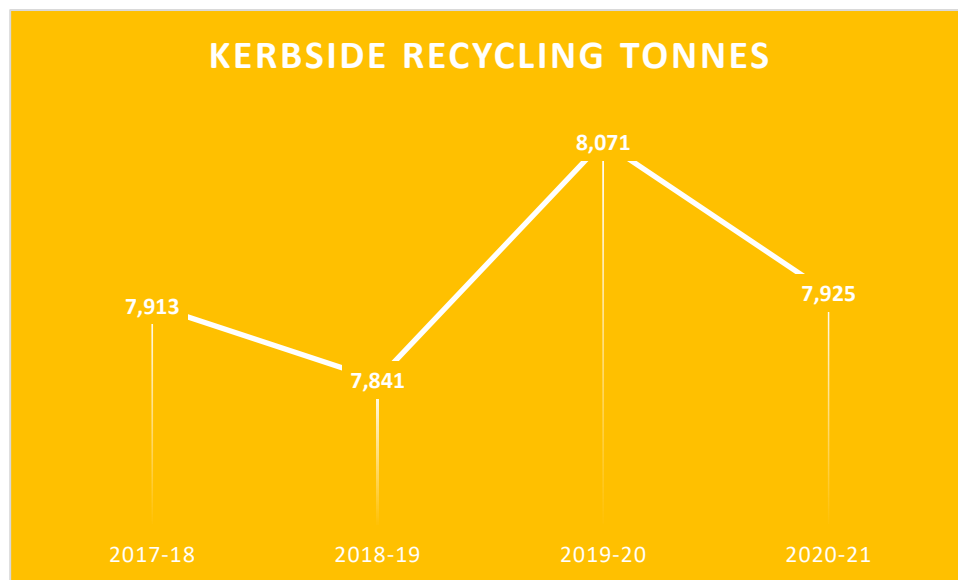
In conjunction with our Constituent Councils the Strategic Resource Recovery Coordinator achieved the following;

- Undertook a hard waste service investigation for MBDC, including multiple reports, community consultation and presentations to Elected Members.
- Successfully applied for and received funding from Green Industries SA to conduct a Strategic Review of Windmill Hill Transfer Station
- Lead role in the development of a working party to implement a consistent waste management system for the Civic Centre, the ESC and Library for MBDC.
- Implemented waste education program for schools and community groups via KESAB for MBDC.
- Provided ongoing advice and support to management in the negotiation of the kerbside collection contracts with Solo for both MBDC and RCMB in response to the impact of the China National Sword Policy for recyclables. Aided the resolution of operational issues as required, including review of invoicing and data management.
- Successfully applied for and received funding from Green Industries SA for the Regional Transport Subsidies Program for MBDC and RCMB to support their continued recycling efforts in response to the challenges presented by China's National Sword Policy.
- Successfully implemented a polystyrene (foam) machine at Heathfield Resource Recovery Centre as part of funding received from Green Industries SA.
- Coordinated and managed environmental monitoring at various operating and closed sites.
- Provided ongoing assistance and advice to management for the site contamination audit at the a former closed landfill, including ongoing environmental monitoring on behalf of AHC.
- Coordinated regular operational meetings between the Authority and RCMB for the Brinkley RRC.
- Completed mandatory reporting on behalf of Constituent Councils and provided general waste and recycling information and advice.

Recycling Service

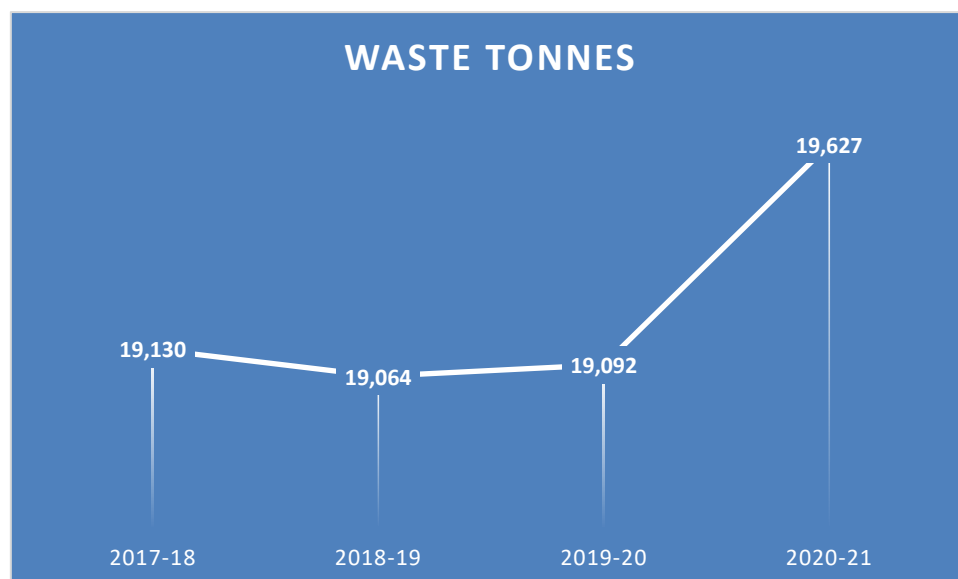
Recycling Service

Across the three Constituent Councils a total of 7,925 tonnes of recycling was collected via the kerbside service, which is a decrease of 147 tonnes (-1.82%) compared to the 2019/20 year (where as there was an increase of 231 tonnes (2.94%) from the previous 2018/19 year when compared to the 2019/20 year).



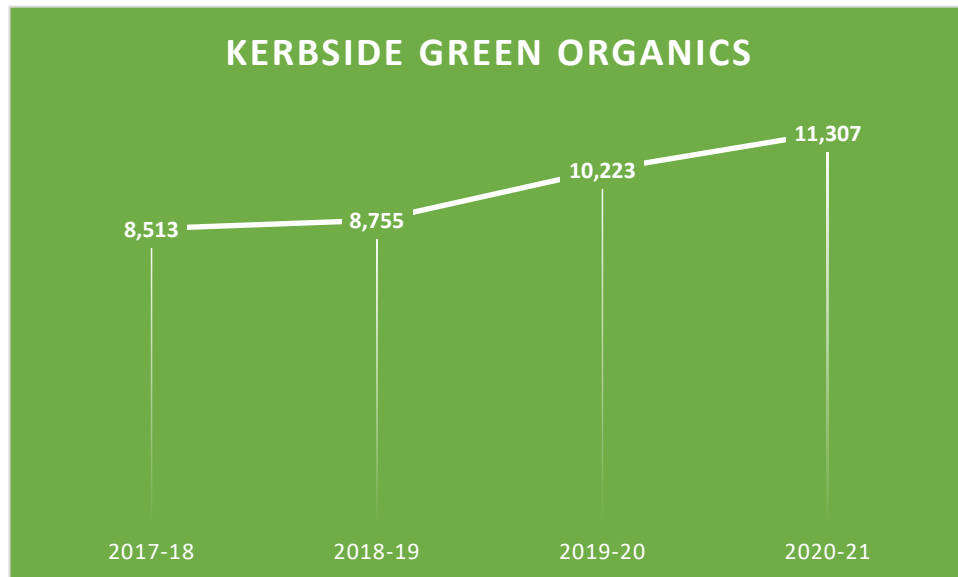
Waste Service

Total kerbside waste disposed to landfill (19,627 tonnes) from within the three Constituent Council regions increased by 535 tonnes (2.8%) in comparison to the previous 2019/20 year, while the population continues to grow. MBDC saw a significant increase of 6.67% (480 tonnes) whereas AHC saw a decrease of 39 waste tonnes (-0.52%) for the year.



Kerbside Green Organics (FOGO)

Properties within the township areas of the three Constituent Councils are entitled to a green bin service, which also accepts food waste. The green organics tonnes collected has continued to increase significantly. The 2020/21 financial year saw an increase of green organics of 1,084 tonnes (10.6%) from the previous 2019/20 financial year.

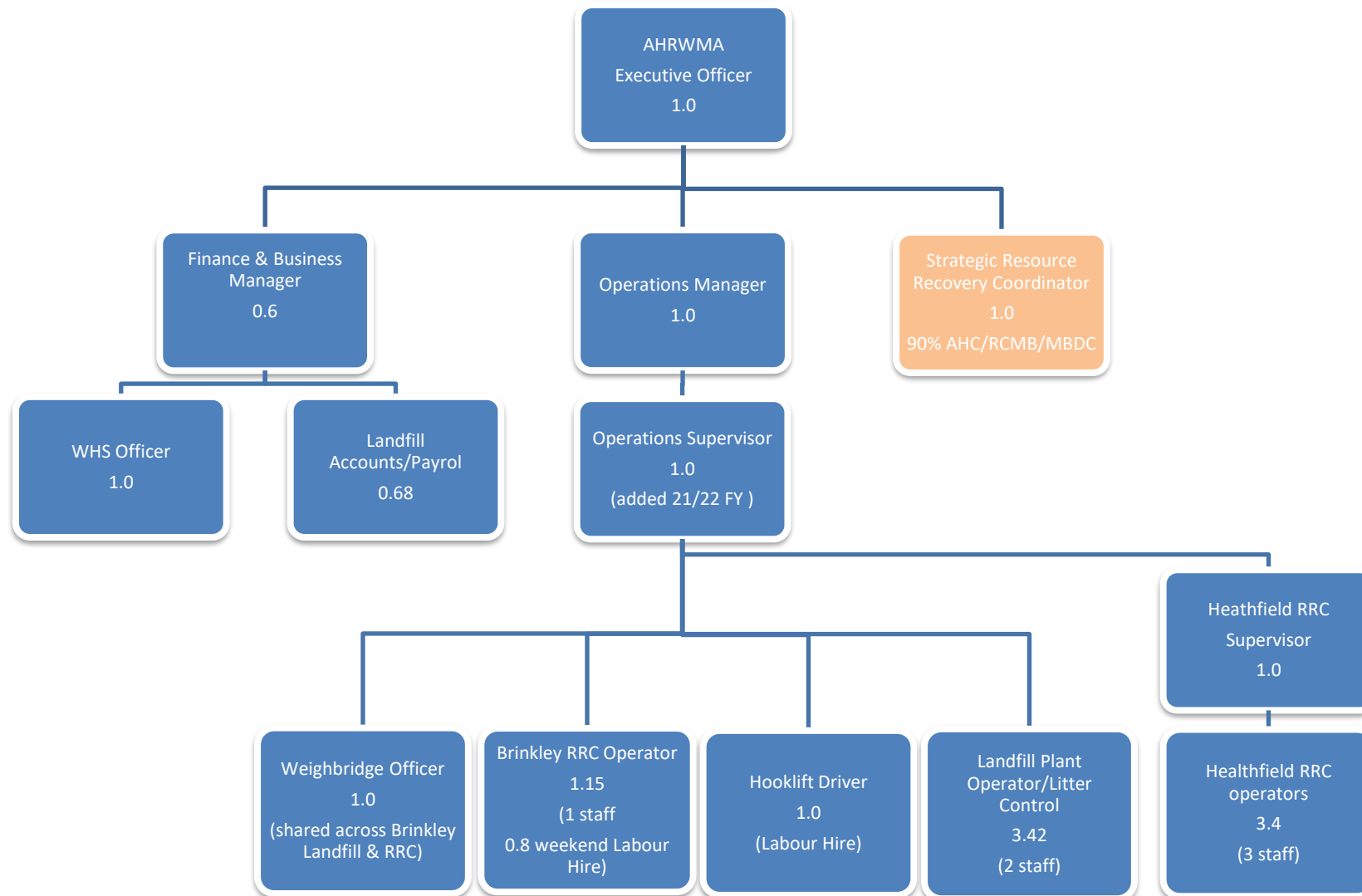


Diversion Rates

Each of the Councils have achieved the following landfill diversion rates and all have increased slightly when compared to the previous 2019/20 year.

Council	2019/20	2020/21	% change
AHC	50.7%	51.7%	1.0%
MBDC	49.4%	49.5%	0.1%
RCMB	44.5%	45.1%	0.6%

Organisation Chart 2020/21



Adelaide Hills Region Waste Management Authority

General Purpose Financial Reports

for the year ended 30 June 2021

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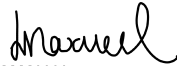
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Adelaide Hills Region Waste Management Authority
Annual Financial Statements
for the year ending 30 June 2021

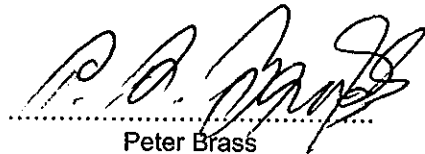
CERTIFICATION OF AUDITOR INDEPENDENCE

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Adelaide Hills Region Waste Management Authority for the year ended 30 June 2021, the Authority's Auditor, Dean Newbery & Partners Chartered Accountants, 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*.



.....
Leah Maxwell
EXECUTIVE OFFICER



.....
Peter Brass
CHAIR
AUDIT COMMITTEE

Date: 01 September 2021

Adelaide Hills Region Waste Management Authority
Statement of Comprehensive Income
for the year ended 30 June 2021

	Notes	2021 \$	2020 \$
INCOME			
User charges	2	5,300,030	4,451,469
Investment income	2	16	140
Other income	2	3,991,821	2,035,916
Total Income		9,291,867	6,487,525
EXPENSES			
Employee costs	3	1,388,354	1,120,733
Materials, contracts and other expenses	3	5,371,434	4,586,109
Depreciation, amortisation & impairment	3	612,849	599,696
Finance costs	3	32,143	50,925
Total Expenses		7,404,780	6,357,463
OPERATING SURPLUS / (DEFICIT)		1,887,087	130,062
Asset disposal and fair value adjustments	4	47,052	1,419
NET SURPLUS / (DEFICIT) (transferred to Equity Statement)		1,934,139	131,481
Total Other Comprehensive Income		-	-
TOTAL COMPREHENSIVE INCOME		1,934,139	131,481

This Statement is to be read in conjunction with the attached Notes.

Adelaide Hills Region Waste Management Authority
Statement of Financial Position
for the year ended 30 June 2021

		2021	2020
	Notes	\$	\$
ASSETS			
Current Assets			
Cash and cash equivalents	5	264,637	267,497
Trade and other receivables	5	1,788,975	614,549
Inventories	5	1,958	2,256
Total Current Assets		2,055,570	884,302
Non-current Assets			
Infrastructure, property, plant and equipment	6	4,744,650	4,936,546
Total Non-current Assets		4,744,650	4,936,546
Total Assets		6,800,220	5,820,848
LIABILITIES			
Current Liabilities			
Trade and other payables	7	853,291	878,205
Borrowings	7	671,808	1,471,228
Provisions	7	308,568	276,221
Total Current Liabilities		1,833,667	2,625,654
Non-current Liabilities			
Borrowings	7	190,429	236,989
Provisions	7	1,815,560	1,931,780
Total Non-current Liabilities		2,005,989	2,168,769
Total Liabilities		3,839,656	4,794,423
NET ASSETS		2,960,564	1,026,425
EQUITY			
Accumulated surplus		2,960,564	1,026,425
TOTAL EQUITY		2,960,564	1,026,425

This Statement is to be read in conjunction with the attached Notes.

Adelaide Hills Region Waste Management Authority
Statement of Changes in Equity
for the year ended 30 June 2021

		Accumulated Surplus	TOTAL EQUITY
2021	Notes	\$	\$
Balance at end of previous reporting period		1,026,425	1,026,425
Net Surplus / (Deficit) for Year		1,934,139	1,934,139
Balance at end of period		2,960,564	2,960,564
2020			
Balance at end of previous reporting period		894,944	894,944
Net Surplus / (Deficit) for Year		131,481	131,481
Balance at end of period		1,026,425	1,026,425

This Statement is to be read in conjunction with the attached Notes

Adelaide Hills Region Waste Management Authority
Statement of Cash Flow
for the year ended 30 June 2021

		2021	2020
	Notes	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
<i>Receipts:</i>			
User charges		5,812,283	4,724,188
Investment receipts		16	140
Other revenues		2,899,094	1,895,953
<i>Payments:</i>			
Employee costs		(1,348,408)	(1,103,698)
Materials, contracts and other expenses		(5,985,112)	(4,707,074)
Finance payments		(37,033)	(55,661)
Net Cash provided by (or used in) Operating Activities		1,340,840	753,848
CASH FLOWS FROM INVESTING ACTIVITIES			
<i>Receipts:</i>			
Sale of replaced assets		80,780	53,000
<i>Payments:</i>			
Expenditure on renewal/replacement of assets		(514,300)	(202,037)
Expenditure on new/upgraded assets		(64,200)	(452,000)
Net Cash provided by (or used in) Investing Activities		(497,720)	(601,037)
CASH FLOWS FROM FINANCING ACTIVITIES			
<i>Receipts:</i>			
Proceeds from borrowings		-	100,000
<i>Payments:</i>			
Repayments of borrowings		(801,607)	(252,645)
Repayment of lease liabilities		(44,373)	(42,261)
Net Cash provided by (or used in) Financing Activities		(845,980)	(194,906)
Net Increase (Decrease) in cash held		(2,860)	(42,095)
Cash and cash equivalents at beginning of period	9	267,497	309,592
Cash and cash equivalents at end of period	9	264,637	267,497

This Statement is to be read in conjunction with the attached Notes

Adelaide Hills Region Waste Management Authority

Notes to and forming part of the Financial Statements

for the year ended 30 June 2021

Note 1 - SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial report 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 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 Authority is a Local Government Authority Section 43 regional subsidiary under the control of Adelaide Hills Council, Alexandrina Council, Mount Barker District Council and Rural City of Murray Bridge.

1.2 Historical Cost Convention

Except as stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 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 the Authority'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 this Note.

1.4 Rounding

All amounts in the financial statements have been rounded to the nearest dollar (\$).

2 The Local Government Reporting Entity

Adelaide Hills Region Waste Management Authority operates as a regional subsidiary pursuant to Section 43 of the Local Government Act 1999 & Section 25 of the Local Government Implementation Act 1999, and has its principal place of business at c/-of Mount Barker District Council, 6 Dutton Road, Mt Barker. These financial statements have been prepared for use by Constituent Councils of the Authority.

3 Income recognition

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

4 Cash, Cash Equivalents and other Financial Instruments

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

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. A detailed statement of the accounting policy applied to financial instruments forms part of Note 10.

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.

Adelaide Hills Region Waste Management Authority

Notes to and forming part of the Financial Statements

for the year ended 30 June 2021

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 Authority 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 the Authority 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 as follows. No capitalisation threshold is applied to the acquisition of land or interests in land.

Office Furniture & Equipment	\$1,000
Other Plant & Equipment	\$1,000
Landfill Assets	\$1,000
Road Construction & Reconstruction	\$10,000

6.3 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives in a manner which reflects the consumption of the service potential embodied in those assets.

Depreciation is recognised on a straight-line basis. Major depreciation periods for each class of asset are shown below. Depreciation periods for infrastructure assets have been estimated based on the best information available to the Authority, 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 Equipment	3 - 5 years
Other Plant & Equipment	3 - 10 years

Infrastructure

Unsealed Roads	15 years
Fencing	15 years
Water Tanks	30 years
Litter Fence	5 years
Pumps	5 years
Monitor Bore	10 years
Buildings	20 years
Roads	25 years

Cell amortisation is calculated by amortising total consumed airspace. Used airspace is surveyed monthly by an independent surveyor. In prior years the Authority has calculated landfill amortisation on estimated remaining useful life. Accordingly the change to amortisation based on airspace consumption is considered to be a more accurate representation of written down value.

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

6.4 Impairment

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).

6.5 Borrowing Costs

Borrowing costs in relation to qualifying assets (net of offsetting investment revenue) have been capitalised in accordance with the allowed alternative treatment in 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 received from external parties in advance of service delivery, and security deposits held against possible damage to Authority 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 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.

No accrual is made for sick leave as experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. The Authority does not make payment for untaken sick leave.

9.2 Superannuation

The Authority 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 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 2021 and 9.5% in 2020). No further

Adelaide Hills Region Waste Management Authority

Notes to and forming part of the Financial Statements

for the year ended 30 June 2021

liability accrues to the Authority 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. The Authority 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, the Authority 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), the Authority 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 2020. 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 the Authority's contribution rates at some future time.

Contributions to Other Superannuation Schemes

The Authority 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 Authority.

10 Rehabilitation

Expenditures relating to ongoing rehabilitation and restoration reduce any provision previously established.

The Authority recognises a capping liability for all past and present active landfill cell operational areas. For which capping rehabilitation works have not yet been completed.

The Authority recognises a capping liability for a historical cell given it is believed that it will be responsible for capping this area in future years and has accordingly recognised a liability. The Authority however is not presently obligated to undertake this work given the liability to cap the cell resides with the existing owners of the site.

The Authority has calculated the liability based on an alternate capping design being accepted by the Environmental Protection Authority South Australia (EPA) which is in the process of being approved. Should there be an unfavourable outcome from the alternate capping plan application process, this may result in further increases to the liability needing to be recorded in future periods.

The Authority annually monitors the liability recorded for landfill rehabilitation and restoration estimates and make adjustment to the liability as required ensuring an accurate projected cost of the liability is showing in the Statement of Financial Position. The Authority will be undertaking further detailed reviews of all rehabilitation and restoration liability costs in future years with the assistance of external consultants to ensure all projected costs have been independently verified.

11 Leases

The Authority recognises lease liabilities to make lease payments and right-of-use assets representing the right to use the underlying assets, being the land leased at Brinkley Landfill.

i) Right-of-use assets

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

The Authority recognises right-of-use assets as at 1 July 2019. 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 life.

ii) Lease liabilities

At the commencement date, the Authority 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 Authority uses its incremental borrowing rate or the interest rate implicit in the lease.

12 ***Changes to comparative figures***

During the financial year, the Authority has reviewed the allocation and classification of some transactions which has been updated in the comparative information presented. Changes in classification has resulted in no change to the previously reported financial performance and position of the Authority.

13 ***Amendments to AASB101 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 Authority.

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 2 - INCOME

	Notes	2021 \$	2020 \$
USER CHARGES			
Waste processing and disposal fee		1,988,923	1,726,835
EPA waste levy collected		3,311,107	2,724,634
		5,300,030	4,451,469
INVESTMENT INCOME			
Interest on investments		16	140
OTHER INCOME			
Consultancy service		14,889	3,447
Waste officer contribution		174,671	116,802
Waste transfer station income		1,648,655	1,443,863
Waste transfer station recuperation		52,773	53,353
Transport income		250,938	234,143
Fuel tax rebate		48,219	43,865
Machinery charge out		123,725	113,159
Recycled income		8,561	2,997
Sundry		1,669,390	24,287
		3,991,821	2,035,916

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 3 - EXPENSE

	Notes	2021 \$	2020 \$
EMPLOYEE COSTS			
Salaries and wages		1,017,531	838,688
Employee leave expense		164,666	115,200
Superannuation	1(9.2)	102,336	88,821
Superannuation - defined benefit plan contributions	1(9.2)	3,071	-
Workers' compensation insurance		34,012	26,719
Other		66,738	51,305
Total Operating Employee Costs		1,388,354	1,120,733
Total Number of Employees		13	11
<i>(Full time equivalent at end of reporting period)</i>			
MATERIALS, CONTRACTS & OTHER EXPENSES			
<u>Prescribed Expenses</u>			
Auditor's remuneration			
- Auditing the financial reports		5,508	4,702
Bad and doubtful debts		812	-
Subtotal - Prescribed Expenses		6,320	4,702
<u>Other Materials, Contracts & Expenses</u>			
Materials, contractors and other		364,193	236,106
Waste transfer station expenses		1,134,076	988,957
Consultants		52,681	51,359
Administration and accountancy service		71,261	82,138
EPA licence fee		9,611	9,430
Repairs and maintenance		179,075	189,031
Insurance and legal		66,053	126,621
EPA waste levy paid		3,311,107	2,724,634
Parts, accessories & consumables		157,621	161,519
Sundry		19,436	11,612
Subtotal - Other Materials, Contracts & Expenses		5,365,114	4,581,407
		5,371,434	4,586,109

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 3 - EXPENSES con't

		2021	2020
	Notes	\$	\$
DEPRECIATION, AMORTISATION & IMPAIRMENT			
Depreciation			
Road infrastructure		5,534	5,534
Buildings		15,012	13,458
Vehicles		29,378	16,654
Plant and equipment		284,909	258,579
Landfill cells		99,583	110,533
Leachate pond		8,697	8,697
Landfill rehabilitation		38,443	50,232
Landfill cell capping		82,750	87,466
Right of use assets	7	48,543	48,543
		<u>612,849</u>	<u>599,696</u>
FINANCE COSTS			
Interest on overdraft and short-term drawdown		24,999	42,511
Interest on leases		7,144	8,414
		<u>32,143</u>	<u>50,925</u>

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 4 - ASSET DISPOSALS AND FAIR VALUE ADJUSTMENTS

	2021	2020
Notes	\$	\$
INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT		
<i>Assets renewed or directly replaced</i>		
Proceeds from disposal	80,780	53,000
Less: Carrying amount of assets sold	(33,728)	(51,581)
Gain (Loss) on disposal	47,052	1,419
NET GAIN (LOSS) ON DISPOSAL OR REVALUATION OF ASSETS	47,052	1,419

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 5 - CURRENT ASSETS

		2021	2020
CASH AND EQUIVALENT ASSETS	Notes	\$	\$
Cash on hand and at bank		264,637	267,497
		264,637	267,497
TRADE AND OTHER RECEIVABLES			
Accrued revenues		1,209,967	53,291
Debtors - general		579,008	561,258
		1,788,975	614,549
INVENTORIES			
Stores and materials		1,958	2,256
		1,958	2,256

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 6 - INFRASTRUCTURE, PROPERTY, PLANT AND EQUIPMENT (IPP&E)

	Fair Value Level	2020 \$'000				2021 \$'000			
		Fair Value	Cost	Acc' Dep'n	Carrying Amount	Fair Value	Cost	Acc' Dep'n	Carrying Amount
Road infrastructure		-	138,352	(38,807)	99,545	-	138,352	(44,341)	94,011
Buildings		-	273,605	(91,170)	182,435	-	274,532	(106,182)	168,350
Vehicles		-	131,482	(61,974)	69,508	-	164,768	(55,743)	109,025
Plant and equipment		-	3,218,528	(1,548,695)	1,669,833	-	3,599,055	(1,739,181)	1,859,874
Landfill cells		-	2,559,142	(1,353,088)	1,206,054	-	2,559,142	(1,452,671)	1,106,471
Leachate pond		-	173,938	(54,106)	119,832	-	173,938	(62,803)	111,135
Landfill rehabilitation		-	602,784	(205,369)	397,415	-	461,321	(243,812)	217,509
Landfill cell capping		-	1,470,335	(553,491)	916,844	-	1,487,979	(636,241)	851,738
Right of use assets		-	323,623	(48,543)	275,080	-	323,623	(97,086)	226,537
Total		-	8,891,789	(3,955,243)	4,936,546	-	9,182,710	(4,438,060)	4,744,650
	Comparatives	-	7,671,248	(3,456,828)	4,214,420	-	8,891,789	(3,955,243)	4,936,546

This Note continues on the following pages.

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 6 - INFRASTRUCTURE, PROPERTY, PLANT AND EQUIPMENT

	2020 \$	2021 \$								
	Carrying Amount	Net Adjust AASB 16	Additions		Disposals	Dep'n	Impair't	Adjustment	Net Reval'n	Carrying Amount
			New / Upgrade	Renewals						
Road infrastructure	99,545		-	-	-	(5,534)	-	-	-	94,011
Buildings	182,435		927	-	-	(15,012)	-	-	-	168,350
Vehicles	69,508		-	68,895	-	(29,378)	-	-	-	109,025
Plant and equipment	1,669,833		63,273	445,405	(33,728)	(284,909)	-	-	-	1,859,874
Landfill cells	1,206,054		-	-	-	(99,583)	-	-	-	1,106,471
Leachate pond	119,832		-	-	-	(8,697)	-	-	-	111,135
Landfill rehabilitation	397,415		-	-	-	(38,443)	-	(141,463)	-	217,509
Landfill cell capping	916,844		-	-	-	(82,750)	-	17,644	-	851,738
Right of use assets	275,080		-	-	-	(48,543)	-	-	-	226,537
Total IPP&E	4,936,546		-	64,200	514,300	(33,728)	(612,849)	-	(123,819)	-
Comparatives	4,214,420	323,623	452,000	202,037	(51,581)	(599,696)	-	395,743	-	4,936,546

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 7 - LIABILITIES

		2021		2020	
		\$		\$	
TRADE AND OTHER PAYABLES	Notes	Current	Non-current	Current	Non-current
Goods and services		768,118		678,849	
Payments received in advance		20,000	-	20,000	-
Accrued expenses - other		4,234	-	9,124	-
GST payable		24,262	-	116,568	-
Other payables		36,677	-	53,664	-
		853,291	-	878,205	-
BORROWINGS					
Leases liabilities	17	46,560	190,429	44,373	236,989
LGFA cash advance debenture facility		625,248	-	1,426,855	-
		671,808	190,429	1,471,228	236,989
PROVISIONS					
Employee entitlements (including oncosts)		308,568	23,042	276,221	15,443
Future reinstatement / restoration, etc		-	461,321	-	602,784
Cell capping		-	1,331,197	-	1,313,553
		308,568	1,815,560	276,221	1,931,780
Movements in Landfill Provisions – 2021 year only (current & non-current)					
		<i>Future Reinstatement</i>	<i>Cell capping</i>	<i>Total</i>	
Opening balance		602,784	1,313,553	1,916,337	
Add (Less) remeasurement adjustments		(141,463)	17,644	(123,819)	
Closing balance		461,321	1,331,197	1,792,518	

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 8 - RECONCILIATION TO CASH FLOW STATEMENT

(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 cash flow statement is reconciled to the related items in the balance sheet as follows:

	Notes	2021	2020
		\$	\$
Total cash and equivalent assets	5	<u>264,637</u>	267,497
Balances per cash flow statement		<u>264,637</u>	<u>267,497</u>

(b) Reconciliation of Change in Net Assets to Cash from Operating Activities

Net Surplus (Deficit)	1,934,139	131,481
Non-cash items in income statement		
Depreciation, amortisation and impairment	612,849	599,696
Net increase (decrease) in unpaid employee benefits	39,946	17,035
Net (Gain) Loss on disposals	(47,052)	(1,419)
	<u>2,539,882</u>	<u>746,793</u>
Add (Less): Changes in Net Current Assets		
Net (increase) decrease in receivables	(49,426)	(210,733)
Net (increase) decrease in inventories	298	1,535
Net increase (decrease) in trade & other payables	(24,914)	216,252
Net Cash provided by (or used in) operations	<u>2,465,840</u>	<u>753,847</u>

(c) Non-Cash Financing and Investing Activities

Estimated future reinstatement etc. costs	<u>(123,819)</u>	<u>395,744</u>
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(d) Financing Arrangements

Unrestricted access was available at balance date to the following lines of credit:

Corporate credit cards	10,000	10,000
LGFA cash advance debenture facility	1,650,000	1,650,000

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

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 9 - FINANCIAL INSTRUMENTS

All financial instruments are categorised as *loans and receivables*.

Accounting Policies - Recognised Financial Instruments

Bank, Deposits at Call	<p>Accounting Policy: carried at lower of cost and net realisable value, interest is recognised when earned.</p> <p>Terms and conditions: deposits at call have an average maturity of 90 days and an average interest rate of 0.3% (2020: 90 days 0.45%)</p> <p>Carrying amount: approximates fair value due to the short term to maturity.</p>
Receivables - Fees and other charges	<p>Accounting Policy: carried at nominal values less any allowances for doubtful debts.</p> <p>Terms and conditions: unsecured, and do not bear interest. Although the Authority is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Authority's boundaries.</p> <p>Carrying amount: approximates fair value (after deduction of any allowance).</p>
Liabilities - Creditors and Accruals	<p>Accounting Policy: liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Authority.</p> <p>Terms and conditions: liabilities are normally settled on 30 days after the month of invoice.</p> <p>Carrying amount: approximates fair value.</p>
Liabilities - Interest Bearing Borrowings	<p>Accounting Policy: carried at the principle amounts. Interest is charged as an expense as it accrues.</p> <p>Terms and conditions: secured over future revenues, interest is payable quarterly and principle due at CAD end date.</p> <p>Carrying amount: approximates fair value.</p>
Liabilities - Leases	<p>Accounting Policy: accounted for in accordance with AASB 16 as stated in note 1</p>

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 9 - FINANCIAL INSTRUMENTS (con't)

Liquidity Analysis

2021	Due < 1 year	Due > 1 year ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
<u>Financial Assets</u>	\$	\$	\$	\$	\$
Cash & Equivalents	264,637	-	-	264,637	264,637
Receivables	1,788,975	-	-	1,788,975	1,788,975
Total	2,053,612	-	-	2,053,612	2,053,612
<u>Financial Liabilities</u>					
Payables	849,057	-	-	849,057	849,057
Current Borrowings	625,248	-	-	625,248	625,248
Lease Liabilities	52,722	202,371	-	255,093	236,989
Total	1,527,027	202,371	-	1,729,398	1,711,294

2020	Due < 1 year	Due > 1 year; ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
<u>Financial Assets</u>	\$	\$	\$	\$	\$
Cash & Equivalents	267,497	-	-	267,497	267,497
Receivables	614,549	-	-	614,549	614,549
Total	882,046	-	-	882,046	882,046
<u>Financial Liabilities</u>					
Payables	869,081	-	-	869,081	869,081
Current Borrowings	1,426,855	-	-	1,426,855	1,426,855
Non-Current Borrowings	51,688	255,093	-	306,781	281,362
Total	2,347,624	255,093	-	2,602,717	2,577,298

The following interest rates were applicable to the Authority's borrowings at balance date:

	30 June 2021		30 June 2020	
	Weighted Average Interest Rate	Carrying Value	Weighted Average Interest Rate	Carrying Value
	%	\$	%	\$
LGFA cash advance debenture	2.4	625,248	2.6	1,426,855
Non interest bearing		849,057		869,081
		1,474,305		2,295,936

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 9 - FINANCIAL INSTRUMENTS (con't)

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 Authority.

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 Authority is the carrying amount, net of any allowance for doubtful debts. All Authority investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Note 5 in relation to individual classes of receivables, exposure is concentrated within the Authority'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 the Authority'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 the Authority 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. The Authority also has available a range of 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. The Authority 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.

Note 10 - EXPENDITURE COMMITMENTS

The Authority as at 30 June 2021 had no obligation for expenditure.

Note 11 - CONTINGENCIES, ASSETS & LIABILITIES NOT RECOGNISED

There were no contingencies, assets or liabilities not recognised subsequent to 30 June 2021 that need to be disclosed in the financial statements.

Note 12 - EVENTS OCCURRING AFTER REPORTING DATE

There were no events subsequent to 30 June 2021 that need to be disclosed in the financial statements.

Adelaide Hills Region Waste Management Authority

Notes to and forming part of the Financial Statements

for the year ended 30 June 2021

Note 13 - UNIFORM PRESENTATION OF FINANCES

The following is a high level summary of both operating and capital investment activities of the Authority, prepared on a simplified uniform presentation framework basis.

All authority entities in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all authorities provide a common 'core' of financial information, which enables meaningful comparisons of each authorities finances.

	2021	2020
	\$	\$
Income	9,291,867	6,487,525
Expenses	<u>(7,404,780)</u>	<u>(6,357,463)</u>
Operating Surplus / (Deficit)	1,887,087	130,062
Net Outlays on Existing Assets		
Capital Expenditure on renewal and replacement of Existing Assets	(514,300)	(202,037)
Add back Depreciation, Amortisation and Impairment	612,849	599,696
Proceeds from Sale of Replaced Assets	<u>80,780</u>	<u>53,000</u>
	179,329	450,659
Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets <i>(including investment property & real estate developments)</i>	(64,200)	(452,000)
	<u>(64,200)</u>	<u>(452,000)</u>
Net Lending / (Borrowing) for Financial Year	<u>2,002,216</u>	<u>128,721</u>

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 14 - OPERATING LEASES

The Authority as a Lessee

Right of Use Asset

Set out below are the carrying amounts (written down value) of right of use asset recognised within Infrastructure Property, Plant and Equipment.

Carrying Value	Land \$
At 1 July 2020	275,080
Depreciation Charge	(48,543)
At 30 June 2021	226,537

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

	2021 \$
Opening balance 1 July 2020	281,362
Accretion of Interest	7,144
Payments	(51,517)
Closing Balance 30 June 2021	236,989
Current	46,560
Non Current	190,429
The following are amounts recognised on profit or loss:	
Depreciation expense right of use asset	48,543
Interest expense on lease liabilities	7,144
Total amount recognised in profit and loss	55,687

Adelaide Hills Region Waste Management Authority
Notes to and forming part of the Financial Statements
for the year ended 30 June 2021

Note 15 - RELATED PARTY DISCLOSURES

KEY MANAGEMENT PERSONNEL

The key management personnel of the Authority include the Chair, the Board and the Executive Officer being prescribed officers under section 112 of the Local Government Act 1999. In all, key management personnel were paid the following total compensation:

	2021	2020
	\$	\$
Salaries, allowances & other short term benefits	214,063	211,910
Post-employment benefits	-	-
Long term benefits	13,569	13,506
Termination benefits	-	-
TOTAL	227,632	225,416

The following transactions occurred with related parties:

	2021	Outstanding 30 June 2021	2020	Outstanding 30 June 2020
	\$,000	\$,000	\$,000	\$,000
Adelaide Hills Council - provision of waste processing & disposal service	1,380	160	1,194	132
Alexandrina Council - provision of waste processing & disposal service	276	34	238	23
Mount Barker District Council - provision of waste processing & disposal service	1,219	134	952	87
Rural City of Murray Bridge - provision of waste processing & disposal service	781	58	569	81
TOTAL	3,656	386	2,953	323

*Comparatives have been updated to include the EPA levy received from the Authority's Constituent Councils.

Amounts recorded as outstanding from related parties are recorded in trade and other receivables in Note 5.

The related parties disclosed above are equity owners of the Authority and are referred to as Constituent Councils. Constituent Councils have equal representation on the Board of the Authority and accordingly have significant influence on the financial operating decisions of the Authority. No one Constituent Council individually has control of the policies.

Adelaide Hills Region Waste Management Authority

Certification of Auditor Independence for the year ending 30 June 2021

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Adelaide Hills Region Waste Management Authority for the year ended 30 June 2021, the Authority's Auditor, Dean Newbery & Partners Chartered Accountants, 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
Adelaide Hills Council

Date: 19 August 2021

Adelaide Hills Region Waste Management Authority

Certification of Auditor Independence for the year ending 30 June 2021

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Adelaide Hills Region Waste Management Authority for the year ended 30 June 2021, the Authority's Auditor, Dean Newbery & Partners Chartered Accountants, 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.



Glenn Rappensberg
CHIEF EXECUTIVE OFFICER
Alexandrina Council

Date:

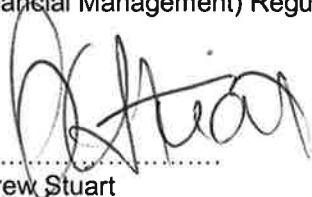
19 | 7 | 2021

Adelaide Hills Region Waste Management Authority

Certification of Auditor Independence for the year ending 30 June 2021

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Adelaide Hills Region Waste Management Authority for the year ended 30 June 2021, the Authority's Auditor, Dean Newbery & Partners Chartered Accountants, 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 Stuart
CHIEF EXECUTIVE OFFICER
Mount Barker District Council

Date: 12/08/21


ADELAIDE HILLS REGION WASTE MANAGEMENT AUTHORITY

ANNUAL 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 Region Waste Management Authority for the year ended 30 June 2021, the Authority's Auditor, Dean Newbery & Partners Chartered Accountants, 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.


.....
Michael Sedgman
CHIEF EXECUTIVE OFFICER
Rural City of Murray Bridge

20.07.2021

Date:

HEAD OFFICE

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North Adelaide SA 5006

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North Adelaide SA 5006

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Dean Newbery
ABN: 30 164 612 890

Auditor's Independence Declaration under Section 22 of the Local Government (Financial Management) Regulations 2011 to the Adelaide Hills Region Waste Management Authority

I confirm that, for the audit of the financial statements of the Adelaide Hills Region Waste Management Authority 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, 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*.



SAMANTHA CRETEN
PARTNER

Signed on the 19th day of July 2021,
at 214 Melbourne Street, North Adelaide, South Australia 5006



Appendix Three

Our Strategic Plan - Goals, Objectives and Priorities

Goal 1 – A functional BUILT ENVIRONMENT

Objective	B1 - Our district is easily accessible for community, our businesses and visitors	B2 - Preserve and enhance the unique character of the Hills for current and future generations	B3 - Consider external influences in our long term asset management and adaptation planning	B4 - Sustainable management of our built assets ensures a safe, functional and well serviced community
Priority	<ul style="list-style-type: none"> • B1.1 - Increase accessibility to our district though the development and delivery of high priority trails and routes for all cyclists (on-road, off road, commuters, recreational) and pedestrians • B1.2 - Improve outcomes for the elderly by incorporating Council's Age Friendly Strategic Plan into built environment design and delivery • B1.3 - Progress state-wide and inter-regional connectivity of cyclist routes by partnering with neighbouring councils. • B1.4 - Ensure that the key road network is accessible for heavy vehicles used by the primary production, tourism and construction sectors through engagement with industry and Government. • B1.5 - Provide accessibility for the full range of users by ensuring Council's road, footpath and trails network is adequately maintained and service levels for all users are developed and considered. 	<ul style="list-style-type: none"> • B2.1 - Continue to embrace and support community led public place revitalisation across our district. • B2.2 - Incorporate Water Sensitive Urban Design principles within Council developments and projects and advocate for other developments within the region to do the same • B2.3 - Proactively work with developers to ensure that built form complements or enhances existing local character whilst preserving the character and amenity of our towns, historic buildings and scenic environment • B2.4 - Ensure our planning framework, council policies and guidelines support privately owned local heritage places. • B2.5 - Continue to collaborate with other councils and stakeholders in pursuing our World Heritage Bid to protect the landscapes, sites and facilities that represent the State's aboriginal and early colonial history • B2.6 - Support communities recovering from natural disasters with expedited development assessment services 	<ul style="list-style-type: none"> • B3.1 - Improve water security by maximising water reuse opportunities, reducing reliance on ground water and improving water efficiencies for open space irrigation and building facilities • B3.2 - Aim to achieve 100% renewable energy use for our corporate operations and strive towards carbon neutrality • B3.3 - Investigate and source recyclable materials for asset renewal projects wherever practical and in doing so promote the circular economy • B3.4 - Proactively adapt our built environment to changes in social and environmental factors to minimise the impact from natural hazards such and fire and flood. 	<ul style="list-style-type: none"> • B4.1 - Ensure the long term management of the built form and public spaces occurs in consideration of the relevant financial, social and environmental management matters. • B4.2 - Embrace innovative and new technology solutions to proactively maintain our built assets that further enhance the provision of efficient services to the community • B4.3 - Ensure Council owned or managed assets, including staff accommodation, are functional and adaptive to meet service requirements. Also, where appropriate and endorsed by Council, equitably assist community owned site (halls and recreation sites) to ensure their facilities are functional and meet service standards. • B4.4 - Improve road safety through a safe system approach to road design, construction and maintenance including on-going applications to the State and Federal Road Blackspot program • B4.5 - Explore and provide the infrastructure to support Electric Vehicles (EV) and investigate infrastructure requirements for emerging technological transport such as Connected and Automated Vehicles (CAV)

Goal 2 – COMMUNITY Wellbeing

Objective	C1 - A community for everyone - that is inclusive, welcoming and accessible	C2 - A connected, engaged and supported community	C3 - A community that grows together	C4 - An active, healthy, thriving and resilient community	C5 - Respect for Aboriginal Culture and values	C6 - Celebrate our community's unique culture through arts, heritage and events
Priority	<ul style="list-style-type: none"> • C1.1 - Provide welcoming spaces and places for the community through our libraries, community centres, and Council and community facilities • C1.2 - Support and promote opportunities for social inclusion and celebration of our cultural diversity • C1.3 - Make the district more accessible and welcoming for all with a focus on youth participation, positive ageing, disability inclusion and multiculturalism • C1.4 – Advocate and Seek opportunities to improve transport options for those who need it most • C1.5 - Encourage more housing opportunities where provided for in the Development Plan 	<ul style="list-style-type: none"> • C2.1 - Work with community to provide a range of programs and opportunities to connect and engage around shared interests • C2.2 - Support our ageing community to access services and continue to participate and contribute to community life • C2.3 - Facilitate opportunities for our youth to develop skills, build resilience and be actively involved in and connected to their community. • C2.4 - Increase participation from the broadest range of our community and engage with them to shape policies, places and decisions that affect them • C2.5 - Continue to work with government agencies and non-governmental organisations to support the community recovery from natural disasters and the COVID-19 pandemic. 	<ul style="list-style-type: none"> • C3.1 - Provide and support programs and services that encourage and enhance personal growth, lifelong learning and professional development • C3.2 - Support volunteering both organisationally and in the community as an essential element in delivering community outcomes and building wellbeing • C3.3 - Empower our community groups and leaders to shape and determine change in their community through the provision of training opportunities, grants that meet strategic priorities, building relationships and supporting communities to be cohesive in progressing local projects. • C3.4 - Build partnerships with community and other stakeholders to enhance our capacity to provide and support opportunities for them to thrive 	<ul style="list-style-type: none"> • C4.1 - Support community wellbeing through our contribution to public health planning, disaster recovery activities and the implementation of strategies that aim to measure and enhance wellbeing. • C4.2 - Support the provision of formal and informal sport, recreation and play spaces for the community to enjoy • C4.3 - Recognise that trails are a destination in their own right and support both commuter and recreational trail opportunities • C4.4 - Support clubs and groups to continue to provide sport and recreation activities to the community • 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. 	<ul style="list-style-type: none"> • C5.1 - Partner with the Aboriginal and Torres Strait Islander community to develop our second Reconciliation Action Plan (Innovate) and actively participate in Reconciliation Week • C5.2 - Celebrate and recognise Aboriginal culture and heritage through participation in and the delivery of programs and activities that engage our community in cultural experience and learning 	<ul style="list-style-type: none"> • C6.1 - Develop Fabrik as a vibrant cultural hub for the Adelaide Hills, fostering community connections and creativity and presenting the significant history of the Woollen Mill site • C6.2 - Develop, support or bring events to our district that have social, cultural, environmental or economic benefits • C6.3 - Recognise, encourage and support artists, emerging artists, writers and performers through promotion of the Arts and supporting opportunities to exhibit and perform • C6.4 - Foster the development of Public Art that adds value to public spaces and supports place making in our community

Goal 3 – A prosperous ECONOMY

Objective	E1 - Support and grow our region's existing and emerging industries	E2 - Provide local infrastructure to drive growth and productivity	E3 - Encourage, attract and retain a creative, talented and skilled workforce in our region	E4 - Cultivate a clear, unique and consistent regional identity that can be leveraged to attract national and international attention
Priority	<ul style="list-style-type: none"> • E1.1 - Support and encourage local and international tourists to visit the Adelaide Hills • E1.2 - Take advantage of the full potential of our region's primary production and associated value adding activities • E1.3 - Support and encourage the growth and development of our region's creative industry micro businesses • E1.4 – Promote, support and encourage our existing and emerging businesses to respond to economic changes by being creative, innovative, productive and resilient to unexpected impacts. • E1.5 - Engage and assist our region's key business and industry groups to be resilient, proactive and successful • E1.6 - Encourage and facilitate local supplier participation in all level of Government tendering processes 	<ul style="list-style-type: none"> • E2.1 - Work with all levels of Government to ensure the region's infrastructure needs are understood and prioritised • E2.2 - Explore and advocate for the opportunities that new technologies could bring to our region • E2.3 - Support changes to planning and development that leverages and encourages sustainable economic development • E2.4 - Manage and maintain Council assets to maximise their utilisation and benefit to the community 	<ul style="list-style-type: none"> • E3.1 - Attract and encourage professional and business development and networking activities • E3.2 - Understand the nature of skills our region's businesses will require to prosper into the future • E3.3 - Work with our local communities and businesses to create active, attractive and vibrant places • E3.4 - Enable start-ups and home based business through services, information and networking opportunities 	<ul style="list-style-type: none"> • E4.1 - Work with key stakeholders to develop a realistic, yet inspiring, collective vision to connect the region and its industries • E4.2 - Work with our communities and businesses to encourage co-ordinated and strategic regional projects that enhance and support the regional identity • E4.3 - Support and encourage events that supports the region's identity and generates social, cultural and economic benefits • E4.4 - Support the continued development and community engagement for the World Heritage nomination of the region

Goal 4 – A valued NATURAL ENVIRONMENT

Objective	N1 - Conserve and enhance the regional natural landscape character and amenity values of our region	N2 - Recognise the benefits of ecosystem services and improve environmental resilience by reducing environmental impacts	N3 - Nurture valuable partnerships and collaborations and engage the local community in the management of our natural environment	N4 - Reduce the impact of waste to landfill by maintaining a robust waste and resource management framework	N5 - Assist our community to reduce the impact of waste to landfill on the environment
Priority	<ul style="list-style-type: none"> • N1.1 - Enhance and manage horticultural amenity, including succession planning for street trees that contribute to and reinforce our distinctive streetscapes and villages • N1.2 - Manage reserves and open space to support the community, whilst balancing biodiversity conservation, resource use and environmental impacts 	<ul style="list-style-type: none"> • N2.1 - Monitor and manage areas of high biodiversity or habitat value on Council reserves and Native Vegetation Marker Scheme (NVMS) sites using best practice methodologies • N2.2 - Explore opportunities and take appropriate actions to monitor current and emerging threats to biodiversity including feral cats and Phytophthora • N2.3 - Mitigate bushfire risks across the landscape by undertaking fuel reduction activities including woody weed control, maintenance of asset protection zones and educate & enforcement to reduce fuels on private property • N2.4 - Work with supporting organisations and agencies to foster the restoration of native flora and fauna habitat following the 2019-20 bushfire. 	<ul style="list-style-type: none"> • N3.1 - Increase knowledge and environmental awareness within the community through engagement and education • N3.2 - Collaborate and engage with public and private organisations, schools and community members (including the Aboriginal community as the first nation peoples), to improve biodiversity outcomes and land management practices. • N3.3 - Continue to work in partnership with the Resilient Hills and Coasts region to build Council and community resilience to the impacts of climate change 	<ul style="list-style-type: none"> • N4.1 - We will work with partners to analyse the benefits and feasibility of introducing a fee incentive to property owners to produce less waste in relation to the kerbside bin service • N4.2 - We will explore more Green Organics options to achieve improved environmental and financial outcomes. • N4.3 - We will provide specific education to the community to increase their level of food scrap recycling • N4.4 - Implement new or improved waste service opportunities whilst continuing to provide ongoing resource recovery and waste service to our community 	<ul style="list-style-type: none"> • N5.1 - Encourage and educate the community to help minimise the generation of household waste by advocating the principles of the Waste Management Hierarchy to avoid, reduce and reuse • N5.2 - Support and assist the community to prevent valuable resources going to landfill and reduce contamination in kerbside recycling bins

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	O2 - Our customers find it easier to interact and do business with Council and have an improved customer experience	O3 - Our organisation is financially sustainable for both current and future generations	O4 - We actively represent our community	O5 - We are accountable, informed, and make decisions in the best interests of the whole community	O6 - Technology and innovation is utilised to better meet our community's expectations and deliver value for money
Priority	<ul style="list-style-type: none"> • O1.1 - Progressively enhance our safe systems of work to maintain emotional and physical safety of our people • O1.2 - Continue to develop a positive culture through supporting an equitable, diverse and continuously improving work environment • O1.3 - Support our people leaders in further developing the skills necessary to lead engaged and productive teams • O1.4 - Continue to support all staff through training, mentoring, coaching and development to enable the achievement of organisational and community goals 	<ul style="list-style-type: none"> • O2.1 - Develop our digital channels to better meet customers' current and future needs • O2.2 - Modernise our services and enhance the customer experience by making service delivery faster, more convenient and more proactive • O2.3 - Build the capabilities of our people through a focus on two-way communication, cooperation and placing customers at the centre of everything we do • O2.4 - Continuously strive to measure and improve performance and service delivery across all functions 	<ul style="list-style-type: none"> • 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 • O3.2 - Ensure that renewal of assets and the associated maintenance is based on current asset management plans which consider reviewed service levels and whole of life costing • O3.3 - Actively pursue alternative funding opportunities to reduce reliance on rates income • O3.4 - Assess the range and level of services undertaken to ensure they fulfil Council's legislative and strategic intent 	<ul style="list-style-type: none"> • O4.1 - Optimise opportunities for the community to access and provide input into the decision-making processes • O4.2 - Attract and develop a diverse and capable elected body that represents, promotes and reflects the composition of the community • O4.3 - Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region • O4.4 - Explore council boundary reform options that best serve the community. 	<ul style="list-style-type: none"> • O5.1 - Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations • O5.2 - Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action. • O5.3 - Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community 	<ul style="list-style-type: none"> • O6.1 - Progressively strengthen Council's systems security to minimise the impact of cyber attack • O6.2 - Utilise technology to enable more evidence based and efficient delivery of services to the community • O6.3 - Provide more resilient business systems by utilising cloud technologies where appropriate • O6.4 - Utilise our online engagement tools to reach a wider range of community members to obtain their views and input. • O6.5 - Support the delivery of services to the community through improved utilisation and connectivity of existing business systems • O6.6 - Ensure the way in which we provide our digital services delivers an enhanced experience for our community

Appendix 2

Annual report compliance to Schedule 4 of the Act

Schedule 4—Material to be included in the annual report of a council	Related section of 2020-21 Annual Report
1. The following material must be included in the annual report of a council:	
(a) a copy of the audited financial statements of the council for the relevant financial year;	Appendix 1: Financial Statements
(b) a list of the registers that are required to be kept under this Act or the <i>Local Government (Elections) Act 1999</i> ; (c) a list of the codes of conduct or practice required under this Act or the <i>Local Government (Elections) Act 1999</i> ; (f) information on allowances paid to members of the council or a council committee; (g) information on the number of senior executive officers and information on the kinds of allowances, bonuses and benefits that are made available to those officers as part of a salary package; (ga) a report on the use of sections 90(2) and 91(7) by the council and its council committees containing the information required by the regulations; (gb) a report on the applications made to the council under the <i>Freedom of Information Act 1991</i> during the relevant financial year containing the information required by the regulations; (h) a statement of— (i) the council's representation quota; and (ii) the average representation quota for councils of a similar size and type (taking into account various factors prescribed by the regulations); and (iii) when the council next intends to conduct a review under Chapter 3 Part 1 Division 2; and (iv) the procedures that are available under Chapter 3 for electors to make submissions on representation under this Act;	Our Governance
(ha) the annual report of any subsidiary received by the council under Schedule 2 for the relevant financial year;	Appendix 2: Subsidiary Annual Reports
(i) other material prescribed by the regulations; (j) other information to be included in the annual report under this or another Act.	Our Governance
2. The following matters must be reported on in the annual report of a council:	
(a) the council's performance in implementing its strategic management plans during the relevant financial year, and the council's projections and targets under its plans for the next financial year; (ab) the council's performance against its annual business plan for the relevant financial year;	2020-21 Performance Highlights Delivering on our plans Our focus in 2021-22

Schedule 4—Material to be included in the annual report of a council	Related section of 2020-21 Annual Report
(b) the extent to which activities of the council have been subjected to competitive tender or other measures to ensure services are delivered cost-effectively, and the extent (if any) to which the council has pursued policies for purchasing local goods and services;	Our Governance
(c) the decision-making structure of the council;	Our Elected Council Our Organisation Our Governance
(ca) the training and development activities for members of the council during the relevant financial year; (d) the implementation of equal employment opportunity programs, and other human resource management or development programs, during the relevant financial year; (e) the progress of the council in preparing or finalising any management plans for community land required under the Chapter 11; (f) other matters prescribed by the regulations.	Our Governance
3 In this Schedule— representation quota for a council is an amount ascertained by dividing the number of electors for the area of the council (as at the last closing date under the <i>Local Government (Elections) Act 1999</i>) by the number of members who constitute the council (ignoring any fractions resulting from the division and expressed as a quota).	Our Governance

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

Item: 12.8

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: 2021-22 Budget Review 1

For: Decision

SUMMARY

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

This report presents the first Budget Review (BR1) of the 2021-22 financial year and was considered by the Audit Committee on 15 November 2021.

The proposed budget variations increase Council's Operating Surplus by \$158k from \$957k to \$1.115m. BR1 also proposes reductions of \$259k to Capital Income and increases of \$757k to Capital Expenditure.

As a result of the proposed operating and capital adjustments, Council's Net Borrowing Result for the year is increased from \$6.460m to \$7.348m.

It is also noted that Council's underlying Operating Surplus has been calculated at \$317k.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To adopt the proposed budget adjustments presented in the 2021-22 Budget Review 1 which result in:
 - a. An increase in the Operating Surplus from \$957k to \$1.115m for the 2021-22 financial year.
 - b. Changes to Capital Works, reducing capital income by \$259k and increasing capital expenditure by \$757k for the 2021-22 financial year resulting in a revised capital expenditure budget for 2021-22 of \$27.236m.
 - c. An increase in Council's current Net Borrowing Result from \$6.460m to \$7.348m for the 2021-22 financial year as a result of the proposed operating and capital adjustments.
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

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

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

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

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

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

➤ Legal Implications

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

➤ Risk Management Implications

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

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

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

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

➤ **Financial and Resource Implications**

The proposed BR1 budget changes increase Council's Operating Surplus by \$158k from \$957k to \$1.115m.

In terms of capital, it is proposed to reduce Capital Income by \$259k and increase Capital Expenditure by \$757k.

As a result of the proposed operating and capital adjustments, Council's Net Borrowing Result for the year is increased from \$6.460m to \$7.348m.

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

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

There is a high expectation that Council has appropriate financial governance processes in place including the review of the budget periodically.

➤ **Sustainability Implications**

Not applicable.

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

Council Committees: Budget Review 1 was considered by the Audit Committee at its meeting on 15 November 2021

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

2. BACKGROUND

At the Council meeting held on the 22 June 2021, Council adopted the original 2021-22 *Annual Business Plan and Budget*, reflecting a Budgeted Operating Surplus before Capital Revenue of \$1.344m and an estimated Net Borrowing for the financial year of \$8.199m.

Subsequent to that meeting, Council, in consideration of agenda reports during meetings, has approved a number of the 2021-22 Budget changes as detailed in the budget reconciliation included as part of this report as **Appendix 3**.

As a result of these changes endorsed by Council prior to the first formal budget review, Council's budgeted Operating Result was adjusted to an Operating Surplus of \$957k and the Net Borrowing Result has decreased to \$6.460m.

The Regulations require Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require, or offer opportunities for changes to, the budget during the year. This report presents the first Budget Review (BR1) of the 2021-22 financial year.

Where possible Council's customary practice is to include Budget Reviews as an agenda item at Audit Committee meetings prior to consideration of Council. This Budget Review was considered by the Audit Committee on 15 November 2021 where it was resolved as follows:

7.9. Budget Review 1

Moved Peter Brass
S/- Cr Leith Mudge

63/AC21

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend to Council the proposed budget adjustments presented in Budget Review 1 which result in:
 - a. An increase in the Operating Surplus from \$957k to \$1.115m for the 2021-22 financial year.
 - b. Changes to Capital Works, reducing capital income by \$259k and increasing capital expenditure by \$757k for the 2021-22 financial year resulting in a revised capital expenditure budget for 2021-22 of \$27.236m.
 - c. An increase in Council's current Net Borrowing Result from \$6.460m to \$7.348m for the 2021-22 financial year as a result of the proposed operating and capital adjustments.

Carried Unanimously

Budget Review Presentation

As a result of changes to the Regulations, the Budget Review Presentation has been simplified for the First and Third Budget Review for the year whereby it is now required to produce under Section 9(1)(a):

"a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances"

In accordance with the Regulations the Uniform Presentation of Finances showing the movements in the current and proposed budgets is provided as **Appendix 1** to this report.

3. ANALYSIS

Given the timing of BR1, the focus of this first budget review for the year was largely on obtaining expenditure approval for any significant items or when a budget adjustment was required to enable timeliness of delivery as well as projects related to grant funded opportunities.

Budget Review 1 Proposed Adjustments

\$000s	2021-22 Current Budget	Proposed BR1 Adjustments	Transfer between Capital & Operating	Revised Budget after BR1
Operating Income	50,749	289	296	51,334
Operating Expenditure	49,792	422	5	50,219
Operating Surplus	957	(133)	291	1,115
Depreciation	9,762	(30)	-	9,732
Capital income	9,300	37	(296)	9,041
Capital Expenditure	(26,479)	(762)	5	(27,236)
Net Borrowing Position	(6,460)	(888)	-	(7,348)

Operating:

Operating Income - \$585k increase

- rates revenue has exceeded forecasts by \$67k as a result of the finalisation of growth from new developments across the council area and a reduction in the amount required for the Revaluation Relief Rebate
- a reduction of \$143k in Other Rates, being an adjustment to the 21-22 Community Wastewater Management Scheme (CWMS) Service Charge Fee and return of identified savings to customers. This is covered in more detail in a separate report to the Audit Committee at the meeting on 15 November 2021 and Council at the 23 November 2021 Council meeting. This income reduction is partly offset by a reduction in expenditure identified below.
- an amount of \$296k grant funding carried forward from previous years to be acquitted against the Heathfield High School court redevelopment. This had been previously been treated as capital income in Council's budgets but as the asset will not be owned by Council, both the income and expenditure now form part of Council's operating result
- an amount of \$250k for a contribution due to be received from the Heathfield High School in relation the court redevelopment with an associated increase in expenditure
- an increase in Community Home Support Program funding of \$41k requiring associated expenditure commitments
- an increase in Local Economic Recovery Program (LERP) grant funding of \$60k for Biodiversity outcomes also requiring associated expenditure commitments
- an overall reduction of \$9k in library grant funding reflecting a reduction of \$25k in Council's library materials grant partly offset by a reallocation of \$16k of this reduction to cover adult digital literacy
- unbudgeted insurance recoveries of \$27k relating to damage to council property as a result of vehicle accidents

Operating Expenditure - \$427k increase

- a reduction of \$46k in identified savings in CWMS expenditure as separately reported
- an increase in expenditure of \$250k relating to the Heathfield High School court development funding discussed above
- an increase in expenditure of \$60k relating to biodiversity LERP grant funding increases as discussed above
- an increase in Community Home Support Program expenditure commitments due to funding of \$41k as discussed above
- a reduction of \$9k in library material expenditure to accommodate the reallocation of grant funding discussed above
- an increase of \$49k in property leasing costs as identified in an Operational Workplace Review Council Report presented to Council in August 2021
- an increase of \$61k in insurance costs due to a hardening of the market and updated asset values as highlighted in the Council's Insurance Portfolio Placement Report presented to the Audit Committee at its August 2021 meeting
- an amount of \$33k to cover unbudgeted fencing costs relating to commitments made by Council in relation to the Cudlee Creek Bushfire and adjoining properties
- a reduction in budget of \$20k in water costs and related property charges
- a transfer of \$5k of minor plant expenditure from capital to operating together with a reallocation from depreciation to materials expenditure to more appropriately account for low value items which are below capitalisation thresholds

Capital Items:

\$000s	2021-22 Current Budget	Proposed BR1 Adjustments	Proposed BR1 Budget
Capital income	9,300	(259)	9,041
Capital - Renewal Expenditure	(12,267)	(202)	(12,469)
Capital - New Capital Expenditure	(14,212)	(555)	(14,767)
Total Capital Expenditure	(26,479)	(757)	(27,236)
Net Capital Position	(17,179)	(1,016)	(18,195)

For BR1 there are a small number of variations in the capital budget spread across asset categories. Proposed changes in the capital works program reduced capital income by \$259k and increase capital expenditure by \$757k with specific details including the budgetary impact by project provided as per **Appendix 2**.

It is noted that the reduction in capital income reflects an increase in capital contributions of \$37k offset by the reallocation of \$296k relating to grant funding carried forward from previous years that will be acquitted against the Heathfield High School court redevelopment as discussed above.

The major capital item included in BR1 relates to the upgrade and fit-out costs for Stirling Transportable & Garrod Crescent offices plus design and planning for the upgrades at Heathfield, Stirling West Wing and Woodside Offices for \$499k. An Operational Workplace Review Council Report was presented to the Council Meeting on 24 August 2021 and highlighted the budget impact of the proposed operational and capital requirements of the workplace review and indicated that these budgets adjustments would be addressed as part of BR1.

Whilst the proposed changes to the capital expenditure budget show an increase of \$757k on a very large capital spend for this financial year, it is anticipated that the total 2021-22 capital expenditure budget will be reduced by a reasonable amount by year-end due to project delivery issues. Currently Council is experiencing a lot of difficulty in accessing contractors, obtaining competitive bids, and finding that quoted prices are well above budgets for many capital infrastructure projects. However, at the time of this report relatively few projects had advanced significantly enough to readily identify the specific projects that will be in jeopardy of being delivered on a timely basis within budget. As a result, further work is currently being undertaken to consider a reset of the 2021-22 capital works program to ensure that council requirements are achieved while still obtaining value for money outcomes. As such, this will be revisited in Budget Review 2 and 3 once further progression of the overall capital expenditure has occurred.

Movements in Budgeted Borrowings

As a result of proposed BR1 changes there will be an increase of \$888k to borrowings resulting in a forecast of \$19.2m at 30 June 2022, excluding leases, with the borrowing movements for the year shown below.

Borrowings excluding Leases \$000s	Opening July 2021	New Borrowings	Repayments	Forecast June 2022
CAD (Short Term Drawdown)	5,200	16	-	5,216
Current Other Borrowings	-	10,000	(1,000)	9,000
Fixed Term Borrowings	5,000		-	5,000
Total Borrowings	\$10,200	\$10,016	(1,000)	\$19,216

This is reflected in the Financing transaction detail as shown at the bottom of Council's *Uniform Presentation of Finance Appendix 1*.

The financing result for the financial year also includes budgeted payments relating to the landfill remediation provision.

Summary

The proposed budget changes increase Council's Operating Surplus by \$158k from \$957k to \$1.115m. BR1 also proposes reductions of \$259k to Capital Income and increases of \$757k to Capital Expenditure.

As a result of the proposed operating and capital adjustments, Council's Net Borrowing Result for the year is increased from \$6.460m to \$7.348m.

\$000s	\$
BR0 Adopted Budget Net Lending (Borrowings) Result	(6,460)
Impact of Operating Budget Adjustments for BR1	(133)
Change in Depreciation	(30)
Impact of Capital income and Expenditure Adjustments for BR1	(725)
BR1 Revised Net Lending (Borrowing) Result	(\$7,348)
2021-22 Underlying Operating Surplus	\$317

In the last couple of years, Councils operating surplus has been impacted by a significant number of one off budget items together with a large amount of grant funding received with associated expenditure commitments often accounted for in different years.

It has therefore been agreed that Administration would provide details of Council's underlying Operating Surplus as part of financial reporting performance and Budget Reviews to assist in the assessment of Council's ongoing financial sustainability and long term financial planning.

As noted in Appendix 3, which shows the budget reconciliation of 2021-22 Budget changes Council's underlying Operating Surplus has reduced from \$448k to \$317k from Budget Review 1, largely to account for:

- the adjustment to the 21-22 Community Wastewater Management Scheme (CWMS) Service Charge Fee and return of identified savings to customers of \$97k
- an increase of \$67k to the base cost of insurance premiums, and
- an increase of \$49k in Council's property lease and related costs.

The above have been in part offset by:

- additional rate revenue of \$67k
- water savings in the order of \$20k per annum

Quarterly Finance Performance Results

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.

As a result Quarterly Council Performance Reports were prepared showing the performance against the Corporate Performance indicators, strategic initiatives and key activities of the Council's *Annual Business Plan*.

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 with the report also includes the Customer Service Standards, Capital Works performance, and Quarterly Financial Performance.

As a result of 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.

As the financial performance information contained in that report is only preliminary at that meeting it was agreed for completeness to include the final quarterly financial performance as part of each Budget Review. As a result this information is shown as **Appendix 4**.

4. OPTIONS

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

- I. It can adopt Budget Review 1 as prepared without making any further amendment to the adopted budget (Recommended).
- II. It can determine required changes to the review and adopt a revised Budget Review 1, recognising the likely impact upon future Budget Reviews and Council's LTFP.
- III. It can refuse to adopt the review, in which case it will risk breaching the requirements of the Local Government Financial Management Regulations (2011) unless an alternative review is adopted.

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

5. APPENDICES

- (1) 2021-22 Budgeted Uniform Presentation of Finances
- (2) Capital Works Budget Review 1 Proposed Changes
- (3) 2021-22 Budget Adjustments subsequent to Original Budget Adoption
- (4) Financial Performance Report for Quarter Ended 30 September 2021

Appendix 1

2021-22 Budgeted Uniform Presentation of Finances

Adelaide Hills Council
BUDGETED UNIFORM PRESENTATION OF FINANCES
2021-22 Proposed Budget

	2021-22 Adopted Budget	Total Budget Movement since Adoption \$'000	BR1	2021-22 Revised Budget
	\$'000			\$'000
INCOME				
Rates	41,573	-	(76)	41,497
Statutory charges	1,197	-		1,197
User charges	869	-	(6)	863
Grants, subsidies and contributions	5,869	657	640	7,166
Investment income	17	-		17
Reimbursements	210	-		210
Other income	467	(210)	27	284
Net gain - equity accounted Council businesses	100	-		100
Total Income	50,302	447	585	51,334
EXPENSES				
Employee costs	19,424	18	58	19,500
Materials, contracts & other expenses	19,295	816	399	20,510
Depreciation, amortisation & impairment	9,762	-	(30)	9,732
Finance costs	477	-		477
Net loss - equity accounted Council businesses	-	-		0
Total Expenses	48,958	834	427	50,219
NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS	1,344	(387)	158	1,115
Net Outlays on Existing Assets				
Capital Expenditure on Renewal and Replacement of Existing Assets	(11,451)	(816)	(202)	(12,469)
Proceeds from Sale of Replaced Assets	665	177		842
Depreciation	9,762	-	(30)	9,732
NET OUTLAYS ON EXISTING ASSETS	(1,024)	(639)	(232)	(1,895)
Net Outlays on New and Upgraded Assets				
Capital Expenditure on New and Upgraded Assets & Remediation costs	(11,823)	(2,389)	(555)	(14,767)
Capital Grants & Monetary Contributions - New & Upgraded Assets	2,000	3,734	(259)	5,475
Proceeds from Sale of Surplus Assets	1,304	1,420		2,724
NET OUTLAYS ON NEW AND UPGRADED ASSETS	(8,519)	2,765	(814)	(6,568)
Net Lending/ (Borrowing) Result for Financial Year	(8,199)	1,739	(888)	(7,348)
Net Financial Liabilities at Beginning of Year	(19,263)	-	-	(19,263)
Decrease / (increase) in Other	-	-		0
Non Cash Equity Movement	(100)	-		(100)
Net Financial Liabilities at End of Year	(27,562)	1,739	(888)	(26,711)
Financing Transactions				
New Borrowings	10,350	(1,350)	1,000	10,000
Increase/(Decrease) in Short Term Draw Down	(73)	201	(112)	16
(Increase)/Decrease in Cash & Investments	-	-		0
(Increase)/Decrease in Working Capital	-	-		0
Principal Repayments on Borrowings	(1,000)	-		(1,000)
Reinstatement/Restoration Provision Payment	(978)	-		(978)
Debenture Payment	-	(590)		(590)
Non Cash Equity Movement	(100)	-		(100)
Other Working Capital	-	-		-
	8,199	(1,739)	888	7,348

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

Appendix 2

Capital Works Budget Review 1 Proposed Changes

2021-22 CAPITAL BUDGET REVIEW 1

Proj #	Project Name	Project Description	Suburb	Type	Current Budget	Change FAV/ (UNFAV)	Revised Budget	Comment
CAPITAL EXPENDITURE								
Buildings								
new #	Staff Accommodation	Upgrade and Fitout new and existing offices		New	\$0	(499,000)	\$499,000	Upgrade and fitout costs for Stirling Transportable & Garrod Cres plus design and planning for the upgrades at Heathfield, Stirling West Wing and Woodside Offices. These costs are in accordance with the Operational Workplace Review Report presented to Council on 24 August 2021.
			Total		\$0	(499,000)	\$499,000	
Cemeteries								
3967	Scott Creek Cemetery	Agreed works at Scott Creek Cemetery		New	\$0	(5,600)	\$5,600	Budget required to complete agreed works at Scott Creek Cemetery. Relates to amount held in reserve from the Scott Creek Progress Association since 2012-13
Sport & Recreation								
4040	Upgrade Stirling Tennis Courts (Stonehenge)	Upgrade fencing and lighting, re-surface courts and improve stormwater issues	Stirling	New	\$135,170	(37,000)	\$172,170	Powerbox moved due to safety concerns, additional fencing installed, additional bitumen work to courts due to surface water problems and additional stormwater drains installed to remove stormwater run off to courts. Additional income of \$37,000 from Stirling Tennis Club and Tennis SA.
			Total		\$135,170	(37,000)	\$172,170	
Stormwater								
3949	Stormwater investigations	Investigation, survey and design for priority stormwater upgrades in Balhannah.	Balhannah	New	\$0	(50,000)	\$50,000	During recent intense storm events, a number of locations in Balhannah, including Kareda Cl, Corona Ct, Kurla Rd, and West Tce, suffered flooding including both nuisance flooding and property inundation. This project aims to facilitate commencement of investigations, survey and design ahead of potential projects to construct physical infrastructure upgrades in future annual business plans. This is in addition to Junction Rd, which is subject to investigation and stormwater upgrade by the Department for Infrastructure and Transport.
			Total		\$0	(50,000)	\$50,000	
Fleet								
3160	Plant Replacement Programme	Renewal of heavy plant.	Region wide	Renewal	\$1,415,340	(170,000)	\$1,585,340	One Council tipper truck was written off after a crash on Moores Rd. This truck must be replaced to resume the required service delivery. An insurance claim has been lodged to cover the costs of replacement, and should that claim be successful, the corresponding revenue will be included in a future budget review.
			Total		\$1,415,340	(170,000)	\$1,585,340	
Plant & Equipment								
3998	Minor P&E			Renewal	\$5,000	5,000	\$0	Budget moved to Opex
			Total		\$5,000	5,000	\$0	
		Total Expenditure Change			(756,600)			
CAPITAL INCOME								
149182164	Upgrade Stirling Tennis Courts (Stonehenge)	Upgrade fencing and lighting, re-surface courts and improve stormwater issues	Stirling	New	0	37,000	(37,000)	Income from Stirling Tennis Club and Tennis SA
		Total Income Change			0	37,000	(37,000)	

Capital Expenditure

Split as follows:

Renewal	(202,000)
New/Upgrade	(554,600)
	(756,600)

Appendix 3

*2021-22 Budget Adjustments subsequent to Original
Budget Adoption*

ADELAIDE HILLS COUNCIL
2021-22 BUDGET ADJUSTMENTS SUBSEQUENT TO BUDGET ADOPTION

Description	Operating Income	Operating Expenses	Net Operating Result	Capital Expenditure	Capital Income	Net Borrowing Result Impact	2021-22 Underlying Surplus
Original 2021-22 Budget	50,302	48,281	2,021	17,745	3,969	(1,993)	448
Council Resolutions transferred to 2021-22 financial year relating to 2 Operating (\$485k Heathfield High School Court Redvelopment and \$192k Planning Resources Bushfire Recovery) and 21 Capital Projects Council Meeting 22 June 2021 CR 123/21 Item 1.12		677	(677)	5,529		(6,206)	
Published 2021-22 Annual Budget Plan	50,302	48,958	1,344	23,274	3,969	(8,199)	448
Event Opportunity Council Meeting 22 June 2021 CR 146/21		45	(45)			(45)	
2020-21 Operating Initiatives Carry Forwards (6 in total including \$150k tree management & \$80k Heathfield High School) Council Meeting 24 August 2021 CR179/21 Recommendation 2		333	(333)			(333)	
2020-21 Operating Grants Carry Forwards (14 in total, with Operating Impact of \$220k Gumeracha Court Resurfacing and \$78k 2020-21 Phase 1 LRCIP Grants), Council Meeting 24 August 2021 CR179/21 Recommendation 3	657	360	297			297	
2020-21 Capital Carry Forwards (36 Expenditure and 10 Income Projects), Council Meeting 24 August 2021 CR179/21 Recommendation 4			0	1,717	3,617	1,900	
Capital Bring Back to 2020-21 relating to 2021-22 Approved LRCIP Projects (3), Council Meeting 24 August 2021 CR179/21 Recommendation 5			0	(55)		55	
2021-22 Budget Changes relating to \$209k Fabrik adjustment and \$296k Heathfield High School Court Redevelopment transferred from Capital, Council Meeting 24 August 2021 CR179/21 Recommendation 6	(210)	86	(296)	(296)		0	
2021-22 Additional Budget Requests (3 Capital - 2 insurance recovery related and 1 Operating - Stirling Cricket Nets) Council Meeting 24 August 2021 CR179/21 Recommendation 7		10	(10)	315	190	(135)	
2021-22 Additional Capital Budget Black Spot Funding Council Meeting 28 September 2021 CR 206/21				1,524	1,524	0	
Sub total Budget Adjustments since Annual Business Plan Adoption	447	834	(387)	3,205	5,331	1,739	
AHC Current Budget prior to Council Meeting 23 Nov 2021	50,749	49,792	957	26,479	9,300	(6,460)	448
2021-22 Budget Review 1	585	427	158	757	(259)	(858)	(131)
AHC Proposed Budget for 23 November 2021 Council Meeting	51,334	50,219	1,115	27,236	9,041	(7,318)	317








Appendix 4

*Financial Performance Report for Quarter Ended 30
September 2021*

Financial Performance

Overall Funding Statement












as at September 2021

	YTD Actual	YTD Budget	YTD Variance	Revised 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
Funding surplus 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	(6,459)

Adelaide Hills Council Operating Summary

By Directorate

as at September 2021

	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Revised Budget \$'000s
Income				
Community Capacity	684	678	 5	2,133
Corporate Services	40,020	39,926	 94	41,600
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				
Community Capacity	1,877	2,161	 285	7,770
Corporate Services	2,897	2,933	 35	8,379
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 Quarterly Financial Performance

as at September 2021	Income by Function			Expenditure by Function			Net Position
	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Variance \$'000s
Bushfire Recovery	42	42	-	24	42	18	18
CC Director's Office	-	-	-	75	79	3	3
Communications, Engagement & Events	1	-	1	133	192	59	60
Economic Development	120	123	(3)	227	249	23	19
FABRIK Arts and Heritage Hub	14	21	(7)	70	90	19	12
Community Development (Management)	-	-	-	98	93	(5)	(5)
Community Resilience	130	122	8	46	109	64	72
Cultural Development	-	-	-	31	32	1	1
Grants & Partnerships	-	-	-	39	40	1	1
Hills Connected Communities Projects	30	28	2	21	25	4	6
Positive Ageing (Home and Social Support)	284	271	13	257	265	8	20
Positive Ageing Project (Collaborative)	40	40	-	32	40	8	8
Service Strategy & Innovation	-	-	-	16	54	39	39
The Summit Community Centre	1	3	(2)	25	45	21	19
Torrens Valley Community Centre	6	9	(3)	50	46	(4)	(6)
Volunteering	-	-	-	6	19	13	13
Youth Development	9	9	-	37	43	5	5
Library Services	6	10	(3)	482	487	5	2
Customer Service	-	-	-	206	211	5	5
Community Capacity	684	678	5	1,877	2,161	285	290
AHBTC	61	84	(23)	38	63	25	2
Cemeteries	80	75	6	51	41	(10)	(4)
CS Director's Office	1	-	1	73	83	10	11
COVID 19	-	-	-	(1)	-	1	1
Financial Services	39,820	39,734	86	503	528	25	111
Governance & CEO Office	-	-	-	693	655	(38)	(38)
Information Services	-	-	-	883	824	(59)	(59)
OD & WHS	-	-	-	180	183	3	3
Property Management	48	24	24	468	550	81	105
Retirement Villages	10	10	1	9	6	(2)	(2)
Corporate Services	40,020	39,926	94	2,897	2,933	35	129
Animal Management	376	171	205	150	135	(15)	191
DRS Director's Office	-	-	-	70	84	14	14
Fire Prevention	1	-	1	18	18	-	1
Mt Lofty Waste Control Project	-	-	-	-	-	-	-
Parking and By-Laws	15	12	3	55	52	(4)	(4)
Planning & Development	182	136	46	585	580	(5)	42
Policy Planning	-	-	-	38	45	8	8
Public Health	34	31	3	117	134	17	20
Development & Regulatory Services	608	349	259	1,033	1,048	15	275
Civil Services	448	448	-	1,188	1,251	63	63
Community Wastewater Management Systems	1,820	1,796	24	162	167	5	28
Depreciation	-	-	-	-	-	-	-
Emergency Management	-	-	-	14	19	5	5
IO Director's Office	-	-	-	92	86	(6)	(6)
Open Space - Biodiversity	189	139	50	244	233	(11)	39
Open Space Operations	-	-	-	973	1,070	97	97
Open Space - Sport & Rec Planning	-	-	-	122	206	85	85
Sustainability	-	-	-	64	56	(8)	(8)
Strategic Assets	-	-	-	126	137	11	11
Waste	74	72	3	1,001	1,081	79	82
Infrastructure & Operations	2,531	2,454	76	3,986	4,306	320	396
Total	43,843	43,408	435	9,793	10,449	654	1,090

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

Item: 12.9

Responsible Officer: David Collins
Manager Strategic Assets
Infrastructure and Operations Directorate

Subject: LGA Subsidy Scheme - CWMS Expansion

For: Decision

SUMMARY

There are a number of townships within the Adelaide Hills Council (AHC) that have been identified as potential locations for the construction of new Community Wastewater Management Systems (CWMS). These townships are:

- Houghton/Inglewood
- Summertown/Uraidla
- Mylor

Waste water disposal within these towns is currently undertaken via onsite waste water systems such as septic tanks/soakage trenches or Aerobic Waste water Treatment systems (AWTS). Previous studies undertaken in these areas had identified a high proportion of these onsite systems were either failing or lacking proper maintenance, resulting in environmental and public health risks.

As a result, over the last 20 years there have been a number of CWMS feasibility studies undertaken by Council to assess the potential of providing a CWMS network in these areas. Several costings of each scheme have also been considered, however due to the high capital costs further development of these schemes has never been undertaken.

In 2017 the Local Government Association (LGA) announced that funding would be available for Councils interested in the construction of new CWMS schemes. As the above townships have always been considered as a consideration for CWMS, Council submitted an expression of interest to be considered for the subsidy to help with cost of construction. As the LGA funding is only available until 2027, Council has now received further correspondence from the LGA requesting a commitment to move to the next stage of the process. This would mean a further feasibility study and commitment by Council to provide the resources to undertake this and commit to delivery of the schemes by 2027.

If Council wishes to proceed with the CWMS schemes for the above townships, a decision regarding this commitment is now required. Given that this has never been included in Councils Strategic Plan or Long Term Financial plan such an undertaking would clearly have a considerable impact on Council resources, staffing and budgets.

Should Council choose to withdraw from this CWMS expansion process, the current resources used to manage public health risks associated with onsite systems would continue, maintaining the same level of risk to the environment and public health that currently exists.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. That Council withdraw from the current LGA CWMS Subsidy Scheme Program.
-

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 the consideration of the relevant financial social and environmental management matters

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 O3.4 Assess the range and level of services undertaken to ensure they fulfil Council's legislative and strategic intent.

The consideration of new CWMS networks is in line with Council's obligations to ensure resources are used and funded in the most efficient manner.

➤ **Legal Implications**

As Council is already licenced as a water entity under the *Water Industry Act 2012* and has current Environment Protection Authority (EPA) licences for operating waste water treatment lagoons. The addition of any new CWMS schemes will not impact existing licences.

The continuation of Council's current monitoring and compliance responsibilities of onsite waste water systems under the *Public Health Act 2011* would also continue should the expansion not be considered.

➤ **Risk Management Implications**

The ownership and operation of CWMS infrastructure occurs within a highly regulated industry. Council has many mandatory reporting and environmental obligations it must meet each year under the *Water Industry Act 2012*. Non-compliance with these obligations puts council at risk of financial penalties, potential to cause environmental harm and inability to provide CWMS service to the community. As Council is already licenced under the *Water Industry Act 2012* an increase in CWMS networks would not likely provide any additional regulatory obligations.

The introduction of CWMS in these areas may reduce the risk of environmental pollution and lessen the public health risk posed by onsite systems, however Council currently mitigates this risk by ensuring property owners are maintaining their onsite systems appropriately.

The cost of funding the three schemes is in the order of \$18m. The most recent estimates were updated in 2019 by Wallbridge Gilbert Aztec (WGA) consulting engineers. The funding is typically a combination of the LGA subsidy, customer contributions and Council funding.

The withdrawal from the LGA CWMS Subsidy Scheme would mitigate the risk of committing considerable funds and resources (to produce a new high level feasibility study and possible implementation of CWMS in high risk townships).

The withdrawal for the LGA CWMS Subsidy Scheme Program will assist in mitigating the risk of:

Significant borrowing leading to additional debt and short term budget impacts to Council.

Inherent Risk	Residual Risk	Target Risk
Extreme 3A	Low 1D	Low 1D

➤ **Financial and Resource Implications**

There is currently no commitment by Council in the Long Term Financial Plan to fund any new CWMS networks. Wallbridge Gilbert Aztec (WGA) estimates upfront capital expenditure for the three CWMS network of Mylor, Summertown/Uraidla and Houghton/Inglewood at approximately \$18.1 million (based on 2019 estimate).

This total funding would be made up of LGA CWMS subsidy, Council funds and capital contribution by customers.

The exact amount of LGA subsidy is unknown at this stage. The subsidy model reviews what SA Water would be able to charge based on the capital property values and the difference of providing the service by Council is the subsidy amount provided. Where capital valuations are higher the level of subsidy reduces.

The LGA staff have provided a non-binding indication of the subsidy at \$ 8m. This would leave a considerable cost to be funded by Council and residents connecting into the new infrastructure. Ongoing operating and maintenance costs of these new networks would also impact existing residents via increased CWMS service charge fees.

Council would have the financial capacity to undertake the proposed capital works. However, it is likely that in the short term the delivery of a project of this scale will have a negative impact on the Council financial position. Depending on the infrastructure roll out schedule and progression to full cost recovery, the new scheme would potentially have a positive impact on Council's financial position over the long term. This assumption is based on the current impact that CWMS business has on the operation position of Council.

Council as part of the divestment process did commission a report on the impact of the CWMS Expansion. This report was to assist in understanding the potential sale value of the CWMS business in relation to potential future growth. The report attached in **Appendix 3** provides a financial impact scenario that reflects the similar principles as documented in this report. In particular the Executive Summary of this report in **Appendix 3** provides a good overview of the financial impacts. It should be noted that this model assumed a subsidy amount of 60% that was higher than what is now expected. Note the author has provided approval for Council to publish this Commercial in Confidence document.

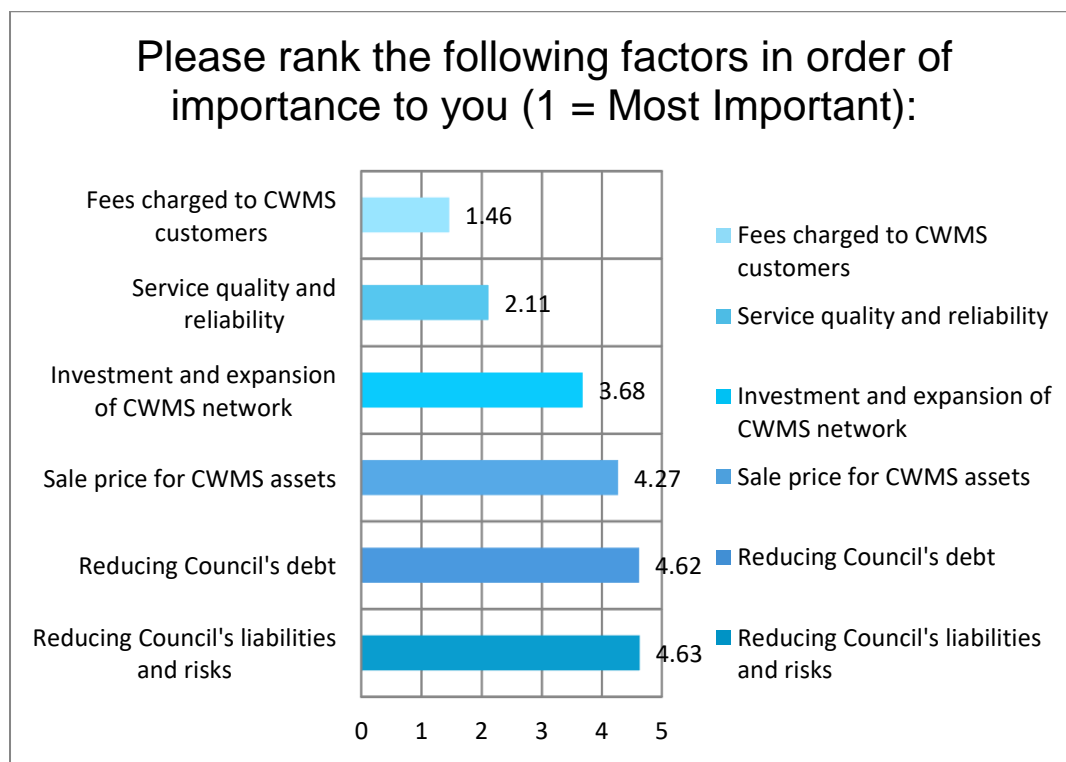
The LGA CWMS subsidy management committee is looking for Council to make a commitment to undertake further feasibility studies as soon as possible. In order to undertake this type of expansion Council would need additional resources to provide the initial information and would ultimately need additional resources with the expertise and knowledge to undertake this type of infrastructure expansion by 2027.

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

The existing CWMS community would still be provided with waste water services if the recommendation is adopted. Residents in proposed townships for CWMS expansion would remain users of onsite waste water systems that are maintained by the property owner.

Whilst no specific consultation was undertaken on this report, previously Council undertook consultation on the potential divestment of the existing CWMS scheme with customers.

The table below is an extract from that report to Council on 28 August 2018.



In 2018, the existing customer base was most concerned about the service fee that would be charged to CWMS customers. The expansion of the CWMS network would result in a potential increase to existing customers under a network scheme pricing model.

➤ **Sustainability Implications**

Previous studies undertaken in the CWMS expansion townships have highlighted the environmental and public health risks associated with the use of onsite waste water systems. These risks are ongoing, however can be adequately managed by the use of current compliance monitoring. The majority of residents in these townships have also upgraded their onsite systems in recent years. This has further reduced the immediacy of any public health risks, and this will remain the case if they are managed appropriately in the medium and long term.

A lack of adequate sewerage infrastructure may have a small impact on economic development in these areas. However most businesses within these townships have been able to overcome any limitations set by lack of sewerage infrastructure. It is not expected that there will be any significant population growth within these areas that would heavily rely on the introduction of CWMS.

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Audit 15 November 2021
<i>Council Workshops:</i>	21 September 2021
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	Local Government Association (LGA)
<i>Community:</i>	Not Applicable

2. BACKGROUND

Adelaide Hills Council owns and operates five Community Waste Water Management Systems (CWMS) which collect, transport and treat waste water from properties in seven townships. Each of these properties pay an annual fee to fund the operation of the scheme.

The majority of remaining townships rely on traditional onsite waste water systems for effluent disposal. Previous studies undertaken by SA water in these areas found a high proportion of onsite systems were failing resulting in risks to the environment and public health as well as limiting economic development within the community. As a result of this, several townships were prioritised as high risk by the Local Government Association (LGA) and funding was provided to undertake feasibility studies for potential CWMS in the following townships;

- Mylor
- Uraidla/Summertown
- Houghton/Inglewood

Due to high capital costs of constructing and operating each of these networks Council has never sought to progress the schemes further.

In 2017 the LGA announced that they were extending the LGA CWMS Subsidy Scheme for the next 10 years and sought commitment from Council by means of an application to confirm interest in progressing the introduction of CWMS networks in these townships. Council submitted an application confirming interest in progression of the three priority CWMS networks.

In May this year the LGA again contacted Council requiring a commitment to move forward with the three CWMS schemes given LGA funding is only available until 2027. To enable progression of these networks and provide clarity to the LGA regarding their subsidy funding, Council now needs to make a decision to either further develop CWMS in these townships or remove itself from this option entirely. A recent workshop, held in September 2021, was also held with Council Members to discuss the merits of CWMS expansion. The LGA subsidy scheme funding has been confirmed as operating until 2027.

3. ANALYSIS

The proposed CWMS network schemes would provide 85 residential connections in Mylor, 278 connections in Uraidla/Summertown and a further 202 in Houghton/Inglewood. The schemes for Mylor and Summertown/ Uraidla would involve pumping into the SA Water network for treatment of the effluent. The Houghton/Inglewood scheme would also involve the construction of a Waste water Treatment Plant at the Highercombe Golf Course.

An updated CWMS costing report by WGA in 2019 estimated the following costs associated with each scheme. Refer **Appendix 1** - CWMS Preliminary Costing Update for detailed information on costs.

Scheme	No of Connections	Capital (millions)	Whole of Life Cost (Millions)	Indicative Subsidy
Mylor	85	2.4	4.2	2.1
Uraidla/Summertown	278	8.5	11.3	2.7
Houghton/Inglewood	202	7.2	11.4	3.6

The upfront capital investment to fund the three schemes is approximate \$18.1 million (2019 dollars). It should also be acknowledge that this estimate is dated and based on feedback on current market conditions the actual costs may be significantly more.

Most CWMS schemes are funded through a combination of the LGA subsidy, property owner connection fees and Council funding. The amount of LGA subsidy is only estimated at an officer level and not an official offer by the scheme, acknowledging that the subsidy would only be a small portion of the overall cost of this infrastructure with the rest of the funds being absorbed by Council, current CWMS customers and new customers.

Effects on CWMS Service charge fee

Council has a policy of setting one price for all its CWMS operations. This policy means that those connected to less costly schemes subsidise the property owners serviced by more costly schemes. This is common practice amongst South Australian Councils and known as network pricing. This method helps provide universal access to wastewater infrastructure.

The table below illustrates individually and as a group the effect that the CWMS expansion would have on the current service charge.

Description	Existing Properties	New customers	Combined customers
No. Connections	1803 (Occupied) 120 (Vacant)	565 (Occupied) 30 (Vacant)	2368
Base Operating Costs	\$1.4 m	\$0.86m	\$2.26m
CWMS Fee levy (Estimate)	\$897 (Occupied) \$450 (Vacant)	\$1,800 - \$2000 \$900-\$1000	\$1,100 \$500

Assumptions for CWMS fee model

- model used same basis as existing fee setting model (95% of upper bound recovery)
- subsidy assumed will be available to Council (assumed amount not verified by LGA)
- lower 'new' CWMS fee assumes capital contribution from residents
- Weighted Average Cost of Capital (WACC) assumed to be 4%

If the new CWMS schemes were introduced this would have an increase to existing customers due to network pricing. In the indicative, based on our current fee setting modelling, that fee for existing customer would increase from \$ 897 to about \$ 1,100 per annum under a full cost recovery scenario.

It is possible to consider operation of the old scheme and new scheme as separate businesses. That is, the existing customers would remain on their existing indicative CWMS service charge fees. The customers on the new 3 township scheme would then pay a significantly higher CWMS service charge fee of at least double that of existing CWMS customer. This is on the assumption that Council is achieving full cost recovery for the new scheme as it is currently doing for the existing scheme.

It is also important to note that many of the property owners in the proposed CWMS expansion areas have already heavily invested upgrading their existing older onsite waste water systems to newer systems that provide a source of irrigation to their gardens. Although there are ongoing costs associated with the upkeep and servicing of these types of systems, mandatory reporting by the service technicians to Council allows any non-compliance issues to be investigated by Council staff reducing the environmental and public health risks caused by these system.

Potential benefits and challenges to the community of proposed CWMS Schemes

The introduction of CWMS networks in water catchment areas such as Summertown/Uraidla would take the responsibility of waste water management away from the property owner. The mandatory de-sludge program would reduce the impact of poorly maintained waste water systems on the environment and potentially allow for further development both residential and commercially in these areas. As CWMS is more desirable to some than onsite waste water systems, it may increase the property value in these areas.

Although there are potentially some benefits to the introduction of CWMS in these areas there are some significant challenges involved in providing this type of infrastructure. The LGA subsidy is only available until 2027 and construction of these types of schemes would need to be undertaken as soon as possible to ensure it is delivered before 2027. Council would likely need to employ specialist staff to oversee this project. This additional resource (Project Manager) would be required for 4 – 5 years. This resource would take the project from feasibility, through detailed planning and then undertake implementation. The estimated cost per year for the additional resource is estimated to be in the range of \$120 – 140k per year (this includes all overheads). Even with the LGA subsidy there would still be high upfront costs required by Council that has not been identified in the Long Term Financial Plan. These types of networks would also have high operating costs and would significantly increase the CWMS levy for existing customers and new customers.

4. OPTIONS

Council has the following options:

I. Council withdraw from the LGA CWMS subsidy program. **(Recommended)**

Council can withdraw from the subsidy program and continue to own, operate and maintain the existing CWMS assets. Since the divestment process has ended, Council has a full time officer dedicated to the operation and management of CWMS networks. This has provided a better understanding of the risks associated with the ownership of these assets and has improved its understanding of the financial modelling around CWMS pricing to provide cost efficiencies to the customers.

Council now has an overall focus on renewal of existing infrastructure for the long term benefit of its customer base. Investing in new CWMS networks would reduce Council's ability to continue to do this and put pressure on current resources as well as increasing costs to existing customers. Withdrawing from the current subsidy scheme up until 2027 does not preclude Council from applying for the next round of CWMS subsidy schemes should the State Government continue with funding beyond 2027.

II. That Council works with the LGA CWMS Management Committee to further investigate the CWMS viability of the above townships by means of a new feasibility study and high level economic assessment **(Not Recommended)**.

If Council were to continue to investigate and move forward with this decision there would need to be an immediate commitment to additional Council resources to provide the relevant information to undertake the new feasibility study. Council would need to commit a significant amount of upfront capital between now and 2027. This has not been accounted for in the Long Term Financial Plan.

Council would need an appropriately skilled resources to implement the new schemes. Due to the high capital costs associated with the new CWMS networks new customers would most likely pay a high fee as part of CWMS levy. Under a network pricing structure the existing customers would also see a significant rise in their fees. There may be some benefit from CWMS networks in these townships from an environmental and public health perspective, however, these risks are currently being managed by Council resources and there is the potential ability by Council to continue or increase the resources in this area that may further alleviate some of that risk.

5. APPENDICES

- (1) WGA Preliminary Costing Update
- (2) LGA CWMS Subsidy Scheme Letter
- (3) Financial Impact Report

Appendix 1

WGA Preliminary Costing Update



WALLBRIDGE GILBERT
AZTEC

Adelaide Hills Council
63 Mount Barker Road
STIRLING SA 5152

Attention: Karen Bennink

11th January 2019

PROJECT NO. 181754

Dear Karen

ADELAIDE HILLS COUNCIL – CWMS PRELIMINARY COSTING UPDATE

1. GENERAL

Wallbridge Gilbert Aztec (WGA) was engaged by the Adelaide Hills Council to update the cost estimates for the CWMS schemes proposed for the Townships of:

- Inglewood
- Houghton
- Summertown
- Uraidla
- Mylor

The scheme concepts were developed in early 2009 as part of the LGA's CWMS subsidy scheme seed funding program. Council subsequently decided not to proceed with further development of the schemes mainly due to the high capital costs.

Council are now seeking additional funding for the schemes and have sought to update the estimated scheme costs.

Four of the townships shared common schemes, leading to the development of 3 separate schemes as outlined below:

- Inglewood / Houghton
- Mylor
- Summertown / Uraidla

Of those schemes two planned to connect to SA Water infrastructure via a remote SA Water sewerage connection, namely Mylor and Summertown/Uraidla.

The Inglewood/Houghton scheme required the development of its own wastewater treatment plant (WWTP) and recycled water scheme.

The concept development reports for each of the schemes considered several options for the collection networks and disposal systems. The cost estimates have been updated only for the preferred option for each scheme.

The update of the cost estimates has been based on the itemised costs from the most recent schemes constructed under the CWMS Subsidy Funding Program, while taking into consideration the site-specific construction conditions. In addition, several legislative changes have occurred

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WGASA Pty Ltd
ABN 97 617 437 724

since the schemes were originally developed. The design guidelines for CWMS have also been updated. The legislative and design criteria amendments have been accounted for in the updated estimates.

WGA has not revised the concept designs for each of the schemes and have used the original schedule of quantities for each of the schemes with updated unit rates to update the cost estimates for the schemes.

A capital cost estimate and a Whole of Life (WoL) NVP assessment have been completed and are enclosed in Appendices as indicated below:

Appendix A - Inglewood / Houghton

Appendix B - Mylor

Appendix C - Summertown / Uraidla

2. SCHEME DESCRIPTIONS

Inglewood / Houghton

The concept for Inglewood / Houghton was developed by WGA in March 2009.

Houghton is approximately 20 km north east of Adelaide and Inglewood is approximately 2 km east of Houghton, both situated in the Adelaide Hills.

The region is characterised by undulating terrain with several small watercourses passing through the towns.

The scheme provided for a total of 112 connections with 49 connections at Inglewood and 63 connections at Houghton. However, an additional 90 connections could also be serviced by connecting directly to the rising mains, which transfer sewage from the townships to the WWTP.

At the time of development of the concept 202 connections equated to a design population of 707.

The 2006 Census data show that the greater areas of Inglewood and Houghton had a population of 264 and 472 respectively.

2016 Census data indicates that the population of Inglewood is 390 and Houghton is 492. This indicates that the area serviced may need to be expanded to cater for the increased population.

The preferred scheme for the collection of wastewater from the two townships consisted of a hybrid gravity / low pressure sewer system.

In 2009 Council indicated that the preferred means of disposal was a centralised WWTP to be located at the Highercombe Golf Course, which would then allow for reuse within the Golf Course. The Highercombe Golf Course is situated approximately 2 km south of Houghton and Inglewood.

The preferred scheme consisted of a rising main from Houghton to the golf course and one from Inglewood to the golf course. The rising main routes are shown as routes 3 and 5 on the scheme layout plan, which is enclosed in **Appendix D**.

For further information about the previous assessment reference should be made to the following report:

WGA

Inglewood and Houghton community Wastewater Management System, Collection Network Options Assessment, March 2009

Mylor

The concept report for Mylor was developed by GHD in January 2009.

The township of Mylor is located in the Adelaide Hills approximately 25 km south east of Adelaide, South Australia. The township consists of approximately 75 residential allotments, a primary school, and oval clubroom that includes a public toilet.

The current population of the greater Mylor area is 1097 (2016 Census).

The scheme developed was to service a population of 260 persons, indicating that the scheme extents only serviced a very defined area within the greater Mylor region.

The preferred scheme consisted of a gravity STEDS with 4 low pressure connections. The collected effluent was to be pumped to a 450mm diameter SA Water trunk main located at the intersection of Longwood Road and Scott Creek Road. The rising main from Mylor to the sewerage connection point is approximately 5.4km.

GHD identified that an additional 36 properties may be able to be connected directly to the rising main delivering the effluent to the SA Water sewer. This would increase scheme capital costs by approximately \$360,000.

The general scheme layout as shown in Figure 3 in the GHD report is enclosed as **Appendix E**.

Further information about the proposed scheme can be found in the following Council report:

GHD
Report for Mylor CWMS
Options Report, January 2009

Summertown / Uraidla

The concept development for this scheme was undertaken by Tonkin Consulting in April 2009.

The townships of Summertown and Uraidla at the time of the concept development had a combined permanent population of approximately 850 persons (ABS Census 2006).

The current combined population is 1251 (Census 2016).

The townships of Summertown and Uraidla are located in the Adelaide Hills, with Summertown approximately 2.5km north-east of Mt Lofty summit, and Uraidla approximately 1km further to the east. The area surrounding the townships is undulating, ranging from approximately 550m AHD at the eastern boundary of Summertown to below 480m AHD in Uraidla.

Residential allotments in Summertown are generally located to the north of Greenhill Road, with only a smaller number of residences and more horticultural use to the south. Greenhill Road follows a natural ridge through Summertown, and links the township to Uraidla, where the terrain is higher to the north of Greenhill Road. The lowest point in the collection area is to the southwest corner of Uraidla.

The preferred scheme consisted of a Hybrid, gravity pressure sewerage system which included a gravity collection system across Uraidla and a pressure sewer system across Summertown.

The collected wastewater was to be pumped to a SA Water sewer. However, the capacity of the SA Water system is limited in that area and could not take the peak flows from the scheme. As such Tonkin proposed that a buffer storage be included in the scheme to enable peak flows to be buffered and transfer of wastewater could occur off peak.

More information about the proposed scheme can be located in Council report:

Tonkin Consulting
Summertown/ Uraidla Community Wastewater Management System, Preliminary Report
April 2009

3. UPDATED COST SUMMARY

Table 1 provides a summary of the updated capital and WoL costs for the 3 schemes.

Scheme	No Connections	Capital Cost	Whole of Life Cost	Description
Inglewood Houghton	202	\$7.2m	\$11.3	Hybrid Pressure / Gravity Sewer
Summertown Uraidla	278	\$8.5m	\$11.4	Hybrid Pressure / Gravity Sewer
Mylor	85*	\$2.4m	\$4.2	Gravity STEDS

*GHD identified that an additional 36 properties may be able to be connected along the rising main route. These connections have not been included in the above cost estimates. Further investigation is required to determine the feasibility and connecting these properties.

General

- The Whole of Life Costs are based on the LGA CWMS NPV template.
- The estimates have been based on the quantities outlined in the concept reports, WGA have not undertaken an assessment of the proposed designs.
- The cost estimates have been based on the itemised costs from the most recent CWMS constructed under the subsidy program.
- WGA liaised with SA Water and the current supply charge is \$131.60 per residential connection.
- At the time of preparing the revised cost estimates SA Water had not confirmed what system augmentation would be required to enable a remote connection to be established. They are currently undertaking a capacity assessment of these systems, which is due to be completed by mid-March 2019. At which time connection requirements and costs can be confirmed.
- Generally, population in each of the towns has increased and the scheme extents will need to be confirmed as part of the design development process.

If you have any questions in relation to the revised costings, please do not hesitate to contact the undersigned.

Yours faithfully



Nathan Silby
for

WALLBRIDGE GILBERT AZTEC

Appendix A - Inglewood / Houghton
Appendix B - Mylor
Appendix C - Summertown / Uraidla
Appendix D - Inglewood / Houghton Layout Plan
Appendix E - Mylor Layout Plan
Appendix F - Summertown / Uraidla Layout Plan

NJS:nf

APPENDIX A INGLEWOOD / HOUGHTON



WALLBRIDGE & GILBERT
Consulting Civil and Structural Engineers
60 Wyatt Street, Adelaide SA 5000

Telephone: 8223 7433
Fax: 8232 0967

JOB No: C080225
PROJECT: Inglewood/ Houghton
CWMS

CALC BY: PH
DATE: 13/3/09

Hybrid Sewer-Pressure Option
With RM 6 Route
202 Connections

Updated 23/01/2019
By NJS

Summary of Capital Costs

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	Preliminaries				\$ 536,178.60
	Gravity Drains				\$914,856.00
	Pump Stations				\$845,000.00
	Rising Main				\$1,366,930.00
	Domestic Pump Connections				\$1,140,000.00
	WWTP				\$622,500.00
	Storage Lagoon				\$322,500.00
	Irrigation system				\$150,000.00
	TOTAL				\$5,897,964.60
	Design and management				\$324,388.05
	Contingencies (15%)				\$884,694.69
	Overall Cost Estimate (excl GST)				\$7,107,047

WALLBRIDGE & GILBERT
Consulting Civil and Structural Engineers
60 Wyatt Street, Adelaide SA 5000

JOB No: C080225
PROJECT: Inglewood/ Houghton
CWMS

Telephone: 8223 7433
Fax: 8232 0967

CALC BY: PH
DATE: 13/3/09

Hybrid Sewer-Pressure Option

Updated 23/01/2019
By NJS
Job Number 181754

PRELIMINARY CONSTRUCTION ESTIMATE

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	Gravity Mains				
1	150mm PVC	m	1762	294	\$518,028.00
2	Maintenance Shafts	No.	28	2500	\$70,000.00
3	Access Chambers	m	9	6700	\$60,300.00
4	Connections	No.	112	1250	\$140,000.00
5	Allowance for Rock	m	352.4	220	\$77,528.00
6	Easements	No.	14	3500	\$49,000.00
	Sub Total				\$914,856.00
	Pumping				
7	50mm pumping main	m	214	75	\$16,050.00
8	80mm pumping main	m	815	110	\$89,650.00
9	150mm pumping main	m	0	180	\$0.00
	Sub Total				\$105,700.00
	Pump Stations				
10	Civil	No.	3	83750	\$251,250.00
11	Mech and Elec	No.	3	41250	\$123,750.00
12	Individual Property Pumps	No.	24	10000	\$240,000.00
13	Power connection	No.	3	20000	\$60,000.00
14	Dewatering allowance	No.	3	15000	\$45,000.00
	Sub Total				\$720,000.00
	TOTAL				\$1,740,556.00
	Preliminaries 10%				\$174,055.60
	Contingencies (15%)				\$261,083.40
	Overall Cost Estimate (excl GST)				\$2,175,695

RM Option 6 (Range Rd and Paracombe Road)

PRELIMINARY CONSTRUCTION ESTIMATE

Updated NJS
11-Feb-19

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	Pumping				
1	50mm pumping main	m	3050	75	\$228,750.00
2	80mm pumping main	m	7110	110	\$782,100.00
3	100mm pumping main	m	0	150	\$0.00
4	150mm pumping main	m	0	180	\$0.00
5	Additional Connections	No.	90	750	\$67,500.00
6	Allowance for Rock	m	1016	180	\$182,880.00
	Sub Total				\$1,261,230.00
	Booster Pump Station				
7	Civil	No.	1	55000	\$55,000.00
8	Dewatering Allowance	No.	1	15000	\$15,000.00
9	Mech and Elec	No.	1	55000	\$55,000.00
	Sub Total				\$125,000.00
	Additional Cost				
	Upgrade Inglewood PS 2-Civil	No.	1	5000	\$5,000.00
	Upgrade Inglewood PS 2-Mech and Elec	No.	1	10000	\$10,000.00
	Upgrade Houghton PS 1-Civil	No.	1	5000	\$5,000.00
	Upgrade Houghton PS 1-Mech and Elec	No.	1	10000	\$10,000.00
10	Additional Individual Property Pumps	No.	90	10000	\$900,000.00
	Sub Total				\$930,000.00
	TOTAL				\$2,316,230.00
	Contingencies (15%)				\$347,434.50
	Construction Estimate (excl GST)				\$2,663,664.50

STEDS Rate Evaluation
Hybrid (pressure/sewer)
No. Rateable Connections
Discount Rate

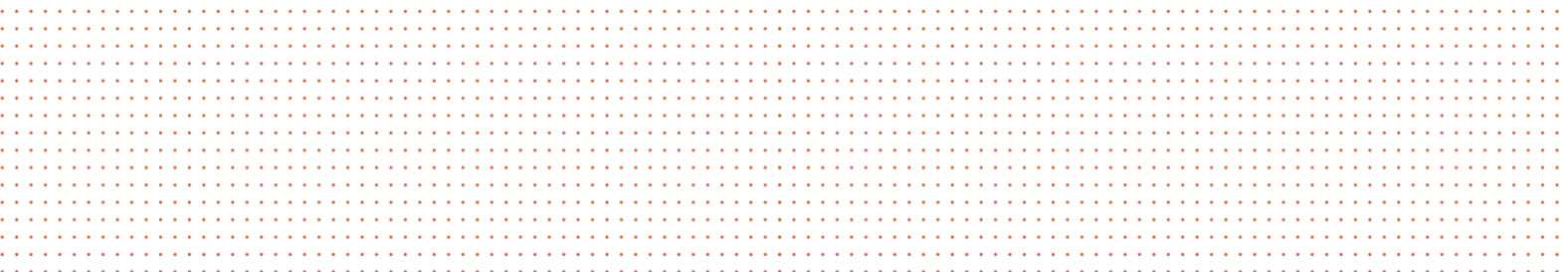
Inglewood/ Houghton
202 *
4%

Updated NJS Feb-19
based on income/\$0

COSTS					Analysis		Cashflows (Present Day \$/connection)
	Totals	Life yrs	Per Connection		PMT	NPV	0
Capital							
Network Costs							
Preliminaries	\$536,179	70	\$2,654		-\$119	\$2,548	\$2,654
uPVC	\$865,856	70	\$4,286		-\$192	\$4,114	\$4,286
Pumped Main	\$1,366,930	70	\$6,767		-\$302	\$6,495	\$6,767
Pumping Stations							
Civil	\$1,191,000	30	\$5,896		-\$346	\$7,437	\$5,896
Mech & Elec	\$794,000	10	\$3,931		-\$485	\$10,411	\$3,931
Treatment Plant							
Civil	\$311,250	50	\$1,541		-\$72	\$1,541	\$1,541
Mech & Elec	\$311,250	10	\$1,541		-\$190	\$4,081	\$1,541
Storage Pond	\$322,500	70	\$1,597		-\$71	\$1,532	\$1,597
Reuse / Disposal							
Site	\$0	25	\$0		\$0	\$0	\$0
Civil	\$112,500	25	\$557		-\$36	\$766	\$557
Mech & Elec	\$37,500	25	\$186		-\$12	\$255	\$186
Easement	\$49,000	70	\$243		-\$11	\$233	\$243
Design and PM	\$324,388	70	\$1,606		-\$72	\$1,541	\$1,606
Project / Contingency	\$884,695	70	\$4,380		-\$196	\$4,204	\$4,380
Sub-Total	\$7,107,047		\$32,529				
Subsidy	\$0	50	\$0		\$0	\$0	\$0
Operating							
		Cycle Yrs					
Network Maintenance	\$20,880	1	\$103		-\$103	\$2,221	
Planned Maintenance							
Pump Rebuilds		5	\$0		\$0	\$0	
Collection System Cleaning		2	\$0		\$0	\$0	
Lagoon Bank Rehabilitation		5	\$0		\$0	\$0	
Consumables							
Power	\$49,700	1	\$246		-\$246	\$5,285	
Telstra	\$3,000	1	\$15		-\$15	\$319	
Materials & Plant		1	\$0		\$0	\$0	
Weed and pest control		1	\$0		\$0	\$0	
Sludge Disposal							
WWTP	\$28,800	1	\$143		-\$143	\$3,063	
Septic Tanks	\$0	1	\$0		\$0	\$0	
Fees							
EPA Licence	\$1,000	1	\$5		-\$5	\$106	
SA Water Discharge		1	\$0		\$0	\$0	
Lease / Rent		1	\$0		\$0	\$0	
Management & Staffing							
WWTP Operator	\$18,720	1	\$93		-\$93	\$1,991	
Monitoring & Compliance	\$4,500	1	\$22		-\$22	\$479	
	-\$527,269	1	-\$2,610			-\$56,074	
Sum					-\$2,610	\$0	

APPENDIX B

MYLOR



COST ESTIMATE**Treatment of Septic Effluent via SA Water Connection to Trunk Main**

Note: Includes capital costs and operational and maintenance costs for pump stations and rising mains

Original Assessment Completed by GHD

Update of costing rates WGA Feb 2019

Capital Costs

Item Description	Quantity	Unit	Unit cost (\$)	Total Cost (\$)
Mylor Pump Station	1	no.	\$135,000	\$135,000
Booster Pump Station	1	no.	\$135,000	\$135,000
HDPE Rising Main 110mm PN20 (including traffic management)	3000	m	\$150	\$450,000
HDPE Rising Main 75mm PN10 (including traffic management)	2400	m	\$120	\$288,000
SA Water Connection Charge	1	no.	\$7,500	\$7,500
Supply 3-Phase Power to Pump Station Locations	2	no.	\$40,000	\$80,000
Contingency (15% of Capital Costs)				\$164,325
CAPITAL COST =				\$ 1,259,825.00
Network Capital Cost				\$ 1,099,439.60
Total Capital Cost				\$ 2,359,264.60

Operational and Maintenance Costs

SA Water Rate \$131.60

Item Description	Cost (\$)	Frequency (years)	Present Value Annual Cost (\$)
Annual Sewage Rates	\$11,186	1	\$11,186
Power	\$22,500	1	\$15,000
Maintenance	\$10,800	1	\$10,000

No. Rateable 85
Discount Rate 4%
Project Life 70

pressure connections along Stock Road not included

COSTS		Totals	Life yrs	Per Connection	Analysis PMT	PV	
Capital							
Network Costs							
uPVC	\$734,038	70	\$8,636	-\$369	\$8,636	\$734,038	
Pumped Main	\$738,000	70	\$8,682	-\$371	\$8,682	\$738,000	
Low Pressure Civil	\$35,400	30	\$416	-\$24	\$563	\$47,893	
Low Pressure M&E	\$23,600	10	\$278	-\$34	\$801	\$68,070	
Pump Stations							
Civil	\$162,000	30	\$1,906	-\$110	\$2,578	\$219,171	
Mech & Elec	\$188,000	10	\$2,212	-\$273	\$6,379	\$542,254	
Treatment							
Civil	\$7,500	70	\$88	-\$4	\$88	\$7,500	
Mech & Elec		15	\$0	\$0	\$0	\$0	
Reuse / Disposal							
Site		25	\$0	\$0	\$0	\$0	
Mech & Elec	\$0	15	\$0	\$0	\$0	\$0	
Design	\$198,260	70	\$2,332	-\$100	\$2,332	\$198,260	
Project / Construction	\$272,467	70	\$3,205	-\$137	\$3,205	\$272,467	
Sub-Total	\$2,359,265					\$2,827,653	
error check		\$0					
Operating							
		Cycle Yrs					
Annual Sewage Rates	\$11,186	1	\$132	-\$132	\$3,079	\$0	
Compliance	\$12,500	1	\$147	-\$147	\$3,440	\$138	
Power	\$22,500	1	\$265	-\$265	\$6,193	\$526,377	
Network Maintenance	\$10,800	1	\$127	-\$127	\$2,972	\$252,661	
Sum				-\$2,092	\$48,951	\$4,160,813	

APPENDIX C

SUMMERTOWN / URAILDA



INDICATIVE CONSTRUCTION COST ESTIMATE		
Project:	Summertown / Uraidla CWMS: Hybrid Collection Concept	
Job No:		181754
Date:		8-Feb-19
Estimated by:	Tonkin Consulting	
Review by:	NJS (WGA)	

Quantities taken from Tonkin Report Dated April 2009

Item No	Description	Unit	Qty	Rate	Cost	Sub Totals
1	Gravity Pipe (Uraidla)					\$ 2,171,704.80
1.1	100mm PVC Property Connections (Supply, Installation and Reinstatement)	m	4170	150	\$ 625,500.00	
1.2	150mm PVC Gravity Pipe (Supply, Installation and Reinstatement)	m	4316	294	\$ 1,268,904.00	
1.3	225mm PVC Gravity Pipe (Supply, Installation and Reinstatement)	m	786	352.8	\$ 277,300.80	
2	Pressure Connections (Summertown)					\$ 1,417,800.00
2.1	Mono PSS ECO01-60 Pump Unit	No.	139	8750	\$ 1,216,250.00	
2.2	Boundary Kit	No.	139	200	\$ 27,800.00	
2.3	Pressure Pipe to Street (Supply, Installation and Reinstatement)	No.	139	1250	\$ 173,750.00	
3	Pressure Pipe (Summertown)					\$ 257,080.00
3.1	50mm PE 100 Pipe Mainly in Road (Supply, Installation and Reinstatement)	m	2756	75	\$ 206,700.00	
3.2	75mm PE 100 Pipe in Road (Supply, Installation and Reinstatement)	m	458	110	\$ 50,380.00	
4	Maintenance Structures (Uraidla)					\$ 181,300.00
4.1	Access Chambers	No.	9	6700	\$ 60,300.00	
4.2	Flushing Points	No.	69	1250	\$ 86,250.00	
4.3	House Connection Inspection Points	No.	139	250	\$ 34,750.00	
5	Maintenance Structures (Summertown)					\$ 35,000.00
5.1	Pressure Pipe Isolation Valves	No.	13	2000	\$ 26,000.00	
5.2	Air Release / Vacuum Break Valves	No.	6	1500	\$ 9,000.00	
6	Rising Main (Uraidla)					\$ 107,800.00
6.1	50mm Rising Main (Supply, Installation and Reinstatement)	m	418	75	\$ 31,350.00	
6.2	80mm Rising Main Uraidla to Summertown	m	695	110	\$ 76,450.00	
7	Pump Stations (Uraidla)					\$ 435,000.00
7.1	Pump Stations - (Civil/Mechanical/Electrical)	No.	2	125000	\$ 250,000.00	
7.2	Uraidla to Summertown Pump Station (Civil/Mechanical/Electrical)	No.	1	125000	\$ 125,000.00	
7.3	Power	No.	3	20000	\$ 60,000.00	
8	Wastewater Transfer to SA Water Sewer in Piccadilly					\$ 1,265,400.00
8.1	24 hours storage at Summertown (200kL)	allow	1	250000	\$ 250,000.00	
8.2	Pump Transfer Station at Summertown	allow	1	125000	\$ 125,000.00	
8.3	150mm Rising Main to Piccadilly	allow	3300	180	\$ 594,000.00	
8.4	Power Augmentation	allow	1	20000	\$ 20,000.00	
8.5	Valves (isolation and airvalves)	no	13	2000	\$ 26,400.00	
8.6	Upgrade to SA Water infrastructure	allow	1	250000	\$ 250,000.00	
9	Easement acquisition	No.	24	3500	\$ 84,000.00	\$ 84,000.00
10	Rock Allowance		2287.1	220	\$ 503,162.00	\$ 503,162.00
11	Dewatering allowance		927.2	80	\$ 74,176.00	\$ 74,176.00
	Sub Total				\$6,532,422.80	\$ 6,532,422.80
	Preliminaries (10%)				\$ 653,242.28	
	Design				\$ 326,621.14	
	Contingency (15%)				\$ 979,863.42	
	TOTAL				\$ 8,492,149.64	

8492149.553

-\$ 0.09

STEDS Rate Evaluation

Hybrid (pressure/sewer)

No. Rateable Connections

Discount Rate

Summertown/ Uraidla CWMS

278

4%

Updated

Feb-19

NJS

based on income/\$0

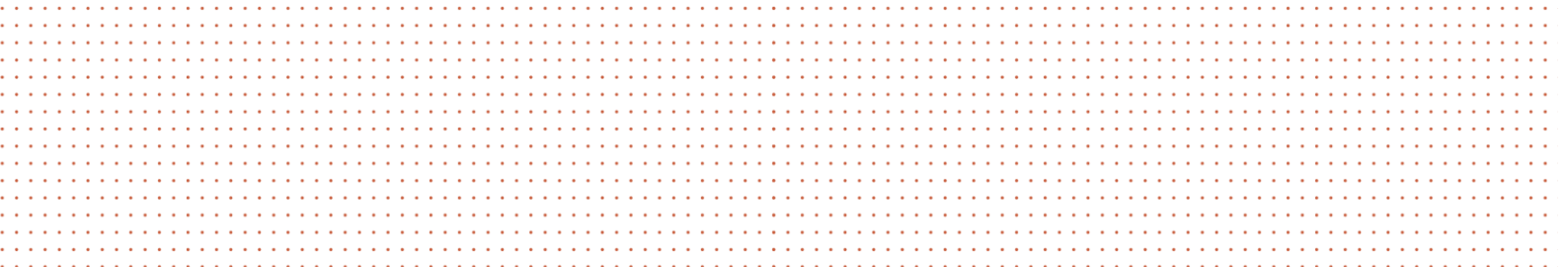
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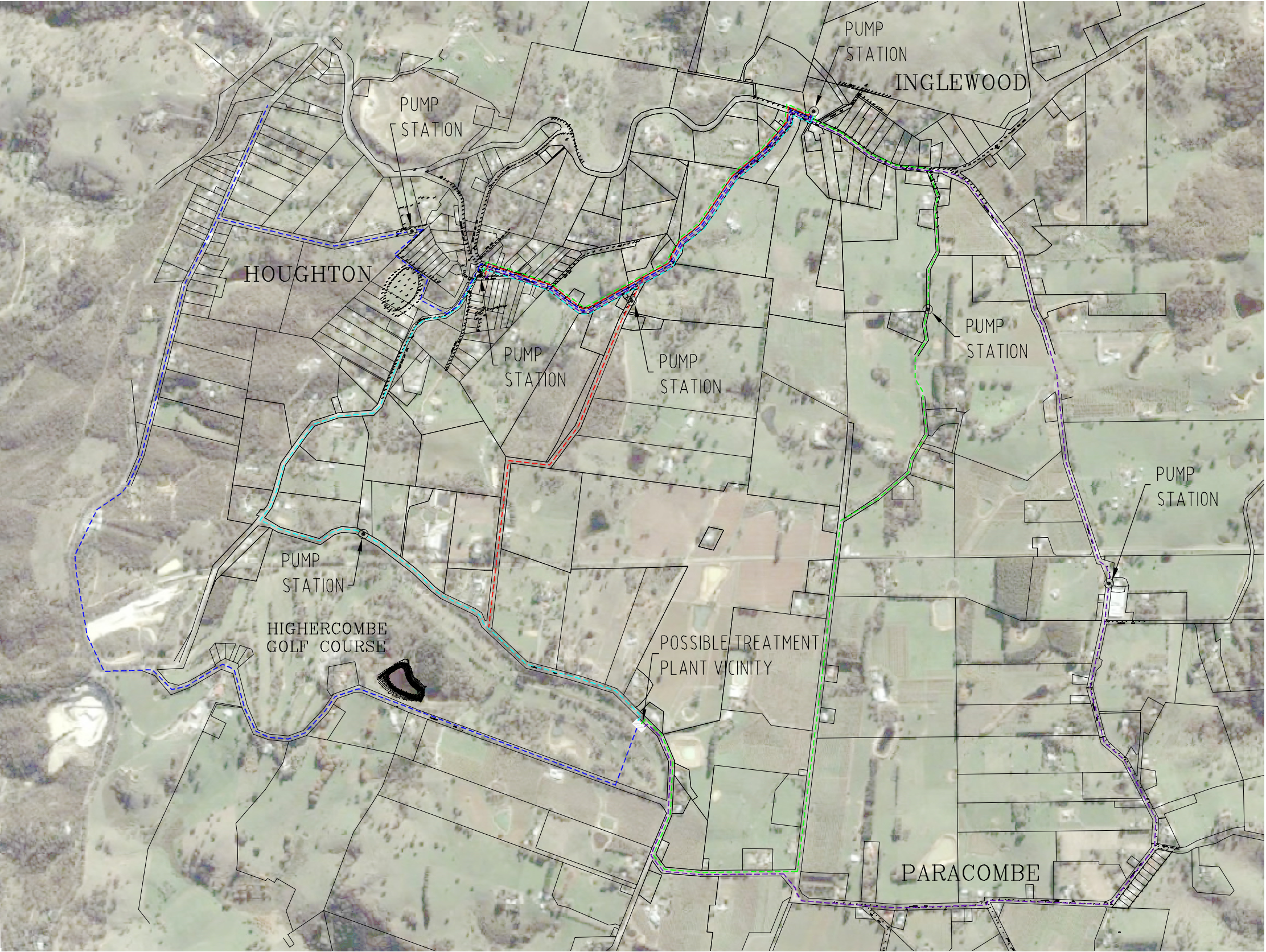
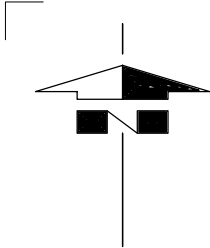


16-Feb-09

COSTS					Analysis		Cashflows (Present Day \$/connection)
					PMT	NPV	0
Capital							
Network Costs							
Preliminaries	\$653,242	70	\$2,350	Life yrs	-\$105	\$2,255	\$2,350
uPVC gravity	\$2,749,043	70	\$9,889	Per Connection	-\$442	\$9,491	\$9,889
Pumped Main	\$958,880	70	\$3,449		-\$154	\$3,311	\$3,449
Pumping Stations							
Civil	\$1,111,680	50	\$3,999		-\$186	\$3,999	\$3,999
Mech & Elec	\$741,120	10	\$2,666		-\$329	\$7,061	\$2,666
Transfer PS							
Civil	\$87,000	30	\$313		-\$18	\$395	\$313
Mech & Elec	\$58,000	10	\$209		-\$26	\$553	\$209
SA Water	\$250,000	70	\$899		-\$40	\$863	\$899
Misc Items							
Valves	\$63,633	25	\$229		-\$15	\$315	\$229
Storage tank	\$250,000	25	\$899		-\$58	\$1,237	\$899
maintenace holes	\$181,300	50	\$652		-\$30	\$652	\$652
Easement	\$84,000	70	\$302		-\$14	\$290	\$302
Design and PM	\$324,388	70	\$1,167		-\$52	\$1,120	\$1,167
Project / Contingency	\$979,863	70	\$3,525		-\$157	\$3,383	\$3,525
Sub-Total	\$8,492,150		\$28,198				
Subsidy	\$0	50	\$0		\$0	\$0	\$0
Operating							
Network Maintenance	\$25,349	1	\$91	Cycle Yrs	-\$91	\$1,959	
Planned Maintenance							
Pump Rebuilds		5	\$0		\$0	\$0	
Collection System Cleaning		2	\$0		\$0	\$0	
Lagoon Bank Rehabilitation		5	\$0		\$0	\$0	
Consumables							
Power	\$24,500	1	\$88		-\$88	\$1,893	
Telstra	\$5,000	1	\$18		-\$18	\$386	
Materials & Plant		1	\$0		\$0	\$0	
Weed and pest control		1	\$0		\$0	\$0	
Sludge Disposal							
WWTP		1	\$0		\$0	\$0	
Septic Tanks	\$0	1	\$0		\$0	\$0	
Fees							
EPA Licence	\$1,000	1	\$4		-\$4	\$77	
SA Water Discharge	\$36,307	1	\$131		-\$131	\$2,806	
Lease / Rent		1	\$0		\$0	\$0	
Management & Staffing							
system operator		1	\$0		\$0	\$0	
Monitoring & Compliance	\$15,000	1	\$54		-\$54	\$1,159	
	-\$529,913	1	-\$1,906			-\$40,949	

APPENDIX D
INGLEWOOD /
HOUGHTON LAYOUT
PLAN





LEGEND

- OPTION 1
- OPTION 2
- OPTION 3
- OPTION 4
- OPTION 5



SCALE 1:15000

REV.	DATE	DESCRIPTION	DRAFT	ENG.	CHKD							
						<div>W&G</div> <div>WALLBRIDGE & GILBERT</div> <div>Consulting Engineers</div> <div>60 Wyatt Street Adelaide South Australia 5000</div> <div>Telephone (08) 8223 7433 Facsimile (08) 8232 0967</div> <div>Email adelaide@wgeng.com</div> <div>W&G Engineers Pty Ltd ACN 052 528 926</div> <div>trading as Wallbridge & Gilbert</div>		<div>Inglewood and Houghton</div> <div>COMMUNITY WASTEWATER MANAGEMENT</div> <div>SYSTEM COLLECTION NETWORK OPTIONS</div> <div>APPENDIX 1</div> <div>©</div>				
						A3		DRAWING NUMBER				
								Job Number		Sheet No.	Rev.	
						Design		Drawn		C080225	1	△
						MM		TSM				

APPENDIX E

MYLOR LAYOUT PLAN





LEGEND:

② PROPERTIES ALONG PROPOSED RISING MAIN ROUTE
(NUMBERED FOR REFERENCE IN REPORT)

0 100 200 300m
SCALE 1:10,000 AT ORIGINAL SIZE



CLIENTS | PEOPLE | PERFORMANCE

ADELAIDE HILLS COUNCIL
MYLOR CWMS

**PROPERTIES ALONG
PROPOSED RISING MAIN ROUTE**

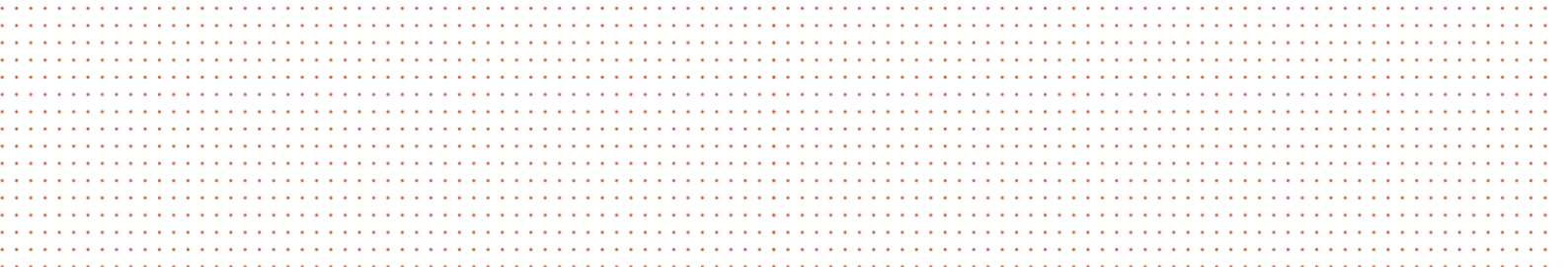
scale | 1:10000 for A3 date | January 2009

job no. | 33-14443
rev no. | 0

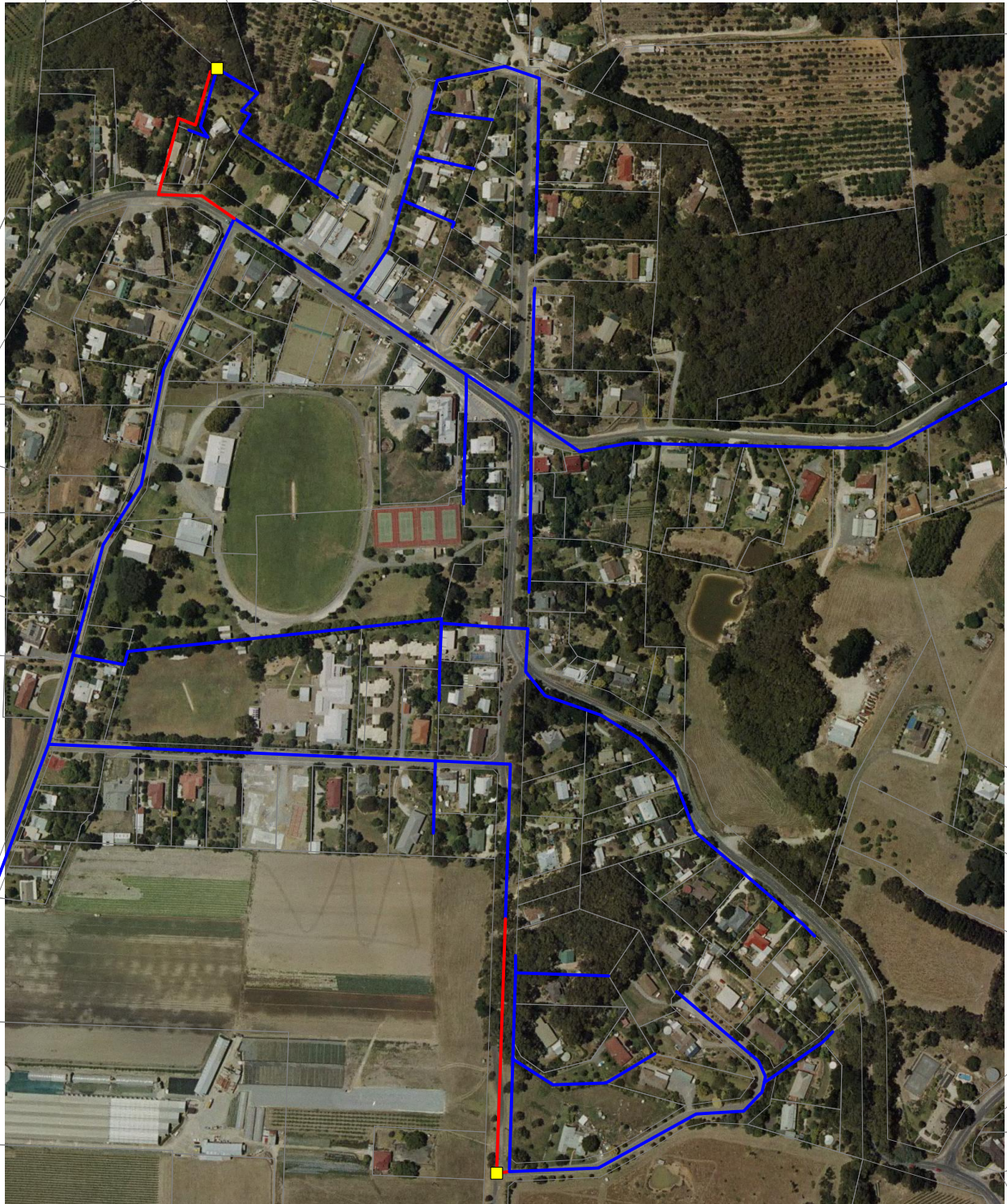
Figure 3

APPENDIX F

SUMMERTOWN / URAILDA LAYOUT PLAN



N



Legend

- Pump station
- Pump Transfer Station
- Gravity Drain
- Rising Main

-100 0 100 200 300m

Scale: 1:5,000

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 F +61 8 8273 3110
 E adelaide@tonkin.com.au
 W www.tonkin.com.au

MAP DETAILS

Cadastral Data: PB MapInfo
 Drainage Data: Tonkin Consulting
 Aerial Photography: DEH
 Job Number: 2008.0193
 Filename: Figure3-2.wor
 Drawn: Simon Callaghan
 Date: 05/02/2009

Adelaide Hills Council Summertown/Uraidla CWMS Uraidla Gravity Collection Concept

Figure 3.2
 Page: 13

N



LEGEND



Pump Station

Pressure Main

0 100 200 300m

Scale: 1:5,000

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MAP DETAILS

Cadastral Data:	PB MapInfo
Drainage Data:	Tonkin Consulting
Aerial Photography:	DEH
Job Number:	2008.0193
Filename:	Figure3-4.wor
Drawn:	Simon Callaghan
Date:	05/02/2009

Adelaide Hills Council **Summertown/Uraidla CWMS** **Uraidla Pressure Collection Concept**

Figure 3.4

Page: 19

Appendix 2

LGA CWMS Subsidy Scheme Letter



Community Wastewater
Management Systems
Local Government Association
of South Australia

In reply please quote our reference: ECM 765329

20 August 2021

Andrew Aitken
Chief Executive Officer
Adelaide Hills Council

Emailed: aaiken@ahc.sa.gov.au

Dear Andrew,

Community Wastewater Management System (CWMS) – Inglewood/Houghton, Mylor and Summertown/Uraidla

I write to you requesting an update on the status of Councils position for new Community Wastewater Management Systems (CWMS) at the above sites.

As you are aware, the CWMS Program maintains a priority list of projects and Councils who had potential schemes on the list were contacted in May 2021 to confirm whether they wished to remain on the Priority list.

In response to our letter, email correspondence was received from David Collins, Manager Strategic Assets, to confirm that in January 2021, Council decided not to divest the existing CWMS assets and services and is now able to consider the expansion of the CWMS network. I understand that Council will be discussing the CWMS expansion feasibility with Elected Members in the second half of 2021. Given that Council will be considering the future of these projects soon, all three schemes have been retained on the Priority list.

Under the CWMS Program Funding Deed, the CWMS Management Committee (CMC) provides oversight of the CWMS Program and must confirm that a CWMS is required for the township. To fulfil this requirement, a Feasibility Study is undertaken investigating the need and viability of a future scheme compared to current town conditions. The Feasibility Study is paid for by the CWMS Program and is undertaken in two parts:

- Part A: Assessment of public health risks and environmental harm
- Part B: High level economic assessment

To progress this work, it would be appreciated if a suitable date and time can be arranged to discuss the Feasibility Study and the expectations of Council moving forward, specifically:

- What is involved with undertaking the Feasibility Study,
- The proposed area that will potentially connect to the CWMS,
- Access to wastewater approvals register and/or records system containing this information, and any compliance Notices issued to owners/occupiers of on-site wastewater systems,
- Identification of any commercial businesses and potential areas of future development,



- Support from your Environmental Health Officer (EHO) to provide access to properties or temporary authorisation of LGA Staff under the SA Public Health Act, to perform functions of the SA Public Health (Wastewater) Regulations,
- A suitable timeframe to undertake a desktop review of existing approvals, perform the on-site inspections, and to review the findings report,
- Early rate-payer engagement through a mail-merge to affected properties to advise of the upcoming inspections and early investigations of a CWMS,
- Process for addressing any on-site wastewater systems that are found to pose an immediate risk to public health requiring further action from Council, and
- Any other related matters.

I would welcome the opportunity to meet with Council staff to discuss the next steps in these projects. It is the preference of the CWMS Program to progress with feasibility of the three schemes as soon as possible. To provide certainty, I ask that a timeframe is provided for when Council will be considering the future of these schemes.

Please note, a general call for expressions of interest for new schemes will be made shortly and Council will not need to apply – unless Council wishes to apply for a CWMS not previously applied for.

On behalf of the CMC, I look forward to working with you on this project.

To arrange a suitable date and time to discuss the feasibility process moving forward, and if you have any questions, please do not hesitate to contact me on 0431 324 159 or thomas.mckellar@lga.sa.gov.au.

Yours sincerely

Thomas McKellar
CWMS Program Officer

Telephone: 0431 324 159
Email: thomas.mckellar@lga.sa.gov.au
Copy to: dacollins@ahc.sa.gov.au

Appendix 3

Financial Impact Report

Adelaide Hills Council

Community Wastewater Management Scheme

Expansion Modelling Report



Alan Rushbrook
Utintja Consulting
22 November 2019

alan@utintja.com.au
0402409352

Contents

EXECUTIVE SUMMARY	2
INTRODUCTION	4
PROJECT SCOPE	4
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MODELLING ASSUMPTIONS	5
EXISTING SCHEME	6
NEW SCHEMES	7
FUNDING CONSTRUCTION COSTS	8
OPERATING COSTS	9
IMPACT ON NETWORK PRICING	10
IMPACT ON COUNCIL BUDGET	12
MODELLING OPTIONS	13
SUMMARY	14

Executive Summary

Utintja Consulting was appointed to undertake modelling for Adelaide Hills Councils to assess the financial viability of extending the existing Community Wastewater Management System.

The modelling used updated engineering estimates of the cost of extending the CWMS to Mylor, Summertown / Uraidla and Inglewood / Houghton. It also used non-binding advice from the Local Government Association (LGA) regarding potential grants. No grants have been approved, and it is unlikely that Council will receive any CWMS grants in the next three to five years. The financial modelling assumes AHC has been successful in receiving grant funding.

The modelling concentrated on one scenario and assumed that unoccupied property charge would be \$500 per annum and there would be a \$6,100 connection fee.

The significant financial information used in the model is summarised in the table below.

Details	Inglewood Houghton	Mylor	Summertown Uraidla
Number of properties	202	85	278
Capital cost \$'m	\$7.8m	\$2.6m	\$9.3m
Potential capital income from grants and property owners	\$5.7m	\$2.0m	\$6.7m
Net Capital to be funded by Council	\$2.2m	\$0.6m	\$2.7m
Annual operating cost per property	\$1,930	\$1,656	\$1,448

If operated as part of the existing Council network the addition of one or more new schemes would put upward pressure on the existing service charges. The exact impact of this would depend on the policies determined at the time of construction but as a guide existing CWMS customers would probably experience fee increases of approximately 11% if the Inglewood / Houghton scheme was installed, no change if the Mylor scheme installed and approximately 7% if the Summertown / Uraidla scheme installed. If all schemes were installed the service charges of existing CWMS customers would increase by 11%.

In addition to the impact on service charges there would be an immediate impact on Council's budget which would affect the wider community. Depending on which scheme is developed the initial negative impact on the Council budget would be

between \$45k and \$150k. However, if prices were transitioned towards 90% of the maximum allowable prices within five years these schemes could, in total, be making a positive impact on the Council budget.

If Council was to identify a priority scheme, presumably in consultation with the community, detailed financial planning could be undertaken to see what opportunities there are to reduce the negative financial impacts of the development of a new scheme.

If Council was to maintain a similar pricing policy to what it currently uses the introduction of two of the three schemes would result in higher prices for existing CWMS customers and an initial negative impact on Council's budget. With a flexible approach to pricing the negative impacts on existing customers could be softened and over time the impact of the new schemes on Council's budget is likely to move from a negative impact to a positive impact.

Introduction

Utintja Consulting was appointed to prepare financial models, undertake scenario modelling and produce a valuation for the Adelaide Hills Council (AHC) Community Wastewater Management System (CWMS). The modelling was required to support Council and Council staff during the assessment of responses to a proposed Request for Tender for the divestment of the CWMS.

The project has several components. The first is a valuation component and the second a scenario modelling component.

This report addresses the second component of the project. A separate report has been provided to summarise the results of the valuation modelling.

Project Scope

The modelling was to assess the financial impact on Council and CWMS customers on the possible expansion of the existing CWMS to Mylor, Summertown / Uraidla and Inglewood / Houghton.

In addition, the project was to provide a series of linked spreadsheets which are easy to follow and able to be easily adjusted for different scenarios.

A collaborative approach between the consultant and staff of the AHC was employed which ensured there was a clear understanding of the business, the valuation philosophy and the inputs into the model.

No consideration was given to the environmental, social, economic and equity issue surrounding the development of new CWMS schemes.

Data

The following data was used during the development of the model:

- Adelaide Hills Council – CWMS Preliminary Costing Updates from Wallbridge Gilbert Aztec and supporting spreadsheets (referred to as WGA Report)
- AHC Preliminary Indicative Subsidy Calcs spreadsheet and accompanying email (Gaylor spreadsheet and Gaylor email)
- AHC Draft 2019-20 Budget (2019-20 BUDGET WASTE AND EMERGENCY MANAGEMENT spreadsheet)
- AHC 2017 Asset data (Sub Divs 12246 - 03 Adelaide Hills Council - Reconciliation Rt 21.09.17 spreadsheet)

Modelling Assumptions

The “base” model used the following assumptions

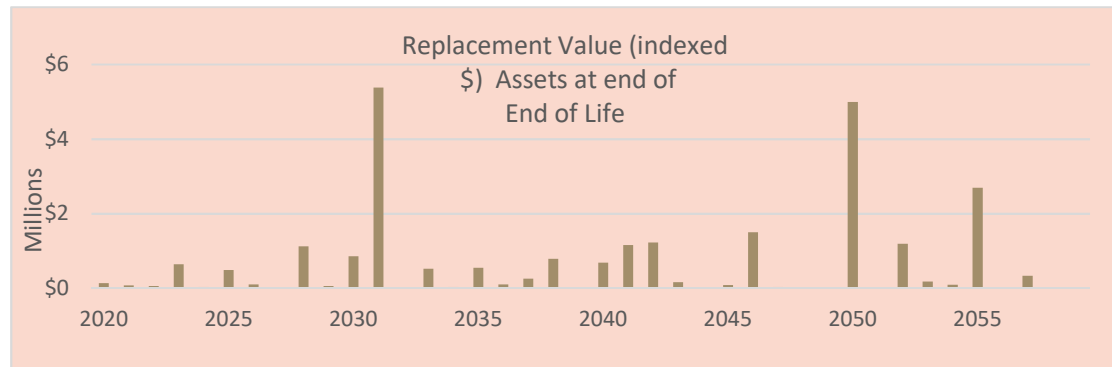
- All figures are in real dollars.
- Base income and expenditure derived from AHC’s draft 2019/20 budget
- Capital expenditure and operating costs derived from the WGA report.
- The Weighted Average Cost of Capital used is 4.21%
- Service Charges were calculated using the methodology set out in the National Water Initiative Pricing Principles as required by the Essential Services Commission of SA (ESCOSA). These principles refer to Lower Bound Revenue, which is the minimum revenue that should be received and Upper Bound Revenue, which is the maximum revenue allowable.
- In the calculation of the service charge, Depreciation expense is reduced by the depreciation attributable to contributed assets. Similarly, the value of contributed assets is deducted from the total value of CWMS assets in the calculation of the cost of capital.
- All funds raised by the CWMS are available for use on the CWMS, excluding the Cost of Capital charge.
- Council does not need to incur additional internal support to operate any or all of the new schemes.
- New loans will have an interest rate of 4.05% and a term of 20 years.
- 95% of all potential existing properties are connected to the scheme and 80% of all properties in the new scheme are connected.
- The unoccupied property charge is set at \$500 per property per year.

Existing Scheme

The finances of the exiting CWMS scheme will form the foundation of any future network that AHC may decide to develop. As part of the work undertaken to determine a valuation for the existing CWMS some important information was determined. The following observations should be read in conjunction with the valuation report.

If the CWMS pricing was to be maintained at approximately 90% of Upper Bound Revenue the scheme will operate in a financially sustainable manner. It will be able to fund anticipated capital renewals and operate with a small but consistent operating surplus. Currently AHC's service charges are about 90% of Upper Bound Revenue

Using the existing database of assets the following table illustrates the anticipated capital renewal expenditure required over the next 40 years



Should prices be set at higher than 90% of Upper Bound Revenue significant operating and cash surpluses would be generated.

New Schemes

WGA estimated the construction cost of the schemes using concept plans created in 2009. The concept plans have been updated for legislative and design criteria changes that have occurred in the intervening years, and the cost estimates have been revised.

The capital cost of each of the new schemes is significant as can be seen from the table below.

Details	Inglewood Houghton \$'000	Mylor \$'000	Summertown Uraidla \$'000	Total Capital \$'000
Construction costs	\$ 7,107	\$ 2,359	\$ 8,492	\$ 17,958
Number of properties	202	85	278	565

An important partner in any expansion would be Local Government Association CWMS Program which coordinates the allocation of State Government funding to assist in the construction of Council wastewater management schemes. Council staff sought information on the size of any potential grants from the CWMS Program from their Program Manager. This advice was received, and understandably it was heavily qualified. In summary, the qualifications were:

- The figures provided were an “officer” opinion and have no formal status with the LGA.
- The figures are speculative due to the nature of the estimates provided.
- The LGA CWMS program would not have sufficient funds to assist AHC with these schemes without additional external support.
- Funds would not be available for at least 3 to 5 years from now (i.e. from 2019).
- Each scheme has a very high per connection cost.

It was also noted in the correspondence that all schemes were in Water Protection Zones which ensures they receive funding priority.

Given these comments, it was decided that it would be too speculative to attempt to establish the likely timing of the construction of any of the schemes. Therefore, all the financial analysis has been undertaken in real dollars with no adjustments for inflation.

In the absence of other external funding, the net capital expenditure required to construct the new schemes would need to be funded by the Council. It has been assumed that a loan would be taken out to pay for this expenditure.

Funding Construction Costs

Most new CWMS schemes are funded through a combination of LGA subsidy, property owner's connection fees and Council funds. A quick investigation of possible grants was undertaken, but no other grant opportunities were identified.

For the purpose of this analysis, the full amount of LGA grant funding was assumed to be available and property owners would be charged a once off fee of \$6,100, which is consistent with the current fee.

The spreadsheets used to make these calculations have been provided to AHC. Council staff will be able to manipulate the spreadsheets and change any of the assumptions made in this report and see the impact of those changes.

The Net Capital requirements of each scheme are set out in the table below.

Details	Inglewood Houghton \$'000	Mylor \$'000	Summertown Uraidla \$'000	Total Capital \$'000
Total Construction costs	\$ 7,107	\$ 2,359	\$ 8,492	\$ 17,958
Capital Income				
State Govt Subsidy fund	\$4,433	\$1,521	\$4,978	\$10,932
Augmentation fees	\$1,232	\$519	\$1,696	\$3,447
Total Capital Income	\$5,665	\$2,040	\$6,674	\$14,379
Net Capital Expenditure	\$1,442	\$320	\$1,818	\$3,580

Operating Costs

Operating costs for CWMS are funded through service charges charged to property owners who have access to the scheme.

The service charges are calculated to cover the cost of operating the scheme, plus the recovery of capital (i.e. depreciation) plus a charge for the cost of capital. The revenue required to recover operating costs and depreciation is referred to as Lower Bound Revenue and is the minimum that can be charged according to ESCOSA pricing guidelines. Lower Bound Revenue plus the cost of capital is Upper Bound Revenue and is the maximum that can be recovered.

Using the operating costs identified in the WPA report an estimate of the operating cost of each of the schemes was determined

Details	Inglewood Houghton \$'000	Mylor \$'000	Summertown Uraidla \$'000	Total Capital \$'000
Annual Operating costs				
Network Maintenance	\$21	\$11	\$25	\$57
Utilities	\$53	\$23	\$30	\$106
Depreciation	\$178	\$55	\$199	\$428
Staffing	\$19	\$11	\$-	\$30
Sludge disposal	\$29	\$12	\$36	\$77
Monitoring & Compliance	\$5		\$16	\$21
Finance costs	\$47	\$12	\$59	\$118
Overhead allocation	\$25	\$11	\$18	\$54
Net Operating Expenditure	\$358	\$124	\$364	\$864
Details	Inglewood Houghton	Mylor	Summertown Uraidla	Total
Annual Net Expenditure per connection	\$1,774	\$1,461	\$1,308	\$1,498

The operating cost for each new scheme is significant.

The following table shows the range of service charges that would be considered for each scheme if it were to operate on a standalone basis.

Details	Inglewood Houghton \$'000	Mylor \$'000	Summertown Uraidla \$'000
Lower Bound costs			
Net Operating Expenditure	\$358	\$124	\$364
less: Finance costs	-\$32	-\$7	-\$40
less: Depreciation from contributed assets	-\$23	-\$7	-\$26
	<hr/> \$303	<hr/> \$110	<hr/> \$298
Fee per occupied connection	\$1,753	\$1,494	\$1,215
Upper Bound costs			
Lower Bound costs	\$303	\$110	\$298
Cost of Capital	\$61	\$13	\$77
	<hr/> \$364	<hr/> \$123	<hr/> \$375
Fee per occupied connection	\$2,131	\$1,685	\$1,561

This analysis assumes that the schemes are operated independent of each other and of the existing system. The scale of these fees is unlikely to be acceptable to property owners who would be connected to the new schemes. These figures illustrate the high capital and operational costs of each of the proposed schemes

Impact on Network Pricing

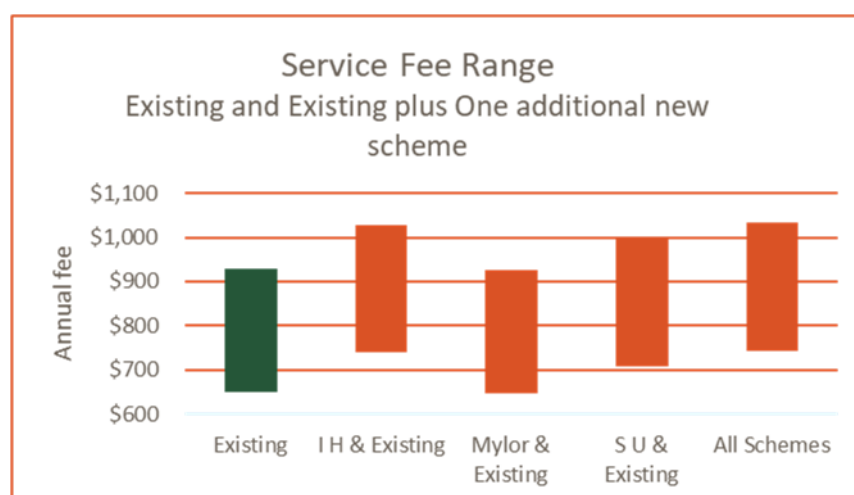
AHC has a policy of setting one price for all of its CWMS operations, a practice called Network pricing. This policy means that those connected to less costly schemes subsidise the property owners serviced by more costly schemes. This a common practice amongst South Australian Councils and is a policy used by SA Water throughout South Australia. It has the benefit of simplicity and helps provide universal access to wastewater infrastructure.

The table below illustrates the potential impact of each new scheme would have individually, and as a group, on the current service charge.

	Existing	Existing scheme plus		
		Inglewood Houghton	Mylor	Summertown Uraidla
Lower bound fee	\$649	\$740	\$647	\$708
Upper bound fee	\$930	\$1,028	\$925	\$996

If Council were to decide to construct and operate the Houghton / Inglewood scheme lower bound pricing would increase from \$621 to \$708 and upper bound pricing from \$934 to \$996.

This is illustrated in the following graph.



This graph shows that for existing CWMS customers there could be a seamless pricing transition when a new scheme is added to the system. The Upper Bound Revenue fee is always more than the fee associated with Lower Bound Revenue when a new system becomes operational.

However, there would then be a period of transition as the fee moves to what would be the new higher fee. The exact amount of the increase would be set by Council.

Assuming the detailed analysis shared earlier in the report was still relevant and a fee of about 90% of Upper Bound Revenue is an appropriate long term target, then existing property owners would probably experience significant fee increases of approximately 11% if the Inglewood / Houghton scheme was installed, no increase if the Mylor scheme installed and approximately 7% if the Summertown / Uraidla scheme installed.

If multiple schemes were installed existing property owners would be looking at a fee increase of about 11% over an extended period to keep the fee income at the 90% benchmark level of Upper Bound Revenue.

Given the new schemes do not require significant asset renewal expenditure in the near future with creative long term planning, the size of these potential increases could probably be ameliorated. For instance, recognising the contribution that the CWMS scheme makes to the AHC budget in the short term there may be an opportunity for the AHC budget to partially fund some of the operating deficits caused by the new scheme. Also, long term cash flows in real terms may identify better long-term strategies.

The development of a new CWMS scheme is likely to have a small positive impact on Council's rates income through increased property values in the area serviced by the new CWMS scheme.

Impact on Council budget

Currently, the AHC Council budget receives a significant annual benefit each year from the CWMS to the extent of approximately \$750,000 each year.

The introduction of a new scheme will incur additional expenses for the Council. These expenses would only be partially offset by the additional income from the scheme. As described earlier, except for the Mylor scheme, without a significant increase in the network service charge, it is likely that the additional income would not cover the additional costs. As a result, there would be a negative impact on the Council budget.

The estimated impact on the Council budget is described below.

	Estimated impact on AHC Annual Budget		
	Inglewood Houghton \$'000	Mylor \$'000	Summertown Uraidla \$'000
Year 1	\$(150)	\$(45)	\$(93)
Year 5	\$66	\$(55)	\$57

This assumes that Council has a policy of Network Pricing and there is a five-year transition to Upper Bound Pricing (i.e. existing CWMS customers service charges increase to the new service charge over a 5 year period).

As these figures are subject to a large number of variables and are only illustrative.

Modelling Options

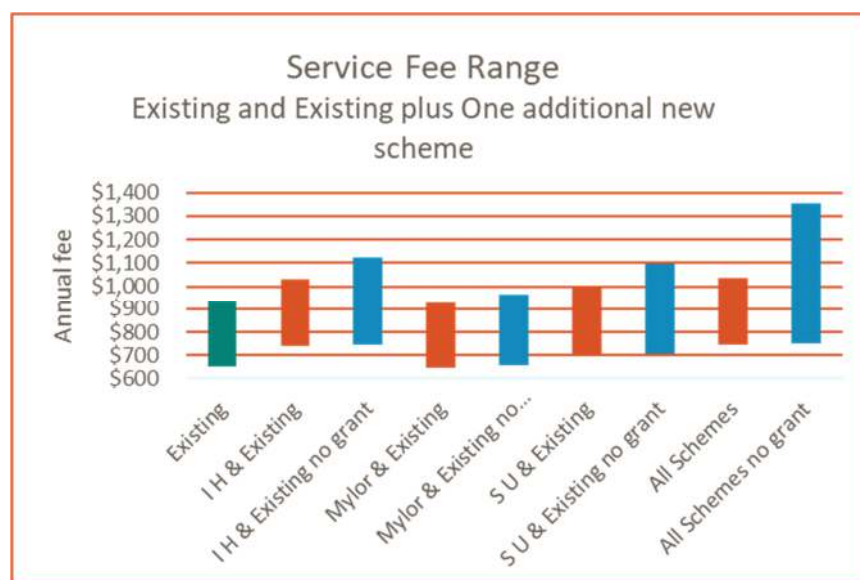
The spreadsheet developed for this project has been provided to AHC. The model provides the opportunity to change a range of assumptions and to see the impact of those changes. For instance, the impact of different connection fees, vacant property charges, number of properties, number of vacant properties, changes in expenses can all be assessed.

No Grant funding

The “baseline” model described above assumes that the Council will receive capital grants from the State Government Subsidy Fund, up to \$10.9m for all three new schemes. The model was updated to see what the impact of not receiving any grants

Without grant funds being available the Council would need to fund the balance of the capital requirements. For all three schemes this would require financing of \$16.3m, resulting in average interest payments of \$359k per year. This would be less if not all three schemes were constructed.

The new loans would be funded by the service charges on CWMS properties. The graph below compares the Lower and Upper Bound Revenue service charges with and without the grant funding.



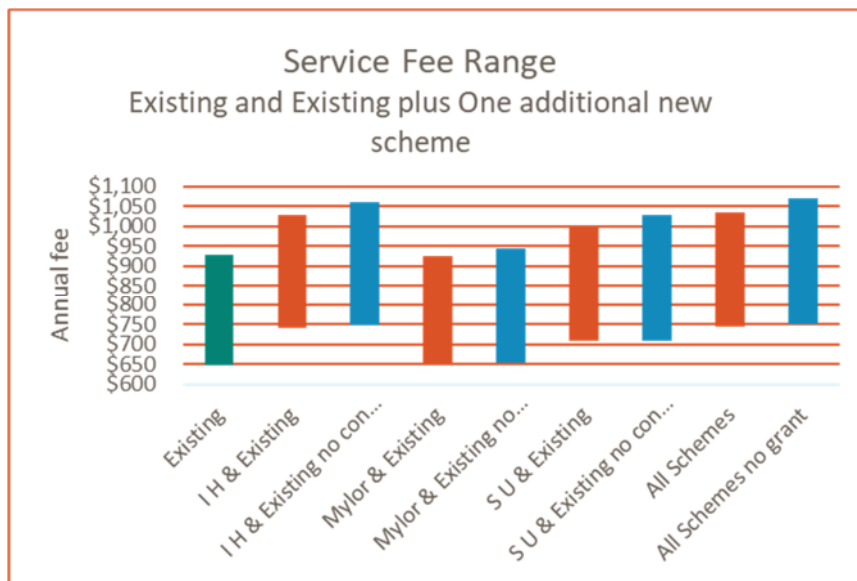
The increase in the Upper Bound service charge that would be required if no grant funding was available is substantial. Using a service charge of 90% of Upper Bound Revenue, the service charges for existing CWMS customers would increase by 29% if Inglewood Houghton scheme was installed, 5% if Mylor was installed, 26% for Summertown Uraidla and 40% if all schemes were constructed.

No connection fee charged to new customers

Another model was developed which changed the “baseline” model by reducing the connection fee of \$6,100 to nil \$. This would be relevant should the proposed connection fee of \$6,100 be considered to be too high for new CWMS customers to pay keeping in mind that they would have to pay additional “on property” expenses to connect to the new scheme.

The impact of no connection fees is less dramatic than no grant funding. The reduction in connection fees results in a loss of income of \$3.4m over the three schemes.

The change in the 90% of Upper bound fees is illustrated in the graph below.



Using a service charge of 90% of Upper Bound Revenue, the service charges for existing CWMS customers would increase by 14% if Inglewood Houghton scheme was installed, 1% if Mylor was installed, 11% in Summertown Uraidla and 14% if all schemes were installed.

Summary

The construction of any new CWMS scheme would be a significant undertaking. The operating expenditure resulting from the operation of the new schemes will, in the case of the, Summertown / Uraidla and Inglewood / Houghton schemes, put upward pressure on the current service charge and put negative pressure on the Council’s budget. However, the analysis indicated that the development of these schemes is not beyond the Council’s financial capacity should it receive LGA CWMS scheme funding. While detailed financial planning could identify ways to reduce some of the

negative impacts of the new schemes they will, with the expectation of the Mylor scheme, put upward pressure on existing service charges.

If Council was to decide, presumably in consultation with the community, on a priority scheme, detailed financial modelling should be undertaken to ascertain the more precise financial implications as well as investigate opportunities to reduce the potential negative impacts.

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

Item: 12.10

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

Subject: Election of Deputy Mayor

For: Decision

SUMMARY

The *Local Government Act 1999* provides that a council may, if it so resolves, create the position of Deputy Mayor.

At its Special Council Meeting held 8 September 2020, Council resolved to create the Deputy Mayor for the duration of the Council term and resolved to appoint Cr Nathan Daniell to the role for a period to conclude on 26 November 2020.

The purpose of this report is to seek Council's determination regarding the process and election of the Deputy Mayor for a specified term.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To determine that the method of selecting the Deputy Mayor be by an indicative vote to determine the preferred person utilising the process set out in this Agenda report.
 3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the Deputy Mayor's role and for the meeting to resume once the results of the indicative vote have been declared.
 4. To appoint Cr..... to the position of Deputy Mayor to commence 27 November 2021 until the conclusion of the current Council term.
-

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 O4.2	Attract and develop a diverse and capable elected body that represents, promotes and reflects the composition of the community
Priority O4.3	Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region
Objective O5	We are accountable, informed, and make decisions in the best interests of the whole community
Priority O5.1	Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

➤ Legal Implications

Section 51(3) of the *Local Government Act 1999* (the Act) provides that a council may, if it so resolves, create the position of Deputy Mayor.

Section 51(4) states that if there is to be a Deputy Mayor, he or she will be chosen by the members of the council from amongst their own number and will hold office for a term determined by the council. The term is not to exceed 4 years.

Section 51(5) states that on expiration of a term of office, the Deputy Mayor is eligible to be chosen for a further term.

Section 51(6) states that in the absence of the Mayor, a Deputy Mayor will act in the office of the Mayor. In doing so, the Deputy Mayor assumes the key duties of presiding over Council meetings and being the principal spokesperson of the Council.

Sections 73 and 74 set out the provisions regarding Material Conflicts of Interest. As the Deputy Mayor position earns an additional allowance, this likely constitutes a personal and/or pecuniary benefit under s73 and therefore Council Members seeking to be appointed to the office of Deputy Mayor could have a Material Conflict of Interest and would need to consider declaring the interest and leave the Chamber prior to the discussion of the matter under s74(1). However the Council Member may stay in the chamber and participate during an adjournment for an Information or Briefing Session.

Council's *Information or Briefing Session Policy* created under s90A of the Act sets out the provisions for the conduct of an Information or Briefing Session.

➤ Risk Management Implications

The Council's consideration of the requirement for a Deputy Mayor 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**

An Independent Remuneration Tribunal has jurisdiction under section 76 of the Act to determine the allowances payable to council members. The Tribunal determines the annual allowance for councillors, principal members, deputy mayor, prescribed and non-prescribed committee presiding members and travel time allowances with the applicable determination of this term of council being *Determination 6 of 2018 – Allowances for Members of Local Government Councils*.

The Determination sets the annual allowance for a councillor who is a deputy mayor at 1.25 times the annual councillor allowance. This amount will be adjusted in accordance with the consumer price index at the next anniversary of the 2018 Local Government election in accordance with statutory requirements.

As a Group 2 Council for the purposes of the Determination, the Deputy Mayor's allowance (in addition to the Council Member allowance) is as follows:

Deputy Mayor Annual Allowance (Nov 21 – Nov 22)	\$ 4,633
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Council's current budget has provision for the costs associated with the Deputy Mayor role.

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

A Deputy Mayor's role is to act in the Office of Mayor when the Mayor is absent or unable to perform the duties of the Mayor, which allows a continuance of mayoral activities within the Council Chamber and the community. The Deputy Mayor may also represent the office of the Mayor at community events when the Mayor is unable to attend.

➤ **Sustainability Implications**

Not applicable.

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

Consultation in the preparation of the report was as follows:

<i>Council Committees:</i>	Not Applicable
<i>Council Members:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>Workshops:</i>	Not Applicable
<i>External Agencies:</i>	Local Government Association of SA Remuneration Tribunal of South Australia
<i>Community:</i>	Not Applicable

2. BACKGROUND

The Adelaide Hills Council has resolved during each term to create the role of Deputy Mayor.

At its Ordinary Council Meeting held 27 November 2018, Council resolved to create the position of Deputy Mayor for the term of this Council as detailed below:

12.2 Election of Deputy Mayor – Period of Appointment

Moved Cr Linda Green
S/- Cr Nathan Daniell

276/18

Council resolves:

1. That the report be received and noted
2. To create the position of Deputy Mayor for a term of 12 months

Cr Green, with the consent of Cr Daniell, sought and was granted leave of the meeting to vary the motion as follows.

Council resolves:

1. That the report be received and noted
2. To create the position of Deputy Mayor for the term of this Council.

Carried Unanimously

At its Ordinary Council Meeting held 8 September 2020, Council resolved to appoint the Deputy Mayor for a period of 12 months as detailed below:

Moved Cr Ian Bailey
S/- Cr Kirrilee Boyd

186/20

Council resolves to appoint Cr Nathan Daniell to the position of Deputy Mayor for a 12 month term to commence 27 November 2020 until 26 November 2021 inclusive.

Carried Unanimously

During the current Council term, the Deputy Mayor has deputised for the Mayor on several occasions and acted in the Office of the Mayor during periods of absence.

3. ANALYSIS

The Deputy Mayor position provides certainty and clarity regarding arrangements when the Mayor is unavailable to undertake official duties. Further, Council Members who undertake the Deputy Mayor role gain and develop skills from undertaking the Presiding Member's role.

The Act does not set out any specific qualifications or experience for the Deputy Mayor position however Council may wish to consider general suitability factors including (but not limited to):

- understanding or the ability to acquire the same in the role, function and strategic intent of the Council.
- understanding or the ability to acquire the same in meeting procedure generally and the meeting procedure set out in the *Local Government (Procedures at Meetings) Regulations 2013* and Council's *Code of Practice for Council Meeting Procedures* more specifically.
- expertise in chairing meetings of Council (if past experience exists), or other boards/committees in other organisations, public and private;
- ability to preside efficiently, firmly, impartially and fairly over Council meetings;
- ability to manage conflict and differing opinions;
- ability and availability to represent and have an affinity with the community as a whole;
- ability and availability to represent the Council in the presence of members of Parliament, dignitaries and peers;
- ability and availability to act in the Office of the Mayor during periods of absence.
- ability to deal with matters delegated under Council Policies to the Mayor (i.e. training and development, Council Member conduct);
- leadership, social and communication skills;
- relationship with the CEO, directors/departmental managers and staff of the Council;
- the opportunity to further develop presiding member skill;
- the opportunity to consider diversity in the role;
- current and future time commitments (i.e. there are a number of Council Committees, Regional Subsidiaries and Advisory Groups that also require Council Member representation).

Indicative Voting Process for Determining Council Appointed Positions

Due to the implications of the Material Conflict of Interest provisions under s74 (see Legal Implications above), it is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred person for the position of Deputy Mayor.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is an Information or Briefing Session that should be open to the public for the purposes of s90A(3) and the *Information and Briefing Sessions Policy* (the Policy). As an Information or Briefing Session, the Chief Executive will conduct the meeting in accordance with the Policy.

The proposed Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Council Meeting Procedures* with modifications to suit the legislative requirements of the conflict of interest and Information or Briefing Session provisions.

The proposed Indicative Voting Process is:

- a) Chief Executive Officer calls for self-nominations for the position of Deputy Mayor.
- b) If the number of nominees is equal to or less than the number of positions, no election will be required. If the number of nominees is greater, an election will be necessary.
- c) The CEO will appoint a Returning Officer and may enlist other Council staff to assist with the conduct of the vote and the count.
- d) The method of voting will be by secret ballot utilising the preferential counting system.
- e) Each Council Member (including the Mayor) shall have one vote.
- f) Ballot papers will be provided to each Member.
- g) The nominees' names will be drawn to determine the order on the ballot paper.
- h) Each nominee will have two (2) minutes to speak in support of their candidacy. The speaking order will be as listed on the ballot paper.
- i) Completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer (another Council staff member) present.
- j) In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
- k) After all votes have been counted, the Returning Officer shall formally declare the result of the election (i.e. the preferred person).
- l) The ballot papers will be shredded.

Proposed Chronology of Events

The mechanics are relatively complicated due to the legislative provisions regarding conflict of interest and Information or Briefing Session requirements, as such the following chronology is suggested:

- I. At its Ordinary Council Meeting held 27 November 2018, Council previously resolved the position of Deputy Mayor for this term of this Council. Changing this position will constitute a rescission motion.
- II. Council will then consider the process that it will use to choose the preferred person. Council would give effect to this by dealing with Recommendation 2 (or a variant) at this time.
- III. Having decided the method, Council will then have to adjourn the meeting to enable the process to be undertaken. Council would give effect to this by dealing with Recommendation 3 (or a variant) at this time.
- IV. Once the Indicative Voting Process has been completed the Council meeting will resume in accordance with the previous resolution.

Upon resumption the Council Member(s) who nominated for the Deputy Mayor role would be advised to make declarations in accordance with *s74 – Dealing with material conflicts of interest* and leave the Chamber.

Council can then resolve for the preferred person to be appointed as the Deputy Mayor for an identified term, which could be the balance of the Council term or a shorter period.

Council would give effect to this by dealing with Recommendation 4 (or a variant) at this time.

Alternatively, should only one Member be interested in nominating for the position of Deputy Mayor, a Member may wish to move recommendations 1 and 4 without the need for an adjournment and Information and Briefing Session.

4. OPTIONS

The Council has the following options:

- I. To resolve to continue with the position of Deputy Mayor for a period and to undertake the processes as outlined in the report (***Recommended***)
- II. To determine not to continue with the position of Deputy Mayor (***Not Recommended***). Doing so would require a member chosen by the Council to act in the office of Mayor or Chairperson during periods of the Mayor's absence.

5. APPENDIX

Nil

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

Item: 12.11

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

Subject: Election of Audit Committee - Presiding Member

For: Decision

SUMMARY

The Audit Committee is created under Section 41 of the *Local Government Act 1999* (the Act) to satisfy the requirements of Section 128 of the Act.

Membership of the Audit Committee under the Committee's Terms of Reference consists of three (3) Independent Members and two (2) elected Council Members. All Members are eligible, should they so permit, to nominate for the position of Presiding Member, although the appointment must be resolved by Council.

The current Presiding Member's term is due to expire 26 November 2021, the purpose of this report is to seek the Council's determination regarding the process for the election of the Presiding Member and to determine the specified term of appointment.

RECOMMENDATION

1. That the report be received and noted
 2. To determine that the method of selecting the Audit Committee Presiding Member to be by an indicative vote to determine the preferred person utilising the process set out in this Agenda report.
 3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the Audit Committee Presiding Member role and for the meeting to resume once the results of the indicative vote have been declared.
 4. To appoint _____ to the position of Audit Committee Presiding Member for a _____ (12 or 24) month term to commence 27 November 2021 and conclude on 26 November 2022 / 28 November 2023 inclusive (or at the conclusion of the Council Term 2022 or if desired a longer specified period if an Independent Presiding Member is appointed).
-

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 O4.2 Attract and develop a diverse and capable elected body that represents, promotes and reflects the composition of the community

Priority O4.3 Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

➤ Legal Implications

Establishment of Audit Committees

Section 126 - Audit Committee of the Act prescribes that a council must have an audit committee to fulfil the functions set out in that section. Regulation 17(1)(b) of the *Local Government (Financial Management) Regulations 2011* requires that the audit committee must include at least one person who is not a member of the council and who is determined by the council to have financial experience relevant to the functions of an audit committee (i.e. an independent member).

Regulation 17 of the *Local Government (Financial Management) Regulations 2011* provides that the audit committee of a council:

- a) must have between 3 and 5 members (inclusive); and
- b) must include 1 person who is not a member of the council and who is determined by the council to have financial experience relevant to the functions of an audit committee; and
- c) must not include, as a member, the council's auditor under Section 128 of the Act.

Section 41 of the *Local Government Act 1999* (the Act) sets out the processes for the establishment of council committees. These committees may be formed to assist council in the performance of its functions; to enquire into matters; to provide advice to council and to exercise delegated powers functions and duties. The Audit Committee is a s41 Committee.

Local Government Reform

The *Statutes Amendment (Local Government Review) Act 2021* (the "Amendment Act") was assented to by the Governor on 17 June 2021. The new provisions are coming into effect in tranches with the first two commenced on 20 September and 10 November 2021.

The Amendment Act revises s126(2) as follows:

- The majority of members of the committee must not be members of the council;
- The members of the committee (when taken as a whole) must have the skills knowledge and experience relevant to the functions of the committee including financial management, risk management, governance and any other prescribed matter.

The revised provisions of s126(2) are proposed to commence on 30 November 2023, as yet no additional regulations have been drafted.

Managing Conflicts of Interest

Sections 73 and 74 of the Act set out the provisions regarding Material Conflicts of Interest. As the Presiding Member of a Prescribed Committee earns an additional allowance, this likely constitutes a personal and/or pecuniary benefit under s73.

Therefore a Council Member seeking to be appointed to the Presiding Member role would have a Material Conflict of Interest and would need to consider declaring the interest and leave the Chamber prior to the discussion of the matter under s74(1). However the Council Member may stay in the chamber and participate during an adjournment and informal gathering.

Council's *Information or Discussions Policy* created under s90A of the Act sets out the provisions for the conduct of an information session.

➤ **Risk Management Implications**

The Council's consideration of the requirements for an Audit Committee Presiding Member 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**

Financial Implications – Appointing a Council Member as Presiding Member

An Independent Remuneration Tribunal has jurisdiction under section 76 of the Act to determine the allowances payable to council members. The Tribunal determines the annual allowance for councillors, principal members, deputy mayor, prescribed and non-prescribed committee presiding members and travel time allowances with the applicable determination of this term of council being *Determination 6 of 2018 – Allowances for Members of Local Government Councils*.

A prescribed committee is ‘a committee that endures, irrespective of whether the council has assigned any particular work for the committee to perform and assist council or provides advice to the council.’

The Determination sets the annual allowance for a councillor who is a presiding member of one or more prescribed committees is equal to one and a quarter (1.25) times the annual allowance for councillors of that council. There is no allowance payment for councillors who are members of Council Committees.

This amount will be adjusted in accordance with the consumer price index at the next anniversary of the 2018 Local Government election in accordance with statutory requirements.

As a Group 2 Council for the purposes of the Determination, the Prescribed Committees Presiding Member’s allowance for a Council Member (in addition to the Council Member allowance) is as follows:

Presiding Member Annual Allowance (Nov 21 – Nov 22)	\$ 4,633
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However, should the Mayor, Deputy Mayor or another Council Member who is in receipt of a Presiding Member’s allowance be appointed as the Presiding Member, there is no additional allowance payable.

Financial Implications – Appointing an Independent Member as Presiding Member

While the allowances payable to Council Members are set by the Remuneration Tribunal, Council determines the sitting fees payable to Independent Members of Council Committees. At its 24 August 2021 meeting, Independent Member Sitting Fees were resolved as follows:

12.14 S41 Committee – Independent Member Sitting Fees

**Moved Cr Nathan Daniell
S/- Cr Mark Osterstock**

184/21

Council resolves:

- 1. That the report be received and noted.**
- 2. That in relation to the Audit Committee and the Chief Executive Officer Performance Review Panel:**
 - a. To determine the sitting fees for Members, effective 1 December 2021, as follows:**
 - i. Independent Presiding Member - \$575 (excl GST) per attended meeting.**
 - ii. Independent Ordinary Member - \$450 (excl GST) per attended meeting.**
 - iii. 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.**
 - b. 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.**

Carried Unanimously

The Audit Committee meet six (6) times per year. If the Presiding Member of the Audit Committee was an Independent Member, cost to Council would be \$3,450.

Council's current budget has provision for the costs associated with the Audit Committee Presiding Member role under both the Council Member or Independent Member options.

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

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that Council Committee members are competent and understand the role and functions of the committee and their individual obligations with regard to conduct.

➤ **Sustainability Implications**

Not applicable.

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

Consultation in the preparation of the report was as follows:

Council Committees: Not Applicable

Council Members: Not Applicable

Advisory Groups: Not Applicable

<i>Workshops:</i>	Not Applicable
<i>External Agencies:</i>	Local Government Association of SA Remuneration Tribunal of SA
<i>Community:</i>	Not Applicable

2. BACKGROUND

Audit Committee Membership

The membership of the Audit Committee from 1 December 2020 and the relevant expiry terms (inclusive) are as follows:

- Cr Malcolm Herrmann (term expires at end of council term)
- Cr Leith Mudge (term expires at end of council term)
- Peter Brass (term expires 30 November 2021)
- David Moffatt (term expires 30 November 2021)
- Natalie Johnston (term expires 30 April 2022)

Audit Committee Presiding Member

Prior to the July 2017 Terms of Reference (TOR) review, the Committee had the delegation to appoint a Presiding Member. While not codified in the then TOR, the practice over a number of years had been for the Presiding Member role to be rotated amongst the Independent Members.

Clause 7.1 the current (post July 2017) TOR (**Appendix 1**) provides that the Council will appoint the Presiding Member of the Committee. Council has the flexibility to appoint the Presiding Member for a term of its choice within the bounds of the 3 year term as per clause 5.6.

If the Presiding Member of the Committee is absent from a meeting the Deputy Presiding Member (if such position exists) will preside at that meeting.

Note that the TOR does not preclude either a Council Member or an Independent Member from eligibility for the Presiding Member role.

Council, at its 24 November 2020 meeting, in relation to the Audit Committee Presiding Member role resolved as follows:

Moved Cr Linda Green
S/- Cr Kirsty Parkin

274/20

MOTION 2

To appoint Cr Malcolm Herrmann to the position of Audit Committee Presiding Member for a 12 month term to commence 27 November 2020 and conclude on 26 November 2021 inclusive.

Carried Unanimously

As such, Councillor Herrmann's term as Presiding Member is due to expire on the 26 November 2021. The Presiding Member's position requires an appointment to commence from 27 November 2021.

Independent Member Recruitment

As identified above, the membership terms of Independent Members Peter Brass and David Moffatt will expire on 30 November 2021. While a recruitment process is currently underway for the upcoming vacancies, a recommendation from the Selection Panel to Council will not occur until the 14 December 2021 Council meeting at the earliest.

3. ANALYSIS

Characteristics of a Presiding Member

Neither the Audit Committee TOR nor legislation sets out any specific qualifications or experience for the Audit Committee Presiding Member position however Council may wish to consider suitability factors including (but not limited to):

- understanding or the ability to acquire the same of the role and functions of the Audit Committee;
- understanding or the ability to acquire the same of the provisions of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* in relation to the Audit Committee's role and functions;
- understanding or the ability to acquire the same in meeting procedure generally and the meeting procedure set out in the *Local Government (Procedures at Meetings) Regulations 2013* and Meeting Procedure provisions set out in the Audit Committee TOR (clause 9);
- expertise in chairing meetings of s41 Committees (if past experience exists), or other boards/committees in other organisations, public and private;
- ability to preside efficiently, firmly, impartially and fairly over Committee meetings;
- ability to manage conflict and differing opinions;
- integrity, good conduct and diligence;
- the opportunity to further strengthen presiding member skills;
- the opportunity to consider diversity in the role;
- current and future time commitments (i.e. there are a number of Council Committees, Regional Subsidiaries and Advisory Groups that will also require Council Member representation); and
- the financial implications of the appointment.

Presiding Member Appointment Period Implications

If Council resolves to appoint a Presiding Member who is a Council Member, the term of appointment cannot exceed the end of the current Council term. The implication of this decision would be that the new (post-election) Council in addition to appointing the two Council Members on the Audit Committee at its first or second meeting of the term, would also need to make an appointment of a Presiding Member.

If Council resolves to appoint a Presiding Member who is an Independent Member, the term of the appointment can extend beyond the current Council term but no longer than the Independent Member's current term. As with the notion of staggering Independent Member terms, an appointment period that spans the new Council term may be beneficial from a continuity and stability perspective for the Audit Committee's functioning.

Indicative Voting Process for Determining Council Appointed Positions

Due to the potential implications of the Material Conflict of Interest provisions under s73 (see Legal Implications above) regarding the appointment the Presiding Member (other than any Council Member currently receiving a Presiding Member's allowance from a pecuniary interest perspective), it is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred person for the role of Committee Presiding Member.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is an Information or Briefing Session that should be open to the public for the purposes of s90A(3) and the *Information and Briefing Sessions Policy* (the Policy). As an Information or Briefing Session, the Chief Executive will conduct the meeting in accordance with the Policy.

The proposed Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Council Meeting Procedures* with modifications to suit the legislative requirements of the conflict of interest and Information or Briefing Session provisions.

The proposed Indicative Voting Process is:

- a) Chief Executive Officer calls for self-nominations for the position of Audit Committee Presiding Member, as appropriate.

Note that in relation to the Presiding Member role, the Independent Members of the Committee are also eligible to self-nominate.

- b) If the number of nominees is equal to or less than the number of positions (i.e. one), no election will be required. If the number of nominees is greater, an election will be necessary.
- c) The CEO (or another Council staff member) will be appointed as the Returning Officer and may enlist other Council staff to assist with the conduct of the vote and the count.
- d) The method of voting will be by secret ballot utilising the preferential counting system
- e) Each Council Member (including the Mayor) shall have one vote.

Note that while the Independent Members are eligible for the Presiding Member role, they will not have voting rights in this process.

- f) Ballot papers will be provided to each Council Member
- g) The nominee's names will be drawn to determine the order on the ballot paper.
- h) Each nominee will have two (2) minutes to speak to the Gathering in support of the candidacy. The speaking order will be as listed on the ballot paper.
- i) Completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer (another Council staff member) present.

- j) In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
- k) After all votes have been counted, the Returning Officer shall formally declare the result of the election (i.e. the preferred person).
- l) The ballot papers will be shredded.

Proposed Chronology of Events

The mechanics are relatively complicated due to the legislative provisions regarding conflict of interest and informal gatherings.

The following chronology has been based on guidance from the LGA regarding the election of Council Members to Committee and Presiding Member positions:

- I. Council will consider the process that it will use to choose the preferred person for the Audit Committee Presiding Member role. Council would give effect to this by dealing with Recommendation 2 (or a variant) at this time.
- II. Having decided the method, Council will then have to adjourn the meeting to enable the process to be undertaken. Council would give effect to this by dealing with Recommendation 3 (or a variant) at this time.
- III. Once the Indicative Voting Process has been completed the Council meeting will resume in accordance with the previous resolution.

Upon resumption, the Council Members who nominated for the Presiding Member role would be advised to make declarations in accordance with *s74 – Dealing with material conflicts of interest* and leave the Chamber.

Council can then resolve for the preferred person to be appointed as the Audit Committee Presiding Member for an identified term. Council would give effect to this by dealing with Recommendation 4 (or a variant) at this time.

4. OPTIONS

The Council has the following options:

- I. To resolve to appoint the Presiding Member for a period and to undertake the processes as outlined in the report (***Recommended***).
- II. To determine to defer the appointment of a Presiding Member until the current Independent Member recruitment has been finalised and all Committee members are eligible to nominate. As the next scheduled Audit Committee meeting is February 2022, this deferral is not likely to be detrimental to the Committee's functioning.
- II. To determine not to resolve the Presiding Member going forward (***Not Recommended***). Doing so would create the need to determine an acting presiding member at each meeting.

5. APPENDIX Nil

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

Item: 12.12

Responsible Officer: David Waters
Director Community Capacity
Community Capacity

Subject: Establishing an Emergency Relief Fund

For: Decision

SUMMARY

The purpose of this report is to provide Council with information about the potential establishment of a disaster recovery and relief fund for the benefit of the Adelaide Hills Council community and to enable the Council to make a decision on whether or not to do so.

Establishing a fund to receive and distribute donated funds requires significant administration and has the potential to duplicate and detract from other established funds. When weighed up against the potential benefits to the local community, and in light of the likely existence of other relief funds benefitting the district, it is not considered to be appropriate to establish a Council administered fund.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That having considered the potential benefits to the community against the administrative impacts, potential detriment to other funds and other relevant considerations, the Council does not move to establish an emergency relief fund at this time.
 3. That Council continues to advocate for increased levels of support for people impacted by disasters and, in the event of a disaster, actively promotes and supports appeals for other disaster relief funds which provide support to impacted people and communities in the district.
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	Community Wellbeing
Objective C2	A connected, engaged and supported community
Priority C2.5	Continue to work with government agencies and non-governmental organisations to support the community recovery from natural disasters and the COVID-19 pandemic.

Strategic Plan 2020-24 – A brighter future

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

The two abovementioned strategic priorities clearly commit the Council to supporting its community in the face of and following disasters. However, they are strong on working with other partners and this should be taken into account when considering whether or not to initiate the Council's own emergency relief fund. In other words, there may be work that the Council can do to support funds established by others which will have an even greater impact on the community than the Council's own fund.

➤ Legal Implications

There is no specific legal requirement or impediment to the Council establishing an emergency relief fund. There are, however, regulations which would need to be met in order to establish and maintain one, should the Council wish to do so. These are discussed in the analysis section of the report.

➤ Risk Management Implications

The Council's Corporate Risk Register contains a number of identified and mitigated risks around emergency management, which focus primarily on the Council's role in supporting emergency response efforts.

The focus of this report, however, is in supporting the community following a disaster and as such, the risk focus is on community support and the risks of operating a fund itself.

The idea of seeking funds for the benefit of people in the Council district impacted by disasters may assist in mitigating the risk of:

Failure to provide for the welfare, wellbeing and interests of the community, leading to consequences including decreased wellbeing and an over reliance on social support and of faith in the Council's ability to meet community needs (Strategic Risk ID 170815).

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

There are many things the Council does to mitigate this risk.

The idea of seeking funds for the benefit of people in the Council district impacted by disasters does contribute to mitigating this risk, however for the reasons outlined later in this report, conducting a fund raising appeal is not necessarily considered to be the most effective way to do so.

Of particular relevance to this report is that investigating the establishment of a locally administered disaster relief and recovery fund will assist in mitigating the risk of:

Making an ill-informed decision on the establishment of a fund leading to potential waste of public funds in administering a fund and duplication of effort made by other levels of government and organisations (as identified in the response to the Motion on Notice of 23 February 2021).

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

The inherent risk is based on a scenario where a relief fund is considered with no prior investigation. As the preliminary investigation has now been completed, the risk has been reassessed to arrive at the residual risk in light of the information provided to Council in this report. The residual risk has been lowered marginally, essentially in light of the fact that the Council will not be making an ill-informed decision, however that is not to suggest that establishing a fund itself is low risk. Indeed, there are risks that come with establishing a fund.

Primarily, these are:

1. The risk of operating a fund which costs more to administer than the benefit achieved for the community

The likelihood of this occurring is higher if the fund is activated for a smaller emergency which may not have a state-wide or national profile. It also depends very much on the level of 'marketing' the fund receives. In any event, the Council is unlikely to be in a position to devote significant funds to marketing an appeal which would command national attention and as such there would be a level of reliance on awareness being raised through traditional (news) media and social media. As stated later in this report, the benefit of a Council initiated fund would be to cover the smaller events where a State initiated fund was not activated, thus the exposure to this risk is quite foreseeable. The consequence of this risk event is that ultimately the cost to ratepayers is higher than the benefit, with consequential reputational consequences for the Council and unmet community expectations. This is considered a High (3B) risk.

2. The risk of detracting from other funds which could provide benefit to the Council's community

This event is considered likely in most circumstances as potential donors only have so much to give and if they are inclined to give to a Council fund, this may detract from other funds or local fund raising ventures. The consequence of this is that funds may not get to impacted people and communities in the most efficient or effective manner. As described elsewhere in this report, a Council initiated fund would need

to be administered by paid staff and governed by processes set up specifically for the event. Other potential recipients may be able to use or distribute funds more efficiently or in ways more targeted to the needs of impacted communities. This is considered to be a High (3B) risk.

➤ **Financial and Resource Implications**

The costs of operating a relief fund would depend somewhat on the scale and complexity of the funds itself and the event upon which it was based.

Once the fund is set up, which itself would require funding, administering a relief fund would require resources to:

- Promote the fund, including opportunities to donate and opportunities to apply for money from the fund
- Establish processes and collateral associated with the fund
- Receive and manage enquiries
- Receive and manage donations, including receipting
- Receive applications
- Assess applications and verify eligibility
- Produce recommendations for committee consideration
- Issue payments
- Manage appeals, errors and omissions
- Manage accounting, auditing and reconciliation processes

For a significant event with a fund being administered over a 12 month period, the administrative cost is likely to be in the order of \$200,000.

For a smaller scale event, the activities required to administer the fund would be the same, but the cost reduced, although probably not in the same proportion as the size of the event and the amount of donations. In other words, there is a risk that the cost of administering a fund could ultimately exceed the benefit achieved for the community. This risk is discussed elsewhere in this report.

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

The intent of establishing a fund would be to see a benefit coming to those in the Adelaide Hills Council community impacted by disasters. There is little doubt that relief funding can be of significant benefit to those who have been through such an experience. If paid in a timely manner, the money can be used by the recipient in a way that best meets their needs.

From a customer service functional perspective, if resources are diverted to administering a relief fund, there may be an impact on the provision of normal Council customer services.

➤ **Sustainability Implications**

Disasters can significantly impact the sustainability of people's ability to live, work or do business in the Adelaide Hills. The intent of sourcing relief funds for people impacted by disasters would be to in some way assist in overcoming the impacts and increase their chances of being able to recover and re-establish as applicable.

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Not applicable.
<i>Council Workshops:</i>	A workshop with Council Members was held on 9 November 2021.
<i>Advisory Groups:</i>	Not applicable.
<i>External Agencies:</i>	Advice was sought from a legal firm on elements of this matter. Advice was sought from other councils and government agencies.
<i>Community:</i>	Not applicable.

2. BACKGROUND

At its meeting held on 23 February 2021 the Council considered a Motion on Notice submitted by Cr Daniell regarding the establishment of a disaster relief and recovery fund. Following consideration of the matter, the Council resolved as follows:

Relief & Recovery Fund

Moved Cr Nathan Daniell
S/- Cr Ian Bailey

28/21

Council resolves that:

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

Carried

As stated in the background by Cr Daniell to his motion, the Adelaide Hills Council district has experienced multiple disasters in recent years, including the Sampson Flat Bushfire, Cudlee Creek Bushfire, the recent Cherry Gardens Bushfire and multiple damaging hailstorms.

In light of the experience on Kangaroo Island following the 2019-20 fires, where significant relief funding was raised through a public Mayoral appeal, it is worth contemplating whether or not a similar fund could be established to help people of the Adelaide Hills community in times of need.

3. ANALYSIS

The majority of this analysis covers the points raised in the Council's resolution of 23 February 2021, however it is also worth considering some context, examples of other funds and practical considerations in establishing a fund.

Examples of existing funds

South Australia – State Emergency Relief Fund (SERF)

- Established under the *Emergency Management Act 2004*
- Initiated when there is a declared emergency under the Act, or when otherwise proclaimed by the Governor
- Governed by a Committee appointed by the Minister (with local representation for each emergency)
- Given an event specific appeal name, e.g. SA Bushfire Appeal
- Promoted and administered by the State Government (including costs).

The most recent examples of the fund being activated are:

- 2019-20 Cudlee Creek and Kangaroo Island fires
- 2015 Pinery Fire
- 2015 Sampson Flat Fire

In the case of the Cudlee Creek and Kangaroo Island fires, over \$9m was raised and subsequently distributed to people directly impacted by the fires.

It should be noted that the SERF was initially activated only for the Cudlee Creek fire which had a greater impact in terms of number of properties and dwellings destroyed than the Kangaroo Island fire at the time of activation. The Mayor of Kangaroo Island Council established a Mayoral Relief Fund for that region before the State fund was activated once that fire escalated days later.

The SERF is governed by a Committee appointed by a State Minister and is administered by the Department for Human Services. No administration fees are taken from the fund, with all donated money going to affected people and communities. It is the primary public appeal fund in South Australia.

The SERF Committee comprises various standing members, plus 'particular members' who are appointed for specific appeals to ensure local representation. Most recently, the Council's Director Community Capacity was a particular member of the SERF following the Cudlee Creek fire.

Western Australia – Lord Mayor's Distress Relief Fund

- Governed by an independent Board
- Promoted and administered by the City of Perth (including costs) in collaboration with the local government areas affected by the disaster and supported by the WA State Government.

The Lord Mayor's Distress Relief Fund operates on a similar scale and with a similar intent to the SA SERF. It can be activated for disasters anywhere in WA and is the primary public appeal fund in that state.

Kangaroo Island – Mayoral Relief and Recovery Fund

- Initiated by the Mayor of KI Council, before the fire had reached a level where the State activated the SERF for that fire
- Governed by a Section 41 Committee appointed by the Council under the *Local Government Act 1999*, with Terms of Reference
 - 3 council members + 1 community member + 1 independent with finance skills
- Promoted and administered by the Council Administration (including costs)
- 100% of all money in the Fund directly allocated to people whose homes, properties or businesses have been impacted by the Kangaroo Island Bushfire.

The Kangaroo Island Mayoral Relief and Recovery Fund raised significant funds (some \$6m+) including a number of significant donations from overseas. The fund was established in the context of the 2019-20 Black Summer Bushfires and it is difficult to say whether the same fund would raise a similar amount at other times. It is also important not to assume this level of fundraising constitutes a benchmark of what could be expected in other areas with funds established by local councils.

Shoalhaven (NSW) – Mayor's Relief Fund

- "...public fund for the relief of persons in Australia who are in necessitous circumstances... for a modest standard of living..." from a disaster or other calamity
- A standing fund which is always open and available for those impacted by events large or small
- Payments can be made at any time from accumulated funds by a sub-committee of three people

Gippsland Emergency Relief Fund

- Run by an independent volunteer based group in eastern Victoria
- Covers multiple (6) council areas, recognising the fact disasters often cross boundaries
- "Works closely" with the councils
- Interest from the fund is used to cover administration costs

This fund covers a sizable portion of the state of Victoria which is periodically subject to regional scale disasters such as fires and floods.

Bega Valley Community Disaster Relief Fund

- Perpetual disaster relief fund established by Bega Shire Council in partnership with Social Justice Advocates of the Sapphire Coast
- Provides support through donations to individuals as well as funding community projects

Bega Valley Shire is a large regional municipality in South-eastern NSW, adjoining the Gippsland region in Victoria.

Triggers to activate a fund and deductible gift recipient status

All of the above mentioned examples of funds have deductible gift recipient (DGR) status. In other words, people making donations to them are able to claim those donations as tax deductions. This status is commonplace for charitable funds and is generally expected by donors. It is reasonable to suggest that a fund without DGR status would attract lower levels of donations than a fund with DGR status. As such, Council would want to be assured that it could obtain DGR status for a fund prior to its establishment.

For DGR status to be obtained, the fund must be established in response to a 'qualifying event', typically as declared by the Finance Minister at Commonwealth level. In the case of the Kangaroo Island Fire, that event was declared to be a qualifying event by the Finance Minister and the Australian Tax Office expedited the application process for the Kangaroo Island Council.

Ultimately it would be a matter for the Council to determine what event would trigger the activation of the fund, however, the Council would need to keep in mind that DRG status would be more difficult to obtain for smaller and more localised events than it would be for larger regional scale events.

Structure and oversight

A charitable fund of any kind has two key parts: a fund deed that governs the operation of the fund and a separate bank account or trust account that only receives and expends donated funds.

A fund deed will need to have the following characteristics:

1. the purpose for which the fund is established
2. specification of how the funds received can be applied
3. a clause requiring the fund to be independently audited
4. a clause stating that if the fund is wound up, that any surplus funds must be transferred to another DGR fund with a similar purpose.

All funds need a trustee which oversee its operation. In the case of a local government initiated fund, it would be appropriate for Council to establish a committee for this purpose pursuant to section 41 of the *Local Government Act 1999*.

Any resolution of Council to establish section 41 committee will need to broadly cover the following matters:

1. purpose of the committee (for example to consider and allocate the release of funds to those persons who meet the eligibility requirements)
2. membership of the committee
3. procedure and frequency of committee meetings
4. quorum for meetings
5. procedure for passing resolutions.

The usual expectations of a Council Committee would apply in terms of access to meetings, the production and publication of minutes and agendas and confidentiality provisions.

Dispersing funds

The SA SERF and the Kangaroo Island Mayoral Fund both adopted a tiered scale of payments to be people impacted by the fires. To be eligible for payments, people or their place of residence/business had to have been 'flame affected'. People impacted in other ways, such as through smoke damage only, or through loss of refrigerated stock caused by power outages, were not eligible for payments.

The tiered scale provided the largest payments to the families of those deceased (\$25,000), and to those who were seriously injured (\$25,000), followed by incrementally reduced payments for households which lost their principle place of residence (\$15,000), people who incurred loss of business revenue from activities on impacted property (\$4,000), other major property damage (\$2,000), and other minor damage (\$500). The amounts shown in brackets are those applied to the distribution of the SERF following the 2019-20 Cudlee Creek and Kangaroo Island fires and are included only to give an indication of how a tiered scale of payments may work. They are the amounts ultimately distributed after 'top ups'.

Determining the level of payment at each tier requires an estimate of the total funds to be received in a particular appeal and the number of likely eligible claimants in each tier. In the case of the SERF, it is not unusual for there to be a secondary and sometimes even a tertiary 'top up' payment months after an initial payment when the ultimate amount in the fund is known.

Applicants typically need to apply for money from the fund. Their eligibility is then checked, with a separate process to verify the claimed impact so as to determine their payment tier as well as a cross check against other applications to ensure multiple people from the same household do not apply. Decisions are ultimately made by the oversight committee.

The Administration understands that this approach is generally followed by most state and regional relief funds across Australia.

In the case of the SA SERF and its Victorian equivalent (and likely other funds), some funding can be distributed to community groups for community projects benefiting disaster affected communities. This is typically for a small portion (say 10%) of the total donated funds. This aspect is usually run through an open 'grant application' style process.

It is ultimately up to the initiating body to determine the manner in which donated funds are dispersed, however what is most important is that it is consistent with the way the appeal is marketed to donors, and of course that it meets the requirements of the Australian Tax Office for DGR status.

Legislation

There are no specific legislative provisions inhibiting or supporting the establishment of a disaster relief fund by a local government entity. Rather, the Council would need to comply with legislation that exists for anybody seeking to establish a fund, which is primarily around tax deductibility status for the fund.

Costs of administration

As noted earlier, the general expectation of funds run by government entities is that costs associated with the establishment, operation/administration and promotion of the fund are borne by the establishing entity with no impact on donated funds, i.e. all donated funds are distributed to impacted individuals and communities, with administration costs borne by ratepayers/taxpayers at large.

This is in contrast to funds established by non-governmental not for profit organisations, where there is a level of acceptance that some funds raised during public appeals will be used to defray administration and funds distribution costs and/or to employ staff and contractors to do work to benefit impacted individuals and communities.

Further commentary is provided in the Financial and Resource Implications section of this report.

Other considerations

The Council should consider the regional context in which a locally initiated relief fund might operate. The last three significant bushfire events in the district have impacted communities in multiple council areas – Cherry Gardens Fire (3 councils), Cudlee Creek Fire (4 councils), Sampson Flat Fire (3 councils).

In any of the abovementioned examples, it could be potentially problematic if one council initiated a relief fund and only distributed funds to its own constituents or if multiple councils initiated relief funds, but raised varying amounts of money such that recipients in different areas received different amounts for the same level of impact. The SA SERF seeks to overcome these potential issues of inequality by operating across the fire impacted area rather than municipal boundaries.

The Kangaroo Island Mayoral Relief Fund is often cited as an example of a successful council initiated fund. It is certainly the case that the KI fund raised significant funding (some \$6m+) however the fund was established in the context of the 2019-20 Black Summer Bushfires, where Kangaroo Island received national and international attention. It is difficult to say whether the same fund would raise a similar amount at other times. It is also important not to assume this level of fundraising constitutes a benchmark of what could be expected in other areas with funds established by local councils. Kangaroo Island Council, as an island council, is also not faced with the likelihood of disaster crossing council boundaries as mentioned above.

Generally speaking, for a disaster of a size and complexity that is likely to be considered eligible for obtaining DGR status for an associated relief fund, the SA SERF is likely to be activated with the State Government running an appeal for donations and administering the distribution of same. It would not be efficient, nor necessarily achieve better outcomes for the community, to run a Council-specific relief fund in parallel to this.

It may be more effective for the Council, through the profile and standing of the Mayor and Councillors and through the Council's other communications channels, to actively support fund raising for the SERF (if activated), not for profit non-government organisations supporting the district and/or local community group fundraising efforts. These approaches have the potential to raise similar, if not greater, funding than running a council initiated relief fund, with the added benefit of avoiding administrative process.

The Council can also continue to support its community through continued advocacy for government support, for instance through the availability of emergency relief grants and clean-up support for disasters of a low scale and complexity.

Although the Administration is not recommending the Council establish an emergency relief fund, there is nothing in the recommended resolution preventing the Council from doing so in future if the circumstances of the time/event are conducive to the successful operation of a local fund.

4. OPTIONS

Council has the following options:

- I. Actively promote the raising of relief funds by other bodies for the community in the event of a disaster (Recommended)
- II. Seek to establish a Council led disaster relief fund (Not Recommended)
- III. Make any other decisions as the Council sees fit in relation to this matter.

5. APPENDIX

Nil

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

Item: 12.13

Responsible Officer: David Waters
Director Community Capacity
Community Capacity

Subject: Playford Trust Scholarship

For: Decision

SUMMARY

The purpose of this report is to seek the Council's decision on whether or not to fund a Playford Trust scholarship in 2022.

The Council had for many years provided a donation to the Trust and in recent years increased its support to \$5,000 for a scholarship for an Adelaide Hills student entering university.

In deliberations for the 2020-21 budget, there were discussions about discontinuing to fund a scholarship and consequently no allocation was included for same.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That the Mayor write to the Playford Trust, thanking the Trust for past opportunities and advising that the Council does not wish to fund a Playford Trust scholarship in 2022.
-

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

Receiving a cash scholarship can assist an individual in their learning by alleviating financial pressures which might otherwise impact on their ability to devote the necessary time and energy into studies. However, the investment made by the Council in funding a scholarship assists only one individual per year – a high achieving student who is likely to attend university regardless of whether or not the scholarship is awarded. There are other ways in which the Council can and does pursue this priority with broader impacts.

Youth Action Plan 2021-24

This recently adopted plan places a focus on helping young people develop leadership and life skills that are not a focus of the mainstream education system. The flagship Youth Leadership Program, recently concluded for 2021, and supporting programs which provide support for multiple at-risk participants, such as Operation Flinders, are key planks in this approach.

Action 3.3 in the Plan (scheduled for 2022-23) is to “Review current youth grants and sponsorships to develop a new Youth Sponsorship Program with a focus on social inclusion.” While this report does not extend to proposing a new grant/sponsorship model, the action clearly implies that future grants/sponsorships should be directed on a ‘needs basis’ for those who are inadequately supported by mainstream services. This report contends that a Playford Trust scholarship does not meet that end.

➤ **Legal Implications**

Not applicable.

➤ **Risk Management Implications**

The Council’s Youth Development Program aims to mitigate the risks of young people becoming and remaining disengaged from education, employment and/or society as well as supporting young people to reach their full potential.

Concentrating funding on opportunities to support broader youth cohorts will assist in mitigating the risk of:

Failure to provide for the welfare, well-being and interests of the community, leading to consequences including loss of faith in Council’s ability to meet community needs, inability for people from diverse backgrounds to live/participate in the community and inability/difficulty for people of all socioeconomic backgrounds to live in the district. (Corporate Risk ID 170815)

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

There are many things the Council does to mitigate this risk. Funding a Playford Trust scholarship is considered to have negligible mitigation impact on this risk.

➤ **Financial and Resource Implications**

There is no allocation in the 2021-22 operating budget for funding a Playford Trust scholarship.

To fund a scholarship, as the Council has done in recent years, the Council would need to adjust the budget by including \$5,000 for this purpose.

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

The direct benefit of funding the scholarship is to one individual member of the Adelaide Hills community.

Indirectly, the Adelaide Hills scholarship aimed to promote studies in disciplines of importance to the region. For instance, in the first year, eligibility was limited to those studying agricultural sciences, horticulture or other relevant discipline. The criteria was broadened to encourage more applications in 2020 and 2021.

➤ **Sustainability Implications**

From a financial sustainability perspective, it is important that the Council allocates its limited financial resources in the most effective and efficient way.

➤ **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: This matter was raised at workshops relating to the development of the 2021-22 Annual Business Plan and Budget, as well as at the Council workshop held on 10 August 2021.

Advisory Groups: Not applicable.

External Agencies: Representatives of the Playford Trust are aware that the Council is reviewing its support of a scholarship and are expecting the matter to be determined at the November Council Meeting.

Community: Not applicable.

2. BACKGROUND

According to its website “The Playford Memorial Trust supports high achieving South Australian students working in areas of strategic importance to the State.”

It does this by providing scholarships, internships and awards to university undergraduates, postgraduates and TAFE students. A total of \$700,000 worth of scholarships are being supported by the Trust in 2021. It honours the memory of Sir Thomas Playford, the State’s longest serving Premier, who had a strong personal association with the Adelaide Hills.

The Trust raises funds from a variety of sources, including the State Government, however there is an emphasis on contributions and sponsorships from businesses, industry associations, individuals and foundations.

The Council had for many years provided a donation of \$1,000 to the Trust and in recent years increased its support to \$5,000 for a scholarship for an Adelaide Hills student entering university. The scholarship (totalling \$6,000 after a contribution from the Trust itself) was made as a cash payment to a student selected on the basis of their academic achievement, community involvement and area of study.

Adelaide Hills Council is the only council which has partnered with the Trust to provide an annual scholarship. Other scholarship partners are generally private sector companies which offer the opportunity for the scholarship recipient to develop a relationship with the company, or foundations seeking to promote a particular course of study.

The Playford Trust has once again invited the Council to fund a scholarship in 2022.

3. ANALYSIS

In deliberations for the 2020-21 budget, there were discussions about discontinuing the scholarship in preference to funding initiatives which would have a wider impact and target those with greater need. As a consequence, an allocation for the Playford Trust was not included in the 2020-21 Annual Business Plan and Budget.

As noted earlier, the Adelaide Hills Council Playford Trust Scholarship provided a \$6,000 cash payment to a student, generally with high academic results, entering university.

The Council has increased its focus on programs which have a wider impact on supporting multiple young people in target areas. For instance, the Council's flagship Youth Leadership Program (now in its third year) supports 10 – 12 young people each year who are looking for opportunities to develop personal and professional skills beyond that offered through mainstream education and post-education programs. Operation Flinders, which receives \$8,500 in support from the Council annually, offers a program for up to 10 at-risk youth from the Council district. By contrast, to date a total of five residents have benefitted from the Scholarship, over a period of as many years.

The Council has further opportunities to consider sponsorships and incentive programs for youth, in line with the action in the Youth Action Plan, which will have broader and more targeted impacts than that offered by funding a Playford Trust Scholarship. It should be noted that there may be opportunities to partner with the Playford Trust in future should opportunities arise which align with the outcome of the sponsorship and incentive program review under the Youth Action Plan.

At this point in time it is difficult to identify a strategic basis for the Council to fund a Playford Trust scholarship when compared to other demands on Council funding and, as such, it is recommended that Council decline the opportunity on this occasion.

4. OPTIONS

Council has the following options:

- I. Decline the opportunity to fund a Playford Trust Scholarship (Recommended)
- II. Fund a Playford Trust scholarship. Should Council determine to do so, it will be necessary to allocate funding accordingly. (Not Recommended)
- III. Make any other resolutions in relation to the matter as the Council so determines.

5. APPENDIX

Nil

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

Item:	12.14
Responsible Officer:	Lachlan Miller Executive Manager Governance & Performance Office of the Chief Executive
Subject:	Southern & Hills Local Government Association – approval of amended Charter
For:	Decision

SUMMARY

The Southern & Hills Local Government Association (SHLGA) is a Regional Subsidiary created under s43 of the *Local Government Act 1999* (the Act) to which the Adelaide Hills Council is a constituent council.

The SHLGA Board has been working on revisions to its current Charter (**Appendix 1**) and unanimously resolved in February 2021 for a draft version to be considered by its Constituent Councils for unanimous resolution. However, some councils identified areas of concern (sitting fees, voting threshold for Charter changes, eligibility for offices) and the Charter has been further amended to address those concerns.

At its 22 October 2021 meeting, the Board unanimously resolved to approve the amended draft Charter and endorsed the amended draft Charter for a round of consultation and resolution from the Constituent Councils.

The purpose of this report is to provide the Council with the revised Charter and for consideration to be given to approval.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted**
 - 2. That the Southern & Hills Local Government Association’s approval of the revised draft Charter be noted.**
 - 3. That the amended draft Charter, as contained in Appendix 2, be approved.**
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

Objective O4 We actively represent our community

Priority O4.3 Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

➤ Legal Implications

Regional Subsidiary Charters

Section 43 of the *Local Government Act 1999* (the Act) sets out the processes for the establishment of regional subsidiaries. Regional subsidiaries can be established to provide a specific service or services to carry out a specified activity or to perform a function of the councils.

To establish a s43 regional subsidiary a resolution from each constituent council is required, a charter and other mandated arrangements agreed, and Ministerial approval granted.

The current S&HLGA Charter (**Appendix 1**) was gazetted on 11 August 2011. The Charter prescribes (clause 21) that any amendments must be by unanimous resolution of the Constituent Councils.

Declaration of Interest

Council's appointees to the S&HLGA Board are Mayor Wisdom and CEO Andrew Aitken with Executive Manager Governance & Performance, Lachlan Miller, as the Deputy Board Member. As such, for the purposes of s120(3) of the *Local Government Act 1999*, Lachlan Miller, as the author of this report, is required to advise Council of the interest.

➤ Risk Management Implications

The establishment of appropriately and effectively constituted regional subsidiaries will assist in mitigating the risk of:

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

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

Note that there are many other controls that assist in mitigating this risk.

➤ **Financial and Resource Implications**

There are no direct financial or resource implications arising from the Charter review.

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

There are no direct end-user customer service implications regarding this report.

➤ **Sustainability Implications**

Not directly applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: A presentation on the first round of proposed changes to the SHLGA Charter was made at the 16 February 2021 Council Workshop by the SHLGA Executive Officer. This was followed with another presentation at the 25 May 2021 Council meeting.

Advisory Groups: Not Applicable

External Agencies: SHLGA

Community: Not Applicable

2. BACKGROUND

It is a requirement under Schedule 2, Part 2, 19 (4) of the Local Government Act 1999, that the Constituent Councils of a regional subsidiary are obligated to review the Charter at least once every four years.

The SHLGA Charter was originally gazetted in August 2011. The Association undertook a review of the Charter in 2017 which resulted in no amendments.

In 2020, the SHLGA Advisory Group, were formed by the SHLGA Board to review the Charter and make a recommendation to the Board for their consideration. The Board considered the proposed Charter at its 11 December 2020 meeting and resolved to refer the proposed Charter to the Constituent Councils for discussion and approval. The SHLGA Executive Officer visited all Constituent Councils over the subsequent two months to present to the elected bodies.

Over the course of February – April 2021, each of the Constituent Councils considered the proposed Charter. The District Council of Yankalilla, City of Victor Harbor and Alexandrina Council all approved the proposed Charter as presented. The Kangaroo Island and Mt Barker Council identified concerns regarding sitting fees, voting threshold for Charter changes, eligibility for offices.

Given that there was not going to be unanimous approval for the draft Charter (given the Kangaroo Island and Mt Barker Council resolutions), AHC held off considering the matter however the S&HLGA Executive Officer requested that AHC provide its feedback so that a consolidated picture could be developed across the Constituent Councils and work could commence on further revisions.

As such, Council considered the draft Charter at its 25 May 2021 meeting as resolved:

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

**Moved Cr Kirsty Parkin
S/- Cr Pauline Gill**

98/21

Council resolves:

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

Carried

With the views of each of the Constituent Councils, the S&HLGA Advisory Group undertook a further revision of the draft Charter to address the concerns raised and considered an amended draft Charter at its 22 October 2021 meeting and resolved to approve the Charter and endorse it for a second round of consultation with the Constituent Councils.

3. ANALYSIS

The amended Charter is provided at **Appendix 2** for the Council's consideration.

The key changes to the amended Charter to that considered by Council in May are as follows:

- Clause 5.1.5 and 5.1.6 – clarifying that Board Members shall not be entitled to receive a sitting fee.
- Clause 6 – removing the requirement for the Presiding and Deputy President of the Association to be Elected Members.
- Clause 10 – amendments to the Charter must be by unanimous resolution of the Constituent Councils.

While the majority of the above changes are consistent with the feedback provided by Council in May 2021, there is the matter of Clause 6, in that Council's preference was that the office bearers be Elected Members.

The rationale for Council's position was that this was in recognition of the governance arrangements for SAROC (i.e. Elected Members only) and that it is preferable that those holding the President and Deputy President roles are best positioned to represent SHLGA at SAROC.

As per the revised Clause 6, it is possible that an office bearer could be a Council Officer and would not be eligible to attend SAROC, as such another S&HLGA Board Member (being an Elected Member) would need to be elected to represent the Association at the SAROC meetings.

This is not an ideal situation but is not a critical flaw and is not considered worthy of disagreement thereby prompting another round of amendment and consultation with Constituent Councils.

4. OPTIONS

Council has the following options:

- I. To resolve that the draft amended Charter be approved (**Recommended**)
- II. To determine not to approve the draft amended Charter and/or to resolve for changes to the draft amended Charter (**Not Recommended**). Doing so would require the Association to reconsider and amend the Charter a third time to accommodate the changes requested by a Constituent Council and this would again need to be approved by all of the Councils.

5. APPENDICES

- (1) Current S&HLGA Charter
- (2) Draft amended S&HLGA Charter

Appendix 1

Current S&HLGA Charter

LOCAL GOVERNMENT ACT 1999**SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION***Notice of Alteration to the Charter*

PURSUANT to Clause 21 of the Charter and Clause 19, Part 2, Schedule 2 of the Local Government Act 1999, the Charter published in the *Gazette* on 10 May 2007 at pages 1909 to 1915 was amended by unanimous resolution of the District Council of Mount Barker on 16 May 2011, City of Victor Harbor on 23 May 2011, District Council of Yankalilla on 19 May 2011, Adelaide Hills Council on 24 May 2011, Alexandrina Council on 1 August 2011, Kangaroo Island Council on 8 June 2011 and The Barossa Council on 17 May 2011.

The Charter, as amended, of the Southern & Hills Local Government Association is set out below:

1. INTERPRETATION

‘absolute majority’ means a majority of the whole number of the members.

‘Act’ means the Local Government Act 1999.

‘Association’ means the Southern & Hills Local Government Association.

‘Council’ means a Council as constituted under the Local Government Act 1999.

‘LGA’ means the Local Government Association of South Australia.

‘S&HLGA’ means the Southern & Hills Local Government Association.

2. ESTABLISHMENT

The S&HLGA is established by the Constituent Councils as a regional subsidiary pursuant to Section 43 and Schedule 2 (‘the Schedule’) of the Local Government Act 1999 (‘the Act’).

This Charter governs the affairs of the S&HLGA.

3. CONSTITUENT COUNCILS

The Authority is established by the District Council of Mount Barker, City of Victor Harbor, District Council of Yankalilla, Adelaide Hills Council, Alexandrina Council, Kangaroo Island Council and The Barossa Council (‘the Constituent Councils’).

The Authority is subject to the joint direction of the Constituent Councils.

4. PURPOSE OF THE ASSOCIATION

4.1 To work collaboratively with the LGA to achieve the aims and objectives of the LGA.

4.2 To encourage, promote, protect and foster an efficient and effective autonomous, democratic system of local government elected by and responsible to local communities.

4.3 To identify available resources within the region and to co-ordinate or assist in co-ordinating the management of these resources for the betterment of their region’s community.

4.4 To encourage, assist, seek out, determine, assess and respond to the needs and aspirations of the region’s constituents.

4.5 To develop, encourage, promote, foster and maintain consultation and co-operation between local government authorities, State and Commonwealth Governments and their instrumentalities.

4.6 To develop, encourage, promote, foster and maintain the financial and economic well-being and advancement of the region and if desirable for such purpose to undertake, establish, acquire, conduct or dispose of any business, enterprise, undertaking or venture which in the opinion of S&HLGA is necessary, desirable or convenient.

4.7 To effectively liaise and work with the State and Commonwealth Governments and their instrumentalities on a regional basis for the general enhancement of the region.

5. POWERS

S&HLGA will have the following powers (in addition to and without prejudice to any other powers herein expressed or implied or by virtue of any other legislation applicable):

5.1 To subscribe to, become a member of and/or co-operate with any other association or organisation whose objects are altogether or in part similar or complementary to those of S&HLGA and on such terms as S&HLGA deems appropriate.

5.2 To enter into any arrangements with any Government or authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of S&HLGA.

5.3 To raise revenue through subscriptions or levies from Constituent Councils. To apply for grants from Government Agencies and to seek sponsorship from business enterprise.

5.4 To print or publish any newspapers, periodicals, books, leaflets, treatise, or other writing that S&HLGA may think desirable for the promotion of its objects.

- 5.5 To acquire, deal with and dispose of real and personal property (wherever situated) and rights in relation to real and personal property.
- 5.6 To enter into any kind of contract or arrangement.
- 5.7 To invest funds and in doing so to take into account Part 4 of Chapter 9 of the Act.
- 5.8 To establish committees for the following purposes:
 - 5.8.1 inquiring into and reporting on any matter within the terms of reference determined by the Board;
 - 5.8.2 exercising, performing and discharging delegated powers, functions or duties;
 - 5.8.3 investigating opportunities for resource sharing within the region and implementing strategies to take advantage of any such opportunities;
 - 5.8.4 a member of a committee established in accordance with Clause 10.8 holds office at the pleasure of the Board;
 - 5.8.5 the President of the S&HLGA shall be an *ex officio* member of all committees.
- 5.9 To delegate any function or duty except for any of the powers set out in Section 44 of the Local Government Act 1999, (where such powers are applicable to a Subsidiary).
- 5.10 To do anything else necessary or convenient for, or incidental to, the exercise, performance or discharge of its powers, functions or duties.

6. SOURCES OF REVENUE

The sources of revenue of the S&HLGA may include:

- 6.1 Subscriptions to be applied equally from Constituent Councils under such terms and conditions determined by the Board.
- 6.2 Service charges for services to Constituent Councils under such terms and conditions determined by the Board.
- 6.3 Grants from Government Agencies and the LGA.
- 6.4 Sponsorship from business enterprise.
- 6.5 Loan funds or overdraft, on such conditions as the S&HLGA sees fit for the purpose of the S&HLGA:
 - 6.5.1 A proposal for borrowing by the S&HLGA must be provided to each Constituent Council.
 - 6.5.2 The proposal to borrow must be approved by an absolute majority of the Constituent Councils in writing before it can be considered by the Board.
 - 6.5.3 An Order to Borrow must be approved an absolute majority of the Board.
- 6.6 Interest from the investment of funds.

7. THE BOARD—ROLE AND MEMBERSHIP

- 7.1 The S&HLGA will be governed by a Board.
- 7.2 The Board is responsible for the administration of the affairs of the S&HLGA. The Board must ensure insofar as it is practicable, that the Authority observes the objectives set out in this Charter, that information provided to the Constituent Councils is accurate and that Constituent Councils are kept informed of the solvency of the S&HLGA as well as any material developments which may affect the operating capacity and financial affairs of the S&HLGA.
- 7.3—
 - 7.3.1 Each of the Constituent Councils will appoint two persons to the Board. The Constituent Councils' appointees shall be not less than one elected member of the Constituent Council and the other appointee may be a Council Officer.
 - 7.3.2 Each Constituent Council may appoint either an Elected Member or a Council Officer as Deputy Board Member who may attend Board Meetings in the place of a Council Board Member who is absent.
 - 7.3.3 The Board may appoint observers to the Board. Such appointees will not be entitled to vote at meetings.
 - 7.3.4 Board members shall not be entitled to receive a sitting fee.
- 7.4 A certificate signed by the Chief Executive Officer of the appointing Constituent Council will be sufficient evidence of appointment.
- 7.5 The President shall preside over all meetings of the Board.
- 7.6 In the absence of the President, the Deputy President will preside over meetings of the Board.

- 7.7 In the absence of the President and Deputy President, the Board will elect a temporary Acting Chairperson from amongst their members.

8. TERM OF OFFICE—THE BOARD

- 8.1 Subject only to the following subclauses, the term of office of each member of the Board will be as determined by the Constituent Council responsible for the appointment of the member.
- 8.2 The Board may by a two-thirds majority vote of the members present (excluding the member subject to this Clause):
- 8.2.1 make a recommendation to the Constituent Council responsible for the appointment of the relevant member, seeking the appointing body's approval to terminate the appointment of the member.
- 8.3 The Constituent Council which appointed the member whose term of office has become vacant will be responsible to appoint the replacement member.

9. PROCEEDINGS OF THE BOARD

- 9.1 Subject only to the extent that they are modified by this Clause, the proceedings of the Board will be the same as those for committees of Council as defined in Part 2 of Chapter 6 of the Act and in accordance with the Regulations for 'Other Committees' comprised in Parts 1, 3 and 4 of the Local Government (Proceedings at Meetings) Regulations 2000.

References in Part 2 of Chapter 6 of the Act to 'the Chief Executive Officer' shall be read as if they were references to the Executive Officer of the Authority and references to 'the Council' or 'the committee' shall be read as if they were references to the Authority.

To the extent that this Charter and the Act and its associated Regulations are silent, the Board may determine its own meeting procedures.

- 9.2 Subject only to the special provisions of this Clause, no meeting of the Board will commence until a quorum of members is present and no meeting may continue unless there is a quorum of members present. A quorum of members will comprise half the members plus one. A time limit of 30 minutes shall apply from the advertised time of the meeting in which to reach a quorum. Failure to reach a quorum within this time limit shall result in a failed meeting.
- 9.3 At the commencement of a telecommunications meeting, each Board member must announce his/her presence to all other Board members taking part in the meeting. A Board member must not leave a telecommunication meeting by disconnecting his/her, audio-visual or other communication equipment, unless that Board member has previously notified the Chairperson of the meeting.
- 9.4 In the event that there is not a quorum present at two consecutive meetings of the Board, then an extraordinary meeting of the Board may be convened in the same manner as for a special meeting (see Clause 6.1), at which the business which was on the agendas for the two previous but failed meetings may be transacted at the extraordinary meeting of the Board where the requirement for a quorum is that there be at least one member representing each of the Constituent Councils in attendance. Decisions made at such a meeting will be binding on the subsidiary and all members of the Board and the Constituent Councils.
- 9.5 Subject only to any specific requirement of this Charter, all matters for decision at a meeting of the Board will be decided by a simple majority of the members present and entitled to vote on the matter. Both members from each Constituent Council present are entitled to vote on a matter. Voting members are entitled only to a deliberative vote. Board members may not vote by proxy.
- 9.6 In the event of equality of votes, the Chairperson will not have a casting vote and the matter will be deemed to have lapsed and may at some later time be reconsidered.
- 9.7 Meetings of the Board will be held at such time and such place as the Board decides subject only to the requirement that there will be at least one meeting in every two calendar months.
- 9.8 A special meeting of the Board may be held at any time and may be called at the request of the Chairperson or at the written request of eight members of the Board representing all of the Constituent Councils.
- 9.9 Notice of all meetings will be given in accordance with the provisions applicable to a committee meeting under Part 2 of Chapter 6 of the Act and the associated Regulations.
- 9.10 Meetings of the Board will be open to the public unless the Board so resolves to exclude the public pursuant to section 90 of the Act.
- 9.11 All members must keep confidential all documents and any information provided to them in confidence for their consideration prior to a meeting of the Board.
- 9.12 The Board must ensure that accurate written minutes of its proceedings are kept and are produced for verification at the subsequent meeting of the Board.

10. OFFICES OF THE BOARD

- 10.1 The Board shall elect, from the elected member Board members of different Constituent Councils, at the February meeting following the Local Government periodical elections and then every two years thereafter, the following offices for a period of two years:
 - 10.1.1 President, who shall be the Chairperson of the Board;
 - 10.1.2 Deputy President, who shall be the Deputy Chairperson of the Board.
- 10.3 A Board member cannot be elected to the same office for more than two consecutive terms.

11. PROPRIETY OF MEMBERS OF THE BOARD

- 11.1 The principles regarding conflict of interest prescribed in the Act will apply to all members of the Board as if they were elected members of a Council.
- 11.2 The members of the Board will not be required to comply with Division 2, Chapter 5 (Register of Interests) of the Act.
- 11.3 The members of the Board will at all times act in accordance with their duties of confidence and confidentiality and individual fiduciary duties including honesty and the exercise of reasonable care and diligence with respect to the Board as required by Part 4, Division 1, Chapter 5 of the Act and Clause 23 of Part 2 of Schedule 2.

12. ADMINISTRATIVE MATTERS

- 12.1 There will be an Executive Officer of the S&HLGA appointed by the Board on terms and conditions to be determined by the Board.
- 12.2 The Executive Officer will be responsible to the Board:
 - 12.2.1 to ensure that the policies and lawful decisions of the S&HLGA are implemented in a timely manner;
 - 12.2.2 for the efficient and effective management of the operations and affairs of the S&HLGA;
 - 12.2.3 to provide advice and reports to the Board on the exercise and performance of the S&HLGA powers and functions; and
 - 12.2.4 to give effect to the principles of human resource management generally applicable within the local government industry.
- 12.3 The Executive Officer has such powers, functions and duties prescribed by this Clause and as determined necessary by the Board from time to time to ensure the efficient and effective management of the operations and affairs of the S&HLGA.
- 12.4 The Board may employ other officers and it may authorise the Executive Officer to employ such other officers on its behalf as are required for the efficient and effective management of the operations and affairs of the Authority.
- 12.5 The Board may engage professional consultants and it may authorise the Executive Officer to engage professional consultants to provide services to the S&HLGA to ensure the proper execution of its decisions, the efficient and effective management of the operations and affairs of the S&HLGA and for giving effect to the general management objectives and principles of personal management prescribed by this Charter.

13. BUSINESS PLAN

- 13.1 The S&HLGA shall have a rolling Business Plan in respect of the ensuing four years.
- 13.2 The Business Plan must:
 - 13.2.1 state the services to be provided by the S&HLGA;
 - 13.2.2 identify how the S&HLGA intends to manage service delivery;
 - 13.2.3 identify the performance targets which the S&HLGA is to pursue;
 - 13.2.4 provide a statement of financial and other resources and internal processes that will be required to achieve the performance targets and objectives of the S&HLGA; and
 - 13.2.5 specify the performance measures that are to be used to monitor and assess performance against targets.
- 13.3 Prior to setting the draft budget each year the S&HLGA must review the Business Plan in conjunction with the Constituent Councils.

14. BUDGET

- 14.1 The S&HLGA must prepare a budget for the forthcoming financial year.
- 14.2 The budget must:
 - 14.2.1 deal with each principal activity of the S&HLGA on a separate basis;

- 14.2.2 be consistent with and account for activities and circumstances referred to in the S&HLGA's business plan;
- 14.2.3 identify the amount of surplus (deficit) brought forward from the previous year;
- 14.2.4 identify the amount of subscription to be made by each Constituent Council;
- 14.2.5 be submitted in draft form to each Constituent Council before 30 April for information of its proposed contribution for the ensuing year; and
- 14.2.6 not be adopted by the Authority until after 31 May but before 30 September.
- 14.3 The adoption of the budget requires a two-thirds majority of the Board members present.
- 14.4 The S&HLGA must provide a copy of its budget to each Constituent Council within five business days after adoption.
- 14.5 The S&HLGA must reconsider its budget in accordance with Regulation 7 of the Local Government (Financial Management) Regulations 1999.
- 14.6 The S&HLGA must submit to each Constituent Council for approval, any proposed amendment to the budget that provides for an additional financial contribution by the Constituent Councils.

15. ACCOUNTING

The S&HLGA must ensure that its accounting records, accounts and financial statements are prepared and maintained in accordance with all relevant Australian Accounting Standards. See Regulations 8 and 9, Local Government (Financial Management) Regulations 1999, in relation to particular accounting practices.

16. FINANCIAL MANAGEMENT

- 16.1 The S&HLGA shall maintain an operations bank account and such other accounts as it may determine from time to time. The operators of all bank accounts shall be the President and Executive Officer and not less than two members appointed at the AGM where any two of the bank operators are required to operate the accounts.
- 16.2 The Executive Officer shall cause adequate and proper books of account to be kept in relation to all affairs of the S&HLGA.
- 16.3 The Executive Officer shall prepare a draft Operations Manual for the Executive Committee and following any amendment, shall adopt the Operations Manual and make recommendations on the implementation of the manual.
- 16.4 The S&HLGA shall give due regard to Chapter 9, Part 4 of the Act when investing funds.
- 16.5 The financial year for the S&HLGA is from 1 July to 30 June.

17. AUDIT

- 17.1 The S&HLGA must appoint an Auditor.
- 17.2 The S&HLGA must provide its audited financial statements to the Chief Executive Officer of each Constituent Council by 30 September. See Part 5, Local Government (Financial Management) Regulations 1999, in relation to the S&HLGA's audit responsibilities.

18. REPORTS AND INFORMATION

- 18.1 The S&HLGA must submit its annual report on its work and operations including its audited financial statements, to each Constituent Council before 30 September.
- 18.2 Within two weeks following each ordinary meeting of the Board the Constituent Councils shall be provided with a Key Outcomes Summary of the meeting that shall include the Achievements Against the Business Plan Report for those meetings that it is received by the Board.
- 18.3 The Board shall report at any other time at the written request of a Constituent Council on matters being undertaken by the S&HLGA. Any such report shall be provided to all Constituent Councils.

19. THE SEAL

- 19.1 The S&HLGA will have a common seal which may be affixed to documents requiring execution under common seal and must be witnessed by the Chairperson of the Board and one other Board member present at the meeting.
- 19.2 The common seal must not be affixed to a document except to give effect to a resolution of the Board. The Executive Officer will maintain a register which records the resolutions of the Board giving authority to affix the common seal and details of the documents to which the common seal has been affixed with particulars of the persons who witnessed the fixing of the seal and the date.
- 19.3 The Board may by instrument under seal authorise a person to execute documents on behalf of the S&HLGA. The Executive Officer will maintain a register of such resolutions and details of any documents executed in this way, together with particulars of the person executing the document.

20. DISPUTES

- 20.1 In the event of any dispute or difference between one or more Constituent Councils and the S&HLGA concerning the operations or affairs of the Authority, the dispute process shall be initiated by a Constituent Council serving a notice of dispute on the S&HLGA with a contemporaneous copy being served on all other Constituent Councils. The Constituent Councils:
- 20.1.1 will attempt to settle the dispute or difference by negotiating in good faith;
 - 20.1.2 if good faith negotiations do not settle the dispute or difference within one month of the dispute arising then the dispute shall be referred to an expert for determination. The expert shall be a person with the skills and expertise necessary to resolve the dispute and shall be nominated by the President of the Local Government Association of South Australia. The expert is an expert and not an arbitrator. The expert's determination shall be final and binding on the Constituent Councils. The costs of the expert will be apportioned and payable in accordance with the expert's determination;
 - 20.1.3 if the dispute is unable to be resolved by the expert within six months then any Constituent Council may request the Minister to dissolve the S&HLGA; and
 - 20.1.4 notwithstanding the existence of a dispute or difference, the Constituent Councils will continue to meet their obligations to the S&HLGA.

21. ALTERATION TO THE CHARTER

- 21.1 This Charter may be amended by unanimous resolution of the Constituent Councils.
- 21.2 The Executive Officer of the S&HLGA must ensure that the amended Charter is published in the *Gazette*.
- 21.3 Before the Constituent Councils vote on a proposal to alter this Charter they must take into account any recommendations of the Board.

22. ADDITION OF NEW MEMBER

- 22.1 The Board may consider the addition of a new member to the S&HLGA.
- 22.2 The Constituent Councils must resolve unanimously to approve the addition of a new member to the S&HLGA and must obtain Ministerial approval.
- 22.3 The Charter shall be amended in accordance with the provisions of this Charter to address any new addition.

23. WITHDRAWAL OF A CONSTITUENT COUNCIL

- 23.1 Subject to the approval of the Minister, a Constituent Council may withdraw from the S&HLGA by giving not less than six months notice of its intention to do so to all other Constituent Councils and the Executive Officer.
- 23.2 In any event a withdrawal cannot become effective until 30 June following the expiry of the six months in the preceding subclause. Until withdrawal becomes effective, the Constituent Council proposing withdrawal from the Authority will remain liable for all financial contributions in the remaining period and through its members on the Board, the responsibility of ensuring the continued proper conduct of the affairs of the Authority.
- 23.3 A withdrawing Constituent Council is not entitled to any refunds of any contributions made.

24. CIRCUMSTANCES NOT PROVIDED FOR

- 24.1 If any circumstances arise to which this Charter is silent, incapable of taking effect or being implemented according to its strict provisions, S&HLGA will have the power to determine what action may be taken to ensure the effective administration and objectives of S&HLGA provided that such action will be determined at a meeting of S&HLGA.

25. WINDING UP

- 25.1 In addition to the provisions of Clause 33 of Schedule 2 of the Act, the S&HLGA may be wound up by the Constituent Councils.
- 25.2 In the event of dissolution and after payment of all expenses any surplus assets shall be returned to Constituent Councils in proportion to the subscription paid in the financial year prior to the passing of the resolution to dissolve.
- 25.3 In the event of dissolution where there are insufficient funds to pay all expenses due by S&HLGA a levy shall be struck to cover the deficiency, such levy being in proportion to the subscription payable in the financial year prior to dissolution.

26. INSOLVENCY

In the event of the insolvency of the S&HLGA each Constituent Council shall be responsible for the liabilities of the Association in proportion to the subscription payable in the financial year prior to its insolvency.

F. PEDLER, Executive Officer

Appendix 2

Draft amended S&HLGA Charter

CHARTER
OF THE
SOUTHERN & HILLS
LOCAL GOVERNMENT ASSOCIATION (REGIONAL
SUBSIDIARY)

Under the provisions of the Local Government Act 1999.

SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION

LOCAL GOVERNMENT ACT 1999

CHARTER

1. INTRODUCTION

1.1 Name

The name of the subsidiary is the Southern & Hills Local Government Association (referred to as 'the Subsidiary' in this Charter).

1.2 Definitions

'absolute majority' means a majority of the whole number of the Board Members;

'Act' means the *Local Government Act 1999* and includes all regulations made thereunder;

'Affiliate' has the meaning given by clauses 11.10 to **Error! Reference source not found.** (inclusive);

'Board Member' means at any time a member of the Board and, where the context so admits, includes a Deputy Board Member;

'Board' means the board of management of the Subsidiary;

'Budget' means a budget that conforms to Clause 25 of Schedule 2 to the Act and last adopted by the Board;

'Business Plan' means a business plan that conforms to Clause 24 of Schedule 2 to the Act and last adopted by the Board;

'Constituent Council' means the Councils listed in clause 1.4, minus any such Council which ceases to be a Constituent Council and plus any Council which becomes a Constituent Council in accordance with clause 11;

'Council' means a council as constituted under the Act;

'Deputy Board Member' means at any time a person appointed and holding office as a Deputy to a Board Member;

'Deputy President' means the person elected as Deputy President of the Board;

'Elected Member' means a Mayor, Chairperson or Councillor of a Council;

'Financial year' means a year beginning on 1 July in each year and ending on 30 June of the following year;

‘LGA’ means the Local Government Association of South Australia.

‘Minister’ means the Minister for the time being responsible for the administration of the Act;

‘President’ means the person elected as President of the Board and includes a person authorised by this Charter to act in place of the President;

‘Principal Officer’ means at any time the person appointed and holding office as Principal Officer of the Subsidiary under clause 8.1.1 (which office may be given a different title by resolution of the Board) and includes a person acting in that position;

‘Subsidiary’ means the Southern & Hills Local Government Association constituted under this Charter;

1.3 Interpretation

In this Charter, unless the context otherwise requires:

- 1.3.1 the term ‘person’ shall include a body corporate;
- 1.3.2 the singular includes the plural and vice versa;
- 1.3.3 a reference to the masculine includes the feminine and vice versa;
- 1.3.4 the headings to the Charter are for convenience only and do not form part of the Charter;
- 1.3.5 references to clauses are to clauses of the Charter.

1.4 Constituent Councils

At the time of the adoption of this Charter (as most recently amended), the Constituent Councils of the Subsidiary are:

- 1.4.1 District Council of Mount Barker;
- 1.4.2 City of Victor Harbor;
- 1.4.3 District Council of Yankalilla;
- 1.4.4 Adelaide Hills Council;
- 1.4.5 Alexandrina Council;
- 1.4.6 Kangaroo Island Council; and
- 1.4.7 The Barossa Council.

1.5 Establishment

- 1.5.1 The Subsidiary is established by the Constituent Councils as a regional subsidiary pursuant to Section 43 and Schedule 2 of the Act.

1.5.2 this Charter governs the affairs of the Subsidiary.

1.6 Approvals and directions by two thirds of Constituent Councils

- 1.6.1 In any case where the Act or this Charter refers to the 'Constituent Councils' granting any approval or consent, or making any request, or taking any other step, it will be sufficient if two thirds of the Constituent Councils (rounding up to the nearest whole number) take such step by resolution expressed in the same or similar terms. The Constituent Councils agree that the taking of any such step by two thirds of Constituent Councils will constitute the taking of that step on behalf of all Constituent Councils. The step is deemed to be taken at the time that there are resolutions in effect from two thirds of Constituent Councils for the taking of such step.
- 1.6.2 Clause 1.6.1 is subject to any contrary requirement expressed in this Charter, the Act, or any other law.
- 1.6.3 The Constituent Councils may issue directions to the Subsidiary by resolution of two thirds of the Constituent Councils (rounding up to the nearest whole number) expressed in the same or similar terms. The Constituent Councils agree that the issuing of a direction by two thirds of Constituent Councils will constitute the issuing of a direction on behalf of all Constituent Councils.
- 1.6.4 Whenever a Constituent Council resolves to take any step under this Charter or the Act, or to issue any direction to the Subsidiary, the chief executive officer of that Constituent Council must ensure that a copy of that resolution is provided to the Principal Officer as soon as practicable.

1.7 Local Government Act 1999

- 1.7.1 This Charter must be read in conjunction with the Act.
- 1.7.2 The Subsidiary must conduct its affairs in accordance with the Act and this Charter.
- 1.7.3 In the event of any inconsistency between the Act and this Charter, the Act prevails to the extent of the inconsistency.

1.8 Objects and Purposes

The objects and purposes of the Subsidiary are:

- 1.8.1 to work collaboratively with the LGA for the benefit of Constituent Councils and Affiliates;
- 1.8.2 to encourage, promote, protect and foster an efficient and effective autonomous, democratic system of local government elected by and responsible to local communities;
- 1.8.3 to identify available resources within the region of Constituent Councils and Affiliates and to co-ordinate or assist in co-

ordinating the management of these resources for the betterment of the region's community;

- 1.8.4 to encourage, assist, seek out, determine, assess and respond to the needs and aspirations of the region's constituents;
- 1.8.5 to develop, encourage, promote, foster and maintain consultation and co-operation between local government authorities, State and Commonwealth Governments and their instrumentalities;
- 1.8.6 to develop, encourage, promote, foster and maintain the financial and economic well-being and advancement of the region and if desirable for such purpose to undertake, establish, acquire, conduct or dispose of any business, enterprise, undertaking or venture which in the opinion of the Subsidiary is necessary, desirable or convenient;
- 1.8.7 to effectively liaise and work with the State and Commonwealth Governments and their instrumentalities on a regional basis for the general enhancement of the region;
- 1.8.8 to act as a forum for discussion and consideration of matters relating to the powers, functions and duties of the Constituent Councils and Affiliates under the Act and other statutory provisions in relation to the region.

2. POWER AND FUNCTIONS

- 2.1 The Subsidiary will have all the powers of a natural person, including the following powers (in addition to and without prejudice to any other powers herein expressed or implied or by virtue of any other legislation applicable):
 - 2.1.1 to subscribe to, become a member of and/or co-operate with any other association or organisation whose objects are altogether or in part similar or complementary to those of the Subsidiary and on such terms as the Subsidiary deems appropriate;
 - 2.1.2 to enter into any arrangements with any government or authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Subsidiary;
 - 2.1.3 to appoint, employ, remunerate, manage, dismiss, remove or suspend employees, contractors and advisors;
 - 2.1.4 to raise revenue through subscriptions collected from Constituent Councils and Affiliates;
 - 2.1.5 to open, close and maintain bank accounts;
 - 2.1.6 to apply for grants from government authorities and to seek sponsorship from business enterprises;

- 2.1.7 to print or publish any newspapers, periodicals, books, leaflets, treatises, websites or other writing that the Subsidiary may think desirable for the promotion of its objects;
- 2.1.8 to acquire, deal with and dispose of assets including real and personal property (wherever situated) and rights in relation to real and personal property;
- 2.1.9 to enter into any kind of contract or arrangement;
- 2.1.10 to invest any of the funds of the Subsidiary in any investment, provided that the Subsidiary must avoid investments that are speculative or hazardous in nature;
- 2.1.11 to establish committees for the following purposes:
 - 2.1.11.1 inquiring into and reporting on any matter within the terms of reference determined by the Board;
 - 2.1.11.2 exercising, performing and discharging delegated powers, functions or duties;
 - 2.1.11.3 investigating opportunities for resource sharing within the region and implementing strategies to take advantage of any such opportunities;
- 2.1.12 to determine the terms of reference and membership of any committee which the Subsidiary may establish (and members of any committee shall hold office at the pleasure of the Subsidiary);
- 2.1.13 to delegate or (where permitted) subdelegate any function or duty in accordance with the Act;
- 2.1.14 to commence and maintain legal proceedings of any nature;
- 2.1.15 to do anything else necessary or convenient for, or incidental to, the exercise, performance or discharge of its powers, functions or duties;
- 2.1.16 to exercise or perform any functions, powers or duties delegated to the Subsidiary by a Constituent Council;
- 2.1.17 to carry out any lawful direction of the Constituent Councils.

3. SOURCE OF REVENUE

- 3.1 The sources of revenue of the subsidiary include:
 - 3.1.1 subscriptions to be applied equitably to Constituent Councils under such terms and conditions determined by the Board (and the Constituent Councils agree to pay such subscriptions);
 - 3.1.2 service charges for services to Constituent Councils under such terms and conditions determined by the Board;

- 3.1.3 grants from government authorities and the LGA;
- 3.1.4 sponsorship from business enterprises;
- 3.1.5 interest from the investment of funds;
- 3.1.6 loan funds or overdrafts on such conditions as the Subsidiary sees fit for the purposes of the Subsidiary, provided that:
 - 3.1.6.1 a proposal for borrowing by the Subsidiary must be provided to each Constituent Council;
 - 3.1.6.2 the proposal to borrow must be approved by the Constituent Councils in writing before it can be considered by the Board;
 - 3.1.6.3 a decision to borrow must be approved by an absolute majority of the Board.
- 3.2 Each Constituent Council shall be liable to contribute funds to the Subsidiary each financial year in accordance with the amount specified in the Budget adopted by the Subsidiary for that year (including a revised Budget). Any unpaid amounts may be recovered by the Subsidiary from a Constituent Council as a debt.

4. THE BOARD ROLE AND FUNCTION

- 4.1 The Board is responsible for the administration of the affairs of the Subsidiary.
- 4.2 The functions of the Board include the following:
 - 4.2.1 the formulation of strategic plans and strategies aimed at improving the activities of the Subsidiary;
 - 4.2.2 providing input and policy direction to the Subsidiary;
 - 4.2.3 ~~employing, appointing, remunerating, and managing (including suspending and removing), dismissing and suspending the~~ Principal Officer;
 - 4.2.4 ensuring that ethical behaviour and integrity is followed in all activities undertaken by the Subsidiary;
 - 4.2.5 subject to this Charter, ensuring that the activities of the Subsidiary are undertaken in an open and transparent manner;
 - 4.2.6 assisting in the development of Business Plans;
 - 4.2.7 exercising the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons;
 - 4.2.8 ensuring, insofar as it is practicable, that the Subsidiary observes the objectives set out in this Charter, that information

provided to the Constituent Councils is accurate and that Constituent Councils are kept informed of the solvency of the Subsidiary as well as any material developments which may affect the operating capacity and financial affairs of the Subsidiary.

5. MEMBERSHIP

5.1 Membership of the Board

- 5.1.1 Each of the Constituent Councils will appoint two persons to the Board, one of whom must be an Elected Member of the Constituent Council and the other of whom may be an Elected Member or an employee of the Constituent Council.
- 5.1.2 Each of the Constituent Councils may appoint one Deputy Board Member for each of that Constituent Council's Board Members. A Deputy Board Member may attend Board Meetings in the place of the Board Member for whom they are deputy, whenever that Board Member is absent.
- 5.1.3 If a Board Member and their Deputy Board Member are unable to attend a Board meeting, the relevant Constituent Council may appoint through its Mayor and CEO a representative with voting powers to attend that Board meeting (and such person will be considered to be a Board Member for the purposes of that meeting).
- ~~5.1.4~~ The Board may appoint observers to the Board. Such observers will not be entitled to vote at meetings.
- ~~5.1.4~~~~5.1.5~~ Board members shall not be entitled to receive a sitting fee.
- ~~5.1.5~~~~5.1.6~~ Subject to any requirement or limitations imposed under the Act or any other law, the Board may pay ~~allowances and~~ expenses to Board Members on terms and conditions determined by the Board.
- ~~5.1.6~~~~5.1.7~~ A formal notification signed by the chief executive officer of the appointing Constituent Council will be sufficient evidence of appointment to the Board.

5.2 Term of Office – The Board

- 5.2.1 A Board member shall be appointed for a term expiring at the conclusion of the next periodic Local Government Election (for the Constituent Council which appointed them) following their appointment.
- 5.2.2 the Board may by a two-thirds majority vote of the members present (excluding the member subject to this Clause) make a recommendation to the relevant Constituent Council requesting that the Constituent Council terminate the appointment of a Board Member in the event of:

- 5.2.2.1 any behaviour of the Board Member which in the opinion of the Board amounts to impropriety;
 - 5.2.2.2 serious neglect of duty in attending to the responsibilities of a Board Member;
 - 5.2.2.3 breach of fiduciary duty to the Subsidiary or the Constituent Council(s);
 - 5.2.2.4 breach of the duty of confidentiality to the Subsidiary or the Constituent Council(s);
 - 5.2.2.5 breach of the conflict of interest provisions of the Act; or
 - 5.2.2.6 any other behaviour that may, in the opinion of the Board, discredit the Subsidiary or the Constituent Councils.
- 5.2.3 if the Constituent Council affected does not accept the recommendation of the Board in relation to the termination of the appointment of the member concerned then the matter is able to be dealt with in accordance with Clause 9;
- 5.2.4 The appointment of a Board Member shall terminate prior to the expiry of the term described in clause 5.2.1 in any of the following circumstances:
- 5.2.4.1 upon the death of the Board Member;
 - 5.2.4.2 upon the Board Member ceasing to be an Elected Member or employee (as the case may be) of the Council which appointed the Board Member;
 - 5.2.4.3 upon the Board Member's appointment being revoked by the Council which appointed the Board Member;
 - 5.2.4.4 upon the Board Member resigning his/her position as Board Member by notice in writing to the Principal Officer;
 - 5.2.4.5 upon the occurrence of any of the other circumstances described in clause 20(3) of Schedule 2 to the Act.
- 5.2.5 Where a vacancy occurs in the office of Board Member, the Constituent Council which appointed the person occupying that office may appoint a replacement Board Member by whatever method the Constituent Council sees fit, for the balance of the term of office.

- 5.2.6 Nothing in this Charter prevents a person from being appointed to any number of consecutive or non-consecutive terms as Board Member.

5.3 Propriety of members of the Board

- 5.3.1 The principles regarding conflict of interest prescribed in the Act extend to the Subsidiary and Board Members as if the Subsidiary were a Council and as if Board Members were Elected Members.
- 5.3.2 The Board Members will not be required to comply with Division 2 of Part 4 of Chapter 5 (Register of Interests) of the Act.
- 5.3.3 Board Members will at all times act in accordance with their statutory duties including duties honesty and the exercise of reasonable care and diligence with respect to the Board as required by Clauses 23 and 34 of Schedule 2 of the Act.

6. OFFICES OF THE BOARD

- 6.1 The Board shall, at the first meeting of the Subsidiary following the conclusion of local government periodic elections for all Constituent Councils:
- 6.1.1 appoint a Board Member ~~(who must be an Elected Member of a Constituent Council)~~ as President, who shall be the chairperson of the Board;
- 6.1.2 appoint a different Board Member ~~(who must be an Elected Member of a Constituent Council)~~ as Deputy President, who shall be the deputy chairperson of the Board.
- 6.2 A Board Member appointed as President or Deputy President will hold such office for a term of two years.
- 6.3 At the next meeting of the Board after the expiry of two years from the conclusion of local government periodic elections for all Constituent Councils, the Board shall again:
- 6.3.1 appoint a Board Member ~~(who must be an Elected Member of a Constituent Council)~~ as President, who shall be the chairperson of the Board;
- 6.3.2 appoint a different Board Member ~~(who must be an Elected Member of a Constituent Council)~~ as Deputy President, who shall be the deputy chairperson of the Board.
- 6.4 Where there is more than one nomination for the position of President or Deputy President under this clause, there will be an election decided by ballot in a manner determined by the Board.
- 6.5 Nothing in this Charter prevents a Board Member ~~(who is also an Elected Member of a Constituent Council)~~ from being appointed to any

number of consecutive or non-consecutive terms as President or Deputy President. In the event that:

- 6.5.1 the President resigns in writing (addressed to the Principal Officer) from that office or ceases to be a Board Member for any reason whatsoever, the Deputy President will be appointed to the role of President for the balance of the term of office and the Board Members will appoint a different Board Member ~~(who must be an Elected Member of a Constituent Council)~~ to hold the office of Deputy President for the balance of the term of office ;
- 6.5.2 the Deputy President resigns in writing (addressed to the Principal Officer) from that office or ceases to be a Board Member for any reason whatsoever, the Board Members will appoint a different Board Member ~~(who must be an Elected Member of a Constituent Council)~~ to hold the office of Deputy President for the balance of the term of office;
- 6.5.3 both the President and Deputy President resign in writing (addressed to the Principal Officer) from office and/or cease to be a Board Member for any reason whatsoever, the Board Members will appoint different Board Members ~~(who must be Elected Members of any Constituent Council)~~ to hold the offices of President and Deputy President for the balance of the term of office.

7. PROCEEDINGS OF THE BOARD

7.1 General power to determine procedures

The Board may determine its own meeting procedures which must be fair and contribute to free and open decision making, provided such procedures are consistent with the Act and the provisions of this Charter.

7.2 Chairing of meetings

- 7.2.1 The President, when present at a meeting of the Board, will chair the meeting.
- 7.2.2 If the President is absent from a meeting of the Board, the Deputy President will chair the meeting for so long as the President remains absent.
- 7.2.3 If both the President and Deputy President are absent from a meeting, the Board Members present will appoint one of their number (by any means determined by the Board) to chair the meeting for so long as the President and Deputy President remain absent. The Principal Officer will preside for the purposes of determining this question.

7.3 Quorum

- 7.3.1 A quorum of the Board is half of the total number of Board Members (ignoring any fraction) plus 1.
- 7.3.2 No meeting of the Board will commence until a quorum of members is present and no formal transaction of business may continue unless there is a quorum of members present.
- 7.3.3 If at any time during a meeting of the Board there is no quorum the Board Members may decide to continue informal discussions and any outstanding business shall be deferred until a quorum is again obtained, or to a future meeting. The meeting will be adjourned to a place and time to be determined by the person chairing the meeting.

7.4 Telecommunications

- 7.4.1 For the purpose of this Clause the contemporary linking together by telephone, audio-visual or other instantaneous means ("telecommunications meeting") of a number of the Board Members is deemed to constitute a meeting of the Board, provided that there is collectively a quorum and provided that notice of the meeting is given to all Board Members in accordance with this Charter.
- 7.4.2 Each of the Board Members taking part in the telecommunications meeting must at all times during the meeting be able to hear and be heard by each of the Board Members present. At the commencement of a telecommunications meeting, each Board Member must announce his/her presence to all of the Board Members taking part in the meeting.
- 7.4.3 A Board Member must not leave a telecommunications meeting by disconnecting his/her audio-visual or other communication equipment, unless that Board Member has previously notified the chairperson of the meeting.

7.5 Voting

Subject only to any specific requirement of this Charter, all matters for decision at a meeting of the Board will be decided by a simple majority of the members present and entitled to vote on the matter. Board Members are entitled only to a deliberative vote. Board Members may not vote by proxy.

7.6 No Casting Vote

In the event of equality of votes, the chair will not have a casting vote and the matter will be deemed to have lapsed and may at some later time be reconsidered.

7.7 Timing and calling of Meetings

- 7.7.1 The Board will endeavour to meet at least four times per year, at times and places to be determined the Board.

- 7.7.2 The Principal Officer (or, if there is no Principal Officer, the chief executive officers of the Constituent Councils) will determine the time and place of the first meeting of the Board after the conclusion of local government periodic elections for all Constituent Councils (which will not be until at least two thirds of the Constituent Councils have appointed Board Members).
- 7.7.3 A special meeting of the Board may be called by the Principal Officer at any time at the request of the President (or in the President's absence, the Deputy President), or at the request of two thirds of the Board Members (rounding up to the nearest whole number), provided that any request will be in writing addressed to the Principal Officer and will be accompanied by an agenda and any written reports or other material to be considered at the meeting (and if an agenda is not provided, the request is of no effect).

7.8 Notice of Meetings

Notice of all meetings will be given to Board Members and to the public in a manner determined by the Board (or, in the absence of any determination by the Board, in a manner determined by the Principal Officer).

7.9 Public Access

- 7.9.1 Meetings of the Board will be open to the public unless the Board resolves to exclude the public (on whatever basis the Board sees fit).
- 7.9.2 Part 3 of Chapter 6 of the Act does not extend to the Subsidiary.
- 7.9.3 The Subsidiary will not exclude observers appointed by any Constituent Council under clause 21(8) of Schedule 2 to the Act.

7.10 Confidentiality

- 7.10.1 where the Board has considered any information or a matter in the absence of the public, all documents (including reports and minutes) relating to that matter will not be made available to the public unless the Board specifically resolves that any document(s) be made public.
- 7.10.2 all Board Members must at all times keep confidential all documents and any information provided to them on a confidential basis.

7.11 Minutes

- 7.11.1 The Board must ensure that accurate written minutes of its proceedings are kept and are produced for verification at the subsequent meeting of the Board.
- 7.11.2 The Principal Officer will ensure that all minutes, and any documents or reports supplied to the Board for consideration at

a meeting of the Board, are available for inspection by members of the public at the principal office of the subsidiary or on a website determined by the Principal Officer unless the document or report is confidential in nature or the Board or the Principal Officer considers there is other good reason that the report should not be made available to the public.

7.12 Circular resolution

The Board may determine procedures by which a resolution may be made without a meeting of the Board, in accordance with and subject to clause 21(6) of Schedule 2 to the Act.

8. ADMINISTRATION

8.1 Principal Officer

8.1.1 There will be a Principal Officer of the Subsidiary appointed by the Board on such terms and conditions as may be determined by the Board.

8.1.18.1.2 The Principal Officer may, but need not, be an employee of the Subsidiary.

8.1.28.1.3 The Principal Officer:

8.1.2.18.1.3.1 is responsible for the appointing, employing, remunerating, managing, dismissing, removing or suspending subordinate employees of the Subsidiary (on behalf of the Subsidiary);

8.1.2.28.1.3.2 is responsible for determining the conditions of employment and organisational structure with respect to subordinate employees;

8.1.2.38.1.3.3 will give effect to the principles of human resource management generally applicable within the local government industry;

8.1.2.48.1.3.4 will ensure that the policies and lawful decisions of the Board are implemented in a timely manner;

8.1.2.58.1.3.5 is responsible for the efficient and effective day-to-day management of the operations and affairs of the Subsidiary;

8.1.2.68.1.3.6 shall cause records to be kept of all activities and financial affairs of the Subsidiary in accordance with this Charter;

8.1.2.78.1.3.7 shall provide advice and reports to the Board on the exercise and performance of the Subsidiary's powers and functions;

~~8.1.2.8~~8.1.3.8 may on behalf of the Subsidiary engage any professional advisors or other contractors to provide any services which are necessary or convenient to assist in the exercise or fulfilment of the powers, functions or duties of the Principal Officer and/or the Subsidiary.

~~8.1.3~~8.1.4 The Principal Officer has such powers, functions and duties prescribed by this Clause and such additional, powers, functions and duties as may be determined by the Board from time to time to ensure the efficient and effective management of the operations and affairs of the Subsidiary.

~~8.1.4~~8.1.5 In any case where the Subsidiary delegates a power, function or duty to the Principal Officer under clause 36 of Schedule 2 to the Act, such delegation includes (unless the Subsidiary expressly determines to the contrary) the power for the Principal Officer to subdelegate that power, function or duty to any of the persons or bodies listed in clause 36 of Schedule 2 to the Act.

8.2 The Business Plan

8.2.1 The Subsidiary shall have a rolling Business Plan in respect of the forthcoming four years.

8.2.2 The Business Plan must:

8.2.2.1 state the services to be provided by the Subsidiary;

8.2.2.2 identify how the Subsidiary intends to manage service delivery;

8.2.2.3 identify the performance targets which the Subsidiary is to pursue;

8.2.2.4 provide a statement of financial and other resources and internal processes that will be required to achieve the performance targets and purposes of the Subsidiary; and

8.2.2.5 specify the performance measures that are to be used to monitor and assess performance against targets.

8.2.3 Prior to setting the draft budget each year, the Subsidiary must review the Business Plan in conjunction with the Constituent Councils;

8.2.4 The Board shall:

8.2.4.1 compare the Business Plan against performance targets at least twice every Financial Year;

8.2.4.2 review the contents of the Business Plan annually; and

8.2.4.3 undertake reasonable consultation with the Constituent Councils prior to adopting or amending the Business Plan.

8.3 Budget

8.3.1 The Subsidiary must prepare and adopt an annual Budget for the forthcoming financial year. The Budget must:

8.3.1.1 deal with each principal activity of the Subsidiary on a separate basis;

8.3.1.2 be consistent with and account for activities and circumstances referred to in the Subsidiary's Business Plan;

8.3.1.3 identify the amount of surplus (deficit) brought forward from the previous year;

8.3.1.4 identify the amount of subscriptions to be made by each Constituent Council;

8.3.1.5 be submitted in draft form to each Constituent Council before 30 April for information of its proposed contribution for the ensuing year;

8.3.1.6 be adopted by the Subsidiary after 31 May but before 31 July.

8.3.2 The adoption of the budget requires a two-thirds majority of the Board Members present.

8.3.3 The Subsidiary must provide a copy of its budget to each Constituent Council within five business days after adoption.

8.3.4 The Subsidiary must review its budget in accordance with the *Local Government (Financial Management) Regulations 2011*.

8.3.5 The Subsidiary must submit to each Constituent Council for approval any proposed amendment to the Budget. Any amendment to the Budget will not be approved unless it is approved by all Constituent Councils which would be required to contribute more funds under the proposed amended budget than they would under the Budget as originally adopted for that year (as well as there needing to be a two-thirds majority of Constituent Councils approving the amendment as per clause 1.6.1).

8.3.6 The Subsidiary may incur spending in accordance with clauses 25(4) and (5) of Schedule 2 to the Act.

8.4 Accounting

The Subsidiary must ensure that its accounting records, accounts and financial statements are prepared and maintained in accordance with all relevant Australian Accounting Standards and the *Local Government (Financial Management) Regulations 2011*.

8.5 Financial Management

- 8.5.1 The Subsidiary shall maintain an operations bank account and such other accounts as it may determine from time to time.
- 8.5.2 The Principal Officer shall cause adequate and proper books of account to be kept in relation to all affairs of the Subsidiary;
- 8.5.3 the financial year for the Subsidiary is from 1 July to 30 June;
- 8.5.4 the Subsidiary shall appoint no less than two Board Members, the Principal Officer, the President and Deputy President as authorised operators of the bank accounts. A minimum of two authorised operators must be required to sign cheques and deal with the bank account;
- 8.5.5 any payments made by Electronic Funds Transfer must be made in accordance with procedures set by the Board and approved by the Auditor;
- 8.5.6 the Subsidiary may distribute to the Constituent Councils (in equitable proportions determined by the Subsidiary) any surplus revenue as determined by the Board, having regard to estimated future expenditure that the Business Plan or Budget envisages in any financial year;
- 8.5.7 the Principal Officer must act prudently in the handling of all financial transactions for the Subsidiary and must provide quarterly financial and corporate reports to the Board and, if requested, the Constituent Councils.

8.6 Audit

- 8.6.1 the Subsidiary must appoint an Auditor in accordance with the *Local Government (Financial Management) Regulations 2011*.
- 8.6.2 the Subsidiary is exempt from the requirement to establish an audit committee. However, should the Subsidiary become not so exempt, an audit committee will be appointed in accordance with the *Local Government (Financial Management) Regulations 2011*.

8.7 Reports & Information

- 8.7.1 the Subsidiary must submit its annual report on its work and operations including its audited financial statements, to each Constituent Council before 30 September;

- 8.7.2 the Board shall report at any other time at the written request of a Constituent Council on matters being undertaken by the Subsidiary. Any such report shall be provided to all Constituent Councils.

8.8 Common Seal

- 8.8.1 The Subsidiary will have a common seal which may be affixed to documents requiring execution under common seal and its affixation must be witnessed by the President and one other Board Member (or, if the President is not available, any two Board Members).
- 8.8.2 The common seal must not be affixed to a document except to give effect to a resolution of the Board. The Principal Officer will maintain a register which records the resolutions of the Board giving authority to affix the common seal and details of the documents to which the common seal has been affixed with particulars of the persons who witnessed the fixing of the seal and the date.
- 8.8.3 The Board may by instrument under common seal authorise a person to execute documents on behalf of the Subsidiary. The Principal Officer will maintain a register of such resolutions and details of any documents executed in this way, together with particulars of the person executing the document.
- 8.8.4 The common seal shall be kept in the custody of the Principal Officer or such other person as the Board may from time to time decide.

8.9 Indemnity Schemes

The subsidiary shall register with the Local Government Mutual Liability scheme and Local Government Workers compensation scheme where applicable and comply with the rules of those schemes.

9. DISPUTES

In the event of any dispute or difference between one or more Constituent Councils and/or the Subsidiary concerning the operations or affairs of the Subsidiary, the following process will apply:

- 9.1 a Constituent Council will serve a notice of dispute on the Subsidiary with a contemporaneous copy being served on all other Constituent Councils.
- 9.2 the Constituent Councils will attempt to settle the dispute or difference by negotiating in good faith;
- 9.3 if good faith negotiations do not settle the dispute or difference within one month of the dispute arising, then the dispute shall be referred to an expert for determination. The expert shall be a person with the skills and expertise necessary to resolve the dispute and shall be nominated

by the President of the LGA. The expert is an expert and not an arbitrator. The expert's determination shall be final and binding on the Constituent Councils. The costs of the expert will be apportioned and payable in accordance with the expert's determination;

- 9.4 if the dispute is unable to be resolved by the expert within six months of the dispute arising, then any Constituent Council may request the Minister to wind up the Subsidiary (and such request will be taken to be a request made on behalf of the Constituent Councils for the purposes of clause 33(1)(a) to Schedule 2 to the Act); and
- 9.5 notwithstanding the existence of a dispute or difference, the Constituent Councils will continue to meet any and all of their obligations to the Subsidiary including all obligations arising under this Charter.

10. ALTERATION TO THE CHARTER

- 10.1 The Constituent Councils may amend this Charter at any time in accordance with clause 1.6.1. The amended Charter must be ratified at the next meeting of the Board after ~~two-thirds~~ a unanimous resolution of the Constituent Councils have resolved to adopt the amended Charter. The amended Charter comes into effect upon ratification by the Board (or a later time if ~~two-thirds~~ all of the Constituent Councils resolve that the amended Charter shall come into effect at such later time).
- 10.2 Before the Constituent Councils vote on a proposal to alter this Charter they will take into account any recommendations of the Board.
- 10.3 The Principal Officer must, on behalf of the Constituent Councils, ensure that:
 - 10.3.1 the amended Charter is published on a website (or websites) determined by the chief executive officers of the Constituent Councils;
 - 10.3.2 a copy of the amended Charter is provided to the Minister; and
 - 10.3.3 a notice of the fact of the amendment and a website address at which the amended Charter is available for inspection is published in the Gazette.

11. CONSTITUENT COUNCILS

Addition of a Constituent Council

- 11.1 A Council which is not a Constituent Council may write to the President seeking to become a Constituent Council.
- 11.2 If a Council writes to the President under clause 11.1, the Board will consider whether the Council should be admitted as a Constituent Council and will communicate its views to the Constituent Councils.

- 11.3 A Council will not be admitted as a Constituent Council unless the Constituent Councils and the Minister approve the addition of the new Constituent Council (and the admission of the Council as a Constituent Council takes effect upon the last such approval being obtained).
- 11.4 If a new Constituent Council is admitted, the Charter shall be amended in accordance with the procedure for amendment of the Charter set out in clause 10 to make reference to the new Constituent Council.

Withdrawal of a Constituent Council

- 11.5 Subject to the approval of the Minister under the Act, a Constituent Council may withdraw as a Constituent Council of the Subsidiary by giving not less than 6 months' notice of its intention to do so to all other Constituent Councils and the Principal Officer, provided that its subscription of the current year and other monies outstanding prior to the date of its giving notice of withdrawal have been paid to the Subsidiary.
- 11.6 In any event a withdrawal cannot become effective until 30 June following the expiry of the six months in the preceding subclause. Until withdrawal becomes effective, the Constituent Council proposing withdrawal from the Subsidiary will remain liable for all financial contributions in the remaining period and, through its members on the Board, the responsibility of ensuring the continued proper conduct of the affairs of the Subsidiary.
- 11.7 A withdrawing Constituent Council is not entitled to any refunds of any contributions made.
- 11.8 The withdrawal of any Constituent Council does not extinguish liability of that Constituent Council to contribute to any loss or liability incurred by the Subsidiary at any time before or after such withdrawal in respect of any act or omission by the Subsidiary prior to such withdrawal.
- 11.9 A Constituent Council may not withdraw from the Subsidiary except with the approval of the Minister and subject to the Act and this Charter.

Affiliates

- 11.10 A Council which is not a Constituent Council may write to the President seeking to become an Affiliate.
- 11.11 An Affiliate is not a Constituent Council.
- 11.12 The Subsidiary may exercise functions and powers for the benefit of an Affiliate (or for a particular region within the area of the Affiliate) in exchange for contributions from the Affiliate.
- 11.13 The Subsidiary may agree to admit an Affiliate on whatever terms and subject to whatever conditions the Subsidiary and the Affiliate may agree (subject to any applicable laws).

12. CIRCUMSTANCES NOT PROVIDED FOR

If any circumstances arise in respect of which this Charter is silent or is incapable of taking effect or being implemented according to its strict provisions, the Subsidiary will have the power to determine what action may be taken to ensure the effective administration and objectives of the Subsidiary provided that such action will be determined at a meeting of the Subsidiary.

13. WINDING UP

- 13.1 If the Subsidiary is wound up in accordance with clause 33 of Schedule 2 to the Act, then, after payment of all debts and expenses of the Subsidiary, any surplus assets shall be returned to Constituent Councils in proportion to the subscription paid in the financial year prior to the winding up (or otherwise in such manner as all of the Constituent Councils may agree).
- 13.2 In the event that the Subsidiary is wound up and there are insufficient funds to pay all debts and expenses of the Subsidiary, the Constituent Councils will pay all such debts and expenses in proportion to the subscription payable in the financial year prior to the winding up.
- 13.3 To avoid doubt, a request made to the Minister pursuant to clause 1.6.1 or pursuant to clause 9.4 to wind up the Subsidiary will be taken to be a request made on behalf of the Constituent Councils for the purposes of clause 33(1)(a) to Schedule 2 to the Act.

14. INSOLVENCY

In the event of the insolvency of the Subsidiary, each Constituent Council shall be responsible for the liabilities of the Subsidiary in proportion to the subscription payable in the financial year prior to its insolvency.

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

Item: 12.15

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
11/09/2018	Special Council	238/18	Ashton Landfill – Confidential Item	None declared
23/06/2020	Ordinary Council	122/20	Event Opportunity - Confidential Item	None declared
23/06/2020	Ordinary Council	123/20	Event Opportunity - Period of Confidentiality	None declared
27/10/2020	Ordinary Council	261/20	Confidential - Event Opportunity	None declared
27/10/2020	Ordinary Council	262/20	Confidential - Event Opportunity - Period of Confidentiality	None declared
23/03/2021	Ordinary Council	48/21	MON Single-use Plastics	None declared
25/05/2021	Ordinary Council	105/21	Multi-Year Road Rally Proposal CONFIDENTIAL	None declared
22/06/2021	Ordinary Council	120/21	Local Government Infrastructure Partnership Program Grant Deed & Associated Projects	None declared
27/07/2021	Ordinary Council	156/21	Revised LGIPP Grant Deed for Water Management Projects	None declared
24/08/2021	Ordinary Council	188/21	Pomona Road Pedestrian Refuge Island	None declared
28/09/2021	Ordinary Council	200/21	MON - Rural Doctors	None declared
26/10/2021	Ordinary Council	218/21	Flooding in Balhannah	Material - Cr Linda Green
26/10/2021	Ordinary Council	219/21	General Purpose Financial Statements	None declared
26/10/2021	Ordinary Council	222/21	Development Applications involving Regulated Trees Policy	None declared
26/10/2021	Ordinary Council	223/21	Draft Bridge Asset Management Plan	None declared
26/10/2021	Ordinary Council	225/21	Service Review Framework	None declared
26/10/2021	Ordinary Council	226/21	Policy Adoption Information or Briefing Sessions	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	Action Required (Co	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	<p>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.</p> <p>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.</p> <p>July 21 - The State Dioceses has provided a valuation which will be discussed with Council's Property Advisory Group prior to a report being presented to Council for consideration</p> <p>October 21 - Matter discussed with Council's property Advisory Group and feedback provided to the State Dioceses for consideration</p> <p>November 21 - following additional communication with the State Diocese, the matter was again discussed with the Council's</p>	TRUE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
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	Peter Bice	In Progress	Croft Road upgrade application for the Bushfire Recovery Grant Funding Program has been submitted and we are awaiting outcome.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council)	Responsible Director	Status	Status (for Council reporting)	Confidential
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 assesement of the native vegetation on the land, this is likely to take some months. DEW advised on 4/12/18 that there are some impediments to the progression of the proposed boundary realignment due to the mining operations on the adjacent land, which are being negotiated with the Dept for Mining. Advice is that these negotiations could take considerable time (2yrs). In the interim, consideration will be given to the granting of a right of way to ensure that the cemetery has legal access. DEW staff member dealing with this matter has left DEW so there may be an extended delay whilst it is reallocated and assessed. DEW awaiting finalisation of negotiations with Dept for Mining March 21 - Council staff have requested an update from DEW as to	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
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	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 Kyle 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 Agreement. Have provided documentation to Property and	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council)	Responsible Director	Status	Status (for Council reporting)	Confidential
11/09/2018	Special Council	229/18	Road Exchange McBeath Drive, Skye Horsnell Gully	None declared	In accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, as regards the land within the Adelaide Hills Council area, enter into an Agreement for Exchange with Boral Resources (SA) Ltd and issue a Road Process Order to open as road portions of Section 906 Hundred of Adelaide numbered "1", "2" and "3" on Preliminary Plan No. 17/0066 (Appendix 1) and in exchange to close portions of McBeath Drive marked "A", "B", "C" and "D" on Preliminary Plan	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 bounday realignment can occur November 21 - Boral have received final DA and lodgement of land division plan with Land Services SA is expected shortly, once the land division is finalised, the boundary realignment can proceed	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	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	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. November 21 - consultation has been undertaken and draft affidavit has been prepared for lodgement with the Supreme Court	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	Completed	Matter continues to be progressed. Further updates will be provided when a material change occurs.	TRUE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
26/03/2019	Ordinary Council	77/19	Randell's Cottages, Beavis Court, Gumeracha	None declared	That, acknowledging that a land division in Watershed (Primary Production) is non-complying, an initial approach be made to the State Commission Assessment Panel to determine the possibility of a land division to create a separate allotment for the potentially local heritage listed building located at 1 Beavis Court, Gumeracha known as Randell's Cottages being supported. That subject to the response from the State Commission Assessment Panel, a Development Application be	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

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
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	Peter Bice	In Progress	Works to the Heathfield High School site courts are well underway. Works to existing courts at Stonehenge Reserve are due to commence shortly.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
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	David Waters	In Progress	<p>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.</p> <p>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.</p> <p>Review of Library Services Strategy continues, with plans to get some community engagement by end of November 2021.</p> <p>Staff scoping potential vehicle replacements and assessing fit out requirements for Mobile Library vehicle.</p> <p>12.11.21 Engaging with stakeholders</p>	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
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	Peter Bice	In Progress	Council is working with an electrical consultant to investigate the most efficient tariff structure associated with LED upgrades on Council owned infrastructure. Council is seeking quotes for Council owned lights in Aldgate, Summertown and Uraidla. 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 require an additional 3 months, with a mid November launch Scheduled.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	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	Peter Bice	In Progress	<p>The Circular Procurement Project is now underway, and the Memorandum of Understanding has been executed.</p> <p>Amendments to Council's procurement processes has been completed to provide effect to Council's participation in the Circular Procurement trial.</p> <p>Staff training in the Circular Procurement Project has been undertaken.</p> <p>Recording of goods purchased with recycled content has commenced including bin surrounds, wheelie bins, office paper, fence posts and road construction materials.</p> <p>To date council has purchased 3446 tonnes of recycled product including predominantly recycled road base and other items such as wheelie bins, bollards, picket fence panels and steel rails.</p>	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co-Responsible Director)	Status	Status (for Council reporting)	Confidential
26/11/2019	Ordinary Council	277/19	MON Water Usage from Bores	None declared	<p>1. That the CEO Terry Crackett investigates any circumstances where Council provides water to or receives water from a person/organisation.</p> <p>2. Following the investigation, a report detailing, among other things, any contractual arrangements, costs, risks and liabilities, be provided to Council by 30 April 2020</p>	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 to Council.</p> <p>August 21 - further investigation is being undertaken and report is deferred</p> <p>October 21 - advice to be sought from the Property Advisory Group in November and then report presented to Council</p> <p>November 21 - matter further discussed with Council's Property Advisory Group, report to be presented to Council in January</p>	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council)	Responsible Director	Status	Status (for Council reporting)	Confidential
17/12/2019	Ordinary Council	314/19	Road Exchange Montacute Road Montacute	None declared	1. That the report be received and noted 2. To execute under seal a Deed of Assignment of Rights to Occupation to bring land identified as proposed Allotment 11 in DP 72622 under the <i>Real Property Act 1886</i> 3. To, in conjunction with Giuseppe Meccariello, Filomena Sanche, Vincenzo Meccariello and Telstra Corporation Ltd, undertake the road widening process in accordance with the plan attached as Appendix 2, to	Terry Crackett	In Progress	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	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
28/01/2020	Ordinary Council	11/20	Revocation of Community Land - Bridgewater Retirement Village	None declared	That the report be received and notedSubject to the Supreme Court issuing an order granting approval for a trust variation scheme, a report be prepared and submitted to the Minister for Planning seeking approval to revoke the community land classification of Allotment 220 in Filed Plan No. 8131 known as 511 Mount Barker Road Bridgewater.The Mayor and CEO be authorised to sign all necessary documentation to give effect to this resolution.	Terry Crackett	In Progress	Application to the Minister for Planning will be made once the trust variation scheme has been approved by the Supreme Court. The Attorney-General has provided in-principle support for the proposal. A detailed landscape design has been prepared, community consultation on the design is underway and submission for the Supreme Court is being prepared. November 21 - consultation has been undertaken, draft affidavit has been prepared for lodgement with the Supreme Court	FALSE
23/06/2020	Ordinary Council	122/20	Event Opportunity - Confidential Item	None declared	Refer to Confidential Minute	David Waters	Completed	The matter remains subject to the confidentiality order.	TRUE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Confidentiality)	Responsible Director	Status	Status (for Council reporting)	Confidential
23/06/2020	Ordinary Council	123/20	Event Opportunity - Period of Confidentiality	None declaredthat 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	Completed	This item remains in confidence as required by SATC.	FALSE
28/07/2020	Ordinary Council	149/20	Road Widening Netherhill Road Kenton Valley	None declared	<p>1. That the report be received and noted</p> <p>2. To purchase the areas of land totalling 335 sqm identified in red on the Land Acquisition Plan attached as <i>Appendix 2 ("land")</i> 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.</p> <p>3. To purchase the area of land being 188 sqm identified in red on the Land Acquisition Plan attached as</p>	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	Action Required (Council)	Responsible Director	Status	Status (for Council reporting)	Confidential
25/08/2020	Ordinary Council	165/20	Replacement LMA 3 & 5 Pomona Road Stirling	None declared	1. That the report be received and noted 2. To enter into a deed of rescission, rescinding Land Management Agreement 10923983 dated 10 March 2008 and Variation of Land Management Agreement 12221145 dated 22 October 2014 noted on the land comprised and described in Certificate of Title Book Volume 6127 Folio 47, known as 3 Pomona Road, Stirling 3. To enter into a deed of rescission, rescinding Land	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

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
22/09/2020	Ordinary Council	205/20	100 Old Mt Barker Road Stirling	Material - Cr Kirrilee Boyd	1. That the report be received and noted 2. To progress the budgeted upgrade of the old school building located at 100 Old Mt Barker Road Stirling including the replacement of the roof, gutters, fascia boards, downpipes and damaged internal ceilings, with the anticipated cost to be \$155,000. 3. To apply to the Minister for Environment and Water for approval to lease the land located at 100 Old Mt Barker Road Stirling, including the old school building, to The Old	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 November 21 - works have commenced on site	FALSE
27/10/2020	Ordinary Council	261/20	Confidential - Event Opportunity	None declared	As per confidential minute	David Waters	Completed	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	Completed	Triggers for bringing this item out of confidence have not yet occurred as the SATC decision has been delayed due to COVID-19.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council)	Responsible Director	Status	Status (for Council reporting)	Confidential
15/12/2020	Ordinary Council	300/20	Road Exchange Pomona Road Stirling	None declared	<p>1. That the report be received and noted.</p> <p>2. In accordance with sections 12 and 15 of the Roads Opening and Closing) Act 1991, enter into an Agreement for Exchange with the owner of the land of 21 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 20/0038 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 20/0038 as "Public Road A", subject to</p>	Terry Crackett	In Progress	<p>Final Plans and Road Process Order documents have been executed by all parties.</p> <p>Awaiting on processing with the Surveyor- General and the Lands Titles Office</p>	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	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
23/02/2021	Ordinary Council	28/21	Relief & Recovery Fund	None declared	1. the CEO investigate the establishment of an Adelaide Hills Disaster Relief and Recovery Fund. Considerations must include but may not be limited to the following: What "triggers" would activate the Fund allowing donations to be made How funds raised would be dispersed to alleviate the distress, suffering and personal hardships, brought about by a disaster or emergency in our regionHow the activities of the fund would be overseen, for example, what type	David Waters	In Progress	A workshop on this topic was held on 9 November 2021. A report is being prepared for the November Council Meeting.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council)	Responsible Director	Status	Status (for Council reporting)	Confidential
23/03/2021	Ordinary Council	48/21	MON Single-use Plastics	None declared	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	Peter Bice	Completed	<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> <p>A report with the outcome of the Single Use Plastics investigation was presented to Council at the October</p>	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
23/03/2021	Ordinary Council	49/21	Local Heritage Grant Fund Project 2020 - 2021	Material - Cr Linda Green Perceived - Cr Leith Mudge	1. That the report be received and noted 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 - \$2,500 Old Post Office, Crafers - \$1,417 Crataegus Cottage, Crafers - \$2,500 Circa 1850's Cottage, Mount George - \$2,500 Shop, Stirling - \$2,500 Stone Cottage, Stirling - \$2,500 Former	Marc Salver	In Progress	Round 2 update: 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 final Development Application is completed prior to the launch of Round 3, scheduled for Late October.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
23/03/2021	Ordinary Council	52/21	Crown Land Revocation	None declared	1. That the report be received and noted 2. That the consultation report (<i>Appendix 1</i>) be received and noted 3. To apply to the Minister for Planning to revoke the Community Land classification of the following parcels of land:- i. CR 5752/186, Lot 32 Fullgrave Road, Crafers ii. CR 5753/725, Section 1609 Illert Road, Mylor iii. CR 5753/729, Section 1657 Scott Creek Road, Scott Creek iv. CR 5753/741,	Terry Crackett	In Progress	Being progressed in accordance with resolution. November 21 - awaiting feedback from the Minister for Planning on final application for revocation	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council)	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	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 2 (Expand kerbside FOGO bin to all residents to ensure equity in kerbside services) will be included in the budget development for 2022/23. No progress to occur on this action until development of the 2022/23 budget.	FALSE
25/05/2021	Ordinary Council	105/21	Multi-Year Road Rally Proposal CONFIDENTIAL	None declared	Refer to confidential minute	David Waters	Completed	The Report has been partially released and the Attachments remain in confidence.	TRUE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council)	Responsible Director	Status	Status (for Council reporting)	Confidential
22/06/2021	Ordinary Council	117/21	Mobile Library Replacement	None declared	That the report be received and noted.	David Waters	In Progress	Preliminary scoping for the new vehicle is underway.	FALSE
					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.			Oct 21-Scoping potential vehicle replacements continues. Assessing and analysing fit out requirements.	
					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			Nov 21 - 3 potential vehicles identified, staff assessing interior fit out and disability access options. Outreach Team Leader in liason with procurement team about tender process.	

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
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	Peter Bice	In Progress	Framework consultation with stakeholders and the general community commenced in August 2021, and have now been extended until the 19th November. Consultation findings will be provided to Council in December. Financial implications will be considered at upcoming workshops, and a final draft for endorsement due in mid-2022.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
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	Completed	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 presented at a Council Member workshop 14 September 2021. Further to a formal motion put and carried at the September Ordinary Council meeting further information is being obtained from SA Water and the SA Government regarding recycled water costs and funding contribution.	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 remains in confidence.	TRUE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
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	Peter Bice	In Progress	Investigation into assisting vulnerable residents on catastrophic fire danger days has commenced. Investigation continues in preparedness for report to Council in December 2021. Following cancellation of 19 October workshop due to CFS scheduling change workshop rescheduled to 16 November 2021 and Council report moved to December Ordinary Council meeting.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co-Responsible Director)	Status	Status (for Council reporting)	Confidential
27/07/2021	Ordinary Council	154/21	AH Reconciliation Working Group Terms of Reference & Membership	None declared	1. the report be received and noted. 2. 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. 3. 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.	David Waters In Progress		FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council)	Responsible Director	Status	Status (for Council reporting)	Confidential
27/07/2021	Ordinary Council	156/21	Revised LGIPP Grant Deed for Water Management Projects	None declared	1. That the report be received and noted. 2. To commit \$350,000 to the Local Government Infrastructure Partnerships Program grant funding and associated sustainable water management projects. 3. To authorise the Chief Executive Officer and Mayor to execute all documentation, including under seal as necessary, to give effect to this resolution. 4. To authorise the Chief Executive Officer to	Peter Bice	Completed	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 signed by Council and sent back to DTF.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
27/07/2021	Ordinary Council	158/21	Revocation of Community Land Classification - Closed Roads R2142AA & R1573AB	Perceived - Cr Linda Green	1. That the report be received and noted 2. 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. 3. To commence a	Terry Crackett	In Progress	Commenced in accordance with the resolution	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
27/07/2021	Ordinary Council	162/21	Bushfire Safer Places	None declared	That the CEO writes to the SA Country Fire Service (CFS) requesting: 1. the specific criteria for Bushfire Safer Place designation and specifically how the designated Bushfire Safer Places in the AHC district meet these criteria. 2. what measures the CFS take to ensure safety of Bushfire Safer Places outside their normal emergency practice in the event of a bushfire 3. Adelaide Hills Council be invited to participate in the proposed audit of Bushfire Safer	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. Following cancellation of 19 October workshop due to CFS scheduling change workshop rescheduled to 16 November 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

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
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
24/08/2021	Ordinary Council	170/21	Road Exchange Aldi Devleopment Pomona Road Stirling	None declared	That the report be received and notedIn 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	Terry Crackett	In Progress	Commenced in accordance with resolution Awaiting Road Process Documents for Council execution from the Surveyor	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council)	Responsible Director	Status	Status (for Council reporting)	Confidential
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. November 21 - advice sought from Council's Cemetery Advisory Group and report being presented to Council at the November meeting.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council)	Responsible Director	Status	Status (for Council reporting)	Confidential
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	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

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
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	Terry Crackett	In Progress	Commenced in accordance with resolution	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
24/08/2021	Ordinary Council	183/21	Audit Committee Membership Independent Members	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	The Selection Panel met on 16/11 to finalise the shortlist. Interviews will be conducted in the w/b 22/11 and a report prepared for the December 2021 Council meeting	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council)	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	Andrew Aitken	In Progress	New sitting fees will commence on 1 December 2021.	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 for staff. 01 Nov 2021 - Instruments for staff are progressing and is likely to occur over numerous weeks.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
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	Completed	Letter has been sent and a response recieved.	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	David Waters	Completed	The letter was written as per the resolution. A response was received from Minister Wade on 8 November 2021, indicating that he is asking the Commonwealth to reconsider the classification of Gumeracha as per the Council's request. His response further outlined work the government was doing to ensure a sustainable model of care was achieved in respect to health services in Gumeracha.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
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

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
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	214/21	MWN - Woodside Recreation Ground Reuse Proposal	None declared	In reference to item 12.1, Woodside Recreation Ground Reuse Proposal Environmental and Economic Analysis, the CEO undertake consultation with the Woodside Recreation Ground Management Committee regarding water charges should recycled water be used and this information be incorporated into that report.	Peter Bice	In Progress	Consultation with members of the Woodside Recreation Ground Management Committee has been undertaken including meetings, phone conversations and emails. The next planned meeting of the Committee is on Thursday 9 December 2021. The Manager Sustainability, Waste and Emergency Management and the Sustainability Coordinator will attend.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
26/10/2021	Ordinary Council	218/21	Flooding in Balhannah	Material - Cr Linda Green	That the Acting CEO: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 StationRequests the Chief Executive DIT to take urgent action to ensure that homes are not flooded as result of storm water flowing from DIT landUrges the Chief Executive DIT to place a high priority on investment for the remedial worksRequests the Chief Executive DIT	Peter Bice	Completed	Letter sent 4 Nov 2021.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council)	Responsible Director	Status	Status (for Council reporting)	Confidential
26/10/2021	Ordinary Council	219/21	General Purpose Financial Statements	None declared	That the report be received and noted. That, in accordance with Section 127 of the <i>Local Government Act 1999</i> and the <i>Local Government (Financial Management) Regulations 1999</i> , Council adopts the General Purpose Financial Statements for the financial year ended 30 June 2021. To authorise the Mayor and CEO to sign the General Purpose Financial Statements for the financial year ended 30 June 2021.	Terry Crackett	Completed	General Purpose Financial Statements have been signed by all relevant parties. Audit reports subsequently received and attached to complete the financial statements.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
26/10/2021	Ordinary Council	220/21	Charleston Cemetery Compulsory Acquisition	None declared	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 <i>Land Acquisition Act 1969</i> , 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. To continue to manage the Charleston Cemetery on behalf	Terry Crackett	In Progress	Commenced in accordance with the resolution. November 21 - letter seeking consent to undertake the compulsory acquisition has been sent to the Minister	FALSE
26/10/2021	Ordinary Council	221/21	Single Use Plastic MON Response	None declared	That the report be received and noted That the actions outlined in this report are implemented.	Peter Bice	In Progress	The Sustainability, Waste and Emergency Mangement team have met and prepared an action plan which identifies responsibility for the actions.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council)	Responsible Director	Status	Status (for Council reporting)	Confidential
26/10/2021	Ordinary Council	222/21	Development Applications involving Regulated Trees Policy	None declared	That the report be received and noted. 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.	Marc Salver	Completed	Policy update completed	FALSE
26/10/2021	Ordinary Council	223/21	Draft Bridge Asset Management Plan	None declared	That the report be received and noted. That Council approve the Draft Bridge Asset Management Plan as per <i>Appendix 3</i> for community consultation.	Peter Bice	Completed	Consultation underway	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (CofC)	Responsible Director	Status	Status (for Council reporting)	Confidential
26/10/2021	Ordinary Council	224/21	S221 Permit Redden Drive Cudlee Creek CFS Water Storage Tank	None declared	<p>1. That the report be received and noted.</p> <p>2. To issue an exclusive road rent permit under section 221 of the <i>Local Government Act 1999</i> 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.</p> <p>3. Authorise the Chief Executive to finalise and sign all necessary documentation pursuant to give effect to this resolution.</p>	Terry Crackett	In Progress	Commenced in accordance with Council Resolution. Permit Documents have been sent to the CFS for execution.	FALSE
26/10/2021	Ordinary Council	225/21	Service Review Framework	None declared	<p>That the report be received and noted.</p> <p>To adopt the draft <i>Service Review Framework - draft October 2021</i> as contained in <i>Appendix 1</i>.</p>	Andrew Aitken	Completed	Framework has been finalised and published.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Co	Responsible Director	Status	Status (for Council reporting)	Confidential
26/10/2021	Ordinary Council	226/21	Policy Adption Information or Briefing Sessions	None declared	That the report be received and noted. With an effective date of 9 November 2021, to revoke the 21 April 2020 <i>Informal Council and Council Committee Gatherings and Discussions Policy</i> and to adopt the draft 26 October 2021 <i>Information or Briefing Sessions Policy</i> as contained in <i>Appendix 1</i> . That the Chief Executive Officer be authorised to:Make any formatting, nomenclature or other changes to the draft 26 October 2021 <i>Information or Briefing Sessions Policy</i> prior to the	Andrew Aitken	Completed	Policy has been finalised and all affected parties informed. New arrnagements commenced from 9 November 2021.	FALSE
26/10/2021	Ordinary Council	235/21	Ashton Landfill - Confidential Item	None declared	As per Confidential minute	Peter Bice	In Progress	Matter continues to be progressed. Further updates will be provided when a material change occurs.	FALSE
26/10/2021	Ordinary Council	238/21	Electricity Procurement Legal Matter - Confidential Item	None declared	As per confidential minute	Peter Bice	In Progress		TRUE

Item 17 Minutes of Committees

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 10 NOVEMBER 2021
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 8 December 2021]

In Attendance

Presiding Member

Geoff Parsons

Members

Ross Bateup

David Brown

Paul Mickan

John Kemp

In Attendance

Melissa Bright

Deryn Atkinson

Doug Samardzija

Karen Savage

Acting Director Development & Regulatory Services

Assessment Manager

Statutory Planner

Minute Secretary

1. Commencement

The meeting commenced at 6.33pm

2. Opening Statement

“Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come”.

3. Apologies/Leave of Absence

3.1 Apologies

Nil

3.2 Leave of Absence

Nil

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 10 NOVEMBER 2021
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 8 December 2021]

4. Previous Minutes

4.1 Meeting held 13 October 2021

The minutes were adopted by consensus of all members (53)

That the minutes of the meeting held on 13 October 2021 be confirmed as an accurate record of the proceedings of that meeting.

5. Presiding Member's Report

Nil

6. Declaration of Interest by Members of Panel

Nil

7. Matters Lying on the Table/Matters Deferred

7.1 Matters Lying on the Table

Nil

7.2 Matters Deferred

Nil

8. Development Assessment Applications – Development Act

Nil

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 10 NOVEMBER 2021
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 8 December 2021]

9. Development Assessment Applications – Planning, Development and Infrastructure Act

9.1 Development Application 21020989 by Rob Mitchell for two storey detached dwelling, combined fence and retaining walls and swimming pool at 8 Buchanan Drive, Woodforde

9.1.1 Representations

Name of Representer	Address of Representer	Nominated Speaker
Sui Hei Lui	80 The Strand Mawson Lakes	Did Not Attend
Louise Pascale	4/29 Norton Summit Road, Woodforde	Did Not Attend

9.1.2 Decision of Panel

The following was adopted by consensus of all members (54)

The Council Assessment Panel resolved that:

- (1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and**
- (2) Development Application Number 21020989 by Rob Mitchell for two storey detached dwelling combined fence and retaining walls and swimming pool at 8 Buchanan Drive, Woodforde is GRANTED Planning Consent subject to the following conditions:**

CONDITIONS

Planning Consent

- (1) Development in Accordance with Approved Plans
The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below (if any).**

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 10 NOVEMBER 2021
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 8 December 2021]

- (2) **Stormwater Overflow Directed to Street**
All roof run-off generated by the development hereby approved shall be directed to a rainwater tank with overflow to the street within one month of the roof cladding being installed. All roof and hard paved water run-off shall be managed to prevent trespass onto adjoining properties.

- (3) **Residential Lighting**
All external lighting shall be directed away from residential development, and shielded if necessary to prevent light spill causing nuisance to the occupiers of those residential properties.

- (4) **External Finishes**
The external finishes to the building herein approved shall be as follows:

WALLS: Painted Render finish in 'Colorbond Surfmist', Face Brick 'PGH Matterhorn', Stonework or similar

ROOF: Colorbond Custom Orb in 'Surfmist' or similar

- (5) **Treatment to Windows**

The upper level windows on the eastern and southern elevations, as shown on Elevations DA07 prepared by The Design Place Adelaide, Revision A dated 23 July 2021, shall be glazed with fixed obscure glass to a minimum height of 1.5 metres above finished floor level, except where windows have a sill height of not less than 1.5m above finished floor level. The glazing in these windows shall be maintained in good condition at all times.

The upper level windows on the western elevation, as shown on Elevations DA06 prepared by The Design Place Adelaide, Revision A dated 23 July 2021, shall be fixed with shrouding and louvres in accordance with the stamped approved plans and consistent with the sightlines demonstrated on the Overlooking Diagram DA10 prepared by The Design Place Adelaide, Revision A dated 23 July 2021, to the reasonable satisfaction of Council.

- (6) **Erosion Control – Straw Bales**
Prior to construction of the approved development straw bales (or other soil erosion control methods as approved by Council) shall be placed and secured below areas of excavation and fill to prevent soil moving off the site during periods of rainfall.

- (7) **Development in Accordance with Arborist Recommendations**
The applicant shall undertake the development in accordance with the recommendations contained within the Arborist's Report prepared by Project Green Pty Ltd and submitted as part of this application.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 10 NOVEMBER 2021
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 8 December 2021]

(8) Establishment of Tree Protection Zone

A tree protection zone (TPZ) shall be established around the portion of the TPZ for the Significant Tree that affects the subject site. The protection zone is to encompass the structural root zone of the tree and shall be determined by the project arborist. During construction each TPZ shall be fenced with 2.0 metre high chain mesh material with posts at 3 metre intervals and incorporate a clearly legible sign displaying the words "Tree Protection Zone". The following restrictions apply to the tree protection zone:

- a) No machine excavation is permitted.
- b) If any major roots (roots with a diameter greater than 25mm) are found outside the TPZ during construction the project arborist shall be contacted immediately to assess the situation.
- c) No material, equipment or temporary buildings shall be placed within any TPZ.
- d) No items shall be attached to each tree including temporary service wires, nails, screws or any other fixing device.
- e) Supplementary watering shall be provided to the trees through any dry periods during and after the construction process. Each tree is to be provided with a circular dripper system comprising 19mm polypipe, 4 litre per hour drippers spaced every 2 metres.
- f) Only landscaping, permeable paving or rubble paths shall occur in the TPZ, and only when all construction of the proposed dwelling has been completed. The area within each TPZ shall be retained at natural ground level and no additional soil or fill shall be placed within the zone
- g) Only hand digging is permitted at all times.
- h) Any services such as stormwater, sewer and electrical that enter the TPZ are to be excavated using non-destructive methods such as Hydro vac® or directional boring systems. This work is to be supervised by the project arborist. If any tree roots are discovered at this time, the project arborist is to assess and address accordingly.

(9) Urban Tree Canopy Overlay – Tree Planting

Landscaping detailed on the Site Plan DA01 prepared by The Design Place Adelaide, Revision A dated 23 July 2021, shall be planted within 12 months of occupation of the dwelling or the in the planting season following occupation, whichever comes first. Any such vegetation shall be replaced in the next planting season if and when it dies or, becomes seriously diseased.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 10 NOVEMBER 2021
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 8 December 2021]

ADVISORY NOTES

- (1) This Planning Consent is valid for a period of twenty four (24) months commencing from the date of the decision.

Building Consent must be applied for prior to the expiry of the Planning Consent.

- (2) No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted.
- (3) Appeal rights – General rights of review and appeal exist in relation to any assessment, request, direction or act of a relevant authority in relation to the determination of this application, including conditions.

- 9.2 **Development Application 21019844 by Bird in Hand Winery for variation to Development Authorisation 18/828/473 – to increase the floor area and the height of the cellar door, restaurant and function facility, and internal alteration at 150 Pfeiffer Road, Woodside**

- 9.2.1 **Representations**
None to be heard

- 9.2.2 **Decision of Panel**

The following was adopted by consensus of all members (55)

The Council Assessment Panel resolved that:

- (1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and
- (2) Development Application Number 21019844 by Bird in Hand Winery for variation to Development Authorisation 18/828/473 – to increase the floor area and the height of the cellar door, restaurant and function facility, and internal alteration at 150 Pfeiffer Road, Woodside is GRANTED Planning Consent subject to the following conditions:

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 10 NOVEMBER 2021
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 8 December 2021]

CONDITIONS

Planning Consent

- (1) **Development in Accordance with Approved Plans**
The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below (if any).
- (2) **Conditions, Plans and Details relating to Development Authorisation 18/828/473**
Except where varied by this authorisation, all other conditions, plans and details relating to Development Authorisation 18/828/473 (as amended by ERD Court Order dated 21 August 2020) continue to apply to this amended authorisation.

ADVISORY NOTES

General Notes

- (1) No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted.
- (2) Appeal rights – General rights of review and appeal exist in relation to any assessment, request, direction or act of a relevant authority in relation to the determination of this application, including conditions.
- (3) A decision of the Commission in respect of a development classified as restricted development in respect of which representations have been made under section 110 of the Act does not operate:
 - a) until the time within which any person who made any such representation may appeal against a decision to grant the development authorisation has expired; or
 - b) if an appeal is commenced:
 - i. until the appeal is dismissed, struck out or withdrawn; or
 - ii. until the questions raised by the appeal have been finally determined (other than any question as to costs).

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 10 NOVEMBER 2021
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 8 December 2021]

Planning Consent

This Planning Consent is valid for a period of twenty four (24) months commencing from the date of the decision.

Building Consent must be applied for prior to the expiry of the DPC.

- 10. Development Assessment Applications – Review of Decisions of Assessment Manager**
Nil
- 11. ERD Court Appeals**
The Assessment Manager provided the Panel with a verbal update on current ERD Court Appeals.
- 12. Policy Issues for Advice to Council**
Nil
- 13. Other Business**
 - 13.1 John Kemp suggested a minor administrative change to the format of the Staff Reports for applications being assessed under the PDI Act, to include reference to Certificate of Title, which was agreed to by the Panel and will be implemented by administration.
- 14. Order for Exclusion of the Public from the Meeting to debate Confidential Matters**
Nil
- 15. Confidential Item**
Nil
- 16. Next Meeting**
The next ordinary Council Assessment Panel meeting will be held on Wednesday 8 December 2021.
- 17. Close meeting**
The meeting closed at 7.24pm.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 NOVEMBER 2021
63 MT BARKER ROAD STIRLING**

In Attendance

Members:

Cr Malcolm Herrmann	Presiding Member
Peter Brass	Independent Member
David Moffatt	Independent Member
Natalie Johnston	Independent Member
Councillor Leith Mudge	Council Member

In Attendance:

Andrew Aitken	Chief Executive Officer
Peter Bice	Director Infrastructure & Operations
Lachlan Miller	Executive Manager Governance & Performance
Mike Carey	Manager Financial Services
David Collins	Manager Strategic Assets
Kira-marie Laverty	Corporate Planning & Performance Coordinator
Steven Watson	Governance and Risk Coordinator Minute Taker

Guests in Attendance:

Nil	
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1. COMMENCEMENT

The meeting commenced at 6.30pm.

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 NOVEMBER 2021
63 MT BARKER ROAD STIRLING**

2. APOLOGIES/LEAVE OF ABSENCE

2.1. Apology

Nil

2.2. Leave of Absence

Nil

2.3. Absent

Nil

3. MINUTES OF PREVIOUS MEETINGS

3.1. Audit Committee Meeting – 18 October 2021

Moved Peter Brass
S/- Natalie Johnston

53/AC21

That the minutes of the Audit Committee meeting held on 18 October 2021 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

4. Delegation of Authority

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendations in **Item(s) 7.3, 7.4 and 7.9** are to be submitted to Council for consideration.

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT COMMITTEE

5.1. Material Conflict of Interest, Cr Malcolm Herrmann, Item 7.1

Under Section 74 of the *Local Government Act 1999* Cr Malcom Herrmann disclosed a Material Conflict of Interest in Item 7.1, CWMS Expansion, the nature of which is as follows:

- I own property which is connected to the CWMS and as a result of any discussion and or decision I may receive a benefit or suffer a loss.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 NOVEMBER 2021
63 MT BARKER ROAD STIRLING**

Cr Malcolm Herrmann intends to leave the meeting when this item is discussed.

5.2. Material Conflict of Interest, Cr Malcolm Herrmann, Item 7.2, CWMS Service Charge Fee Adjustment

Under Section 74 of the *Local Government Act 1999* Cr Malcom Herrmann disclosed a Material Conflict of Interest in Item 7.2, CWMS Service Charge Fee Adjustment, the nature of which is as follows:

- I own property which is connected to the CWMS and as a result of any discussion and or decision I may receive a benefit or suffer a loss.

Cr Malcolm Herrmann intends to leave the meeting when this item is discussed.

6. PRESENTATIONS, ACTION REPORT & WORKPLAN

6.1. Director Infrastructure & Operations Risk Presentation

The Committee thanked the Director Infrastructure & Operations for his Risk presentation.

6.2. Action Report and Work Plan Update

**Moved David Moffatt
S/- Cr Leith Mudge**

54/AC21

The Audit Committee resolves:

- 1. That the report be received and noted.**
- 2. That the status of the Action Report and Work Plan be noted.**
- 3. The draft Audit Committee Work Plan 2022, at Appendix 3, be adopted.**

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 NOVEMBER 2021
63 MT BARKER ROAD STIRLING**

7. OFFICER REPORTS – DECISION ITEMS

7.09pm Cr Malcolm Herrmann declared a Material Conflict of Interest at Agenda Item 5, Declaration of Interest by Members in relation to Items 7.1 and 7.2 and left the meeting and did not participate in the vote for Item 7.1 and Item 7.2.

7.09pm Peter Brass assumed the role of Presiding Member.

7.1. CWMS Expansion

Moved Cr Leith Mudge
S/- Natalie Johnston

55/AC21

The Audit Committee resolves:

1. That the report be received and noted
2. That it supports Council's withdrawal from the current LGA CWMS Subsidy Scheme Program

Carried

7.2. CWMS Service Charge Fee Adjustment

Moved Cr Leith Mudge
S/- David Moffatt

56/AC21

The Audit Committee resolves:

1. That the report be received and noted
2. That it endorses the adjustment of the CWMS 21-22 Service Charge Fee and return of the savings to customers.

Carried

7.29pm Cr Herrmann returned to the meeting and Presiding Member role.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 NOVEMBER 2021
63 MT BARKER ROAD STIRLING**

7.3. End of Year Financial Report

Moved Peter Brass
S/- Natalie Johnston

57/AC21

The Audit Committee resolves:

1. That the report be received and noted
2. To recommend to Council that the Audited 2020-21 Financial Results compared to Budget contained within this report have been appropriately considered.

Carried

7.4. Draft Annual Report

Moved Peter Brass
S/- David Moffatt

58/AC21

The Audit Committee resolves:

1. That the report be received and noted
2. To advise Council that the Committee has reviewed the Draft *2020-21 Annual Report*, as contained in *Appendix 1*, in terms of the reports adequacy in meeting its legislative requirements.
3. That, on the basis of the Committee's review, to recommend the Annual Report to Council for adoption.

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 NOVEMBER 2021
63 MT BARKER ROAD STIRLING**

7.5. Audit Committee Self-Assessment 2021

Moved Natalie Johnston
S/- Cr Leith Mudge

59/AC21

The Audit Committee resolves that the report be received and noted.

Carried Unanimously

7.6. LGRS Risk Evaluation 2019 – Action Plan Review

Moved Natalie Johnston
S/- David Moffatt

60/AC21

The Audit Committee resolves that the report be received and noted.

Carried Unanimously

7.7. Audit Action Implementation Report

Moved Peter Brass
S/- Natalie Johnston

61/AC21

The Audit Committee resolves:

1. That the report be received and noted
2. To note the implementation status of Internal and External Audit actions.

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 NOVEMBER 2021
63 MT BARKER ROAD STIRLING**

7.8. Internal Audit Quarterly Update

Moved Natalie Johnston
S/- Cr Leith Mudge

62/AC21

The Audit Committee resolves that the report be received and noted.

Carried

7.9. Budget Review 1

Moved Peter Brass
S/- Cr Leith Mudge

63/AC21

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend to Council the proposed budget adjustments presented in Budget Review 1 which result in:
 - a. An increase in the Operating Surplus from \$957k to \$1.115m for the 2021-22 financial year.
 - b. Changes to Capital Works, reducing capital income by \$259k and increasing capital expenditure by \$757k for the 2021-22 financial year resulting in a revised capital expenditure budget for 2021-22 of \$27.236m.
 - c. An increase in Council's current Net Borrowing Result from \$6.460m to \$7.348m for the 2021-22 financial year as a result of the proposed operating and capital adjustments.

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 NOVEMBER 2021
63 MT BARKER ROAD STIRLING**

7.10. Risk Management Plan Update

Moved Peter Brass
S/- Cr Leith Mudge

64/AC21

The Audit Committee resolves that the report be received and noted.

Carried Unanimously

8. CONFIDENTIAL ITEMS

Nil

9. NEXT MEETING

The next ordinary meeting of the Audit Committee will be held on Monday 14 February 2022 from 6.30pm at 63 Mt Barker Road, Stirling.

10. CLOSE MEETING

The meeting closed at 8.17pm

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 11 NOVEMBER 2021
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Mark Osterstock

Members:

Ms Janet Miller	Independent Member
Cr Nathan Daniell	
Cr Chris Grant	

In Attendance:

Andrew Aitken	Chief Executive Officer
Lachlan Miller	Executive Manager Governance & Performance
Megan Sutherland	Executive Manager Organisational Development

1. COMMENCEMENT

The meeting commenced at 6.00pm

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

Mayor Jan-Claire Wisdom

2.2 Leave of Absence

Nil

2.3 Absent

Nil

Presiding Member _____ 17 February 2022

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 11 NOVEMBER 2021
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 12 August 2021

Moved Cr Chris Grant
S/- Cr Nathan Daniell

PRP15 /21

That the minutes of the CEO Performance Review Panel meeting held on 12 August 2021 as distributed, be confirmed as an accurate record of the proceedings of that meeting

Carried

4. PRESIDING MEMBER'S OPENING COMMENTS

Cr Mark Osterstock welcomed Members.

5. DELEGATION OF AUTHORITY

The CEO Performance Review Panel operates in accordance with the relevant sections of the *Local Government Act 1999*, and its Terms of Reference.

6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF THE COMMITTEE

Nil

7. OFFICER REPORTS – DECISION ITEMS

7.1 Local Government Reform: CEO-related Legislative Changes

Moved Janet Miller
S/- Cr Nathan Daniell

PRP16/21

The CEO Performance Review Panel resolves that the report be received and noted.

Carried

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 11 NOVEMBER 2021
63 MT BARKER ROAD STIRLING**

7.2 CEO Performance Targets 2021-2022 update

Moved Cr Chris Grant
S/- Janet Miller

PRP17/21

The CEO Performance Review Panel resolves that the report be received and noted.

Carried

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Cr Osterstock - Council funding programs

10. CONFIDENTIAL ITEMS

Nil

11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on Thursday 17 February 2022 from 6.00pm at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 6.33pm.

REPORT TO THE ADELAIDE HILLS COUNCIL ON THE OPERATIONS OF THE AUDIT COMMITTEE DURING 2021

INTRODUCTION

As outlined in Clause 8.1.2 of the Terms of Reference for the Audit Committee, the Presiding Member will attend a meeting of the Council at least once per annum to present a report on the activities of the Committee. This report provides an overview of the Adelaide Hills Council's Audit Committee operations for the 2021 calendar year.

This report includes:

- A summary of the work the Committee performed during the year aligned to the Committee's Terms of Reference;
- Details of meetings, including the number of meetings held during the period, and the number of meetings attended by each member; and
- Advising the future work scheduled for 2022.

The report is intended to invite comment from the Council on all of the above.

SUMMARY OF WORK PERFORMED AGAINST THE TERMS OF REFERENCE

For 2021, as in previous years, the Audit Committee had established a robust framework for the provision of information to meet the objectives established within the Terms of Reference. As a consequence some 51 reports were considered by the Committee for consideration over six meetings, and where appropriate, recommendations subsequently provided to Council.

The following sections of this report provide a brief summary of the work undertaken by the specific function of the Committee as set out in the Terms of Reference.

Financial Reporting and Prudential Requirements

Strategic Management Planning

In relation to Council's suite of Strategic Management Plans (SMP), the Committee reviewed the assumptions underpinning the *Long Term Financial Plan* (LTFP) at its February meeting prior to recommending its approval for public consultation to Council.

Throughout the year, the Committee received regular reports on the progress of the asset management system implementation and considered the draft Bridge Asset Management Plan for recommendation to Council at its October meeting.

Annual Business Planning

In April, the Committee reviewed the draft *2021-22 Annual Business Plan and Budget* (ABP) in terms of its alignment with the strategic management plans and the adequacy of the plans in the context of maintaining financial sustainability. The Committee recommended the draft ABP to Council for approval for public consultation.

Budget Reviews

The Audit Committee reviewed the 2020-21 second (BR2) and third (BR3) budget reviews and the End of Year Financial Report and the 2021-22 first (BR1) budget review prior to these reports going to Council.

Financial Statements and Annual Reports

At the October 2021 meeting, the Committee had an in depth discussion around the draft Annual Financial Statements that had been presented. The Committee was satisfied that the Statements present fairly the state of affairs of Council in accordance with the *Local Government Act 1999*, the *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards. Notwithstanding this, the Committee proposed a number of minor amendments to the Statements to provide greater transparency that were subsequently incorporated by the Administration.

Following the consideration of the financial statements, the Committee reviewed the draft 2020-21 Annual Report at its November meeting in order to advise Council that the document meet the applicable legislative requirements.

Quarterly Performance Reporting

Commencing in the 2019-20 financial year, the Committee receives quarterly performance reports on the achievement of strategic plan objectives and priorities, key projects, customer and other performance targets, capital works program implementation and financial performance.

These reports continued in the 2021 calendar year with the Quarter 2, 3 and 4 2020-21 reports and the Quarter 1 2021-22 report being considered at each of its quarterly meetings.

Internal Controls and Risk Management Systems

Internal Controls

From the start of the 2015-16 financial year, Adelaide Hills Council has had additional obligations regarding the development and maintenance of a system of internal financial controls, consistent with the requirements of the *Local Government (Financial Management) Regulations 2011*. This has required Council's external auditors to provide an opinion on internal financial controls in accordance with s129(3)(b) of the Act.

Monitoring against the key risks and controls has been generated from a system called 'Control Track'. This system tracks the recognised 'core' controls and the agreed treatment plans by responsible officers. These have been provided to the Audit Committee on a bi-annual basis.

At its May meeting, the Audit Committee received a confidential report on the Cyber Security Plan which was an action arising from the Cyber Security Audit conducted in 2020. The Committee will continue to maintain an active interest in the implementation of mitigation controls arising from this audit.

Risk Management

Throughout the year, the Audit Committee has reviewed quarterly updates on the organisation's strategic risks and mitigation actions. During the year the strategic risks were transitioned to the SkyTrust risk management platform.

Steady progress was noted in the implementation of mitigations with a number of new mitigations identified throughout the period as the risk and control environments have evolved.

At its August meeting, the Committee received a report on the placement of Council's insurance portfolio and the enhanced elements of Council placement and claims management arrangements in conjunction with the insurers.

Council participated in the Local Government Risk Services (LGRS) Risk Evaluation in October 2019 and Committee received its biannual action implementation progress reports at the May and November meetings.

The Committee received bi-annual updates on the implementation of the *Climate Risk and Governance Assessment Report* recommendations. The Committee noted a number of positive outcomes including the reductions achieved in Council's Greenhouse Gas Emissions from the installation of additional solar panels on Council buildings

Debtors

Biannual reporting of debtors continued to the Committee which demonstrated the ongoing improvement in the management of historic rate debtors as a result of the development and application of a *Debt Recovery Policy*.

Policy Reviews

The Committee plays an important role in reviewing all financial and internal control related policies and making recommendations as appropriate to Council. During 2021, the Committee reviewed the following:

- *Public Interest Disclosure Policy*
- *Asset Management Policy*

Internal Audit

The Committee received quarterly reports on the implementation of the Strategic Internal Audit Plan 2018-19 – 2021-22. Progress against the Plan has been behind schedule due to competing resource priorities including internal reviews and legislative reform implementation. The Committee has noted a number of projects have been scoped and prepared for procurement for delivery in late 2021/early 2022.

At its May meeting, the Committee received an audit report on the AHC's Payroll Administration arrangements. The auditors assessed the overall control environment as Marginal in terms of the AHC *Corporate Risk Management Guide* largely because of the number of manual (rather than system) controls. Further, the auditors identified three findings (all low risk) and one improvement opportunity, these are all being monitored through the Committee's agreed action implementation process.

All agreed actions from internal and external audits are captured within the Committee's Audit Actions Implementation Register and reported to the Committee on a bi-annual basis to ensure that appropriate actions are being undertaken.

External Audit

At its February meeting, the Committee considered the External Auditor's *Engagement Letter and Audit Plan* for the Annual Financial Statement and Internal Financial Control audits. The Committee considered the matter of auditor independence.

At the May meeting, the Committee considered the results of the Interim Audit and advised that the work to date was indicating unqualified audit reports. A number of recommendations were made by Galpins regarding potential improvements to the suite of internal financial controls and management responses and agreed actions adopted.

The Audit Committee met with Galpins in the absence of management at the October meeting. The auditors advised that the financial management and reporting of council activities was of a very good standard.

The Committee also assessed the External Auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services. The Committee is satisfied that for the 2020-21 financial year, there were no relationships between the External Auditor and the Council that compromise audit independence, and this was also confirmed in writing by the external auditor.

In their audit of the Council's Annual Financial Statements, the External Auditors (Galpins) have issued an unqualified audit opinion in the *2020-21 Audit Completion Report* providing the following statement:

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Council as at 30 June 2020, 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.

In auditing the internal financial controls, Council's External Auditors have issued an unqualified audit opinion in the *2020-21 Audit Completion Report* providing the following statement:

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.

COMMITTEE SELF-ASSESSMENT

At its November meeting, the Committee considered the results of its annual Self-Assessment process. The feedback received is that the Committee is performing in relation to its role and functions under the Committee's Terms of Reference.

DETAILS OF MEETINGS

During 2021, a total of six (6) Audit Committee meetings were held being:

- 15 February 2021
- 19 April 2021
- 24 May 2021
- 16 August 2021
- 18 October 2021
- 15 November 2021

The above meeting cycle is consistent with the requirements of the Committee's Terms of Reference which requires at least four meetings per year to be held.

The Audit Committee member attendance at meetings during the year was as follows:

Name	Attendance	Comments
Cr Malcolm Herrmann	6/6	Presiding Member
Peter Brass	5/6	
David Moffatt	6/6	
Natalie Johnston	6/6	
Cr Leith Mudge	5/6	

The February meeting was the inaugural meeting for new Independent Member, Natalie Johnston.

The November meeting was the final meeting of the current term for Independent Members Peter Brass and David Moffatt. A recruitment process is currently underway and the Committee looks forward to welcoming both returning and new members.

FUTURE WORK PROGRAM PROPOSAL

At the November meeting, the Committee established its Work Plan for 2022. This Work Plan will ensure that the Committee continues to undertake its principal functions as set out in the *Local Government Act 1999*.

The *Statutes Amendment (Local Government Review) Act 2021* (the “Amendment Act”) was assented to by the Governor on 17 June 2021. There are a number of provisions in the Amendment Act relating to audit committees which will result in changes to nomenclature, functions, membership, internal and external audit arrangements. The majority of these new provisions are not due to commence until 30 November 2023 however the AHC Audit Committee is well-placed as many of these good governance arrangements have been in effect for a number of years.

CONCLUSION

The body of work undertaken by the Committee is continuing to develop over time and the Committee is striving to ensure that its work is useful in the context of contributing to Adelaide Hills Council strategic objectives and strengthening governance arrangements.

Finally, I would like to thank the other members of the Committee for their ongoing efforts in ensuring that the work undertaken is done so at both a highly professional and robust level. I would also like to thank those staff involved in preparing the reports and responding to questions at meetings, as their involvement has significantly aided in the review and decisions of the Committee.

Cr Malcolm Herrmann

Presiding Member

Adelaide Hills Council Audit Committee

16 November 2021