



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

Councillor Ian Bailey
Councillor Kirilee 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 24 May 2022
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 24 May 2022
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
Mayor Jan-Claire Wisdom 1 June to 15 June 2022
- 3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 26 April 2022

That the minutes of the ordinary meeting held on 26 April 2022 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Special Council Meeting – 3 May 2022

That the minutes of the special meeting held on 3 May 2022 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Special Council Meeting – 17 May 2022

That the minutes of the special meeting held on 17 May 2022 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
 - 8.1.1. Fenced Dog Park for Woodside
- 8.2. Deputations
 - 8.2.1. John Venus re land Colonial Drive Norton Summit
- 8.3. Public Forum

9. PRESENTATIONS (by exception)

10. QUESTIONS ON NOTICE

- 10.1.

11. MOTIONS ON NOTICE

- 11.1. Purchase of Land 8 St John Road Norton Summit – Cr Ian Bailey
- 11.2. Budget Review Committee – Cr Malcolm Herrmann

12. ADMINISTRATION REPORTS – DECISION ITEMS

- 12.1. Local Heritage Grant Fund 2021-22 Project Approvals

- 1. *That the report be received and noted*
- 2. *To approve the two shortlisted projects to receive grant funding to contribute to the works as detailed in Appendix 1 of this report and listed below:*
 - *Shop (4-6 Mount Barker Road, Stirling): – Silvano Rotellini, replacing/restoring rotten barge boards to front gable and sides of heritage building (Grant amount: \$2500).*
 - *Longwood Institute (706 Longwood Road, Bradbury): Longwood Bradbury Progress Association, replacing wooden front door (Grant amount: \$2500).*

12.2. Libraries Strategy

1. *That the report be received and noted.*
2. *To receive and note the Draft Libraries Strategy – Community Engagement Outcomes Report contained in Appendix 1.*
3. *With an effective date of 7 June 2022, to adopt the Libraries Strategy, as contained in Appendix 2.*
4. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Libraries Strategy prior to publication.*

12.3. Public Art Strategy

1. *That the report be received and noted*
2. *With an effective date of 14 June 2022, adopt the Adelaide Hills Council Public Art Strategy July 2022 to June 2027 as per Appendix 1*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Public Art Strategy July 2022 to June 2027 prior to the effective date of adoption.*

12.4. Budget Review 3

1. *That the report be received and noted.*
2. *To adopt the proposed budget adjustments presented in Budget Review 3 for the 2021-22 financial year which result in:*
 - a. *An increase in the Operating Surplus from \$1.546m to \$1.607m for the 2021-22 financial year.*
 - b. *Changes to Capital Works, reducing capital income by \$4.250m and reducing capital expenditure by \$146k for the 2021-22 financial year resulting in a revised capital expenditure budget for 2021-22 of \$21.836m.*
 - c. *An increase in Council's current Net Borrowing Result from \$2.572m to \$6.615m for the 2021-22 financial year as a result of the proposed operating and capital adjustments.*

12.5. Policy Review - Community Group Use of Photocopiers

1. *That the report be received and noted.*
2. *That with an effective date of 7 June 2022 to revoke the 17 July 2017 Community Group Use of Photocopiers Policy and adopt the May 2022 Community Group Use of Photocopiers Policy contained in Appendix 1.*
3. *That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the Community Group Use of Photocopiers Policy prior to the effective date of adoption.*

12.6. Policy Review – Community Information Display

1. *That the report be received and noted*
2. *That with an effective date of 7 June 2022 to revoke the 26 May 2019 Community Information Display Policy and adopt the May 2022 Community Information Display Policy contained in Appendix 1.*
3. *That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the Community Information Display Policy prior to the effective date of adoption.*

12.7. Policy Review – Buffers

1. *That the report be received and noted*
2. *That with an effective date of 7 June 2022, to revoke the 28 November 2017 Buffers Policy and adopt the Buffers Policy (draft) - May 2022 as per Appendix 1.*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Buffers Policy (draft) – May 2022 as per Appendix 1 prior to the effective date.*

12.8. Policy Review - Roadside Trading

1. *That the report be received and noted*
2. *With an effective date of 7 June 2022, to revoke the 24 April 2018 Roadside Trading Policy and adopt the 24 May 2022 draft Roadside Trading Policy as contained in Appendix 1.*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 24 May 2022 draft Roadside Trading Policy prior to the effective date.*

12.9. Attendance at National General Assembly, Canberra

1. *That the report be received and noted.*
2. *To approve Mayor Jan-Claire Wisdom's attendance in a representative capacity at the National General Assembly of Local Government in Canberra in June 2022 and coverage of related costs estimated at \$3,700, in accordance with the Council Member Training and Development Policy.*

12.10. Policy Review – Internal Audit

1. *That the report be received and noted.*
2. *With an effective date of 07 June 2022, to revoke the 27 June 2017 Internal Audit Policy and to adopt the Internal Audit Policy (draft) – April 2022 as per Appendix 1.*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Internal Audit Policy (draft) – April 2022 as per Appendix 1 prior to the effective date.*

12.11. Policy Review – Prudential Management

1. *That the report be received and noted.*
2. *With an effective date of 07 June 2022, to revoke the 27 June 2017 Prudential Management Policy and to adopt the Prudential Management Policy (draft) – April 2022 as per Appendix 1.*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Prudential Management Policy (draft) – April 2022 as per Appendix 1 prior to the effective date.*

12.12. Policy Review – Risk Management

1. *That the report be received and noted.*
2. *With an effective date of 07 June 2022, to revoke the 28 May 2019 Risk Management Policy and to adopt the Risk Management Policy (draft) – April 2022 as per Appendix 1.*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Risk Management Policy (draft) – April 2022 as per Appendix 1 prior to the effective date.*

12.13. Confidential Items Review

Refer to Agenda

12.14. Status Report – Council Resolutions Update

Refer to Agenda

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

- 13.1. Fire Hydrant Location and Maintenance

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 – 11 May 2022
That the minutes of the CAP meeting held on 11 May 2022 as supplied, be received and noted.
- 17.2. Audit Committee
Nil
- 17.3. CEO Performance Review Panel – 12 May 2022
That the minutes of the CEOPRP meeting held on 12 May 2022 as supplied, be received and noted.

18. CONFIDENTIAL ITEMS

Nil

19. NEXT MEETING

Tuesday 28 June 2022, 6.30pm, 63 Mt Barker Road, Stirling

20. CLOSE MEETING

Council Meeting/Workshop Venues 2022

DATE	TYPE	LOCATION	MINUTE TAKER
JUNE 2022			
Wed 8 June	CAP	TBA	Karen Savage
Tues 14 June	Workshop	Woodside	N/A
Tues 21 June	Professional Development	Stirling	N/A
Tues 28 June	Council	Stirling	Pam Williams
JULY 2022			
Tues 12 July	Workshop	Woodside	N/A
Wed 13 July	CAP	TBA	Karen Savage
Tues 19 July	Professional Development	Stirling	N/A
Tues 26 July	Council	Stirling	Pam Williams
AUGUST 2022			
Thurs 4 August	CEOPRP	Stirling	TBA
Tues 9 August	Workshop	Woodside	N/A
Wed 10 August	CAP	TBA	Karen Savage
Mon 15 August	Audit Committee	Stirling	TBA
Tues 16 August	Professional Development	Stirling	N/A
Tues 23 August	Council	Stirling	Pam Williams

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

Community Forums 2022

6.00 for 6.30pm

(dates and venues to be advised)

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 purpose
 - the integrity of the request (i.e. whether it is considered to be frivolous and/or vexatious)
 - the size and extent of the agenda for the particular meeting and
 - the number of times the depute has addressed Council (either in a deputation or public forum) on the subject matter or a similar subject matter.

8.3 PUBLIC FORUM

For 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.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 8.1.1

Responsible Officer: Lachlan Miller
Executive Manager Governance & Performance
Office of the Chief Executive

Subject: Petition for Fenced Dog Park in Woodside

For: Decision

SUMMARY

A petition has been received with 107 signatories stating:

We petition that the Adelaide Hills Council investigate the provision of a fenced and secure Off-Leash Dog exercise and socialising area (Dog Park) in Woodside.

RECOMMENDATION

Council resolves:

- 1. That the petition signed by 107 signatories requesting a fenced Dog Park in Woodside be received and noted.**
 - 2. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.**
-

1. PETITION DETAILS

Council has received a petition organised by Dr Fran Doerflinger of Woodside and signed by 107 signatories.

The Petition states:

We petition that the Adelaide Hills Council investigate the provision of a fenced and secure Off-Leash Dog exercise and socialising area (Dog Park) in Woodside.

Further information provided states:

The Jacaranda Drive Reserve would be ideal as the area is council-owned and currently designated as an off-leash area, however, with incomplete fencing. This site could be enhanced with secure fencing and the provision of waters, shade and seating for community members.

Woodside has 572 registered dogs, equating to approximately 53% of households. There are currently 27 regional fenced dog parks in SA, with the closest fully fenced park in Mt Barker (20km) to the south and Nuriootpa (70km) to the north, with the closest city one being the Pityarilla Dog Park (35km) on Glen Osmond Road. The dog off-leash area in Balhannah, while classified as a “dog park”, is not fully fenced and, therefore, is not suited for all dogs.

A secure dog park in Woodside would strengthen the community and provide a local dedicated area for dogs and their owners to connect and build friendships, knowledge, and understand of each other and each other’s dogs. Well exercised and socialised dogs and people are happier and healthier. A park may also attract visitors to Woodside, supporting local businesses and raising the area’s profile, benefiting all members of the Woodside local community.

2. OFFICER’S RESPONSE – Renee O’Connor, Coordinator Sport & Recreation

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

The Jacaranda Drive Reserve site is listed as an ‘Informal Recreation Reserve’; in *Plan 3 - Community Land Management Plan for Informal Recreation Reserves*. It states that Adelaide Hills Council has a large number of informal recreation reserves spread across the entire Council area. Reserves in this category display a wide range of features. Many of these reserves are largely undeveloped and provide public open space.

The plan for informal recreation sites outlines that dog access be managed consistent with Council’s *Dog and Cat Animal Management Plan 2018 – 2022* or its successors as a performance target. It also states that off leash dog parks, fenced or unfenced are to be considered as one of a range of potential improvements on informal recreation reserve land.

The Jacaranda Drive Reserve site currently has dog off-leash provisions.

Having regard to Council’s Community Land Management Plan and Dog and Cat Animal Management Plan, relevant members of Council’s Administration will review the request, and meet with the head petitioner to discuss their thoughts regarding the site. Additional investigations and considerations will include a review of relevant obligations contained in Council’s *Public Consultation Policy* and *Sport and Recreation Strategy*.

Following Council’s consideration, the head petitioner will be advised of Council’s noting of the petition and of any other resolutions arising from the matter.

➤ **Options¹**

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

- I. Council receives and notes the petition (Recommended)
- II. That the CEO advises the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter (Recommended).
- III. Council undertakes an alternative course of action (Not recommended).

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

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Ian Bailey

Subject: Purchase of land 8 St John Road Norton Summit

1. MOTION

I move that the matter of the purchase of land at 8 St John Road Norton Summit be brought to a workshop to ensure all members are fully aware of the situation which includes issues that have to be resolved, eg Council's encroachment onto Church land of the septic system and part of the CFS shed.

2. BACKGROUND

Hopefully a satisfactory negotiation can be achieved to solve these problems.
This item was discussed at Council on 26 April 2022:

12.3 Land Purchase 8 St John Road Norton Summit

FORMAL MOTION

Moved Cr John Kemp
S/- Cr

That the motion be put.

Lapsed through want of seconder.

Moved Cr Ian Bailey
S/- Cr Pauline Gill

Council resolves:

1. That the report be received and noted
2. In conjunction with The Synod of the Diocese of Adelaide of the Anglican Church of Australia ("the Church"), undertake a boundary realignment to alter the boundaries between the land located at 2 St John Road Norton Summit owned by Council and the land located at 8 St John Road Norton Summit owned by the Church, with the effect of Council purchasing from the Church an area of approximately 2705m² for the amount of \$175,000 exclusive of GST
3. To allocate funding in 2022/23 budget for the purchase of the land in the amount of \$175,000 exclusive of GST plus \$16,175 for the Council's proportion of purchase and land division costs
4. To update the Council's Community Land Register to reflect the additional area of land vesting in Council and to develop a Community Land Management Plan for the site
5. To delegate to the CEO to all do things necessary, including sign all documents to give effect to this resolution

LOST

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 factors

➤ Legal Implications

There are no legal implications in relation to the preparation of this report but there are implications in relation to resolving the encroachments.

➤ Risk Management Implications

The further consideration of the issues by Council will assist in mitigating the risk of:

Decision not to purchase land leading to loss of community confidence and need to find an alternate proposal to deal with building encroachments.

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

➤ Financial and Resource Implications

There are no financial or resource implications in relation to the preparation of this report.

If the Motion on Notice is supported, it is recommended that a full identification site survey be undertaken prior to the workshop to fully understand the extent of the encroachments. Whilst this has not been budgeted for, it is likely that it can be accommodated within existing budget provision.

➤ Customer Service and Community/Cultural Implications

A resolution to the encroachments of the CFS building and wastewater system needs to be found to ensure that Council infrastructure is appropriately secured by tenure, noting that there is an existing easement for “effluent drainage” that covers the majority of the wastewater system but not the building.

➤ Sustainability Implications

The absence of appropriate tenure of the Council encroachments, being a portion of the CFS building and a portion of the wastewater system, may lead to issues of access and use in the future.

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

No engagement and consultation was undertaken in relation to the preparation of the response to this Motion on Notice.

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

A resolution to the current encroachments of a portion of the CFS building and a portion of the wastewater system on the land adjoining the Norton Summit CFS needs to be found to ensure that Council has the appropriate control over the infrastructure that supports the Norton Summit toilets and the CFS.

There are a number of options which include:

- The purchase of the land as presented to Council at the 26 April 2022 meeting
- The purchase of a smaller area of land to capture the area on which the encroachments are located
- Other land tenure arrangements such as easements or leases.

The options have different legal and financial implications which can be detailed in a workshop and subsequent report to Council. These costs are currently unbudgeted.

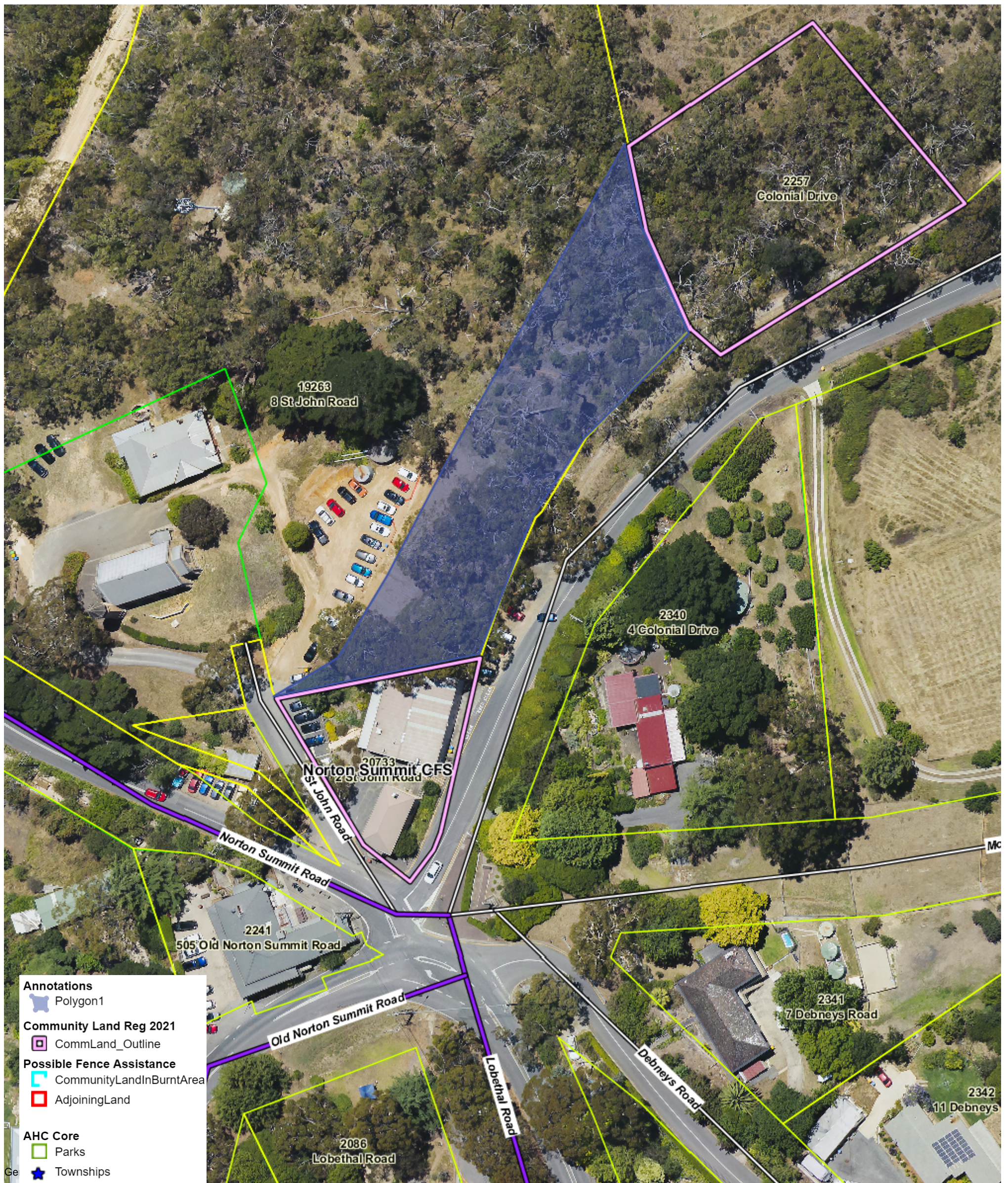
If this Motion on Notice is supported then it is recommended that a full identification site survey be undertaken to provide greater clarity of the encroachment issue prior to the workshop to fully understand the extent of the encroachments highlighted in **Appendix 2** prior to the proposed workshop with Council.

5. APPENDICES

- (1) Aerial of site indicating area of land that was the subject of the 26.4.2022 report
- (2) Land division plan which indicates the encroachment of the CFS building
- (3) Aerial indicating approximate location of wastewater system including irrigation area

Appendix 1

*Aerial of site indicating area of land that was the subject of
the 26/4/2022 report*



Scale =
1:750 000
20 m

10-May-2022

Appendix 2

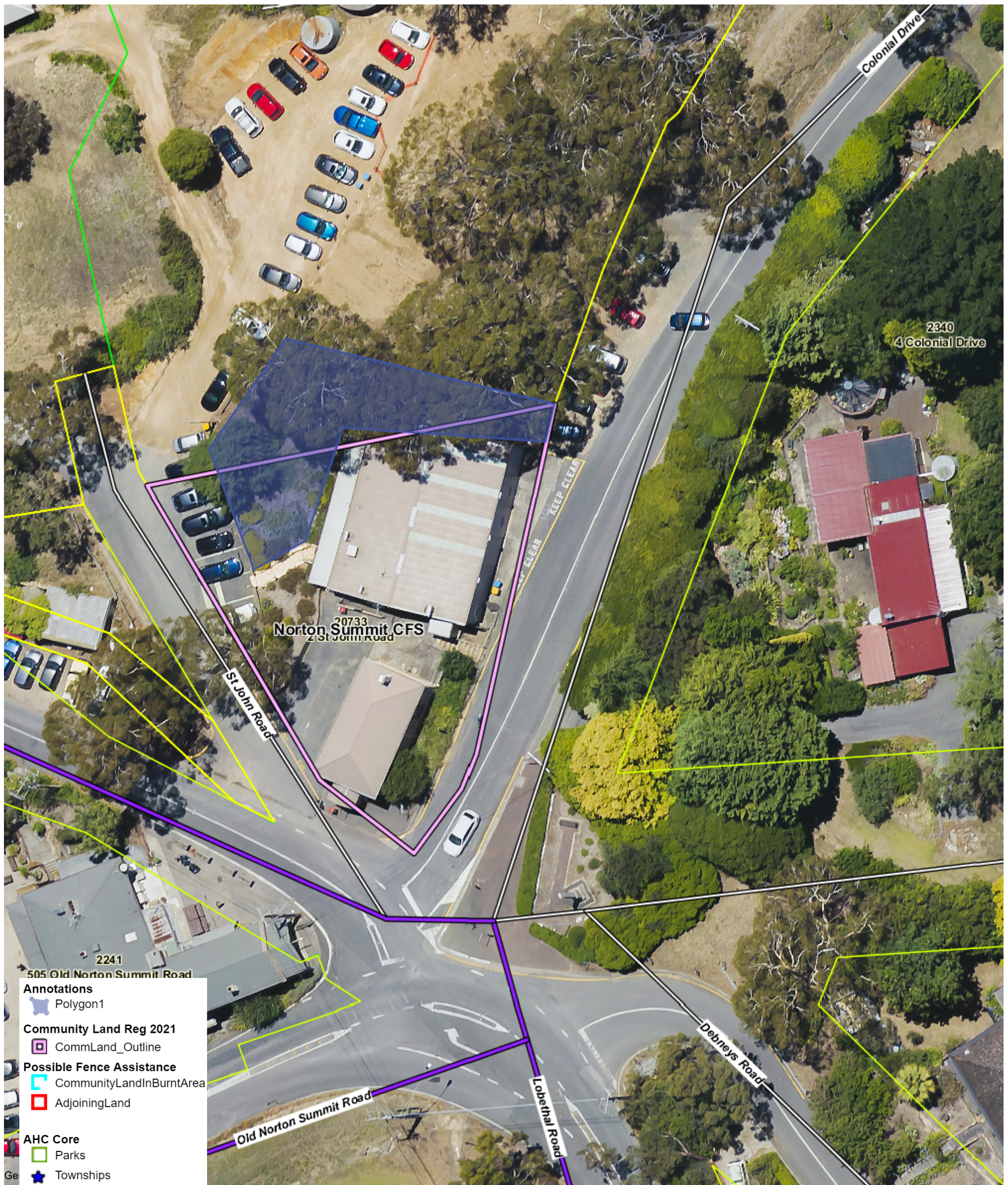
*Land division plan which indicates the encroachment of the
CFS building*



Appendix 3

*Aerial indicating approximate location of wastewater system
including irrigation area*

Norton Summit



10-May-2022

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 11.2 Motion on Notice

Originating from: Cr Malcolm Herrmann

Subject: Budget Review Committee

1. MOTION

I move that:

1. A workshop of Council be held during June 2022 to consider the establishment of a Budget Review Committee (or similar) pursuant to the provisions of Section 41 of the *Local Government Act 1999* that would include of all members of Council and potentially an Independent Member.
 2. The primary objective of the Budget Review Committee would be to assist Council in the achievement of its strategic objectives while maintaining financial sustainability through ongoing monitoring and providing advice on service and infrastructure provision, budget and expenditure management processes and results.
 3. The workshop examine appropriate Terms of Reference for the Budget Review Committee which could include the following matters:
 - An examination of the appropriateness of all fees and charges;
 - A review of all other sources of income (excluding rates);
 - An examination of the full costs and revenue associated with Federal and State Government programs which are delivered by the Council;
 - Options available for service delivery, including shared services, contract services or in-house delivery of services;
 - A review of appropriate levels of service provision provided within each function of council giving consideration to whether those functions are mandatory or discretionary;
 - Consideration of Budget Review reports prior to reporting to Council
 - Monitoring of agreed savings strategies against established budget targets
 - The profiling and containment (or mitigation) strategies for key cost categories including, but not limited to salaries, contractors, energy, water and waste.
 - Any other subject which the committee may consider to have budgetary implications.
 4. The workshop consider the timing of the potential commencement of a Budget Review Committee with a view to ensuring any initial opportunities could be captured within the development of the 2023 Annual Business Plan.
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2. BACKGROUND

During the debate on the adoption of the draft Annual Business Plan for public comment on 3 May 2022, I raised the issue about the involvement of elected members in assisting the staff in the very difficult process of identifying savings across the council. While staff have produced an excellent outcome for the current draft Annual Business Plan, there will be further pressures on the Budget should the current CPI continue at its present level or even increase.

The establishment of a Budget Review Committee will provide the opportunity for elected members to address issues over a longer period rather than in just the period on the preparation of the Draft Annual Business Plan.

Subject to further consideration at the workshop, it may be possible to schedule meetings of the Budget Review Committee to be held prior to the commencement of workshops or professional development sessions.

3. OFFICER'S RESPONSE – Terry Crackett, Director Corporate Services

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	A Progressive Organisation
Objective O3	Our organisation is financially sustainable for both current and future generations
Priority O3.1	Ensure the delivery of agreed strategic plan requirements whilst meeting endorsed long term targets for a sustainable operating surplus and level of debt
Priority 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
Priority O3.3	Actively pursue alternative funding opportunities to reduce reliance on rates income
Priority O3.4	Assess the range and level of services undertaken to ensure they fulfil Council's legislative and strategic intent
Goal	A Progressive Organisation
Objective O5	We are accountable, informed, and make decisions in the best interests of the whole community
Priority O5.1	Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations
Priority O5.2	Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action.
Priority O5.3	Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community

➤ **Legal Implications**

There are a number of Sections within the *Local Government Act 1999* (the Act) that relate to this Motion on Notice. These include the following:

Section 8- Principles of local government

- (h) seek to ensure that council resources are used fairly, effectively and efficiently and council services, facilities and programs are provided effectively and efficiently;
- (ia) seek to balance the provision of services, facilities and programs with the financial impact of the provision of those services, facilities and programs on ratepayers;
- (k) ensure the sustainability of the council's long term financial performance and position.

Section 41 – Committees

- (2) A committee may, according to a determination of the council, be established:
- (b) to inquire into and report to the council on matters within the ambit of the council's responsibilities;

Section 58 – Specific roles of the principal member

- (1) (d) to support council members' understanding of the separation of responsibilities between elected representatives and employees of the council;

Section 59 – Roles of members of councils

- (1)(a) (vii) to keep the council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review;

Section 99 - Role of chief executive officer

- (1) The functions of the chief executive officer include:
- (e) to provide information to the council to assist the council to assess performance against its strategic management plans

S122 – Strategic management plans

A large number of requirements in relation to sustainability of council's performance and position; the extent and level of services to achieve objectives; extent of infrastructure to be maintained or developed. State the measures financial and non-financial to measure performance.

Section 126 – Audit committee

- (4) Functions of the audit committee include (blue writing is a new provision commencing on 30 November 2023):
- (ab) proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan
- (c) reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis
- (j) performing any other function determined by the council or prescribed by the regulations

➤ **Risk Management Implications**

The holding of a workshop to consider the implementation of a Budget Review Committee will assist to mitigate the risk that:

A Budget Review Committee is established under Section 41 of the Act without fully considering the risks and opportunities associated with the establishment of this Committee.

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

There are a considerable number of potential risks and opportunities associated with the establishment of a Budget Review Committee. The holding of a workshop will ensure that these are considered in more detail prior to any decision to establish a Committee and therefore assist to ensure objectives can be achieved.

➤ **Financial and Resource Implications**

Until the Terms of Reference of a potential Budget Review Committee are determined it is not possible to establish in any detail the full financial and resource implications that would be involved.

Firstly there are governance costs associated with the holding of meetings which would include preparation and distribution of agendas, response to questions, meeting attendances, minutes and action tracking. There are also costs for the Committee Members which could include additional costs for the presiding member (up to \$4,700 per annum), independent member sitting fees (approx. \$450 per meeting), meals (approx. \$350 per meeting of all Council Members on the Committee and meeting attendees), and travel claims.

More significant costs would relate to the resources that would need to be allocated to provide the information that is to be submitted to the Committee for consideration. Based on the items that are listed within the Motion on Notice it is envisaged that the costs would be substantial, however at this time it has not been possible to fully assess that cost.

It is however important to note that in the development of the draft Annual Business Plan for 2022/23 that existing administrative resources have been fully allocated to deliver the priorities established within that plan. If a Budget Review Committee is established at this time it would require a reallocation of resources from those priorities or additional resources to be applied.

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

In the development of the Annual Business Plan for 2021/22 and the review of the Long Term Financial Plan in 2022 feedback was received from the community relating to a need for Council to provide ongoing improvements in efficiency of service provision.

Whilst the draft Annual Business Plan will require the delivery of substantial savings strategies that are in excess of \$650k (ongoing), the establishment of a Budget Review Committee could provide further assurance to the community that actions are being undertaken.

➤ **Sustainability Implications**

The examination and implementation of strategies considered by a Budget Review Committee would have the potential to positively contribute to the long term financial sustainability of the Council and minimise the impact of rising costs in service provision stemming from growth in the Consumer Price Index and interest rates.

➤ **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

Recent world events have resulted in a significant increase in the Consumer Price Index (CPI) that has resulted in the need for an increase in rate revenue aligned to that increase to ensure the ongoing provision of services. At this time it is expected that CPI is likely to remain high for some time which will in turn impact on interest expense and the cost of delivery for capital works.

Whilst considerable work goes into the development of the Long Term Financial Plan and associated Annual Business Plans, in order to meet community expectations in relation to rating impacts driven by increases in CPI, it will be necessary to consider alternative approaches to all areas of revenue and expenditure.

The establishment of a Budget Review Committee could provide a potential avenue for Council to consider options available. There are however likely to be significant costs associated with the establishment of this Committee that would need to be provided for in order to ensure it could deliver against its proposed objectives.

Should this Motion on Notice be endorsed it will be necessary to undertake further resourcing analysis of the proposal prior to the holding of a workshop in June to consider its potential implementation under Section 41 of the Act.

5. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 2022
AGENDA BUSINESS ITEM**

Item: 12.1

Responsible Officer: James Szabo
Senior Strategic and Policy Planner
Development and Regulatory Services

Subject: Local Heritage Grant Fund 2021/22 Project Approvals

For: Decision

SUMMARY

The purpose of this report is to present two applications for approval to receive a grant contribution toward works that repair, restore and/or protect local heritage places within the Council area. Funding for this grant is awarded through Council's 2021-22 Local Heritage Grant Fund program (the program).

In total three applications were received for our third and final round, with one application since being withdrawn, and the individual projects are detailed in **Appendix 1**. In collaboration with Council's Local Heritage Advisor, the two remaining applications have been reviewed against the Local Heritage Grant Fund Guidelines (the Guidelines) see **Appendix 2**. Both applications were considered worthy to receive funding assistance through the program, noting that one application involves work to a community building.

There is an under subscription of applications in this round as only two projects are being recommended for approval, this equates to a total of \$5,000 (up to \$2,500 per project) out of a possible \$20,000 being allocated in this round.

Administration is recommending that the Council approves the two shortlisted projects.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. To approve the two shortlisted projects to receive grant funding to contribute to the works as detailed in Appendix 1 of this report and listed below:
 - Shop (4-6 Mount Barker Road, Stirling): – Silvano Rotellini, replacing/restoring rotten barge boards to front gable and sides of heritage building (Grant amount: \$2500).
 - Longwood Institute (706 Longwood Road, Bradbury): Longwood Bradbury Progress Association, replacing wooden front door (Grant amount: \$2500).
-

1. BACKGROUND

There are currently 242 Local Heritage listed places in the District, with 40 of those recently added via the Local Heritage Development Plan Amendment (DPA). When the aforementioned DPA was considered by the Strategic Planning and Development Policy Committee (SPDPC) at its meeting held in August 2018, it recommended the establishment of a heritage incentive fund where it resolved:

Moved Cr Malcolm Herrmann
S/- Cr Linda Green

SP18/1

The Strategic Planning and Development Policy Committee resolves:

1. That the report be received and noted
2. To approve the attached Summary of Consultations and Proposed Amendments report and the draft Local Heritage – Stage 1 (Public Places) Development Plan Amendment (DPA) for submission to the Minister for Planning for approval, with the exception of those sections of the Kersbrook Hall which do not form part of the original structure. If the aforementioned condition is not possible, then the exception lapses.
3. To recommend to Council that it consider the establishment of a heritage incentive fund in its 2019/20 budgetary process.
4. That the Chief Executive Officer be authorised to make any necessary minor amendments to the DPA as directed by relevant officers of the Department of Planning, Transport and Infrastructure or by the Minister for Planning.

Carried Unanimously

In accordance with resolution 3 above, the merits of a heritage incentive scheme were investigated by the Administration and a business case was put forward for consideration as part of the 2019/20 budgetary process.

The budget bid was subsequently approved as a new operating initiative with an intended period of three years. The Local Heritage Grant Fund and its supporting Guidelines were developed by the Administration and approved by Council at its meeting held in October 2019 where it resolved:

Moved Cr Malcolm Herrmann
S/- Cr Chris Grant

247/19

Council resolves:

1. That the report be received and noted.
2. To approve the Local Heritage Grant Fund Guidelines Procedure as detailed in *Appendix 1* of this report subject to inclusion of the following sentence at the end of the definition of Conservation Works in Section 4.2 of the Procedure - "The Grant Funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application."
3. That the Chief Executive Officer be authorised to make minor amendments, not affecting the intent of the Guidelines or the Fund, as required from time to time.
4. That recommendations for successful grant recipients be reported to Council for consideration before any grants are awarded.
5. That any remaining grant funds in a particular financial year be rolled over to the next financial year over the intended 3 year life of the Grant Fund.

Carried Unanimously

Three rounds (years) have since been initiated all with varying degrees of interest. In 2019/20 a total of six out of a possible eight projects were shortlisted for funding. In 2020/21 the program was oversubscribed with a total of eight projects being shortlisted for funding. The first two rounds demonstrated a strong interest in the program with an 87.5% subscription rate.

In contrast the 2021/22 round has seen a noticeable drop in applications with only interest from a handful of local heritage owners/managers during the application period, resulting in only three applications being lodged. Citing increasing construction costs and difficulty in attracting suitable trades, one of those applications has since been withdrawn.

The circumstances that led to low levels of applications in this round are not yet fully understood, although it is considered that external factors had some impact i.e. construction costs, labour shortages etc. A review of the program will be presented for information to the Council following the completion of Round 3.

The following table provides reference to the two Local Heritage places as well as the corresponding proposed works, total cost and total grant funding sought respectively (refer to Appendix 1 for further details).

Project	Heritage Number	Works Proposed	Cost of Works	Total Grant Funding Sought
Shop – Stirling	11460	Replacing rotten timber barge boards to front gables and sides	\$5,100	\$2,500
Longwood Institute – Bradbury	10155	Entry door restoration project	\$5,000	\$2,500
		Total	\$10,100	\$5,000

Selection Process Summary

Following receipt of the applications the Administration worked with applicants to ensure a satisfactory level of information was provided to process each application. Following this each application was reviewed against the eligibility criteria as outlined in the Guidelines.

It is noted that the Longwood Institute is a community managed Council asset. Ordinarily the program would not cover Council buildings, however due to the work proposed being led by the Longwood Bradbury Progress Association (as the managers of the facility) and the scope of works involving a non-structural element that largely assists with internal maintenance, the Administration is comfortable that the allocation of funds to the project reasonably meet the outcomes sought by the Guidelines.

Following establishment that the two projects were worthy of shortlisting, a grant assessment evaluation review was initiated in collaboration with Council's Local Heritage Advisor. This involved a joint evaluation being undertaken with members of the Administration and Council's Local Heritage Advisor present. The evaluation criteria included the following considerations:

- Historical context
- Nature of the works proposed
- Need for the works
- Visual contribution to the public realm
- Contribution of the works to the heritage value

At the conclusion of the evaluation, both projects were deemed to support the outcomes of the program and would contribute in some form to the ongoing preservation of the subject Local Heritage places.

The applicants were notified of the outcome of the shortlisting process and additional information has been sought to ensure that a sufficient level of detail is provided to progress the Development Application phase.

Next Steps

Pending the resolution of this item, the two applicants will be notified and will be requested to begin the preparation of an associated Development Application.

Following receipt of the respective Development Authorisations the Applicants can commence work and will need to notify the Administration of when the works have been undertaken including proof of completion, prior to the Administration issuing any funds.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 1	A Functional Built Environment
Objective B2	Preserve and enhance the unique character of the Hills for current and future generations
Priority B2.4	Ensure our planning framework, council policies and guidelines support privately owned local heritage places.

The *Management of Built Heritage Policy DEV-09* outlines Council's commitment to the preservation and ongoing management of the built heritage within the Adelaide Hills Council. The policy also acknowledges the significant and positive contribution that heritage buildings and places make to the character and appeal of our townships and rural areas.

➤ Legal Implications

Local heritage issues are managed at the local government level and new development involving a local heritage place will be processed under the *Planning Development and Infrastructure Act 2016* (the Act).

Currently within the Adelaide Hills there are 242 listed local heritage places, these listings are embedded within the Planning and Design Code.

It is noted the Act does not prescribe that a Local Government Authority must have a heritage grant scheme. Across various Local Government areas similar schemes have been established on a discretionary basis.

➤ **Risk Management Implications**

The cost to undertake works to upgrade or preserve heritage items/buildings may be a barrier for their continued maintenance. As such, if an asset was to fall into a state of disrepair, this may jeopardise the heritage listing value and integrity into the future. Providing grant funds towards the maintenance, restoration and repair of Local Heritage Places will assist in mitigating the risk of:

Not upgrading Local Heritage places leading to a loss of their heritage significance and listing attributes.

Inherent Risk	Residual Risk	Target Risk
Medium (2C)	Low (1E)	Low

Approving the funding for the recommended projects would reduce this risk by providing financial assistance and potential incentive for the upgrading of Local Heritage places.

➤ **Financial and Resource Implications**

The program has been approved for the 2021/22 financial year with a budget allocation of \$20,000. The program is administered within the Development and Regulatory Services Directorate, with input from a specialist Heritage Advisor (already contracted by Council) where necessary.

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

The online application platform Smarty Grants was used to enable applicants to lodge their application electronically. For those not confident with the online process hard copy application forms were sent out at the request of the applicant.

Community awareness of the program was achieved via Council's website and other social media platforms, the Hills Voice newsletter and direct email to owners of Local Heritage places.

➤ **Sustainability Implications**

The grant funding will have a long-term beneficial impact on the preservation of the heritage value of the subject Local Heritage places.

➤ **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: Broader community and Local Heritage place owners

The two applications shortlisted relate to Local Heritage Places as identified within the Planning and Design Code.

3. OPTIONS

Council has the following options:

- I. To approve the two projects shortlisted to receive grant funding to contribute to the works as detailed in **Appendix 1** (Recommended)
- II. To not approve the two projects shortlisted to receive grant funding to contribute to the works as detailed in **Appendix 1** (Not Recommended)

4. APPENDICES

- (1) Local Heritage Grant Fund Applications
- (2) Local Heritage Grant Fund Guidelines

Appendix 1

Local Heritage Grant Fund Applications

Local Heritage Grant Fund (2022/23)

Form Preview

Local Heritage Grant Fund Application

Introduction

The Adelaide Hills has a rich and diverse cultural and built heritage that contributes deeply to the fabric of our region. The conservation and sensitive adaptation of our heritage places also contributes to the ongoing pursuit of preserving and illuminating South Australia's history.

For these reasons the Adelaide Hills Council has established the Local Heritage Grant Fund (LHGF) to promote and support the conservation of Local Heritage listed places. The grant works by reimbursing property owners a proportion of the costs involved in retaining, reinforcing or reinstating the significance of a Local Heritage place.

To be eligible to apply for funding under the LHGF, the grant application must relate to a Local Heritage Place (listings can be searched on the [SA Heritage Register](#)).

This is a competitive grant process and funding is limited to a total of 8 projects. Applications will be assessed on whether the works will improve and enhance the heritage fabric of a local heritage place, including (but not limited to) the following:

- those elements of the heritage place designated as of heritage value or works that ensure the structural integrity of the building, or
- reinstatement of lost elements or fabric of the building where there is physical or archival evidence, such as historical photos or drawings, or remnant site fabric of elements (e.g. conjectural works will not generally be supported except where no evidence exists and a heritage consultant is engaged to achieve an authentic and appropriate outcome agreed with Council heritage advisors).

A grant of up to **\$2,500 or 50% of the total project cost**, whichever is the lesser amount, is available. The grant funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application. Eligible projects must have a minimum cost of \$1,000.

For a detailed summary of the eligibility criteria and the selection process please review the [Local Heritage Grant Fund Guidelines](#).

Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the **Local Heritage Grant Fund Guidelines**.

Incomplete applications and/or applications received after the closing date will not be considered.

Local Heritage Grant Fund (2022/23)

Form Preview

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an ineligible project.

If you have any questions in regards to these eligibility criteria, please contact the Administration on (08) 8408 0400

Confirmation of Eligibility

I confirm that the applicant ...

- has read and understands the [program guidelines](#)
- is seeking grant funds for conservation works/professional advice to a Local Heritage Place as listed in the [SA Heritage Register](#)
- has sought out two written quotes for the proposed works
- understands that an authorised Development Approval may be required to be obtained (Council to advise if successful) before commencing any works and that this process will incur the standard development lodgment and assessment fees

Please select below: *

☒ Yes

☐ No

Contact Details

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

Applicant Details

Applicant

☒ Individual

☐ Organisation

Organisation Name

Title

First Name

Last Name

Location of Local Heritage Place

Address

Local Heritage Grant Fund (2022/23)

Form Preview

MAP
PLACEHOLDER

Applicant Primary Phone Number

Must be an Australian phone number.

Applicant Primary Email

Must be an email address.

Applicant Postal Address

Address

Project Details

Project title:

HERITAGE RESTORATION

Provide a name for your project/program/initiative. Your title should be short but descriptive

Description of Conservation Works

Please provide a short summary of the conservation works to be undertaken

REPAIRS AND RESTORATION TO TIMBER AND
RENDERED FACADE

Be descriptive, but succinct. Include a brief summary of why the work is required (i.e. restoration, maintenance), what you will do (i.e. the works you or a contractor will undertake), and what effects you expect to result from the conservation works (outcomes).

Local Heritage Grant Fund (2022/23)

Form Preview

Please detail the construction techniques to be used to undertake the conservation works (If known)

N/A

If you intend to apply for Professional Advice as part of the grant fund to assist in determining the most appropriate building techniques you can leave this section blank.

Site Plan and Conservation Works detail

Please attach a site plan, photos, materials specification and elevation drawings identifying the location of the building and the proposed works on the property

Attach a file:

SEE ATTACHED

This information needs to be legible and to scale, it is worth putting in the effort upfront, noting that plans and details will be used if a development application is required.

Project Costs

* indicates a required field

Total Project Cost

\$

What is the total budgeted cost (dollars) of your project?

Total Grant Amount Required

\$

2,500

What is the total of the grant money you are requesting in this application? This should include the cost of professional advice (if applicable)

Categories of Funding

Is the application for conservation works only? *

☒ Yes

☐ No, it includes professional advice as well

If no, please allocate below which portion of the expenditure will be dedicated to professional advice

Project Expenditure Summary

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
		\$	

Please attach two written quotes for the above expenditure (costs)

Attach a file:

Local Heritage Grant Fund (2022/23)

Form Preview

Certification

* indicates a required field

Certification

This section must be completed by the property owner or on behalf of the property owner for which the grant applies.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the application is approved, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

☒ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Contact phone number *

Must be an Australian phone number.

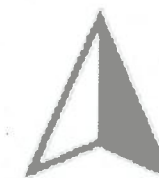
Date *

20-4-2022

Must be a date

6 MOUNT BARKER ROAD STIRLING

HERITAGE RESTORATIONS AS PER DESCRIPTIONS



- ③ REFER OVER
- ① REFER OVER
- ② REFER OVER
- ④ REFER OVER

SITE PLAN



- ① REPLACE ROTTEN BARGE BOARD - REPAINT
- ② REPAIRS TO TIMBER BOARDS - PATCH - REPAINT.
- ③ PATCH TIMBER WORKS - REPAINT

④ REPAIR TIMBER BARGE BOARD DOWN SIDE OF EXISTING ORIGINAL STRUCTURE

James Szabo

From: [REDACTED]
Sent:
To: James Szabo
Subject: Fwd: quote for Stirling upper facade repairs and refresh

[EXTERNAL]

Hello James

Just received this from Leith Dawes. Hope this is acceptable for the grant.

Many thanks
[REDACTED]

----- Original Message -----

[REDACTED]
Sent: Wednesday, 4 May, 2022 At 3:22 PM
Subject: quote for Stirling upper facade repairs and refresh

[REDACTED]
Following is an outline of the work to be undertaken as explained by you to the front of your heritage buildings in Stirling above the bullnose verandah.

The works include replacement, repair and patching to the timber area and repainting the rendered areas.

Due to the uncertainty of the structural integrity of the bull nose sheet metal, an alternative method such as working off scaffolding or cherry picker is required and is included in this quote.

All works including machine hire, materials and labour are included.

If you have any questions please feel free to contact me.

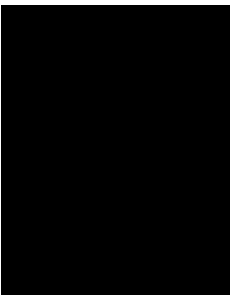
Scope of works

- Remove any dirt and loose materials for the surfaces
- Replace large rotten timber on front of fascia facing front road
- Repair and patch any timber and rendered façade requiring tidying up.
- Sand back and prepare surface for painting
- Repaint in matching paint colour to verandah posts all timber work and cement render. This includes over the southern side of the building above bull nose.

Total

\$5100 plus gst

Kind Regards



Local Heritage Grant Fund Application

Introduction

The Adelaide Hills has a rich and diverse cultural and built heritage that deeply contributes to the fabric of our region and its protection and sensitive adaptation contribute to the ongoing pursuit of preserving and illuminating South Australia's history.

For this reason the Adelaide Hills Council has established the Local Heritage Grant Fund (LHGF) to promote and support the conservation of Local Heritage listed buildings. The grant reimburses property owners a proportion of the costs involved in retaining, reinforcing or reinstating the significance of Local Heritage places.

To be eligible to apply for funding under the LHGF, the grant application must relate to a Local Heritage Place (listings can be searched on the [SA Heritage Register](#)).

This is a competitive grant process and funding is limited to a total of 8 projects.

Applications will be assessed on whether the works will improve and enhance the heritage fabric of a local heritage place, including but not limited to:

- those elements of the heritage place designated as of heritage value or works that ensure the structural integrity of the building, or
- reinstatement of lost elements or fabric of the building where there is physical or archival evidence, such as historical photos or drawings, or remnant site fabric of elements (e.g. conjectural works will not generally be supported except where no evidence exists and a heritage consultant is engaged to achieve an authentic and appropriate outcome agreed with Council heritage advisors).

A grant of up to **\$2,500 or 50% of the total project cost**, whichever is the lesser amount, is available. The grant funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application. Eligible projects must have a minimum cost of \$1,000.

For a detailed summary of the eligibility criteria and the selection process please review the [Local Heritage Grant Fund Guidelines](#).

Eligibility

*** indicates a required field**

Applicants: please note

Before completing this application form, you should have read the **Local Heritage Grant Fund Guidelines**.

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact the Administration on (08) 8408 0400

Confirmation of Eligibility

Local Heritage Grant Fund (2022/23)

Local Heritage Grant Fund (2020/21)

Application LH142122 From Longwood Bradbury Progress Association

Form Submitted 31 Jan 2022, 10:55am ACDT

I confirm that the applicant ...

- has read and understands the [program guidelines](#)
- is seeking grant funds for conservation works/professional advice to a Local Heritage Place as listed in the Adelaide Hills Council Development Plan
- has sought out two written quotes for the proposed works
- understands that an authorised Development Approval may be required to be obtained (Council to advise if successful) before commencing any works

Please select below: *

☒ Yes ☐ No

You must confirm that all statements above are true and correct.

Contact Details

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

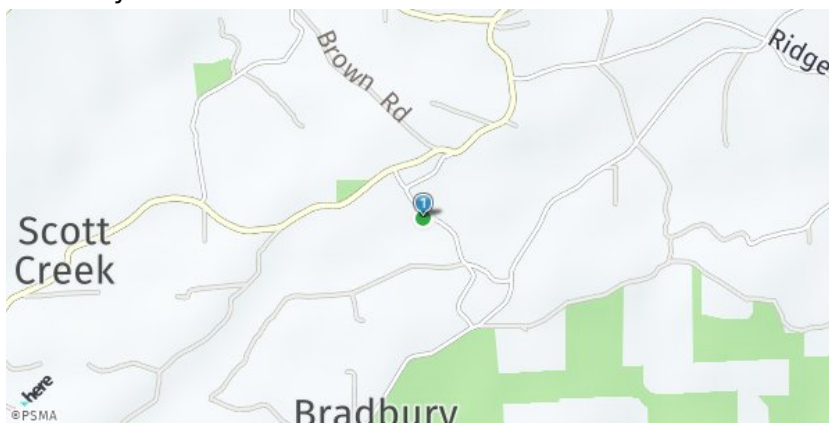
Applicant Details

Applicant

Longwood Bradbury Progress Association

Location of Local Heritage Place

706 Longwood Rd
Bradbury SA 5153 Australia



Applicant Primary Phone Number

Must be an Australian phone number.

Applicant Primary Email

Must be an email address.

Applicant Postal Address



Project Details

Project title:

Longwood Institute Entry Door Restoration Project

Provide a name for your project/program/initiative. Your title should be short but descriptive

Description of Conservation Works

Please provide a short summary of the conservation works to be undertaken

The original pair of main entry doors to the Longwood Institute are suffering from age, rot, warping and splitting from building movement, weather and various alterations. They are no longer secure or repairable. Now that the Institute building has undergone substantial stabilising and restoration work of all the structural stonework, the Longwood Bradbury Progress Association (primary contact and managers of the hall) would like to refit and replace these doors with identical traditionally constructed doors which would be solid and secure. Restoring the main entry doors of the hall to their original condition will transform the entrance and highlight the foyer as the focal point for historical features of the hall, including the honour board, library and local history information displays.

Be descriptive, but succinct. Include a brief summary of why the work is required (i.e. restoration, maintenance), what you will do (i.e. the works you or a contractor will undertake), and what effects you expect to result from the conservation works (outcomes).

Please detail the construction techniques to be used to undertake the conservation works (If known)

The original paired doors on the Longwood Institute (1903) are in extremely poor condition. The style is rotted at the bottom and the panels are badly warped and split. The doors no longer bolt or close securely. The advice from our specialist heritage carpenter is that they cannot be restored and require replacement with identical bead and butt doors. Over the years the building has moved significantly, cracking the door arch. AHC has recently completed a major restoration project, stabilising the building structure, doorframe and stonework. The LBPA has continued this restoration work inside, restoring the floorboards in the foyer and reinstating an early 19th century bookcase to house the agricultural bureau's library, in line with the original educational mission of Institute.

We would now like to replace the front doors with traditionally built identical replacements as part of an ongoing program of restoration and facility improvement. We are fortunate to have Brian Woodlands (listed carpenter/joiner on Heritage SA list of trades and consultants) offer to donate his time for the LBPA to construct these doors. Brian is familiar with the local building styles and how has already completed similar work replacing the Scott Creek Soldier's Memorial Hall doors. We will also engage a volunteer professional object conservator (Sophie Parker) to investigate the original colours of the doors and repaint in an appropriate style. In line with the Burra Convention, we will retain the old doors and investigate options for their possible reuse as internal doors. This project will be guided by the advice of our volunteer heritage consultant team, pending approval from the Adelaide Hills Council and their heritage consultant. Further details are included in our site plan and conservation works document.

If you intend to apply for Professional Advice as part of the grant fund to assist in determining the most

appropriate building techniques you can leave this section blank.

Site Plan and Conservation Works detail

Please attach a site plan, photos, materials specification and elevation drawings identifying the location of the building and the proposed works on the property

Filename: Longwood Institute door restoration.docx

File size: 1.1 MB

This information needs to be legible and to scale noting that it will be used if a development application is required.

Project Costs

*** indicates a required field**

Total Project Cost \$5,000.00
 What is the total budgeted cost (dollars) of your project?

Total Grant Amount Required \$2,500.00
 What is the total of the grant money you are requesting in this application? This should include the cost of professional advice (if applicable)

Categories of Funding

Is the application for conservation works only? *

☐ Yes

☒ No, it includes professional advice as well

If no, please allocate below which portion of the expenditure will be dedicated to professional advice

Project Expenditure Summary

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
Conservation advice	Professional Advice *	\$300.00	In kind
Timber	Materials	\$1,866.00	Grant request
Hardware	Materials	\$70.00	Grant request
Fixtures	Materials	\$424.00	In kind
Paint	Materials	\$140.00	Grant request
Joinery (construction of doors)	Labour	\$1,500.00	In kind
Painting	Labour	\$400.00	In kind

Local Heritage Grant Fund (2022/23)
Local Heritage Grant Fund (2020/21)
Application LH142122 From Longwood Bradbury Progress Association
Form Submitted 31 Jan 2022, 10:55am ACDT

Installation	Labour	\$300.00	In kind
--------------	--------	----------	---------

Please attach two written quotes for the above expenditure (costs)

Filename: Fixtures -RO.pdf
File size: 324.7 kB

Filename: Fixtures-Elraco_.pdf
File size: 256.1 kB

Filename: Paintquotesx2.docx
File size: 1.1 MB

Filename: TimbercostsMB.pdf
File size: 964.4 kB

Filename: TimberquoteBW.docx
File size: 241.5 kB

Certification and Feedback

*** indicates a required field**

Certification

This section must be completed by the property owner or on behalf of the property owner for which the grant applies.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the application is approved, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

☒ Yes ☐ No

Name of authorised person *

Contact phone number *

Date *

31/01/2022
Must be a date

Local Heritage Grant Fund Application

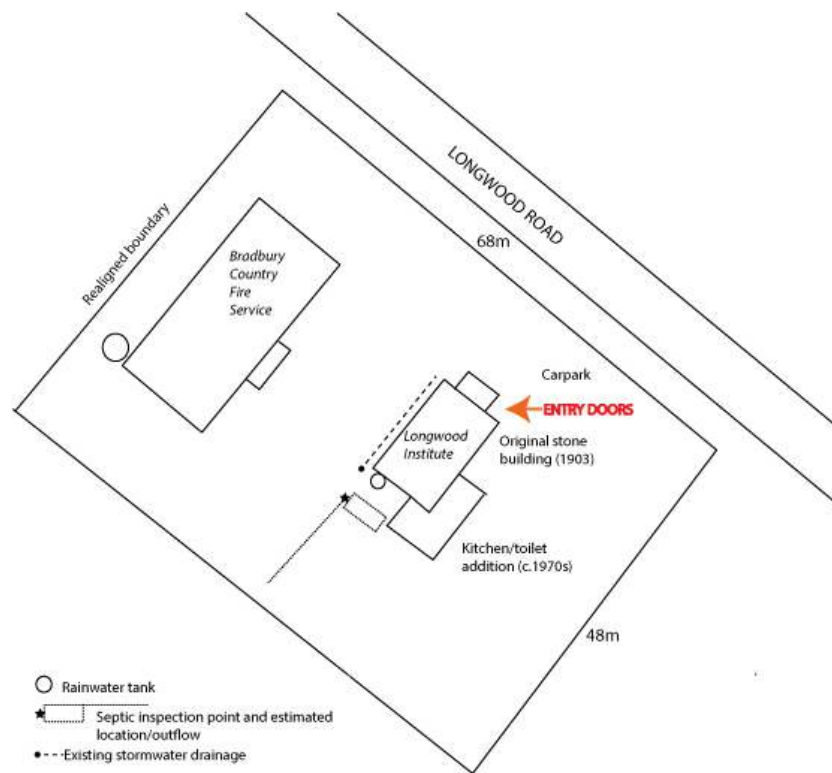
Longwood Institute Entry Door Restoration Project

Proposal summary

The original pair of main entry doors to the Longwood Institute are suffering from age, rot, warping and splitting from building movement, weather and various alterations. They are no longer secure or repairable. Now that the Institute building has undergone substantial stabilising and restoration work of all the structural stonework, we would like to refit and replace these doors with identical traditionally constructed doors which would be solid and secure. Restoring the main entry doors of the hall to their original condition will transform the entrance and highlight the foyer as the focal point for historical features of the hall, including the honour board, library and local history information displays.



Site Plan: 706 Longwood Road Bradbury



Historical context

In 1901 the local community of Bradbury and Longwood in the Adelaide Hills developed plans to build a hall to serve the growing community living on surrounding working blocks. The Longwood Institute was formerly affiliated with the Library Board in 1902, a tender from J. Mullins to build the 40ft x 25ft hall from local freestone for £238 was accepted supported by a £200 mortgage from Messrs Symons & Co. and in 1903 the hall by Lady Mary Symons, the wife of the then Senator for South Australia (later Attorney-General of Australia) Sir Josiah Symons.

Since then the hall has performed continuous duty as the primary community building for the Bradbury district, serving as library, meeting rooms, dance hall, sports hall, club rooms, tea-room, market hall, lecture theatre, movie hall and educational forum. For over 100 years, the community has celebrated weddings and birthdays and commemorated funerals and memorials. It remains the home of the longest running Agricultural Bureau in the state. In that time, the Longwood Institute has gained some modern additions and lost a few of the more delicate period details — it is now lit by energy efficient LEDs rather than acetylene gas lighting — but

many features remain intact and in use, such as the twin fireplaces used for heating and the historic appearance of a freestone Federation style Adelaide Hills community hall.



The Longwood Bradbury Progress Association (which has managed the hall since it was incorporated in 1953, succeeding the “Institutes Committee”) and the Adelaide Hills Council (which was given the hall by the community in trust) have embarked on a program to restore, protect and maintain the heritage values of the Longwood Institute Hall and enhance its value as a community resource and attractive facility for a wide range of regular uses. Over the years the building has moved significantly, cracking the door arch. LBPA and the AHC have jointly managed improved drainage, repairs to gutters and downpipes. undertaken AHC has recently completed a major restoration project, stabilising the building structure, doorframe and stonework.

The LBPA has continued this restoration work inside, maintaining and restoring the original floorboards in the foyer and reinstating an early 19th century bookcase to house the agricultural

bureau's library, in line with the original educational mission of Institute which opened with a library of 500 ‘carefully selected’ books.

Proposed work

We would now like to continue or program of restoration by replacing the front doors with traditionally built identical replacements. The original paired doors on the Longwood Institute (1903) are in extremely poor condition. The stile is rotted at the bottom and the panels are badly warped and split, showing daylight through some cracks. The doors are warped and no longer bolt or close securely (see images next page).

The advice from our specialist heritage carpenter and joiner is that they cannot be restored due to their age and condition and they require replacement with identical bead and butt style doors.



This work will be completed by Brian Woodlands a listed carpenter and joiner on Heritage SA list of trades and consultants who has generously offered to donate his time for this project. Brian is very familiar with the local building styles, having already completed similar work replacing the Scott Creek Soldier's Memorial Hall doors.

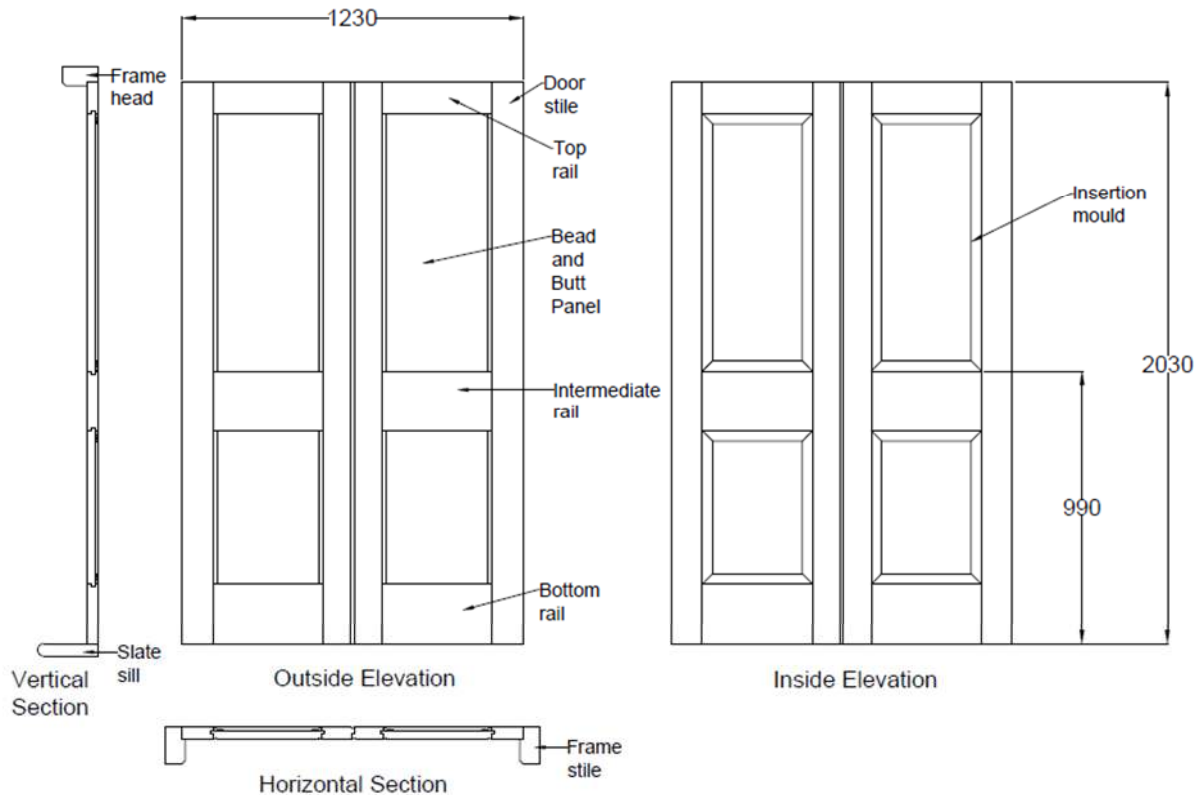


We are also fortunate to have the services of a Sophie Parker, a professional objects conservator, who is willing to donate her time to investigate the original colours of the doors and repaint in an appropriate style.

In line with the Burra Convention, we will retain the old doors and investigate options for their possible reuse as internal doors. This project will be guided by the advice of our volunteer heritage consultant team (Brian Woodland and Sophie Parker and the local History Group) as well being submitted for approval by the AHC heritage consultant and property managers as required.



LONGWOOD INSTITUE Original door frame and doors



Plan details

Door Frame

Stiles and head constructed from 132mm x 70mm timber rebated and stopped chamfered. Joints between frame members are through mortise and tenon.

Sill (Threshold) is 210mm x 45mm slate with a bullnose front edge.

Doors

The timber doors are a pair of two panel doors with rebated meeting stiles.

The meeting stiles are also moulded on the opposite face to the rebate with an astragal profile.

The door stiles and rails are joined with wedged through mortise and tenon joints.

The timber panels are bead and butt with a tongue to fit the grooves in the stiles and rails.

The inside of the panels are finished with insertion mould.

Budget

Item	Grant request	In kind
Professional conservation advice by Brian Woodland and Sophie Parker		300
Materials		
Timber – western red cedar	1866	
Fixtures (antique finish) - 6 100 x 150mm parliament hinges - 4 long throw barrel bolts - 2 Telephone pull handles	424	
Additional hardware and consumables (sandpaper, screws, brushes etc)	70	
Paint - 1.5l undercoat - 4l exterior all weather semi gloss - Sample pots of highlight colour	140	
Labour costs*		
Joinery – construction of doors		1500
Painting and preparing of doors		400
installation – hanging and attachment of fixtures		300
Total	\$2500	\$2500

Notes on budget:

Timber: Two quotes have been provided for each section of the materials (timber, fixtures and paint). Due to Covid supply chain issues, the preferred timber for this work, western red cedar, is largely out of stock currently. Our joiner has provided a quote based on western red cedar from his own current timber supply if necessary. While timber yards were unwilling to provide a binding quote due to unknown future price changes, Moyle Bendale Timbers was able to confirm a similar estimated cost at current prices (see attached email correspondence).

Labour costs have all been calculated at a standard 'volunteer' rate of \$50/hour which is substantially less than commercial rates for these services. For example, the labour costs for constructing the door at a commercial rate would be \$2,500.

[REDACTED]

From: Reception <Reception@mbtimber.com>
Sent: [REDACTED]
To: [REDACTED]
Subject: RE: Quote for timber

[REDACTED]

I've had a chat to one of our managers and he has had a look at your request.
He said if we had it in stock the total cost to supply would be \$1800.00 + gst.

Kind regards,

Sue Ford

Administration

Moyle Bendale Timber Pty. Ltd.
17-19 Cheltenham Parade
Cheltenham S.A 5014



Tel: 08 8347 1677



Fax: 08 8347 1277



moulding@mbtimber.com
www.mbtimber.com

From: [REDACTED]
Sent: Thursday, 27 January 2022 4:09 PM
To: Reception <Reception@mbtimber.com>
Subject: FW: Quote for timber

Dear Moyle Bendale Timber,

We are applying to council to build and replace the front doors on our heritage hall and need to provide quotes this week for the cost of the timber requested by our joiner. I do apologise for the short notice but if it is possible to get somethings this week that would be very much appreciated. The details are as follows

*150 x75mm Western Red Cedar PAR 2/2.1

*150 x75mm Western Red Cedar PAR 1/1.5

150 x 50mm Western Red Cedar PAR 4/2.1

150 x 50mm Western Red Cedar PAR 2/1.5

250 x 50mm Western Red Cedar PAR 2/1.5

150 x 36mm Western Red Cedar PAR 6/1.8

32 x 12 Western Red Cedar Insertion Mould 6/1.8

*If the 150 x 75mm is not available can you please quote on timber to laminate? We don't require the timber immediately so future availability is fine at this stage

Thank you so much for your assistance,

[REDACTED]

Longwood Bradbury Progress Association
www.facebook.com/longwoodinstitute
706 Longwood Rd, Bradbury 5153 - Peramangk/Kaurna Country

[REDACTED]

Timber quote – in stock – Brian Woodland

This quote includes materials for the doors and door frame. While we are considering the value of replacing the door frames (which have been reversed, inverted and recut at some stage), this grant application is only for the replacement of the doors themselves. We will need further advice from Adelaide Hills Council and heritage consultants on the issue of the frames (which can also be addressed later, using the restored doors). This timber is currently available in stock, if further supplies in yards do not come available.

LONGWOOD INSTITUTE 26/1/2022

DOOR FRAMES & DOORS, and SLATE SILL (THRESHOLD
SIZES TO BE CONFIRMED.

ALFORD TIMBER ALLOW \$6,000 per m³. (COVERS WARE MEASUREMENT. SIZES OR ECT)

FRAME ORIGINAL 1/2 125 x 75mm. Solid Rebutted and Stop champhere

ALLOW 150 x 75 = 2/2.4 1/1.8

6.6 071 x 6000 = \$444.00

DOORS. ~~REPAIRS~~ PAIR OF BEAD AND BUTT DOORS WITH REBUTED AND BEADED MEETING STILES

ALLOW	150 x 50 - STILES	4/2.4	1/1.8	11.4 086 6000	516.00
9.6	250 x 50 - BUTT INTERMEDIATE PAIR.	2/1.8	3.6	045 6000	270.00
1.8	150 x 38 PANEL.	8/1.8	14.4	082 6000	442.00
11.4	32 x 12 DISCREETION MAND.	8/1.8	14.4	10.00	144.00

\$1866.00

Total cost for doors only = \$1866



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3 Products, 10 Items

Some of the items in your cart are in high demand. Checkout now to make sure you don't miss out!
19:13

Quick Add 

Proceed to Checkout

(/bronze-interior-door-handle-antique-brass-187mm)



Tradco Telephone Pull Handle - 187mm - Antique Brass (/bronze-interior-door-handle-antique-brass-187mm)

Unit: **\$29.92** ~~\$34.00~~
Model Number: 2343AB
Quantity:
- 2 +
Total: **\$59.84** ~~\$68.00~~
Promo: TRADCO12%
Remove

(/long-throw-slide-bolt-latch-150-x-32mm-antique-copper)



Tradco Long Throw Victorian Barrel Bolt - 150 x 32mm - Antique Copper (/long-throw-slide-bolt-latch-150-x-32mm-antique-copper)

Unit: **\$34.32** ~~\$39.00~~
Model Number: 1414AC
Quantity:
- 2 +
Total: **\$68.64** ~~\$78.00~~
Promo: TRADCO12%
Remove

(/door-hinge-antique-copper-parliament-100-x-150mm)



Tradco Parliament Hinge - 100 x 150mm - Antique Copper (/door-hinge-antique-copper-parliament-100-x-150mm)

Unit: **\$47.52** ~~\$54.00~~
Model Number: 2582AC

4.9 ★★★★★
Google
Customer Reviews



Quantity:

- 6 +

Total: \$285.11 ~~\$324.00~~

Promo: TRADCO12%

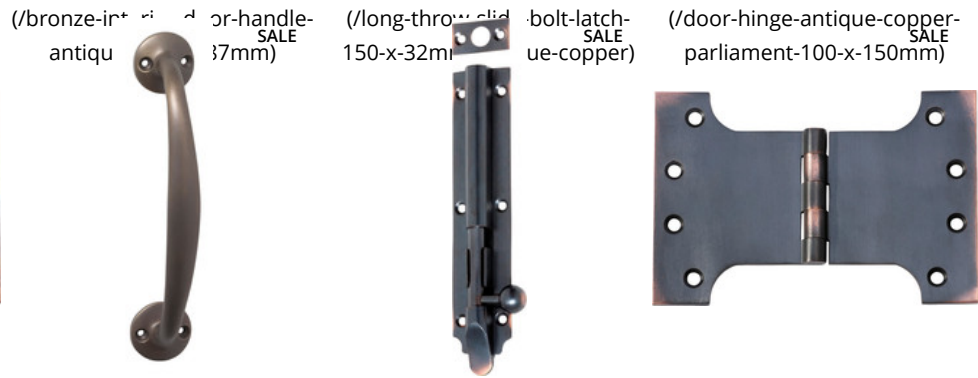
Remove

Order Summary	
SUBTOTAL 10 ITEMS	\$413.59
Promo: TRADCO12%	
Discount Total	\$56.41
Ship to: 5153	
Shipping	\$11.00
GST	\$38.59
ESTIMATED TOTAL	\$424.59

Have a Promo Code?

Check out with

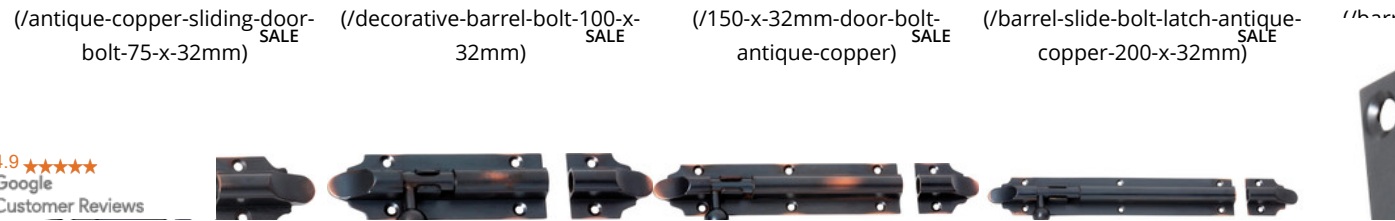
Recently viewed



Tradco Telephone Pull Handle - 187mm - Antique Brass (/Bronze-Interior-Door-Handle-
Tradco Long Throw Victorian Barrel Bolt - 150 X 32mm - Antique Copper (/Long-Throw-
Tradco Parliament Hinge - 100 X 150mm - Antique Copper (/Door-Hinge-Antique-Copper-

()

Related Products



4.9 Google Customer Reviews

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Tradco Victorian Barrel Bolt - 75 X 32mm - Antique Copper (/Antique-Copper-Sliding-Door-	Tradco Victorian Barrel Bolt - 100 X 32mm - Antique Copper (/Decorative-Barrel-Bolt-100-X-	Tradco Victorian Barrel Bolt - 150 X 32mm - Antique Copper (/150-X-32mm-Door-Bolt-	Tradco Victorian Barrel Bolt - 200 X 32mm - Antique Copper (/Barrel-Slide-Bolt-Latch-	Tradco R 9mm E (/Barr
				00

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- My Account (/overview)
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- Terms & Conditions (/terms-conditions)

Contact Information

- Address:**
Restoration Online
PO Box 26 Mt Victoria
NSW 2786 Australia
- Phone:**
(02) 6355 2003 (tel:(02) 6355 2003)
- Email:**
sales@esalesgroup.com.au (mailto:sales@esalesgroup.com.au)
- Working Days / Hours:**
8:30 am - 5:00 pm | Mon-Fri | NSW Time

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ABN: 89 088 186 118

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Shipping costs updated.



Product:

[2382 Hinge - Parliament Hinge - Antique Brass - 100x150x4mm](#)

Price:

\$54.00 incl GST.

Quantity:

6

Subtotal:

\$324.00 incl GST.



Product:

[2343 Pull Handle - Antique Brass - 187mm](#)

Price:

\$28.56 incl GST.

Quantity:

2

Subtotal:

\$57.12 incl GST.



 Enter search term here,

PRICE.	\$32.76 incl GST.
Quantity:	<div>2</div>
Subtotal:	\$65.52 incl GST.

Update cart

Cart totals

Subtotal:	\$446.64 incl GST.
Shipping:	APD Outer Metro: \$11.00 incl GST.
	Shipping to Bradbury South Australia 5153.
	Change address
Total:	\$457.64 incl GST.

Proceed to checkout →

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f/ (+61) 08 8261 8599
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Appendix 2

Local Heritage Grant Fund Guidelines

COUNCIL PROCEDURE

 Adelaide Hills COUNCIL	LOCAL HERITAGE GRANT FUND GUIDELINES
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Procedure Number:	DEV-13
Responsible Department(s):	Development and Regulatory Services
Relevant Policies:	Management of Built Heritage Policy Grant Giving Policy
Other Relevant Procedure(s):	
Version:	1.1
Procedures superseded by this procedure	N/A
Adopted/Approved by:	Council
Effective From:	26 May 2020
Next Review:	November 2021

LOCAL HERITAGE GRANT FUND GUIDELINES - PROCEDURE

1. INTRODUCTION

- 1.1 The Adelaide Hills Council is renowned for its historic architecture and cultural heritage. The conservation of our built heritage will continue to create a district of outstanding places that meets the aspirations of the community.
- 1.2 The Local Heritage Grant Fund (LHGF) promotes and supports the conservation of Local listed buildings by reimbursing property owners with a proportion of the costs involved in retaining, reinforcing or reinstating the heritage significance of these places.

2. STRATEGIC CONTEXT

Strategic Alignment	Comment
Strategic Plan goal, objective and priority	Goal 1 A Functional Built Environment Objective B2 Preserve and enhance the unique character of the Hills for current and future generations Priority B2.4 Ensure our planning framework, council policies and guidelines support privately owned local heritage places
Functional strategy	N/A
Strategic risk	Low
Legislative requirement	N/A
Council policy/resolution	The Adelaide Hills Council Development Plan identifies 242 existing Local Heritage Places. Specific policies in the Development Plan seek to protect, enhance and conserve buildings of heritage value
Other	The 30 Year Plan for Greater Adelaide seeks to strengthen the state's focus on "protecting and recognising our heritage"

3. OBJECTIVES

The key objectives of the LHGF are to:

- develop a community understanding of the importance of heritage conservation and encourage owners to support the designation/retention of buildings as Local Heritage Places
- assist partnerships with property owners in the management of built heritage to engender pride in and support of heritage buildings
- provide owners with financial incentives and professional advice to conserve and revitalise their heritage buildings
- maximise conservation works that visually enhance the public realm, and

- ensure conservation work is undertaken to an appropriate standard.

4. OPERATING GUIDELINES

4.1 ELIGIBILITY

To be eligible to apply for funding under the LHGF, the grant application must relate to a Local Heritage Place listed in the Adelaide Hills Council Development Plan.

Funding is provided for conservation works that will improve and enhance the heritage fabric of a place such as:

- those elements of the heritage place designated as of heritage value in the Adelaide Hills Council Development Plan or works that ensure the structural integrity of the building, or
- reinstatement of lost elements or fabric of the building where there is physical or archival evidence, such as historical photos or drawings, or remnant site fabric of elements (e.g. conjectural works will not generally be supported except where no evidence exists and a heritage consultant is engaged to achieve an authentic and appropriate outcome agreed with Council heritage advisors).

In the case of works resulting from an insurance claim, any grants would be for actual funds spent by the owner/incorporated body and for works not covered by the insurance claim.

4.2 CATEGORIES OF FUNDING

The following category of funding applies:

Conservation Works – For conservation works, a grant of up to \$2,500 or 50% of the total project cost, whichever is the lesser amount, is available. The Grant Funds may be used to cover some of the costs (up to \$1,000) for obtaining professional advice and documentation from a heritage architect or tradesperson for the proposed works to be undertaken as part of the grant application.

Eligible projects must have a minimum cost of \$1,000. Eligible projects must have a minimum cost of \$1,000.

However, it is noted that additional categories may be added in future, if required.

4.3 PROCESS

4.3.1 Step 1 – Lodge Application

All applications must be submitted via Council's grant portal, or at the request of an applicant a hard copy grant application form will be sent out. All applications are to be received within the prescribed grant application round.

Applications should include the following information:

- Site Plan identifying the location of the building and proposed works on the property
- details of construction techniques to be used
- specification of the work to be undertaken
- drawings with sufficient detail regarding the proposed works including plans, elevations and sections
- photographs of the area of works indicating the condition of the building fabric, and
- two written quotes based on the agreed scope of works.

If an application is incomplete or inaccurate, it will not be processed until the owner has had the opportunity to rectify any deficiencies, and if not satisfactorily rectified, it will be rejected. Note that Council reserves the right to accept or reject any applications at the initial assessment stage.

Development Approval under the Development Legislation must be obtained prior to the works being undertaken. The application must reflect any written advice provided by Council's Local Heritage Advisor as part of the Development Approval process.

If the applicant has undertaken works within 3 months of the commencement of the prescribed grant application round, Council has the discretion to consider a retrospective application. Note that Council reserves the right to accept or reject such retrospective applications at the initial assessment stage.

4.3.2 Step 2 – Assessment of Application

All grants will be assessed and evaluated at the sole discretion of Council, and Council will determine which conservation work it will or will not fund. Once the application is submitted it will be assessed against the guidelines. The assessment will be undertaken by Council staff and will be based on the condition of the building and the merit of the application, and will be ranked using the following criteria:

Principle	Criteria	Rank
Need for the building works	<p>Works to undertake to address one or more of the following:</p> <ul style="list-style-type: none"> • Restoration of original heritage fabric of the place • The stability of the building (can include tree removal where it threatens to undermine or cause damage to a Local Heritage Place) • Emergency work • Useability and economic viability of the building (i.e. adaptive reuse) • Conservation works to be undertaken to an appropriate standard 	High

Visual contribution to the public realm	Works to undertake to address one or more of the following: <ul style="list-style-type: none"> • Conservation work that contributes to the public realm or is accessible to the general public 	High
Heritage value of the building	Works to undertake to address one or more of the following: <ul style="list-style-type: none"> • Retaining, reinforcing and reinstating the heritage significance of the building • Projects that directly support the building's elements of heritage value, identified in the Adelaide Hills Council Development Plan 	High
Level of past LHGF financial assistance	<ul style="list-style-type: none"> • Properties that have not previously received LHGF funding will be given preference 	Medium

The applicant is required to obtain Development and/or other approvals (e.g. landowner consent) before work can commence. For example most construction projects involving Local Heritage places require Development Approval under the Development Legislation, and some projects require agreement from other affected parties (e.g. lessees, lessors, owners, encumbrancers). Applicants should seek these approvals at an early stage as approvals are required before work can commence. If the applicant is unable to obtain any of the aforementioned approvals, then the grant application will automatically lapse.

4.3.3 Step 3 – Funding Allocation

Applications will be accepted within the prescribed grant round funding period. Typically a grant funding round will be open for a period of two months within any financial year.

After completing the assessment process referred to in paragraph 4.3.2 (Step 2) above, staff will then report recommendations regarding proposed grant recipients to Council for consideration before any grants are awarded to a specific applicant. Once funding for a specific project has been approved by Council, they will be allocated to the project and set aside for a period not exceeding 12 months. If the funding allocation period expires, then the applicant shall notify Council of any delays, at which time Council will assess whether an extension of time and rollover of the funding into the next financial year is appropriate.

The amount of funding allocated to a particular project will not be increased once the grant allocation is approved.

An owner may apply to vary a grant allocation. However, this request would be assessed as a new application against these guidelines.

Note: Grants are based on the real costs incurred to owners/incorporated bodies.

4.3.4 Step 4 – Implementation

Once funding approval has been obtained, the owner is required to:

- comply with the conditions of the funding allocation and Development Approval
- notify Council staff that the works are about to commence, and
- notify Council staff once the works have been completed.

The project must be commenced within 12 months of the date of grant allocation; otherwise the funding may be forfeited.

4.3.5 Step 5 – Payment of Funding

On completion of the conservation works Council staff and/or the Local Heritage Advisor will inspect the work before reimbursement is made. If the work is considered acceptable for Council's grant purposes, then the owner must provide evidence of payment of the cost of the works.

Once satisfied that the conservation work has been satisfactorily completed to an appropriate standard for LHGF grant purposes, Council staff will arrange reimbursement of the grant funded portion of the costs of the works to the applicant.

5. ADMINISTRATIVE REQUIREMENTS

5.1 Legislative Requirements

The identification, statutory protection, conservation, development and other works affecting heritage and historic character streetscapes should be undertaken in accordance with statutory criteria and processes. The relevant legislative documents are:

- *Development Act 1993* and associated *Regulations 2008*, and the *Planning, Development and Infrastructure Act 2016* and associated *Regulations*
- Adelaide Hills Council Development Plan or the Planning & Design Code (commencing 1 July 2020)
- National Construction Code

Other relevant documents are:

- The Australian ICOMOS Charter for the Places of Cultural Significance (The Burra Charter)

5.2 Definitions

Conservation works are building works that directly contribute to the heritage values of a heritage place by restoring, conserving, enhancing or reinstating historic fabric or features (including removal of cladding/screening devices on existing facades).

Development is as defined in the *Development Act 1993 and the Planning, Development & Infrastructure Act 2016*.

Local Heritage Place is a building which is listed in Council's Development Plan and satisfies one or more of the criteria for listing under Section 23 of the *Development Act 1993* or Section 67 of the *Planning, Development and Infrastructure Act 2016*.

5.3 Roles and Responsibilities

The Director of Development and Regulatory Services has overall responsibility for the implementation and monitoring of these Procedural Guidelines as well as ensuring the processing of applications for Development Approval is undertaken pursuant to the Development Legislation. Other specific roles and responsibilities include:

Assessment Manager – Council will ensure development applications seeking to restore, enhance or repurpose a Local Heritage Place are processed in accordance with the requirements of the Development Legislation.

Local Heritage Advisor - Council will support the management and conservation of heritage places through the provision of advice through the Local Heritage Advisory Service and the LHGF.

Information Provider - Council will foster community awareness and appreciation of the district's heritage through promotion and education.

Advocate - Council will advocate to:

- other tiers of Government for funding to support heritage conservation
- Property owners to invest in their heritage assets.

The Council has the sole authority to approve the allocation of matched grant funding up to a maximum of \$2,500 per application for conservation works.

5.4 Restrictions and Limitations

The following will not be funded:

- projects that do not meet the eligibility criteria
- applications that do not accurately describe the agreed scope of works or are not supported by adequate quotes
- improvements to buildings on Federal, State or Local Government owned property
- individual owners within a strata or community title building
- ongoing maintenance tasks that are not dependent on the heritage status of the building such as:
 - repainting
 - Termite treatment, treatment and remediation of internal walls unless the interior is heritage listed
- additions or enhancements that do not relate to heritage values, such as:
 - Landscaping and paving
 - Construction of additions and outbuildings

- Re-plumbing, re-wiring and installation of security devices
- cost of property owner's labour.

Council reserves the right to withdraw funding if a project is not proceeding as agreed e.g. incomplete, poorly executed or not in accordance with the approved plans.

6. KEY PERFORMANCE INDICATORS

The key performance indicators for the LHGF are:

- 80 percent of approved projects completed (*Note: there may be some time lag in measurement e.g. not all approved projects will commence in the same financial year as the allocation of funding)
- all commenced projects are completed to an adequate quality as determined by staff and the Council's Local Heritage Advisor
- administration of the scheme occurs in accordance with the guidelines.

7. MONITORING AND IMPLEMENTATION

The performance of the LHGF will be monitored through the administrative and financial system. An annual report of the performance of the LHGF against the KPIs will be provided to Council no more than 3 months after the end of the financial year.

8. REVIEW

The LHGF Procedural Guidelines will be reviewed in November 2021.

9. REVISION HISTORY

Revision Summary	Approval Date	Council or Committee	Decision	TRIM Reference	Related Policy
Local Heritage Grant Fund Adopted	22 October 2019	Council	Approved	M19/6150	
Local Heritage Grant Fund 19/20 Review	26 May 2020	Council	Approved	Mxx/xx	

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 12.2

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

Subject: Libraries Strategy

For: Decision

SUMMARY

The purpose of this report is to provide Council with the *Draft Libraries Strategy – Community Engagement Outcomes Report* (the Engagement Outcomes Report) (**Appendix 1**) and the final *Libraries Strategy* (the Strategy) (**Appendix 2**) for adoption.

One of the Chief Executive Officer’s performance targets for 2021-22 is to “*Develop a Library Services Strategic Plan which will help to guide the future development and programs related to our library services and staff*”.

The draft Strategy outlines a range of objectives, priorities and actions, aligned to the community wellbeing goal of Council’s *Strategic Plan 2020-24 – A brighter future* (the Strategic Plan) and will provide overall guidance for the delivery of library services to the community.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To receive and note the *Draft Libraries Strategy – Community Engagement Outcomes Report* contained in *Appendix 1*.
 3. With an effective date of 7 June 2022, to adopt the *Libraries Strategy*, as contained in *Appendix 2*.
 4. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Libraries Strategy* prior to publication.
-

1. BACKGROUND

As its meeting on 22 March 2022, Council considered a report on the draft Strategy. Following consideration of the matter, the Council resolved to approve the Strategy for public consultation purposes.

12.4 Libraries Strategy

Moved Cr Linda Green
S/- Cr John Kemp

54/22

Council resolves:

1. That the report be received and noted.
2. To approve the *Draft Libraries Strategy*, as contained in *Appendix 1* as a draft for public consultation purposes.
3. That the CEO be authorised to make any formatting, nomenclature or other minor changes to the Strategy prior to it being released for public consultation.
4. That the CEO be authorised to determine the dates and method of the public consultation.
5. That the outcomes of the consultation be reported back to the Council as part of considering the adoption of a final Libraries Strategy.

Carried Unanimously

The outcomes of the consultation are presented in the Engagement Outcomes Report (*Appendix 1*).

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	Community Wellbeing
Objective C1	A community for everyone – that is inclusive, welcoming and accessible
Priority C1.1	Provide welcoming spaces and places for the community through our libraries, community centres, and Council and community facilities

Goal	Community Wellbeing
Objective C3	A community that grows together
Priority C3.1	Provide and support programs and services that encourage and enhance personal growth, lifelong learning and professional development

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

The objectives and priorities of the Strategy reference the community wellbeing goal in the Strategic Plan. In other words, it aims to outline how the Council's Libraries will contribute to the achievement of the Council's strategic objectives.

➤ **Legal Implications**

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

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

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

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

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

- (a) to achieve and maintain a co-ordinated system of libraries and library services that adequately meets the needs of the whole community;*
- (b) to promote and facilitate the establishment and maintenance of libraries and library services by councils and other appropriate bodies;*
- (c) to promote a co-operative approach to the provision of library services;*
- (d) to ensure that the community has available to it adequate research and information services providing access to library materials and information stored in libraries and other institutions both within and outside the State.*

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

➤ **Risk Management Implications**

Adopting a strategy to guide the delivery of library services will assist in mitigating the risk of:

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

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

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

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

➤ **Financial and Resource Implications**

Implementation of the Strategy will be funded through existing capital and operational funding as envisaged in Council's *Long Term Financial Plan*. Grant funding may be sought where suitable for particular initiatives and staff have placed a renewed emphasis on exploring these opportunities.

Council Members may be aware that although the State Government's operations and materials grants to public libraries are included in the Government's budget forward estimates, the overall state-wide allocation is capped, i.e. it is not subject to annual indexation or escalation. At the same time, the cost of providing library services continues to grow. As a consequence, incremental pressure will be applied to Council's own budget and it will be necessary to continually review service delivery priorities and identify efficiencies.

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

Council's libraries provide a range of learning, literacy and technology services. The draft Strategy is intended to guide the delivery of these services to the community and includes a number of initiatives in response to changing trends in community expectations, library collections and literacy programs, including:

- A review of opening hours across branches
- Refurbishment of the Gumeracha Library and Service Centre
- Assessment of any physical or service barriers in alignment with the *Disability Access and Inclusion Plan*
- Investigation of co-working and networking spaces within libraries.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not applicable

Council Workshops: A planning workshop was held on 10 November 2020 at which Council Members were given the opportunity to provide input on the draft objectives, priorities and actions.
A further workshop was held on 15 March 2022, at which Council Members were presented with the draft Strategy and provided an opportunity to give feedback before finalisation.

Advisory Groups: Not applicable

External Agencies: Not applicable

Community: Public consultation from 13 April to 3 May 2022 (21 days)
Friends of the Library Stirling
Friends of the Woodside Library
Friends of the Library Gumeracha
Mount Lofty Districts Historical Society
Gumeracha & District History Centre
126 EHQ registrants and 4 email responses

Engagement Outcomes Report – Summary

Community consultation was undertaken on the draft Strategy from 13 April to 3 May 2022 (21 days). The opportunity to provide feedback was promoted through a number of channels including advertisement in the local Courier, the Council e-Newsletter Hills Voice, the Library e-Newsletter, social media and direct emails to library users and Have Your Say Engagement Platform registrants. Key stakeholders such as the Friends of the Library and those History Centre groups co-located with Council libraries, were directly contacted via email.

Overall Summary

- There were 130 participants in the consultation. 126 people participated via the Have Your Say Platform and responded to the survey questions. Four people provided a written response directly via email.
- Of the 126 survey respondents, 92.8% were ratepayers or residents of the Adelaide Hills Council and 57% were visitors of Adelaide Hills Council Libraries.
- 96% of respondents felt happy or neutral about the Strategy, this includes 67.4% who felt very happy or happy
- 73% of respondents felt the Strategy met their needs and expectations

Community Feedback Themes

- Concerns that the physical collection would be overly reduced and expressing a desire for continued availability of physical books
- Positive feedback on the inclusion of co-working, study and community meeting spaces as areas to further explore
- A range of comments on opening hours, including a desire for the library to open on Mondays at Stirling
- Suggestions for expanded digital content and additional digital resources for students
- A range of ideas for additional programs and activities
- Local history collections - in particular, that more information on local and family history be made available on the library catalogue and that physical history collections be more accessible to the community
- Positive feedback about the services currently provided by the Libraries, their role in the community and the content of the draft Libraries Strategy.

The following comments are made in response to the feedback received, noting where feedback has resulted in changes to the draft Strategy.

Theme	Response/Action
Concerns about reduction in the physical collection	<p>While the Strategy references the growing popularity of digital collections, physical collections remain a central feature of Adelaide Hills Council Libraries. This has been acknowledged by adding the following sentence in the “Collection Development” section of the Trends and Considerations part of the proposed Strategy:</p> <p><i>Physical books and items remain very popular and borrowing these items is the main reason that people visit our libraries.</i></p>

	<p>The last paragraph in this section has also been updated:</p> <p><i>In the coming years, we expect to further develop digital offerings and shape the physical collection to meet the needs of the Adelaide Hills community in line with usage patterns and trends.</i></p> <p>It is also noted that action 2.1.3 of the Strategy acknowledges that both the physical and digital collection should be assessed and maintained to ensure they meet community needs and interests.</p>
Positive feedback on the inclusion of co-working, study and community meeting spaces as areas to further explore	Noted.
Comments on opening hours	These comments will be considered as part of the review of opening hours initiative in action 1.1.1.
Expansion of digital content and suggestions for digital resources for students	These suggestions will be considered as part of actions 2.1.2 and 2.1.3 of the Strategy.
A range of ideas for additional programs and activities	These suggestions will be considered in implementing a number of the actions in the Strategy, including 1.2.3 and 3.1.2.
Local history collections, including increased availability of local and family history on the library catalogue	There are opportunities to make local and family history collections that are available in local History Centres, searchable on the library catalogue. This will be considered in implementing action 6.1.2 of the Strategy.

There was good interest for further engagement on specific actions included in the draft Strategy, particularly the review of opening hours, and staff will ensure those participants are contacted when future consultation is undertaken.

The full Engagement Outcomes Report is available in **Appendix 1**.

The Strategy in **Appendix 2** is presented for adoption with minimal amendments as outlined above and indicated in the document.

3. OPTIONS

Council has the following options:

- I. Adopt the *Libraries Strategy* to guide the delivery of services and future development of Adelaide Hills Council Libraries. (Recommended)
- II. Determine not to adopt the *Libraries Strategy*. (Not Recommended)

Should the Council identify the need for substantial amendments to the Strategy, 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.

4. APPENDICES

- (1) *Draft Libraries Strategy – Community Engagement Outcomes Report*
- (2) *Libraries Strategy*

Appendix 1

Draft Libraries Strategy – Community Engagement Outcomes Report

2022

Adelaide Hills Council

engage.sa.gov.au

Draft Libraries Strategy



Community Engagement Outcomes Report

May 2022

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1 INTRODUCTION

This report presents the qualitative and quantitative feedback from the engagement with the community conducted from 13 April to 3 May 2022 regarding Council's Libraries Strategy.

This report will be made available to those who participated in the consultation and will be available on Council's Have Your Say Engagement Platform as well as included in a report to Council in May 2022.

The consultation comprised an opportunity for the Community to provide feedback via hardcopy and online survey response as well as providing submissions by email, letter or phone contact. A copy of information provided on Councils Have Your Say Engagement Platform and feedback form is available in Appendix A.

126 Respondents provided their feedback on the Draft Libraries Strategy via the online survey. A further 4 participants provided a response via email.

Verbatim comments received through surveys in relation to the Libraries Strategy are provided in Appendix B.

Written and email feedback is provided in Appendix C.

Social media comments are provided in Appendix D.

2 KEY FINDINGS

The key findings from the consultation are:

- 130 Respondents Participated in this consultation, providing feedback.
- 92.8% (n=117) of survey Respondents were Ratepayers/Residents of Adelaide Hills Council
- 57% (n=72) of survey Respondents were a visitor to an Adelaide Hills Council Library
- 28.5% (n=36) of survey Respondents were a member of a library friends, history or user group
- 11.9% (n=15) of survey Respondents were a regular participant in an activity or program run by Adelaide Hills Council at the Libraries
- 60.5% (n=76) of Respondents participated in activities held at Adelaide Hills Council Libraries in the last 12 months.
- 96% (n=122) of Respondents had either read the Draft Libraries Strategy in detail or at least had a quick look at it.
- 73% (n=92) of Respondents felt the Draft Libraries Strategy did meet their needs and expectations.
- Some of the comments on the Draft Libraries Strategy included:
 - Concerns that the physical collection would be overly reduced
 - Interest in the review of opening hours, including suggestions for increased opening hours
 - A desire for further digital content and resources
 - Approval with proposed actions to further explore co-working spaces, meeting rooms and study spaces
- 65% (n=122) of Respondents want to be involved in future more specific engagements for library projects/services.
- 67.4% (n=85) of Respondents were either very happy or happy with the Draft Libraries Strategy. 28.6% (n=36) of respondents had a neutral feeling about the Draft Libraries Strategy and 4% (n=5) were unhappy.

3 SUMMARY OF ENGAGEMENT

3.1 BACKGROUND

In 2019, Council undertook a service review which identified the need for a strategy to set the direction for library services.

The review highlighted that the role, purpose and value of modern public libraries has been reimagined as a result of the emergence of information technology and the reconfiguration of libraries as flexible community spaces.

Public libraries have seen many changes as a result of the COVID-19 pandemic. There have been periods of library closure, fewer in-person visits and capacity limits on programs and activities. In contrast, there has been an increase in demand for digital content and resources and for home delivery services.

Library spaces and technology have remained popular for working and studying. Despite capacity limits, programs and activities for children have continued to be well-attended and remain important opportunities for social connection and literacy development.

Our libraries need to be responsive to these trends while providing services that are relevant, add value and match community expectations.

The Draft Libraries Strategy

The Draft Libraries Strategy has been developed with the above considerations in mind and is aligned with Council's Strategic Plan, **A Brighter Future: Strategic Plan 2021-24**, particularly the goal and priorities around community wellbeing.

This Strategy has been developed with the input of the Council's dedicated libraries team following consultation with key stakeholders. It incorporates valuable feedback from previous community surveys which were undertaken as part of the library services review.

Adelaide Hills Council is undertaking this consultation to engage the wider community, library users and other interested parties to ensure it is able to meet the needs of the community.

3.2 COMMUNITY ENGAGEMENT STRATEGY

A community engagement strategy was developed and consultation was undertaken with the Community over 21 days from Wednesday 13 April until 4pm, Tuesday 3 May 2022.

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

3.3 ENGAGEMENT APPROACH

Our engagement approach aimed to collect and collate community feedback about how people feel about the Draft Libraries Strategy, whether it meets their needs and expectations and an opportunity to raise anything that might be missing. Feedback could be provided via an online or hardcopy survey, email, mail or phone.

3.4 QUESTIONS ASKED

A survey was developed which contained ten questions, including both closed and open questions. Anyone could participate in the survey which was made available online and in hard copy at our customer service centres and libraries.

Participants were asked to respond to whether they:

- Participated in activities at the Libraries?
- Reviewed the Strategy?
- Felt the Strategy met their expectations and needs?
- Felt anything was missing from the Strategy?
- Had an overall impression of the Strategy?
- Had any comments on the actions in the Strategy or on the Strategy in general?

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

3.5 DISTRIBUTION AND PROMOTION

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

- Advertisement in the local Courier – Hills Voice Headlines (approx. 25,000 readership)
- Hills Voice: your Adelaide Hills e-Newsletter
- AHC social media (Facebook, Twitter)
- Direct emails to key stakeholder and community lists including specific library user groups and all Have Your Say Engagement Platform registrants
- Posters, information sheet and hardcopy feedback forms available at customer service centres and libraries at Gumeracha, Stirling and Woodside.
- Messages on hold (AHC phone number)

Email promotion statistics are presented below:

13 April 2022 Have Your Say Newsletter #5 960 unique opens (45.4%) 190 unique click throughs	13 April 2022 Libraries eNewsletter subscribers 4,814 unique opens (45.63%) 346 unique clicks to consultation page 22 unique clicks to EHQ home page
Emails also sent to (no stats available on open rates): <ul style="list-style-type: none"> • Friends of the Stirling Library • Friends of the Gumeracha Library • Friends of the Woodside Library • Mt Lofty Historical Society • Gumeracha History Centre 	

Social media promotion statistics are presented below:

6 April 2022 Hills Voice: headlines (Courier) Come and join the conversation 10,000 subscribers (approx.)	11 April 2022 Hills Voice: your Adelaide Hills New consultations / Help develop our Libraries Strategy 1,679 recipients opened email (44.74%) 16 unique clicks to EHQ site (specific to this consultation only)
15 April 2022 Twitter ...we have developed a draft Libraries Strategy... 110 impressions 1 engagement	16 April 2022 Facebook ...we have developed a draft Libraries Strategy... 1,516 people reached 10 reactions (9 like, 1 love) 1 comment (tagging someone who might have suggestions) 17 link clicks 1 share
23 April 2022 Twitter We're getting great feedback...have you had your say yet?... 100 impressions 4 engagements 1 link click	23 April 2022 Facebook We're getting great feedback...have you had your say yet?... 892 people reached 6 reactions (like0 5 link clicks
23 April 2022 Hills Voice: your libraries	

<p>It's not too late to have your say</p> <p>4,450 recipients opened email (41.15%)</p> <p>123 unique clicks to consultation page</p>	
<p>29 April 2022</p> <p>Twitter</p> <p>Last days to give feedback...</p> <p>51 impressions</p> <p>1 engagement</p> <p>1 link click</p>	<p>29 April 2022</p> <p>Facebook</p> <p>Last days to give feedback...</p> <p>710 people reached</p> <p>7 reactions (like)</p> <p>2 link clicks</p> <p>1 share</p>

4 PARTICIPANTS

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

Participants are considered to be those who were aware of and informed about the consultation process and 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	5,774	7725	397
Informed	473	219	317
Engaged	Within EHQ Platform		126

4.1 PARTICIPATION RATE

The following table displays the level of engaged participation.

Table 2 Level of Participation

Activity	Number Participating
Online Surveys	126
Hardcopy Surveys	0
Written response –email	4
TOTAL CONSULTATION PARTICIPATION	130

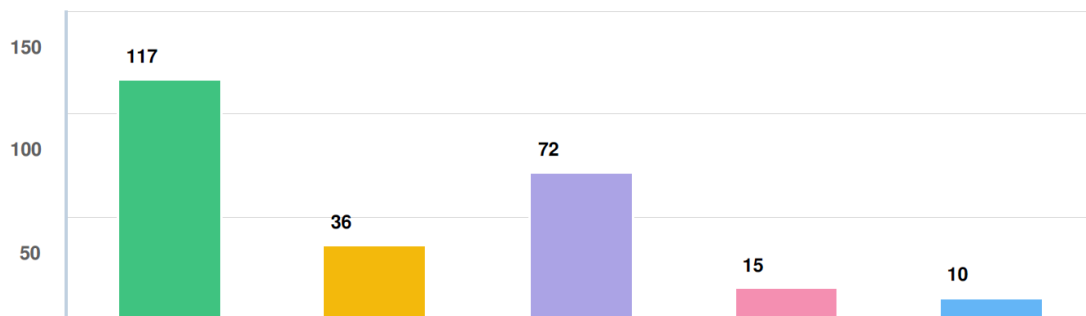
4.2 PARTICIPANT CHARACTERISTICS

Demographic data was collected from Respondents on whether they identified as a Resident/Ratepayer of AHC, a member of a library friends, history or user group, a visitor to an AHC library or a regular participant in an activity or program run by AHC at the libraries or other. 126 Respondents provided a response and could identify as more than one option.

Respondents Identity

- 92.8% (n=117) of survey Respondents were Ratepayers/Residents of Adelaide Hills Council
- 57% (n=72) of survey Respondents were a visitor to an Adelaide Hills Council Library

- 28.5% (n=36) of survey Respondents were a member of a library friends, history or user group
- 11.9% (n=15) of survey Respondents were a regular participant in an activity or program run by Adelaide Hills Council at the Libraries
- 7.9% (n=10) of survey Respondents identified as other.

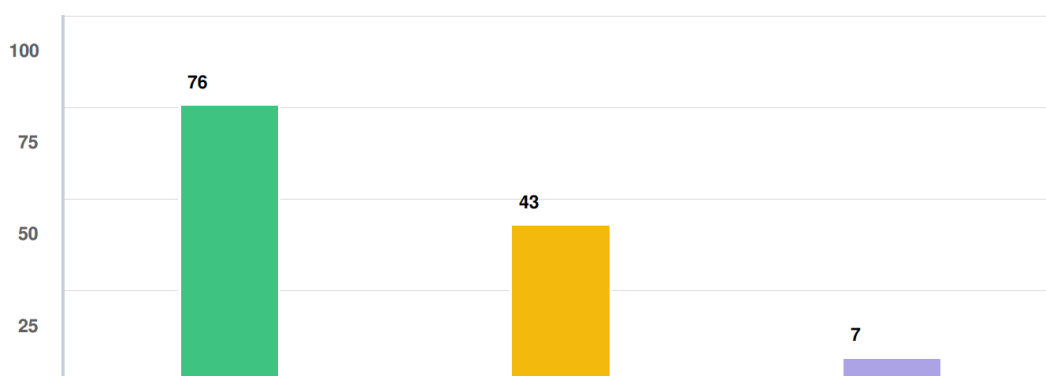


Question options

- an Adelaide Hills Council resident/ratepayer
- a member of a library friends, history or user group
- a visitor to an Adelaide Hills Council Library (Gumeracha, Stirling, Woodside or Mobile)
- a regular participant in an activity or program run by Adelaide Hills Council at the Libraries
- Other (please specify)

Respondents were also asked if they had participated in activities held at the Adelaide Hills Council libraries at Gumeracha, Stirling or Woodside in the last 12 months. This was a mandatory question with 126 Respondents.

As presented in the diagram below, within the last 12 months 60.5% (n=76) of Respondents participated in activities held at Adelaide Hills Council Libraries. 34 % (n=43) of Respondents did not participate in activities in the last 12 months and 5.5% (n=7) of Respondents were unsure.



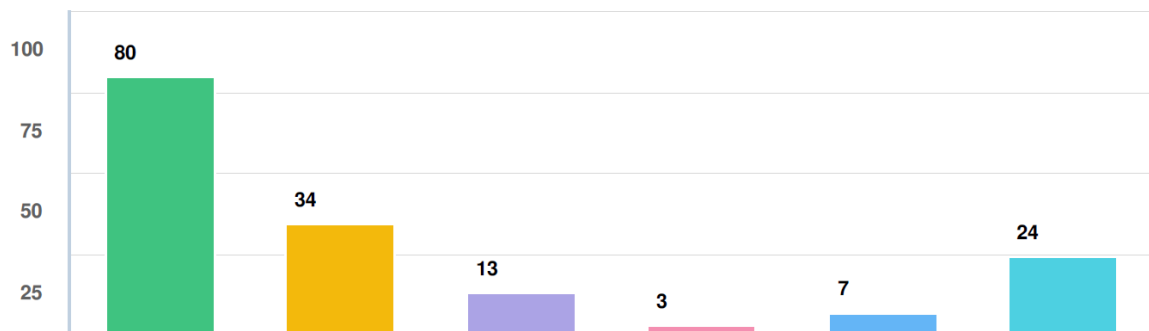
Question options

- Yes
- No
- Not sure

For Respondents who had either participated or were unsure whether they had they were then asked to share what activities they had participated in. This was a mandatory question with 83 Respondents and Respondents could select as many activities as were relevant.

As presented below Respondents selected the following:

- 96% (n=80) borrowed items from the libraries
- 41% (n=34) worked or studied in the libraries
- 29% (n=24) undertook other activities not listed
- 15.6% (n=13) attended Children's programs
- 8.4% (n=7) undertook computing one on one sessions
- 3.6% (n=3) were in book groups



Question options

- Library borrowing
- Working / studying in the library
- Children's programs (Baby Bounce and Rhyme, Action Rhymes, Storytime, School Holiday Programs)
- Book groups
- Computing one on one sessions
- Other (please specify)

5 FEEDBACK

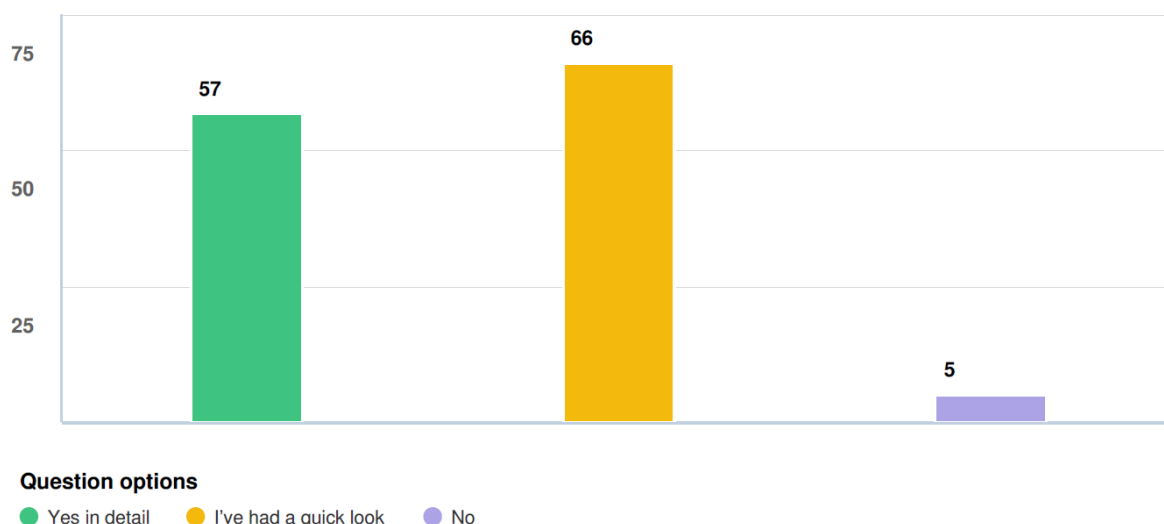
All responses received during the consultation period were analysed (126 online survey responses and four email responses).

5.1 ONLINE SURVEY RESPONSES

There were 126 online survey responses as part of the consultation.

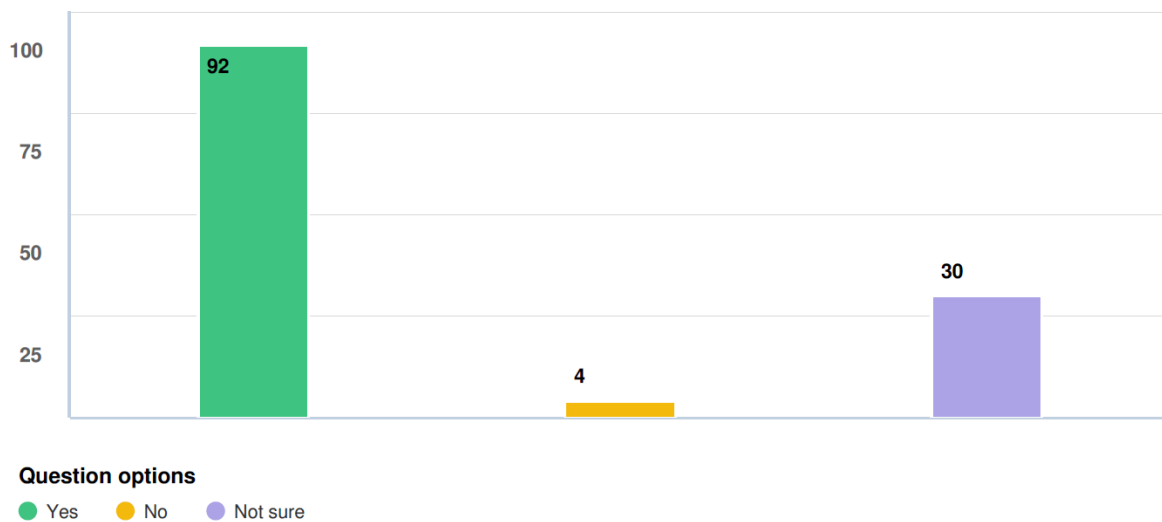
Respondents were asked if they had reviewed the draft Libraries Strategy. This was a mandatory question and 2 participants selected more than 1 response giving a total of 128 responses. Although these extra 2 responses are visible in the chart they are not represented in the % below.

As presented below 44.5% (n=56) of Respondents said they had reviewed the Draft Libraries Strategy in detail while 51.5% (n=65) said they had a quick look.



i. LIBRARIES STRATEGY SUPPORTING COMMUNITY NEEDS AND EXPECTATIONS

Respondents were asked if they felt the draft Libraries Strategy supported their needs/expectations when they visited/used services at the library. This was a mandatory question with 126 Respondents. As presented below, 73% (n=92) of Respondents felt the Strategy did meet their needs and expectations, while 3% (n=4) felt it did not. 24% (n=30) of Respondents were unsure.



ii. ACTIONS IN THE DRAFT LIBRARIES STRATEGY

Respondents were asked if they had any comments about any particular actions in the draft Libraries Strategy as listed on pages 11 – 15 of the Strategy. Of the 126 survey respondents, 60 provided comments in relation to this question.

The comments on the actions were mostly in regards to:

- The physical collection – and concerns that in developing the digital collection, the physical collection will be overly reduced
- Layout and features of libraries – positive feedback on the inclusion of co-working, study and community meeting spaces as areas to further explore
- Opening hours – a range of comments on opening hours, including a desire for the library to open on Mondays at Stirling and some preferences for earlier and later opening
- The mobile library – a range of views but mostly positive comments about the new mobile library concept

iii. WHAT'S MISSING FROM THE DRAFT LIBRARIES STRATEGY

Respondents were asked if they felt anything was missing in the Draft Libraries Strategy that they would have liked to see included. Of the 126 survey respondents, 56 provided comments in relation to this question.

Considerations that were raised as missing included:

- The physical collection – comments about continued desire for physical books as noted above and one suggestions for making a toy library available
- Digital resources and collections – expansion of digital content and suggestions for digital resources for students

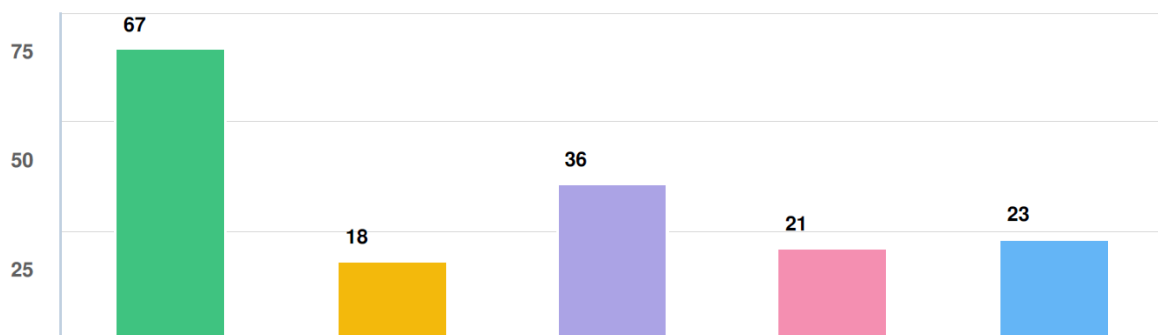
- Ideas for additional programs and activities – a range of suggestions including further activities for primary school aged children, author talks and intergenerational activities
- Opening hours – similar comments to those noted above

iv. FURTHER ENGAGEMENT ON THE DRAFT LIBRARIES STRATEGY

Respondents were provided with a list of known future projects/services that may require more specific engagement and asked if they were interested in being involved in future engagement on any. As presented below there was good interest for further engagement on all projects/services. Respondents could select more than 1 option. As presented below the following interest was shown:

- 53% (n=67) of Respondents would like to be involved in the review of opening hours
- 28.5% (n=36) of Respondents would like to be involved in development of programs and activities
- 14% (n=18) of Respondents would like to be involved in the Gumeracha Library upgrade

The remaining 35% (n=44) Respondents were either not sure or not interested in any of the above future specific engagements.

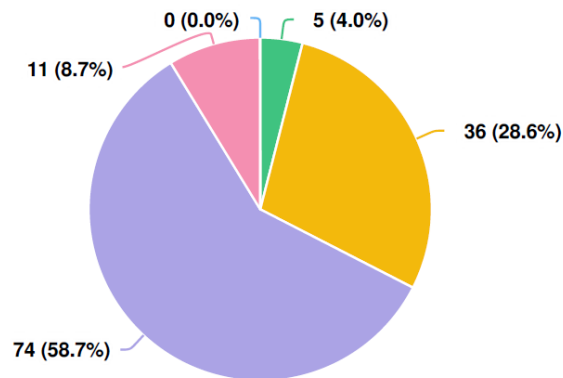


Question options

- Review of opening hours for our Libraries
- Gumeracha Library Upgrade
- Development of programs and activities (children's activities, digital one-on-one sessions etc)
- No I am not interested in any of the above
- Not sure

v. GENERAL FEELING ABOUT THE DRAFT LIBRARIES STRATEGY

Respondents were asked how they felt about the draft Libraries Strategy. As presented below 67.4% (n=85) of Respondents were either very happy or happy with the Draft Libraries Strategy. 28.6% (n=36) of respondents had a neutral feeling about the Draft Libraries Strategy and 4% (n=5) were unhappy.



Question options

● Unhappy
 ● Neutral
 ● Happy
 ● Very Happy
 ● Very Unhappy

vi. FINAL COMMENTS

Respondents were asked if they had any final comments in regard to the draft Libraries Strategy. Of the 126 survey respondents, 47 provided comments in relation to this question.

There were some additional comments regarding the physical and digital collection – similar comments to those noted above concerning continued provision of physical items, expansion of the digital collection.

The majority of additional comments were positive feedback about the services currently provided by Adelaide Hills Council Libraries, their role in the community and the content of the draft Libraries Strategy.

All feedback is provided verbatim in Appendix B.

5.2 EMAIL RESPONSE

Four Participants provided a response by email. The responses related to the following:

- Local history collections, in particular, that more information on local and family history be made available on the library catalogue and that physical history collections be more accessible to the community
- Positive feedback on the structure and content of the Strategy and appreciation for the Library staff and the assistance they have provided over the last year.

The full emails are available verbatim in Appendix C.

6 CONCLUSION

There is a good level of support for the draft Libraries Strategy with 96% (n=121) of Respondents having a neutral or happy feeling with the Strategy and 73% (n=92) of Respondents feeling that the Strategy meets their needs and expectations.

Respondents were to provide comment on the draft actions, whether anything was missing and on the Strategy in general. The main themes of the comments on the actions and the Strategy were:

- Concerns that the physical collection would be overly reduced and expressing a desire for continued availability of physical books
- Positive feedback on the inclusion of co-working, study and community meeting spaces as areas to further explore
- A range of comments on opening hours
- Positive feedback about the services currently provided by Adelaide Hills Council Libraries, their role in the community and the content of the draft Libraries Strategy.

The main themes of the comments in response to whether anything was missing were:

- Continued desire for physical books as noted above
- An expansion of digital content and suggestions for digital resources for students
- A range of ideas for additional programs and activities

There was good interest for further engagement on specific actions included in the Strategy:

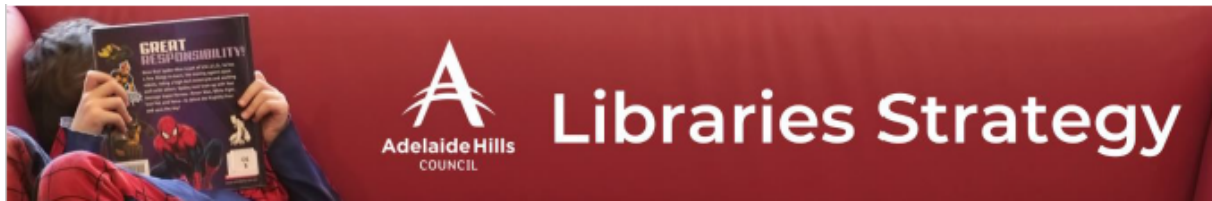
- 53% (n=67) of Respondents would like to be involved in the review of opening hours
- 28.5% (n=36) of Respondents would like to be involved in development of programs and activities
- 14% (n=18) of Respondents would like to be involved in the Gumeracha Library upgrade

The above key concerns and considerations are factors Council should be aware of in implementing the actions within the Libraries Strategy and in the delivery of library services more broadly.

Feedback and any proposed changes to the draft Strategy will be presented in the Council report for adopting the Libraries Strategy at the 24 May 2022 Council meeting.

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



Have Your Say Feedback Form **Draft Libraries Strategy** **Wednesday 13 April – 4pm, Tuesday 3 May 2022**

In 2019, Council undertook a service review which identified the need for a strategy to set the direction for library services. The review highlighted that the role, purpose and value of modern public libraries has been reimagined as a result of the emergence of information technology and the reconfiguration of libraries as flexible community spaces.

Public libraries have seen many changes as a result of the COVID-19 pandemic. There have been periods of library closure, fewer in-person visits and capacity limits on programs and activities. In contrast, there has been an increase in demand for digital content and resources and for home delivery services.

Library spaces and technology have remained popular for working and studying. Despite capacity limits, programs and activities for children have continued to be well-attended and remain important opportunities for social connection and literacy development.

Our libraries need to be responsive to these trends while providing services that are relevant, add value and match community expectations.

The Draft Libraries Strategy

The Draft Libraries Strategy has been developed with the above considerations in mind and is aligned with Council's Strategic Plan, *A Brighter Future: Strategic Plan 2021-24*, particularly the goal and priorities around community wellbeing.

This Strategy has been developed with the input of the Council's dedicated libraries team following consultation with key stakeholders. It incorporates valuable feedback from previous community surveys which were undertaken as part of the library services review.

Adelaide Hills Council is undertaking this consultation to engage the wider community, library users and other interested parties to ensure it is able to meet the needs of the community.

You can Have Your Say by:

1. Preferably using the online feedback form at engage.ahc.sa.gov.au
2. Send an email to engage@ahc.sa.gov.au
3. Write a letter to Community Engagement Coordinator PO Box 44, Woodside SA 5244
4. Phone 8408 0400
5. Complete the attached hardcopy feedback form and return to any Council Service Centre or Library at Stirling, Gumeracha or Woodside or via any of the ways mentioned above.

For feedback to be considered it must be received by Council no later than 4pm, Tuesday 3 May 2022

engage.ahc.sa.gov.au | engagement@ahc.sa.gov.au | 8408 0400



Please submit your feedback by 4pm, Tuesday 3 May 2022

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.

ABOUT YOU

So we can better understand who is responding to this consultation please tell us a bit about yourself.

1. Are you: (please select all that are relevant):
 - ☐ an Adelaide Hills Council resident/ratepayer
 - ☐ a member of a library friends, history or user group
 - ☐ a visitor to an Adelaide Hills Council Library (Gumeracha, Stirling, Woodside or Mobile)
 - ☐ a regular participant in an activity or program run by Adelaide Hills Council at the Libraries
 - ☐ Other (please specify) _____
2. Have you visited or participated in activities held at the Adelaide Hills Council libraries at Gumeracha, Stirling and/or Woodside in the last 12 months?: (please select one option below):
 - ☐ Yes
 - ☐ No
 - ☐ Not sure
3. If you answered yes or not sure to question 2, can you please share with us what activities you have participated in, in the last 12 months?
(please select as many options as you like):
 - ☐ Library borrowing
 - ☐ Working / studying in the library
 - ☐ Children's programs (Baby Bounce and Rhyme, Action Rhymes, Storytime, School Holiday Programs)
 - ☐ Book groups
 - ☐ Computing one on one sessions
 - ☐ Other (please specify) _____

To assist you in answering the following questions we encourage you to review the draft Libraries Strategy. A copy is available for viewing at Council Libraries and Customer Service Centres at Gumeracha, Stirling and Woodside or available at <https://engage.ahc.sa.gov.au/libraries-strategy>.

engage.ahc.sa.gov.au | engagement@ahc.sa.gov.au | 8408 0400

DRAFT LIBRARIES STRATEGY

4. Have you reviewed the draft Libraries Strategy?: (please select one option below):
- ☐ Yes in detail
 - ☐ I've had a quick look
 - ☐ No
5. Do you feel that the draft Libraries Strategy supports you and your needs/expectations when you visit/use services at the library?: (please select one option below):
- ☐ Yes
 - ☐ No
 - ☐ Not sure
6. Do you have any comments about any particular actions in the draft Libraries Strategy? (They are listed on pages 11 – 15 of the draft Libraries Strategy)



7. Do you feel there is anything missing in the draft Libraries Strategy that you would have liked to see included?

8. Some of the actions listed in the draft Libraries Strategy will be further engaged upon. Below is a list of known actions that may require more specific engagement. Are there any that you would have an interest in?

- ☐ Review of opening hours for our Libraries
- ☐ Gumeracha Library Upgrade
- ☐ Development of programs and activities (children's activities, digital one-on-one sessions etc)
- ☐ No I am not interested in any of the above
- ☐ Not sure

If you have selected an interest in any of the above please ensure you provide your email address at the top of the feedback form so we can contact you when the opportunity(s) arise.

9. How do you feel about the draft Libraries Strategy? (Please circle one of the faces below):



Very Unhappy



Unhappy



Neutral



Happy



Very Happy

engage.ahc.sa.gov.au | engagement@ahc.sa.gov.au | 8408 0400

10. Do you have any final comments in regard to the draft Libraries Strategy that you have not already mentioned?

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 – Verbatim comments from feedback forms

Q7 Do you have any comments about any particular actions in the draft Libraries Strategy?

Just generally a lack of anything relating to the Woodside library - I know it's been recently refurbished/reconfigured, but perhaps encouraging e.g. history groups or others to use the space more; if there is ability for community groups to use certain spaces after hours as a meeting place. Activating it more with events.

Appears to be a plan to gradually wind down physical library services

No

I would love to see the library provide the studiosity program: Like Marion library, universities and high schools. During Covid19 iso periods and disruptions to their learning this program helps to support their learning and gain support during a tough season all are in.
The smaller vehicle will hopefully allow more opportunities to be in areas that previously were difficult or unable to be accessed - thought this was a great idea.

Focus on local history to be encouraged. Small store to sell photos etc of historic interest?

Liked the idea of pop up library services and some expansion of mobile library provision. Also that library services have representative materials by/for and on Australian Indigenous cultures.

No, the strategy looks good.

I think outreach to neighbouring council areas is also warranted. our family doesn't distinguish between councils when deciding to visit the library, we go equally to Mt Barker, Stirling and Burnside. it would be a shame to miss out on something interesting through being outside the council area. Perhaps a shared guide to *headline events* from more than one of the libraries is an idea?

The Gumeracha Library is my local...in fact next door...but I have to rely on my husband to pick up my online reserves due to unable to walk there. The hours are useless so I now order from Woodside and he drives there...they have a better and larger collection and reservations are put on pickup shelf much quicker(I read at least 3 a week)

I particularly like the focus on digital literacy and, given our aging population and the State Government's 'digital first' policy, would encourage the Library to expand digital literacy offerings to our more mature residents.

I particularly appreciate your focus on ensuring collections are inclusive and representative of the needs and interests of all sectors of the community, including minority groups. Thank you.

Nothing specific. Looks good overall.

General comment - very supportive of comprehensive and aligned strategic approach. Hard to imagine how achievements will be measured against such broad strategic aspirations.

I think it is sensible to look at library hours in the light of declining visitor numbers

I'm particularly happy to see the inclusion of a co-working facilities provision action (2.2.1) in the Strategy. I increasingly use the library to get away from my home office and enjoy the diversity of the library community, but my online meetings can disturb others and it would be great to be able to book a room to have face-to-face meetings with colleagues who work from their homes too.

I visit the library about 3 times a week. I use the CD collection and the Computer/Printer mostly. What I would like is for the Library to open on Mondays. I also like the One Card library system

In the Trends and Considerations section, under Collection Development, the following is stated: "In the coming years, we expect to further develop digital offerings and focus the physical collection on those items most in demand and which meet the specific needs of the Adelaide Hills community."

This reads to me as a reduction in the focus on the physical collection component of the library service. This seems a shame. To me a core (the core?) component of a library service is still the physical books. Please work to ensure that further focus on digital collections does not degrade the quality of physical offerings.

So I guess my point in regards to actions is in regards to:

“ 2.1.3. Continue to assess and maintain both physical and digital collections in response to changing usage patterns and emerging trends, ensuring we meet the needs and interests of the community.”

Please don't let this action item reduce the quality of the physical collection in response to rising digital borrowings if at all possible.

No

My family use the library to study in a safe & quiet environment, so longer opening hours would be excellent. ☑

It seems that the library strategy is to move away from hard copy books and materials to an online/digital, I for one much prefer the hard copy material and have found the both your library and the one at Mount Barker have increasing reduced the number of hard copy material available. This could be one reason why in house visits are coming down - you just don't have the variety of material available. This is forcing people like myself to either look online - not a simple process to find and "order" books that may not be available for a long time. It makes reading series very difficult and time consuming as you have to wait for copies to be brought from other libraries to yours then you contact people to say they can now be collected. I personally am reasonably comfortable with computer technology as my work involves teaching people how to use Accounting Software, but I still much prefer to read or study material in hard copy format.

Very little mention of digital lending via "Libby" which is my main interface with the library

need to review book holdings and new holdings. Would like to see more graphic novels and art based content

As a general comment, the Coventry Library already provides very good facilities, the staff have always been very helpful.

The Strategy is broad in nature, for example, acknowledgement and recognition of indigenous culture, which is fine, but at the core of libraries is literacy and learning to multiple audiences. In other words, you can't be everything to everyone, which is how the draft Strategy comes across.

Important to make sure that Australian authors are well covered

I hope the increase in digital services does not decrease the availability of physical items for borrowing.

No

Supporting local history - there may be a prohibitive cost but I believe some unique local history documents should become 'Full text on-line' if possible. Also, there should be an index of important items held by district history centres, e.g. [one example] Gumeracha has listed on their History Centre brochure that they hold Talunga births deaths marriages records but you cannot find this information from the search section of any Adelaide Hills library.

Appreciate the inclusion of diversity and cultural initiatives.

The overarching theme of the Strategy appears to involve investigating, exploring, reviewing, undertaking audits, etc. which are steps that are typically a precursor to developing a strategy - i.e. this Strategy presents as more consultative than strategic.

It is obviously beneficial to undertake such an exercise but given the lack of detail there doesn't seem much relevance for feedback on a 'Strategy to determine a Strategy'??

Community connectedness, Respect for Aboriginal heritage, services that support the health and wellbeing of the community, etc. are important foundational aspects for the library framework.

Well what the strategy does do is regurgitate the same old chestnut ;warm and fuzzy, but at the end it comes down to the council wanting to save money; not much about community if you are a smaller town. Shut libraries and have a bus? deliver a poor service .

I'm not that keen on the reduction of physical items in the libraries. I much prefer to browse and read physical books/DVD's. While the One Card network is a great thing, sometimes you can wait weeks to get books that are located close by in other libraries.

Point 1.2 Development of Guidelines; It is relevant to consider the situation occurring in USA libraries in the banning certain books or other materials because they may offend certain individuals. Because many consider our libraries as democratic institutions it maybe prudent to set up a means to defend librarians & the libraries from this conflict. Transparency?

Point 4.1. The libraries should be considered an essential service & location in emergency periods. It was seen during the early stages of Covid how the library system of AHC was able to provide support to many isolated locals while other libraries in other states closed. Also library staff are essential first responder in these types of crisis.

The physical library sites are important places for the community to come together and provide a focus for activities either individually or in groups, other than those associated with sport which often seems to be a priority in the hills region, and the strategy seems to clearly acknowledge that importance. Also the recognition of the library's key role in supporting and improving literacy development, including digital literacy, is great.

Like the idea of a pop up library service
Inclusion to support all age groups

A smaller Mobile Library is good & 'pop-up' will be good too. Please keep going the One Card Network as physical capacity of resources is reduced. Love local authors being encouraged.

While I understand that online services are growing, I do enjoy visiting the library & would strongly prefer that the opening hours aren't cut too drastically.

Not really, however slightly concerned e-books may eventually over-ride/replace or outnumber printed material. Screens can never replace the satisfaction of holding/reading a book. I would tend to avoid reading, if e-books were the only option.

Increasing public meeting rooms, as included, is a particular need.

1.2.1 Collection Development

Should this not be ongoing to 2025? Is this point referring to the development and/or review of an existing policy? If so it needs to be a separate point and point 1.2.1 made clearer and extended to 2025.

Collection Development: Thankfully due to interlibrary loans, we still have access to small repositories of wonderful living literature for children, often found in rural and isolated libraries that recognise the importance of preserving these treasures. The politically correct books of today are often preachy and moralising. They are, on the whole, often not well written and most deserve to be discarded within the library's expiration date of 7 years. However, quality literature, the classics, are timeless and deserve to form the basis of our library collections. They are classics for a reason. They do not date, they include big ideas, superb writing and don't patronise their readers. The classic picture books often showcase the talents of superb artists.

Emphasis appears to be digitally focused, although the number of Physical Loans far outweigh the Digital Loans, per 12 month period, thus indicating that physical collections are very important..

appears to be very detailed and complete

no

It seems very thorough but a large workload for the first year.

Very much like the idea of supporting local artists

4.2 health and well-being

These focus on physical health and well being I wonder if the library can do more to help people mentally/emotionally through connecting people in the community with book groups or reading challenges.

While I understand the desire for libraries to accommodate collaborative groups, I feel it is essential they also allow quiet space for study/reflection/quiet reading. I have found (pre-pandemic) that this was starting to be lost, and is an essential aspect of libraries for those personality types that need quiet learning spaces.

I would hope that the opening hours for Gumeracha library is reviewed as access for borrowing is limited for those that work 9 to 5 hours.

Decrease in the mobile library is contrary to the aim of providing access and opportunity of library use Current restrictions/limitations of the number of borrowers accessing publications via e-borrowing is a considerable barrier to access - especially during the current pandemic. Too many times titles have to be reserved (no indication as to when a book might become available) rather than being available, which is somewhat ironic for electronic publication access, which should be unrestricted, easy and timely.

In the strategies relating to flexible use of the space, I would like to see higher consideration for older users in the after-school hours when the library computer area and front seating area is often taken over by teenagers in particular, who show little regard for the comfort of other library users in their loud, robust

and very active engagement with their friends. This to the extent of pushing each other around and chasing around the stacks,taking over all the computers for communal games rather than study— the library functions more as a child-care centre for working parents at these times,which penalises serious student work or any other academic function such as writing job applications, volunteers engaged in tutoring or zoom connections with colleagues.

Reduced opening hours

Love the help I get to access online books.

I would like the Stirling library to open early one day a week so it can be accessed prior to office hours.

A very comprehensive and inclusive strategy.

1.1.1. Review current hours of access in alignment with community preferences and usage patterns and provide a report to Council

This sounds as if times available to physically access the library space will be cut.....

they seem to be clear and practical

I like the idea of study spaces and community meeting spaces.

I believe that the downsizing of the mobile library is a backward step. When I first joined the mobile library, the truck was brilliantly stocked and cheerfully managed by Darryl ... nothing was too much trouble for him and it was always exciting to hear about new customers using the service, new schools embracing the opportunity to supplement their reading resources. It was a period of growth and we loved our fortnightly visits.

Then the timetable changed and the collection on the truck was reduced. I am an audio book borrower and the collection size and variety was so diminished that borrowing became challenging. Not a great lover of technology, I chose not to browse on line which I found quite challenging. I love the old fashioned notion of browsing and selecting the physical item on the day. Darryl fought hard to maintain the original standard. And now you plan to make it even smaller. I've seen the proposed vehicle and it is a joke compared with the service we previously enjoyed. I am very very disappointed with the gradual eroding of the mobile library service. No doubt the statistics are now being used to prove that a smaller service is required. However, the statistics merely reflect the gradual withdrawal of the robust, healthy offering we once had ... there is now so little on offer, that some of us have given up. The diminishing of the service over the past 5+ years has created the lower demand.

No. I commend you for looking to embrace technological advances and continuing the theme of libraries being an important part of community

Overall, the draft is true to form in that it says all the correct things and aims, but the proof will be in the actual substance. ie the mobile library

Q8 Do you feel there is anything missing in the draft Libraries Strategy that you would have liked to see included?

I guess a specific support function to local community groups, and engagement with these groups to ensure libraries meet community needs and expectations

No assurances re the physical collections

No, but see general comment below

As stated above the studiosity program to support learning online for all age students - uni etc.

Access to digital resources and digital literacy for highschool students. This isn't explicitly taught at some of the local highschools. Students need access to research databases - eg. Mitcham Public Library has provided access to EBSCO host - but students need to be able to book a time to learn how to use this or a quick how to guide is required. What databases does Stirling public library have? Is this promoted within the local schools?

No

More commitment to a better collection for the Adelaide Hills collections as I think we are always second best in new book reservations

-

I would like there to be transparency on how books, ebooks and audiobooks are chosen for the library collection. I know I am able to recommend books, ebooks and audiobooks via overdrive and the library catalogue, but there is no feedback as to if this has been seen, considered, or accepted/rejected. Plus, if it is rejected, as to why. What are the criteria for making new selections to include the library.

I've seen some Councils in Australia exclude people because of their medical choices. I would like to have it ensured that the Adelaide Hills Libraries would always remain inclusive for everybody. I'm grateful that has been the approach so far.

No

As above. Very Comprehensive. I note much more specific re Aboriginal recognition and inclusion than other 'minorities' - aged, differently able, other cultures etc.

Not really

The intergenerational/digital literacy actions speak (to me) to the older people in our community and there's actions that address the Coventry Library's wonderful service as an after-school teenage hang-out. There's also the Bounce & Rhyme sessions for the babies. Primary schoolers (particularly those who need all-day activities in school holidays) don't seem to feature much. Has the library got the capacity to do more in-reach with local primary schools that aren't in walking distance? Could classes from these schools be bussed in on occasion, to be shown all the features of the library that their parents might not be across? I'm fairly library-literate but there's bound to be oodles of things that my kids would love that I simply don't know about.

No

Most important thing is opening times, which you're already looking at. 🍷

Would like to see eating inside the library banned.

The odours of food and noise while people are eating is disturbing

Thank you

Emphasis and exploration of expansion of the digital lending service

some more exploration of digital content

Strategies to support connection within community addressing growing issues of isolation/loneliness

No, the list is quite comprehensive

Some metrics/measurement of how you think specific goals will be achieved. EG the new library membership will be increased by 5% in 2023??

No

I think you need to provide examples of other drafts so we can compare. It is difficult for most rate payers/users to 'imagine' missing areas. What do other libraries provide, including overseas libraries?

More recognition of the aging population and the impact that will have on resources and staffing levels.

Detail around what this proposed Strategy is for aspects such as physical versus virtual resources (i.e. is the intention to phase out physical items in favour of digital channels?)
How about listening to communities ;it is always known that when Councils put something out for draft ;a decision has already been made. So Stirling has a large population of poorly educated illiterate people, so they need a big library; only joking. Well the population of Stirling is large; no, I do not want to get in my car to go to borrow books at a homogenous looking library which looks like every other city library. That is why people visit old stuffy book shops to buy books; and don't buy them on line. All the money falls into Stirling;and not Gumeracha.
I would use the library more as a work space, but find it unbearably hot and stuffy in winter, and not much better in summer.
No
Activities such as author talks
No - it's very comprehensive. Well done!
No
Would prefer opening hours (Woodside library) to remain as they currently stand.
A rapidly growing user group of the Adelaide Hills Libraries is the home education community. These families tend to be very heavy users of their local library as they lack access to traditional school library services. Whilst the home education movement is a very diverse group, some have students with special needs and learning challenges, including giftedness, others follow a classical education or Christian-based curriculum while others are free ranging unschoolers. Whilst the library and in particular SAPOL have specifically identified the issues of diversity and inclusivity as a priority, I wish to remind you that catering for more traditional or classical worldviews is part of this diversity and inclusivity. It is important for the library to remember the roots of English literature are to be found in the classics (unabridged), and that "progressive" left wing political viewpoints need to be balanced by more "conservative" ideas and resources. Let the library actively seek to be a public space free from censorship of ideas. Please provide access to materials arguing all sides of the political agenda.
Within the Adelaide Hills Community the physical collection would be more sought by the reading community. We have many residents who do not have any technology within their home. They are not computer literate and prefer a cash transaction to the use of a credit card. During the Pandemic I personally borrowed books on line for friends, who did not have a computer.
As a volunteer I have witnessed many parents steer their children away from the computers and insist that they choose books to take home.
talks, discussions, etc., perhaps with guest speakers, at Woodside as well as Stirling. With good publicity!!
no
No, so many aspects covered.
No It looks very comprehensive.
Welcoming spaces! Places to take children and spend time reading and enjoying books/being in a public space outside of specific activities.
Although "under one roof" more co-op could be rewarding- some planning together, eg History "displays" more public
Events flagged ahead, Possible Book club advertized., School Visits (post covid again)
As per q6 response really.
Closing Stirling library on Mondays causes inconvenience.
No
early opening hours for increased access.
No
I was talking with the chief librarian about starting an ESL (English as a Second Language) class based in the Stirling library. I would do it as a volunteer. We were just looking at practical possibilities when she resigned, and not long after, I went into what feels like never ending isolation.

However, if there is still some interest, I would love to start a class. A lot of the preparation could be done by email. By the time I emerged from isolation it would not take long to get started. If you needed it, I could give you a CV in regard to my ESL experience.
I'd like some expansion on the intergenerational use of the library and how that might work.
I'd love to see a children's toy library available
no
No
Preservation of and access to real books not just digital access.
Something that will encourage the older members to meet together.
Something that will encourage the older members to meet together.
Something that will encourage the older members to meet together.
not really

Q11 Do you have any final comments in regard to the draft Libraries Strategy that you have not already mentioned?

I love the booking request system where I can put items on hold and pick them up easily with covid times it increases my ability to get in and out quickly but I guess it limits the browse-ability of discovering new things... is there a if you've put this on hold / borrowed this, we think you'd also like this kind of capability you can add to the library app for loans?

General comment: The Gumeracha Library does not appear to get a lot of "new" books compared to Stirling. I am not sure about Woodside. I feel that the Gumeracha Library would be used more if more current "new" books were available. I understand they can be ordered and collected from Gumeracha however when browsing the shelves for they are few and far between. This means that visiting and borrowing is not an appealing action as the books are older.

I enjoy the physical books and space in libraries.

Regarding people with disability, disadvantaged and the Aged sector could there be a community bus operated by the libraries to run and bring people to the library on week days, just like the shopping bus for the Aged.

None

Believe if reflects a strategy for the medium and longer term future of the libraries. All of the aims and actions reflect this. Haven't read the Council's strategic plan and don't know what the KPI's for the library's plan might be but looking at the plan believe they will be appropriate and hopefully achievable with a real decrease in funding if this is not being indexed.

I think a space and a qualified invigilator for university and year 12 students to sit exams they missed (for example, through having to isolate) would be great right now!
Secondly, I note that we have a number of people from overseas moving into our region- and they may benefit from outreach programs and educational materials to learn about contemporary land management practices that suit our climate and preserve the environment.

I am an ex library assistant of 20 years in the city and I am always interested in improvements in the Hills. I have made comments about the website since I rely on it to Coventry before ie lack of ease of navigation, and basic information of holidays, hours added in plain site

Great to see such an inclusive strategy.

It would be good if someone could do a review assessment of current digital collections. I'm finding that there are some fictional series that have missing ebooks or audiobooks in the Adelaide Hills collection. It would be great for the library to ensure each series is complete, and be on the lookout for future additions, as well as ensuring the digital 'certificates' have not expired.

No

I am very supportive of the Library as a 'third place', with links to other community meeting places and community development initiatives.

It is of utmost importance for library services to increasingly be up to date to survive and attract the young as as a centre for education, communication and community.

I use the Libby app to access audio books and would like to see development of the range of titles available. Preferably non fiction

Do always remember the importance of face to face not just online activities or services thanks !

- I am not sure what "digital-one-on-one sessions" includes. Might it mean being able to get help learning how to use Google Drive efficiently?
- "Borrow Box" in addition to Libby is greatly appreciated.
- The library staff in Stirling are always friendly, helpful, and do their best to resolve any problems. What a pleasure to share their company!
- Though we only occasionally attend extra events held at the library, every one we have attended has been excellent.

Rely on the digital service as due to arthritis in my hands the reading of a physical book is no longer possible

No


As mentioned earlier, please remember there are a lot of older or aging members who enjoy using the library as a meeting place or a quiet place of study or researching, again preferably with a hard copy of the

material. They also prefer the hard copy fictional books to be able to read at their leisure. They do not perhaps have the skills or the technology at home to use the online/digital services that seem to be replacing the 'normal' services of a library.
I now appreciate that a lot of planning and effort goes into keeping the libraries relevant attractive to changing demographics and community expectations. A well patronised library is an indicator of a healthy and inquiring society.
Keep the Strategy simple, because the libraries already do a really good job, but it comes down to maintaining the best possible spread of resources (including digital), space, staff and programs to match prioritized goals.
No
I find it a little difficult at times to find engaging fiction to read from the limited collection at Gumeracha and wonder why the older fiction books cannot be rotated through the 3 branches. I have worked in a 3 school library co-operative and found that rotating a selection of books every 6-12 months added interest and encouraged extra borrowing. It is 45km from my home to Stirling and I try to visit that library when I am there and am very envious of their large fiction collection. Could the older fiction titles be rotated through Woodside and Gumeracha? The biggest problem is limited hours at Gumeracha and it is probably due to closures during COVID and limited hours that the community library box at the Gumeracha Post Office has been such a success. People who cannot visit the library during its opening hours have found the community box a real bonus, including myself.
The above faces tell me how ?you really are. The library is more than what you perceive it to be .I also have property in Naracoorte; and guess what I pay rates down there; and they listen. I think libraries have at least another 50 years to run; and they are just turning the corner.
Overall it looks like a good document and I look forward to the in depth review. Being a person in their 20s I have found the library over the last couple of years invaluable for my learning of different skills being able to go borrow physical books through the one card service and the online LinkedIn learning. I know it doesn't relate to the draft although I am an active library member I don't always see the activities scheduled or available - unless if I live under a rock I think it would be great to see more social media promotion of what is available.
Thanks for providing this great service to the hills community
Library services are an integral part of our community and are doing well to remain relevant
Go go go
No, but add - i am very satisfied with the way the Woodside Library is currently managed. Without this facility our lives/community would be very much diminished. The staff are kind/helpful/obliging and courteous, and without these positives, none of the draft strategies would work. Thank you, for a wonderful service.
Pretty good draft
Please keep in mind that a growing proportion of the population prefers hardcopy real life books than digital versions. For true bibliophiles, there is nothing quite like the experience of holding a wonderful book in one's hands, inhaling the aroma as one leafs through the pages. Picture books and large format art books are best enjoyed in their original form. Also paper versions are much easier on the eyes and ultimately more soothing to the nervous system than being permanently plugged into screens and devices, not to mention the issue of radiation from these devices to which some of us are highly sensitive. Please support bibliophiles by investing in real life resources not at the expense of the digital services. Ultimately a library is still a treasure trove of books, literature and the written word, not a subscription movie service.
The use of the Mobile Library is a wonderful opportunity to encourage members of the community who may be isolated and unable to readily access any of the Libraries.
being able to borrow and return books, DVDs etc. at libraries around the state is wonderful when we are on holiday.
i would be unhappy to see the library opening hours reduced.
I am happy that the library provision is being assessed! These are great services that we are lucky to have and the more thought that is put into it the more likely they will be well used.

Some, (not a lot) of intergroup pLAN sharing READING
I'm glad libraries are still getting the focus they deserve - they are important learning/recreation hubs, especially for children, students, and adults who need a quiet, controlled space that might not be available at home.
An excellent initiative by the Council, supporting the community and ratepayers.
very happy with our library in every respect now use the on line borrowing with on site pick up and returns - works brilliantly for us
I think public libraries are a very important asset to any community, I would be very disappointed to see the availability of our Hills libraries change with less facilities, and less opening hours, Our Hills community needs its libraries
No, but I love the staff.
Would just highlight that we would have physically participated more in library activities, but Covid has led to the need to isolate at times and some activities we've booked into have been canceled. I don't think we're alone in this, and the reduced borrowings etc don't necessarily reflect preferences but current limitations. It's important to remember this and not base our future years too much on the current temporary environment. Allow for it yes, accommodate it yes, but not align everything to it.
Excellent, professional document
I'd love to see a children's toy library available
A little off track but I was concerned that the Stirling (and I assume, other) libraries will be closed on Catastrophic days. The Coventry library is well located and provided with a high end bushfire sprinkler protection system and would be an ideal place for sheltering for those who choose to leave home.
I would not like to see the libraries opening hours reduced, particularly for people who are unable to visit during usual business hours. I still rather a physical book than use e-publications/books.
No thank you
If by upgrading the very user friendly and comfortable gumeracha library to turn it into something akin to the sterile woodside library clone, you wont win any favours. Carpet maybe, but given the library was stripped of most of its collection and activities by previous and current staff, ask the users of that library what they want , not what the leadership in stirling want. Give the library back its user friendly childrens area with better shelving and you should all be ashamed of the way newspapers and magazines are displayed and kept. Find somewhere else to store the excess furniture, and put the comfortable ones back.

APPENDIX C – WRITTEN / EMAIL FEEDBACK

Email Feedback 1:



To: Vanessa Geerts


Libraries Strategy- suggestion

Transferred to Records Hub

You replied to this message on 14/04/2022 1:03 PM.
If there are problems with how this message is displayed, click here to view it in a web browser.

I am sending further information about the local history section of your survey.
I believe that there are three Historical Societies in the AHC <https://www.ahc.sa.gov.au/Community/library/local-history>
Mount Lofty and Districts Historical Society Inc
The Gumeracha and District History Centre Inc
East Torren Historical Society Inc

These 3 societies have no 'presence' on you library or council catalogue/information pages, not even a basic listing of resources, e.g. **The Torrens Valley Historical Journals (1977-present)** except for this one. They are an important resource few people know about.




Torrens Valley Historical Journal : October 1988, Number 33

Summary: Excerpt from the Torrens Valley Historical Journal, No 33 Oct 1988 on Aboriginal history and recently discovered art in the Mount Lofty Ranges.

Author: Coles, Robin B.

Contents: Aboriginal history and recently discovered art in the Mount Lofty Ranges -- My early days in the colony - about the natives -- Three new translations of German settlers accounts of the Australian Aborigines

Format:  Books


There is a wealth of family history information held in the Gumeracha history area and I believe it needs to be listed and some kind of integration managed, e.g. could a librarian access a resource to be used in the library when the history centre is not opened?
One family member on holiday from Queensland did not understand the lack of listing in the library of family histories held. He could not find out if our family history was in the history room as the visit was not on a Tuesday.
I have included 2 examples from other libraries which have listed family histories but if you search the AH catalogue for the 'Murphy family history' (which I know is held at Gumeracha), there is no result.
I believe that other libraries provide a greater service than does the AHC for family and local historians.

Tea Tree Gully library catalogue
https://oncard.network/client/en_AU/teatreegully/search/results?q=+family+history&vw=12&lm=LIB_TEA+TREE+GULLY&dt=list&isd=true

Libraries Strategy- suggestion

To  Vanessa Geerts

Transferred to Records Hub








 You replied to this message on 14/04/2022 1:03 PM.

If there are problems with how this message is displayed, click here to view it in a web browser.

			
<input type="checkbox"/>  Like	<input type="checkbox"/>  Like	<input type="checkbox"/>  Like	<input type="checkbox"/>  Like
Shillabeer family : local history file.	Anstey family : local history file.	Lucy family : local history file.	Kelly family : local history file.
Format	Format	Format	Format
 Other	 Other	 Other	 Other


Mt Barker library

https://onecard.network/client/en_AU/mtbarker/search/results?qu=family+history&rw=24&lm=LIB_MTBARKER&isd=true

		
<input type="checkbox"/>  Like	<input type="checkbox"/>  Like	<input type="checkbox"/>  Like
Descendants of the Martins from Gross Lessen, Silesia : family history / [by Maurice L Martin]	The hand to the plough : die Familie Dolling in Australien [local history] : a social history / by Alison Dolling, Scott Dolling and fifty-three family members for the Dolling Heritage	Bartholomaeus family history, 1853-1998 [local history] / compiled by Helen Bartholomaeus and Lynette Bartholomaeus.
Author		Author
Martin, Maurice Leon.		Bartholomaeus, Helen.
Format		
 Other		

Hope to see history/family histories listed on your catalogue

Email Feedback 2:



Re: Invitation to AHC draft Libraries Strategy Consultation

You replied to this message on 28/04/2022 4:14 PM.
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[EXTERNAL]

I have read through the report and tomorrow will schedule a response - we are not due for a meeting until the last Thursday of the month but will certainly invite the Committee to read my personal reply and add (or detract) my comments made.

It is very expensive in its forward view - and open to developments

Some of my comments, and I must be careful, not to tread outside of the reply scope - can relate to inter group awareness and collective "awareness" in planning, while we are "under one roof" there could be ways of inter relationships which still must recognize owner-(AHC) and separate budgets and programs.

e.g History Group research and photo displays e.g. (SCHOOLS of Torrens Valley) previous; and now "BRIDGES OF TORRENS VALLEY" hidden (to the public) AWAY IN THE HISTORY ROOM- NO PUBLICIZED OPENING, NO EVENT !

i HOPE THEIR DISPLAY PROJECT - "HOSPITAL CENTENARY" MID JULY - COULD BE A PUBLIC EVENT OPENING, STANDING DISPLAY IN LIBRARY OR FOYER - MAYOR INVITED - ETC


We don't have a forward ideas planning type of anything to bring this idea up. So they remain in their room - drawbridge up ? Guest of Honour - well the Governor has been invited awaiting response. (Friday July 22nd)

This is meant to be hopeful not any thing otherwise.

With Covid restricting rules lifting - hope to restart FRIDAY MORNING TEAS - in THE FOYER (overcoming the "KITCHEN CLEAN" boycott !

A n RSL HISTORY MIX COULD OCCASIONALLY LINK WITH NOVEMBER REMEMBRANCE DAY EVENT - We dont have a linking system for discussions

Email Feedback 3:

 Re: Read: Query re the: Draft Libraries Strategy

 If there are problems with how this message is displayed, click here to view it in a web browser.

[EXTERNAL]

To: Jess Charlton,

Thanks for the opportunity of reading the Draft Libraries Strategy. I have read the complete document and found it to be very comprehensive, interesting, well worded/structured and that it covers many diverse topics. As a result I can't think of anything that should be changed or added to this draft. I was very impressed with the comprehensiveness of the overall document and its structure. So congratulations to all the staff who were involved with the preliminary research and it's production.

As I have used the Woodside and Stirling libraries on quite a few occasions during the past year, I would like to extend my thanks to all the staff who have assisted me. It is a delight to visit these centres with such helpful, knowledgeable and friendly staff available. The IT Man was also very helpful when I sought his assistance on several occasions - for I am still struggling to come to grips with understanding and using my recently purchased (first) iPhone 11. And for a person in his latter years that is quite a challenge!!

One other recent development that I have really appreciated, is having the library staff automatically extend the due date of any borrowed books (providing no reserve has been placed on the respective item).

So I look forward in the coming years to having the opportunity of making good use of the proposed developments as published in this report!

Email Feedback 4:



Consultation deadline

To  Jess Charlton



You replied to this message on 6/05/2022 9:20 AM.



[EXTERNAL]

Hi Jess

I had made a mental note last night to let you know formally this morning that FOLS had no issues with the document and then the day went right off plan!

I'll do the feedback form tonight but I was quite comfortable with the points and timeframes and I did not receive any concerns or comments from the committee members. I'm sorry I missed the deadline.

Best regards

Appendix D – SOCIAL MEDIA POSTS


Adelaide Hills Council
 Published by Hootsuite · 16 April at 10:30 ·

The role and value of public libraries has been reimagined in recent years and we have developed a draft Libraries Strategy to provide direction for our library spaces. 📖 📱 📺 📺

Let us know if we've got it right: <http://ow.ly/K8Mg50lIfHk> Consultation closes 3 May.



[See insights](#)
[Boost post](#)



 10
 1 comment 1 share

 Like
  Comment
  Share

[Write a comment...](#)






Karina Morrison
 Jen Becker I thought you might have some suggestions.

Like Reply Hide 2 w

Appendix 2

Libraries Strategy

Draft Libraries Strategy

May 2022



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DRAFT

Introduction

“The future of public libraries lies in the value they create from the nexus of people, place, knowledge and technology to create a platform for learning, participation, creativity, innovation and well-being.”

Tomorrow’s Libraries: Future directions of the South Australian public library network 2019, Public Library Services p.14

Adelaide Hills Council Libraries are strongly valued by our community and this is demonstrated by the relatively high level of borrows and visits per capita. We provide highly used physical and digital collections for borrowing, well-attended activities and programs for adults and young people, opportunities for social connection, access to information technology and welcoming spaces in which to meet, study and work.

We have branches in three locations – Stirling, Woodside and Gumeracha – together with a mobile library that travels across the Council area. An outreach home delivery service is provided for residents unable to visit one of our libraries due to illness, disability, frailty, lack of transport or carer responsibilities.

Our libraries are well supported by the community, through Friends of the Library groups at Stirling, Woodside and Gumeracha and a large number of volunteers who provide their time and support for various library functions.

The Adelaide Hills Council provides the significant proportion of the funds for its libraries. This is supplemented by funding from the State Government through the Libraries Board of South Australia.

We are a member of the ‘One Card’ network which provides access to over 3 million items from public libraries across South Australia.



Acknowledgement of Country

Council acknowledges that we undertake our business 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.

What our libraries offer

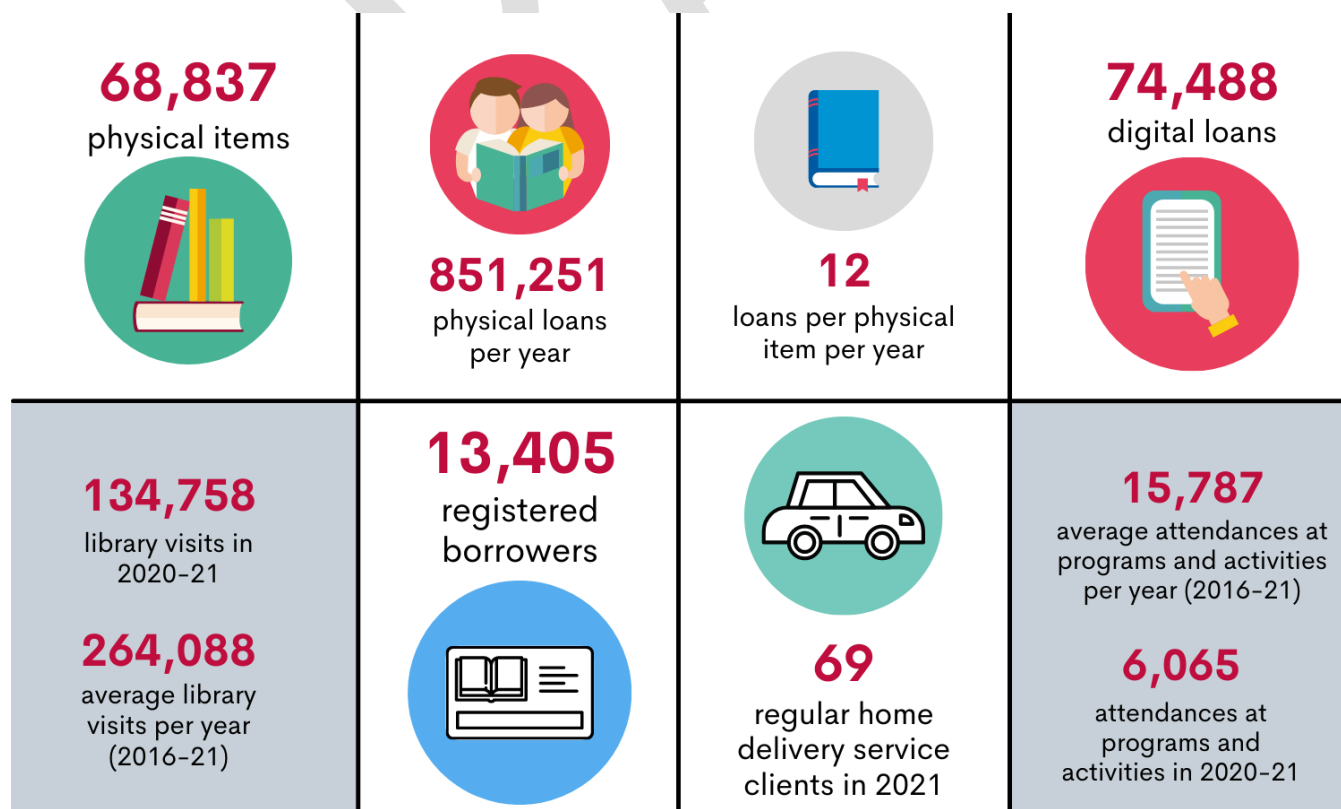
Adelaide Hills Council Libraries service a large area and support a diverse community. They provide access to a range of services and ensure community needs are met through the delivery of resilient and adaptive service provision. They provide a range of learning, literacy support, technology and social connection opportunities for our community.

This includes:

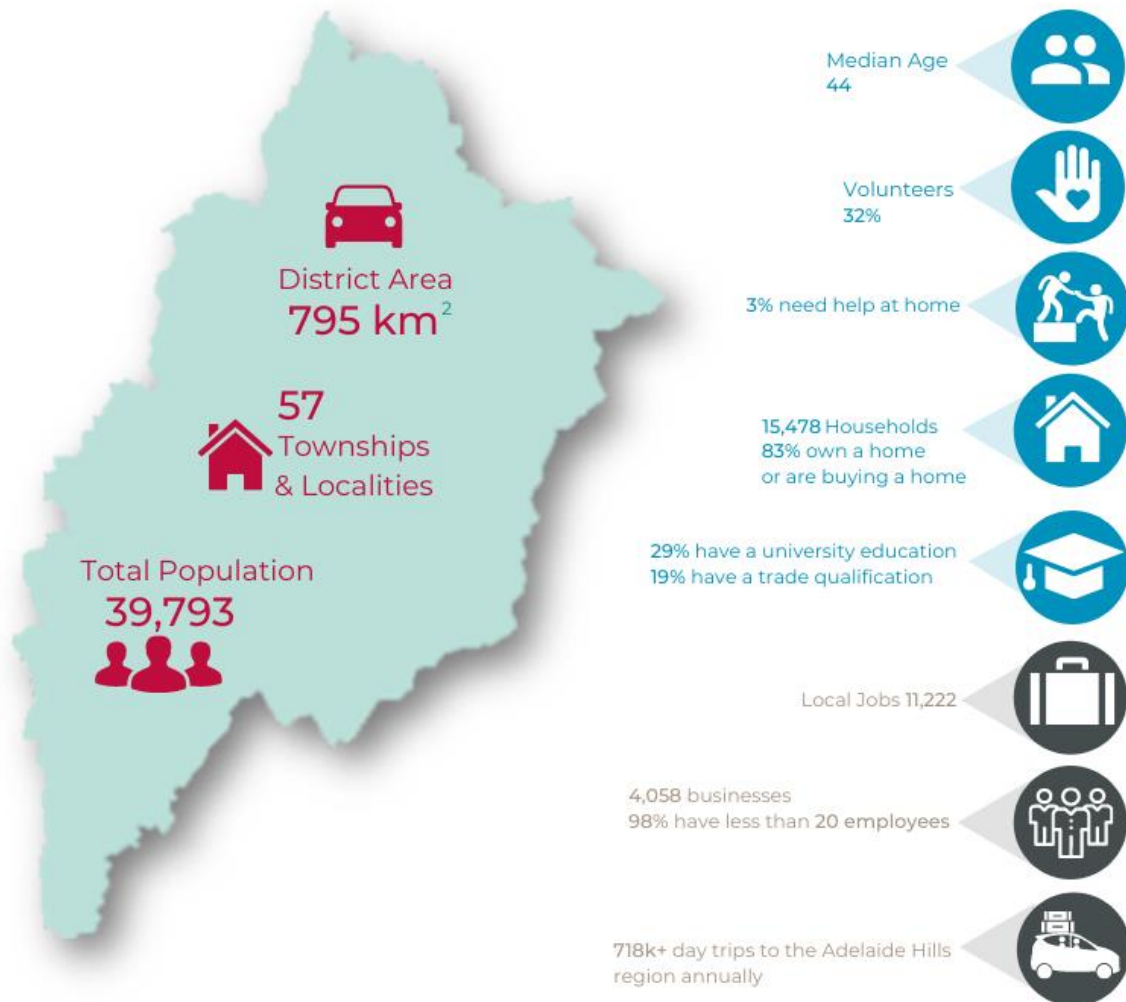
- Print, audio-visual and digital materials that meet the needs and interests of the community and provides equitable distribution across branches
- Programs and activities providing language, literacy, learning and digital literacy support across all ages
- Access to and support with existing and emerging digital technologies
- Spaces designed to accommodate a range of requirements, from community hubs, quiet study areas, integrated zones to enable social connectivity and options for people working remotely
- Provision of council services, including payments, customer requests and general enquiries
- Access to local history through co-located community run history groups
- Events and exhibitions, including those that highlight local authors and artists
- Complementary services such as Justices of the Peace

Libraries snapshot

Data based on 2020-21 unless otherwise indicated



Community snapshot



The Libraries Strategy

In 2019, Council undertook a service review which identified the need for a strategy to set the direction for library services.

The review highlighted that the role, purpose and value of modern public libraries has been reimagined as a result of the emergence of information technology and the reconfiguration of libraries as flexible community spaces.

Libraries also increasingly play a role in supporting digital literacy in the community and this has been reinforced with recent stipulations placed on the use of State Government funding to support communities in this way.

Like all sectors, public libraries have seen many changes as a result of the COVID-19 pandemic. There have been periods of library closure, fewer in-person visits and capacity limits on programs and activities. In contrast, there has been an increase in demand for digital content and resources and for home delivery services.

Library spaces and technology have remained popular for working and studying. Despite capacity limits, programs and activities for children have continued to be well-attended and remain important opportunities for social connection and literacy development.

Our libraries need to be responsive to these trends while providing services that are relevant, add value and match community expectations.

The Libraries Strategy has been developed with these considerations in mind and is aligned with the Council's *Strategic Plan 2021 – A Brighter Future*, particularly the goal and priorities around community wellbeing.

This Strategy has been developed with the input of the Council's dedicated libraries team following consultation with key stakeholders. It incorporates valuable feedback from previous community surveys which were undertaken as part of the library services review.



Trends and considerations

Collection development

Physical and digital collections are a fundamental part of the public library environment. Collection development, involves careful curation and analysis of collections, matching user needs, technical know-how and cataloguing knowledge to meet community expectations.

The aim is to procure, develop and promote both physical and digital resources to engage users and support the well-being of the community. Importantly, this includes children's and adult materials that support the literacy of readers at all developmental stages including users with dyslexia and other learning difficulties. These non-mainstream items are not always easy for the public to find and our service provides an opportunity for the community to share these resources.

The provision of both fiction, non-fiction and audio-visual materials stimulate users to explore and seek items to either extend knowledge or meet recreational and wellbeing needs. Our library collections have one of the highest turnover rates across the South Australian Public Library Network. This is attributable to the popularity of the service and reflects a collection that complements demographic needs.

Whilst the library's physical collection has become smaller over the last 5 years, the state-wide One Card Network has opened up access to more resources for our community through the ability to borrow items from any public library in the state. Physical books and items remain very popular and borrowing these items is the main reason that people visit our libraries.

The popularity of digital content is increasing, notably as a result of the COVID-19 pandemic and the associated closures of libraries and reduction of in-person visits. In 2020-21, digital loans including eBooks, eAudiobooks and eMagazines increased by 21% across the South Australian Public Library Network. While this trend presents opportunities to streamline technical processes, it presents other challenges – navigating digital licence types and terms and maintenance of the collection when access to titles expires.

In the coming years, we expect to further develop digital offerings and shape the physical collection to meet the needs of the Adelaide Hills community in line with usage patterns and trends.~~and focus the physical collection on those items most in demand and which meet the specific needs of the Adelaide Hills community.~~

Digital literacy

Libraries have long supported and promoted access to existing and emerging technologies and are therefore ideally placed to support digital literacy in their communities.

In recent years, libraries have expanded their programs to include digital literacy initiatives that develop the skills needed to participate in today's digital world. Public Library Services developed a state-wide program in 2021-22 – 'Being Digital' – focused on the digital basics, with topics including social media, video calling, protecting your identity online, and digital COVID-19 vaccination certificates.

Recent State Government funding for public libraries has been partly tied to the delivery of digital literacy support services and this is expected to continue. These programs have implications for staff development and resourcing and it will be important for us to target our digital literacy support offering to those areas which are not covered by mainstream education providers, such as primary

and secondary schools for young people, and which do not duplicate services provided by nearby community based providers.

Programs and events

Reading and traditional literacy remain at the heart of the public library offering. Libraries continue to work inter-generationally to support the literacy of children and families, improving the educational, health and employment outcomes that literacy in the early years has consistently been found to support¹. Opportunities to engage in learning and to be part of a connected and vibrant community are also key drivers of programs and events.

The COVID-19 pandemic has seen an increasing demand for alternatives in program delivery approaches, including online programs. Our library has responded to this with online story times and online school holiday activities, as well as moving some programs outdoors where possible.

As we move out of the pandemic, our programs need to support the needs of our community to strengthen community connections in safe and positive ways.

We have a diverse community and our programs will continue to focus on being accessible and



Outreach services

The aim of “outreach” in libraries is to provide equitable delivery of services to the community and we achieve this through the Home Delivery Service and the Mobile Library. In recent years there has been an increase in demand for home delivery services, partly due to the ageing population and particularly as a result of the COVID-19 pandemic.

The Mobile Library will be replaced in 2022 with a smaller, more versatile vehicle, which will facilitate broader access and better alignment to community demand and need. In addition to public stops and visits to schools, the service will be able to visit early learning centres, aged care facilities and retirement villages. There are opportunities to use this resource at events and activities to promote library programs and collections.

¹ Raising Literacy Australia (2012). *Building Foundations for Early Learning*. The Big Book Club.

There is potential for high demand for the more versatile mobile library service and it will be important to target visits to those facilities of greatest need and locations where access to built library branches is limited by distance.

The Home Delivery Service relies on a dedicated team of volunteer delivery drivers. It is important to continue to build the skills of volunteers to respond to the needs of the recipients of this service.

Flexible community places

Contemporary libraries offer their communities dynamic and flexible spaces and furnishings that people want to be in. They are sometimes seen as a 'third place' away from home and work.

Beyond accommodating physical collections, libraries provide space for a diverse range of activities and functions, including access for laptops and devices, charging stations, technology-enabled meeting rooms and maker-spaces that support and encourage creative, digitally inclusive, learning communities.

With more people working from home or in non-traditional workplaces, there is an increasing demand for co-working and informal meeting spaces and we have observed our library spaces increasingly being used in this way. Libraries are also used as social meet-up points, particularly during the day by parents with pre-school aged children and after school by students. After hours, community groups often seek a venue to hold meetings, run educational workshops or present interest talks.

With these increasingly important economic and social roles libraries play in communities, it is important to move toward multipurpose community and library facilities, including event spaces.



Strategic context

Adelaide Hills Council libraries are supported by a number of state and federal bodies.

Public Libraries Services & the Libraries Board of South Australia

Public Library Services (PLS) is a business unit of the Libraries Board of South Australia. PLS is the central support agency for all South Australian public libraries and steers the continued delivery of a co-ordinated public library network in South Australia under the One Card libraries banner.

The Libraries Board of South Australia is a statutory body responsible for library policy and administration of the State Library of South Australia and the Public Library Network. The Board also oversees the allocation of State Government funding to public libraries.

We have a high level of engagement with PLS and have achieved mutual benefit through the facilitation of staff secondments and participation on public library working groups.

ALIA (Australian Library and Information Association)

The national professional organisation for the Australian library services sector. ALIA is an information and advocacy body and provides direction and advice through the provision of various policies, standards and guidelines.

We provide statistical data to ALIA annually and achieve excellent results in benchmark comparisons with other library services against ALIA benchmarks. We are regularly represented at ALIA conferences and often present on our experiences on a national stage.

Public Libraries Association of SA (PLSA)

The association representing the interests of all public libraries in South Australia.

We have and will continue to collaborate with PLSA and its member councils in advocating for ongoing government funding for public library services.

This Strategy has been developed in consideration of the following Council and State Government documents.

Strategic Plan 2020-24 – A brighter future

The Adelaide Hills Council Strategic Plan sets out the Council's key area of focus over the four year period. The Libraries Strategy has been designed to provide particular reference to the Community Wellbeing goal and objectives of the Strategic Plan.

Reading and Literacy Framework

A collaboration between Raising Literacy Australia and the South Australian Public Library Network, this framework states goals and long-term outcomes for libraries to improve and embed the literacy skills of all South Australians

Tomorrow's Libraries: Future directions of the South Australian public library network, 2019 edition

This strategy presents the long-term vision for the future directions of South Australia's public libraries based on research into trends in libraries, technology, our economy and social, demographic and civic changes that are expected to occur over the next fifteen years.

Objectives and priorities

Overview



Objectives, priorities and actions

Objectives	Priorities	Actions	2022-23	2023-24	2024-25	Strategic Plan Link
L1 – A community for everyone – that is inclusive, welcoming and accessible	1.1. Our service delivery model meets the needs of the community	1.1.1. Review current hours of access in alignment with community preferences and usage patterns and provide a report to Council	●			<i>C1.1 Provide welcoming spaces and places for the community through our libraries, community centres and Council and community facilities.</i>
		1.1.2. Review staff structure and resources required to deliver services to the community	●			
		1.1.3. Continue to provide opportunities for staff to learn and develop skills that support the delivery of library services	●	●	●	
		1.1.4. Undertake an audit to identify and address any physical or service barriers to participation in alignment with the Disability Access and Inclusion Plan	●			
		1.1.5. Undertake an internal audit to identify and address any barriers to wayfinding in our libraries	●	●	●	
		1.1.6. Explore opportunities such as “pop up library” to reach community members who do not access existing services		●	●	
		1.1.7. Identify further opportunities to integrate the Gumeracha Library and the Torrens Valley Community Centre	●			
		1.1.8. Identify the community’s spatial needs within the Gumeracha Library	●			
		1.1.9. Implement reconfiguration of Gumeracha Library to provide a welcoming space with easily accessible collections and resources	●			
		1.1.10. Assess existing spaces within the Coventry Library to identify reconfiguration opportunities for community needs including study and program areas	●	●	●	

	1.2. We recognise and respond to the diversity of our community	1.2.1. Develop Collection Development Guidelines that ensures collections are inclusive and representative of the needs and interests of all sectors of the community, including minority groups.	●			C1.2 Support and promote opportunities for social inclusion and celebration of a 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
		1.2.2. Support and promote events and activities that celebrate cultural diversity	●	●	●	
		1.2.3. Promote and support intergenerational programs	●	●	●	
L2 – A connected, engaged and supported community	2.1. Our service delivery model meets the needs of the community	2.1.1. Renew the mobile library and ensure appropriate outreach services are available to our broad community	●	●		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
		2.1.2. Develop a process to identify and evaluate current and emerging technologies to ensure our equipment and training programs support the communities digital literacy needs.		●		
		2.1.3. Continue to assess and maintain both physical and digital collections in response to changing usage patterns and emerging trends, ensuring we meet the needs and interests of the community.	●	●	●	
		2.1.4. Develop a communication and marketing strategy that encompasses print and social media.	●			

L3 – A community that grows together	2.2. Community members are actively supported through the provision of spaces and resources	2.2.1. Investigate the provision of spaces for co-working, networking and co-learning	●	●	●	<i>C2.4 Increase participation from the broadest range of our community and engage with them to shape policies, places and decisions that affect them</i>
		2.2.2. Continue to provide space and support for community information	●	●	●	
	3.1. Programs meet current and emerging community needs and preferences	3.1.1. Provide and maintain library facilities and equipment to support individuals and small business who use our service.	●	●	●	<i>C3.1 Provide and support programs and services that encourage and enhance personal growth, lifelong learning and professional development</i> <i>C3.4 Build partnerships with community and other stakeholders to enhance our capacity to provide and support opportunities for them to thrive</i>
		3.1.2. Continue to investigate the Digital Literacy needs of the community both current and emerging for the development of future programs for all ages	●	●	●	
		3.1.3. Investigate mechanisms to obtain community input into shaping appropriate programs and services	●			
	3.2. Opportunities are available to volunteer in meaningful activities that promote connections and purposeful engagement	3.2.1. Continue to review and identify volunteer and work experience opportunities	●	●	●	<i>C3.2 Support volunteering both organisationally and in the community as an essential element in delivering community outcomes and building wellbeing</i>

	3.3. Collaboration and partnership with internal and external bodies supports the delivery of library services	3.3.1. Continue to collaborate with Friends groups in their support of library programs and services	●	●	●	<i>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</i>
		3.3.2. Support bodies including PLSA and the LGA in negotiating an agreement between the LGA and State Government for library funding	●	●	●	
		3.3.3. Ensure continued participation in sector working parties and projects	●	●	●	
		3.3.4. Continue to support local history groups at Stirling and Gumeracha through the provision of space and facilities	●	●	●	
L4 – An active, healthy, thriving and resilient community	4.1. Libraries have the capacity to maintain and adapt services during crises and upheaval	4.1.1. Identify and mitigate risks to the continuity of library services during crises and work with Public Library Services to ensure services are maintained during disasters and emergencies	●	●	●	<i>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</i>
		4.1.2. Ensure library service considerations are incorporated in the overarching council Business Continuity Plan	●	●	●	
	4.2. Activities and resources support the health and wellbeing of our community	4.2.1. Continue to identify opportunities for outdoor play based learning opportunities for children and implement as possible.	●	●	●	<i>C4.2 Support the provision of formal and informal sport, recreation and play spaces for the community to enjoy</i>
		4.2.2. Continue to respond to the health and wellbeing concerns affecting the community by providing public information sessions and resources as needed	●	●	●	

L5 – Respect for Aboriginal Culture and values	5.1. Aboriginal culture and heritage are celebrated and incorporated in our programs and collections	5.1.1. Continue to include Acknowledgment of/Welcome to Country into all library programs and events in line with Council Policy	●	●	●	<i>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</i>
		5.1.2. Develop and support programs that celebrate and recognise Aboriginal culture and heritage.	●	●	●	
		5.1.3. Develop the cultural competency of staff	●	●	●	
		5.1.4. Continue to ensure that Aboriginal cultures and authors are represented in our collections, both physical and digital	●	●	●	
L6 – Celebrate our community's unique culture through arts, heritage and events	6.1. The importance of local history is recognised and supported	6.1.1. Continue to support and promote activities delivered by local history groups	●	●	●	<i>C6.2 Develop, support or bring events to our district that have social, cultural, environmental or economic benefits</i>
		6.1.2. Ensure that local history is represented in all collections	●	●	●	
	6.2. Local authors and artists are encouraged and promoted	6.2.1. Support local authors and artists through the provision of library spaces	●	●	●	<i>C6.3 Recognise, encourage and support artists, emerging artists, writers and performers through promotion of the Arts and supporting opportunities to exhibit and perform</i>
		6.2.2. Establish guidelines for events and exhibitions within library spaces	●			
		6.2.3. Continue to ensure local artists, authors and musicians are represented in all collections	●	●	●	

Implementation and monitoring

Delivery of priorities

While some of the priorities listed in this strategy are discrete pieces of work, many are ongoing approaches which already feature heavily in the way we go about providing services.

We have a proud and professional team of staff and volunteers delivering services across our district. Our libraries and customer service functions are structurally integrated, with a number of staff working across both areas. We will continue to develop their capabilities to deliver new and emerging services while evolving traditional services to respond to changing community preferences.

Funding

Resourcing for the delivery of library services and the initiatives contained in this plan is provided for in the Council's Long Term Financial Plan, which is reviewed annually. We will pursue grant opportunities for particular initiatives where our priorities align with those of the funding body.

Ongoing State Government funding of public libraries has been included in government budget forward estimates, however at the time being, the state-wide allocation is frozen and not subject to indexation. As a consequence, further pressure will be placed on Council's budget as costs associated with service delivery continue to grow.

We will actively seek opportunities for efficiencies in service delivery to maximise value to our community.

Monitoring and reporting

We will continue to actively participate in state and national sector wide performance measurement and use these result to gauge our comparative performance in the delivery of library services against national standards. Key metrics form part of the Council's suite of performance indicators.

We will report on achievements against the priorities outlined in this plan through the Council's Annual Report and through periodic reporting in line with the Council's Strategic Planning Framework.

Reviewing the strategy

This strategy is adopted at a time of change in the use of public libraries, with the COVID-19 pandemic being a main catalyst. In the coming years, usage patterns are expected to stabilise, community preferences will become clearer and new needs will emerge. We will closely monitor these developments and expect to review this strategy in the next 2 – 3 years.



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 12.3

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

Subject: Public Art Strategy

For: Decision

SUMMARY

The development of a *Public Art Strategy* is in accordance with the Annual Business Plan Strategic Initiative C6009 Public Art (including acquisition) to support public art initiatives in partnership with the community via a Public Art Strategy.

The company Play Your Part was contracted and the Principal Consultant Maz McGann developed a draft *Public Art Strategy* in conjunction with Council staff, Council Members and Community.

The purpose of this report is to seek Council consideration and adoption of the proposed *Public Art Strategy July 2022 to June 2027 (Appendix 1)*.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. With an effective date of 14 June 2022, adopt the Adelaide Hills Council *Public Art Strategy July 2022 to June 2027* as per Appendix 1
 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Public Art Strategy July 2022 to June 2027* prior to the effective date of adoption.
-

1. BACKGROUND

Council recognises that there is significant community interest in public art and a desire to see the amount of public art in the region grow. To date Council has commissioned artists to create public art, supported community stakeholders in the creation of public art, received donations of public art and has a role in managing and caring for public art. Public art may be physical artworks such as sculptures and murals or may be temporary or ephemeral in nature. Artwork of a permanent or semi-permanent nature is managed in reference to Council's Arts and Heritage Collection Policy.

The development of a *Public Art Strategy* is in accordance with the Strategic Initiative C6009 "To support public art initiatives in partnership with the community via a Public Art Strategy"

The area of Public Art is quite complex and the level of community interest and expectation is significant. In order to achieve the best outcome in developing a *Public Art Strategy*, the specialist company Play Your Part was contracted to undertake this task.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 2 Community Wellbeing

Objective C6 Celebrate our community's unique culture through arts, heritage and events

Priority C6.4 Foster the development of Public Art that adds value to public spaces and supports place making in our community

The adoption of a *Public Art Strategy* will support this objective by providing a framework for developing and managing public art that reflects both community expectation and civic obligations in public spaces.

➤ Legal Implications

Public art that is not well executed and installed and is not adequately managed could result in legal consequences in relation to public safety or reputation.

➤ Risk Management Implications

Public Art often requires both artistic merit and an understanding of civic compliance, and risk management. Public Art that is not well executed and/or managed could result in a risk to public safety.

Poor quality work, work that is not suitable for public space or work that is inappropriate in content and theme poses a risk to Council's reputation and would not reflect community expectation.

A *Public Art Strategy* that drives planning, implementation and ongoing care and management of Public Art will assist in mitigating the risk of injury or property damage.

A *Public Art Strategy* that guides the design, selection and management of Public Art will assist in mitigating the risk to Council's reputation that could result from inadequate quality or inappropriate content.

Inherent Risk	Residual Risk	Target Risk
High (4C)	Medium (3C)	Low(2D)

➤ **Financial and Resource Implications**

In Council's Long Term Financial Plan there is an allocation of \$15K annually for Public Art and an allocation of \$5,500 annually for Community Arts Projects.

Some strategic actions are contingent on accessing external funding.

Some strategic actions involve investigation of initiatives that may, in turn, result in future resource considerations.

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

In developing the *Public Art Strategy* the Principal Consultant, Maz McGann, was informed through focus groups with Council staff and community stakeholders and a workshop with Council Members.

From this engagement a clear vision was established being:

To develop and support public art that celebrates the culture and heritage of the Adelaide Hills, provides opportunities for local residents to engage in creative activities and encourages visitors to explore our region.

This resulting proposed strategy considers:

- The purpose and value of Public Art
- How Public Art aligns with Council's Strategic Goals
- A Council vision for Public Art
- Council's role in relation to Public Art
- Curatorial themes – community participation, the natural environment, stories of past and present (First Nations, Harvest, Resilience).

➤ **Sustainability Implications**

Effective planning, development and ongoing management of public art is key to ensuring longevity of artwork.

Well-conceived and implemented public art attracts visitation and contributes to economic sustainability.

The *Public Art Strategy* proposes a range of strategic actions responding to 4 Goals. These strategic actions are summarised with potential timeframes and resources in the draft document *Public Art Strategy Strategic Actions (Appendix 2)*. This document is indicative of how the strategic actions may be actualised.

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

In March 2021 consultant Maz McGann of Play Your Part was engaged to develop a *Public Art Strategy*. A Focus Groups was held with relevant Council staff chosen for their experience, interest and expertise in relation to public art in its many forms, community use of public space and place-making, managing community expectations in relation to public space and public art.

A further Focus Group was held with Community stakeholders in March 2021 at Stirling Council Chambers

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Workshop with consultant Maz McGann of Play Your Part 16 March 2021. Workshop on the proposed Public Art Strategy 10 May 2022

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Community Focus Group with Maz McGann of Play Your Part, Stirling Business Association, Hills Sculpture Trail, Stirling Rotary, Imagine Uraidla, Gumeracha Main Street. Those unable to attend on the day (x2) where subsequently contacted by the consultant who discussed the questions addressed in this meeting.

3. OPTIONS

Council has the following options:

- I. Council adopts the proposed *Public Art Strategy July 2022 to June 2027* resulting in a considered approach to the creation and management of Public Art. (Recommended)
- II. Council continue with an ad hoc approach to the planning and delivery of Public Art (Not Recommended)

Should the Council identify the need for substantial amendments to the proposed *Public Art Strategy July 2022 to June 2027*, 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.

4. APPENDICES

- (1) Public Art Strategy July 2022 to June 2027
- (2) Public Art Strategy Strategic Actions

Appendix 1

Public Art Strategy July 2022 to June 2027

Adelaide Hills Council Public Art Strategy July 2022 to June 2027



Adelaide Hills
COUNCIL

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1. What is Public Art?

The following is the definition of public art as provided by Arts South Australia.

“Public art is regarded as the artistic expression of a contemporary art practitioner presented within the public arena, outside the traditional gallery system, where it is accessible to a broad audience.

Contemporary public art practice involves a diverse range of activities and outcomes. In this text (Arts South Australia’s “What is Public Art? Public Art & Design Checklist) the term ‘public art’ includes ‘design’, where the elements have been designed by an artist, or design team involving the creative input of an artist.

The public arena refers to both indoor and outdoor spaces that are accessible to a wide public and includes parks, open plazas, road reserves, civic centres and library foyers. Works of art in the public arena may take on many forms; including paintings, prints, murals, photography, sculpture, earthworks, details in streetscapes, performance, installation, sound works, text, audio or multimedia. They may be permanent, temporary or ephemeral.”

2. Purpose + Value of Public Art

The role of public art in the community is very diverse and artworks can be created by different groups for many different reasons. It can be to mark an occasion or acknowledge an historic figure or event or it can be instigated to enhance the landscape and provide a focal point for a large open space. Whilst art has an intrinsic value in its own right, on an instrumental level, public art can have positive impact on a variety of things including the way people move around in a space, health and wellbeing, tourism, community pride and ownership and education.

The purpose of public art can be any of the following:

- To beautify or enhance a public space and offer more meaningful experiences within the public realm.
- To influence how people move through a space - pedestrians taking a particular route through a reserve or cars slowing down at a particular point.
- To celebrate or acknowledge a historically significant event or place.
- To encourage visitation and enhance visitor experiences and contribute to the local economy.
- To individualise a particular site and create a recognisable landmark which can be used in conjunction with place-based branding and promotion.
- To raise awareness or educate on a particular issue or theme such as children and young people, multiculturalism, the environment or civic responsibility.
- To reflect and celebrate the identity and values of the people and the places they live, work or visit – conveying characteristics and/or stories that are relevant to the local community.
- To provide function – such as seating or climbing equipment or providing directional information.

“Public art does something that neither a public space without art nor even a museum with all its art can do: it can capture the eye and mind of someone passing through our public spaces. It can make us pay attention to our civic environment; it can encourage us to question what’s around us. Much of our newly built environment lacks the resonance of history or reflection of civic ownership, which makes residents proud of where they live. Carefully conceived public art installations and environments, rich with connections to our history, the natural world or the ephemeral quality of life, help make places of meaning within a community. Art can celebrate the qualities that make one place different from another. The best of public art can challenge, delight, educate and illuminate. Most of all, public art creates a sense of civic vitality in the cities, towns and communities we inhabit and visit.”

**Public Art Network Council
– Americans for the Arts**

3. Strategic Alignment

Public art has the capacity to achieve a range of outcomes outside of the arts and culture. The following provides an overview of how it connects to Council's strategic goals and provides practical outcomes for the community.

Adelaide Hills Council Strategic Plan 2020 – 2024: *A brighter future*

- **A functional Build Environment**

- B2 Preserve and enhance the unique character of the Hills for current and future generations
 - B2.1 Continue to embrace and support community led public place revitalisation across our district
 - B2.3 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
- B4 Sustainable management of our built assets ensures a safe, functional and well-serviced community
 - B4.1 Ensure long term management of the built form and public spaces occurs in consideration of the relevant financial, social and environmental matters

- **Community Wellbeing**

- C5 Respect for Aboriginal Culture and values
 - 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

- C6 Celebrate our community's unique culture through arts, heritage and events
 - 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

- **A Prosperous Economy**

- E4 Cultivate a clear unique and consistent regional identity that can be leveraged to attract national and international attention
 - E.4.3 Support and encourage events that supports the region's identity and generates social, cultural and economic benefits

- **A valued Natural Environment**

- N1 Conserve and enhance the regional natural landscape character and amenity values of our region
 - N1.2 Manage reserves and open space to support the community, whilst balancing biodiversity conservation, resource use and environmental impacts .

4. Our Vision

To develop and support public art that celebrates the culture and heritage of the Adelaide Hills, provides opportunities for local residents to engage in creative activities and encourages visitors to explore our region.

5. Principles of Public Art Development

Community Value

Public art will offer tangible value to Adelaide Hills Council and be leveraged to support cultural growth and economic sustainability.

Arts Industry Support

Public art development supports Adelaide Hills creative industries and fosters the skills and talents of local and regional artists through engagement, mentoring and professional opportunities.

Distinctive and Surprising

Public art will re-imagine and activate places in fun, intriguing and surprising ways for people to engage with both urban and rural landscapes.

Relevance

Public art will reflect the local character and values of Adelaide Hills Council residents and connect people and places through authentic narratives and ideas.

6. Council's Role

6.1 Public Art Manager

Management of public art involves the ownership and/or legal responsibility to care for public art. This may include but is not limited to scheduled maintenance, repairs, insurance, copyright, de-accessioning, relocation and any other decisions relating to the use and care of the artwork.

Management of public art is the responsibility of the owner or developing organisation unless a management agreement is put in place. Adelaide Hills Council is responsible for the management and care of Council owned/commissioned public art that is listed on its asset register, unless a mutually agreed management agreement states otherwise.

Arrangements can be made with Council to manage artworks on behalf of other parties but this is at the discretion of Council. For example, a community group may develop a public art work on a reserve (with appropriate permissions in place) and enter into an

arrangement with Council in relation to the management of the artwork on behalf of the commissioning agent. During the development phase, parties may also enter into an agreement with Council that sees the ownership of the artwork transfer to Council along with management responsibilities.

Council reserves the right to take responsibility for the management of existing public artworks on Council property that were developed by other parties prior to the adoption of this Strategy, where the ownership and management arrangements have not been adequately addressed. For example, if a service club created an artwork 20 years prior and the artwork has either not been managed appropriately or Council by has taken responsibility out of necessity, Council will be considered the owner of the artwork.

6.2 Council as Public Art Facilitator / Developer

Adelaide Hills, as part of its role as a local government authority may choose to develop public art. This could be led by Council independently or in partnership with other stakeholders. The goals in relation to the development of public art over the next ten years are outlined below in this strategy, but there may also be drivers beyond this document that result in Council developing artwork in the public realm.

6.3 Council as Public Art Regulator

The development of public art by Adelaide Hills Council or external parties will be subject to planning, design, safety and construction standards and legislation, which may include a formal development application depending on the nature, location and size of the artwork. This includes artwork that will be developed in the public realm, either as an independent project or as part of a larger development. Other regulatory bodies may also need to be involved in this process depending on the location of the artwork. For example, if the artwork is adjacent to a major road the Department of Infrastructure and Transport (DIT) have specific requirements or if it is on land managed by the Department of Environment, Water and Natural Resources (DEWNR), they will need to provide permissions.

Council may also provide support and advice to other organisations that are developing public art

during this process in line with information in the Public Art Development Guidelines. The installation, repair or removal of public art on public land must adhere to Council's policies and processes, particularly in relation to safety and community values. Council may provide other advice at their discretion relating to traffic, engineering standards and workplace health and safety requirements during the build and installation of the artwork within the public realm.

7. Public Art Goals

1.

Manage Adelaide Hills Council's public art collection ensuring it is not only maintained and preserved but utilised in a way that provides economic and cultural value.

2.

Create iconic landscapes and public places within the Adelaide Hills Council area that fosters local pride and encourages people to visit and explore the region.

3.

Provide opportunities for hands-on creative interaction and storytelling through public art development.

4.

Support the community and other stakeholders to create high quality, unique and relevant public art with Adelaide Hills Council.

8. Curatorial Themes

Employing a thematic approach when developing public art within a local government context ensures the collection will relate to the community's character and meets with their expectation. The following themes are based on the consultation and research undertaken in the lead up to developing this strategy. They provide a foundation for the development of public art projects and can help guide Council, artists and organisations involved in the process.

It is important to note that additional themes may emerge over the coming years that are relevant to the community as development continues, the world changes and needs/wants adjust. When considering or engaging with themes and approaches outside those below, understanding how the community will relate to the work and the story still remains vital.

8.1 Participation

Community participation is not a requirement for making great public art in a variety of situations – particularly commercial, but within the context of local government the public art projects provide an opportunity to engage with the community on a cultural level and increase a sense of ownership over public spaces. It can also offer creative skills development activities for people and encourage people to share stories and connect with history, working collaboratively with professional artists to create artworks. Active participation in public art is a platform for cultural interactions that foster community pride and create legacies that reflect the character of people and places.

From a curatorial and development perspective, the participation theme can be interpreted in a number of ways and involve a range of different approaches. Projects can be shaped in ways that put the community in the lead, adopting a traditional Community and Cultural Development (CACD) methodology or specific elements of an initiative can be shaped to involve community(s). CACD involves community members collaborating with a professional artist using any medium to create and/or design the artwork. This can include an arms-length approach where community members offer stories and insight that feed into the design or physically help create elements of the artwork in a hands-on way, in conjunction with the lead artist.

8.2 The Natural Environment

Whilst Adelaide Hills Council is made up of a series of towns and villages, it is the green canopy between these communities that offers a defining characteristic. The large tracts of native bushland, the waterways, the diverse array of birds and other animals and the treelined streets and recreational spaces within the townships are deeply valued by locals – many of whom choose to live in the area because of the rich natural environment. Adelaide Hills Council is recognised as one of 15 commonwealth bio-diversity hotspots.

The region's value of the natural environment can be translated into public art projects in a variety of ways including the use of materials, design, location, celebrating the flora and fauna and conveying the relationship between residents and the landscape from an economic, recreational, historic and cultural perspective.

8.3 Stories of the Past + Present

Like most communities, Adelaide Hills Council residents want to tell stories that preserve and acknowledge the past and celebrate the present and public art offers an opportunity for both locals and visitors to interact with stories that are relevant and unique to people and place. Highlighting quirky historical happenings, honoring great people and encouraging the exploration of ideas and interaction with culture can be achieved through public art development. Within this theme there are three emerging sub-themes which include:

- **First Nations** – Research and consultation indicates locals wish to make First Nations heritage more visible and working with Indigenous artists and groups to document Peramangk and Kaurna culture and celebrate their past and present relationships with the land, water and sky is a priority. Public art themed around First Nation’s heritage positions this ancient culture as part of everyday life and provide ways for people to interact with it in passive and non-confrontational ways.
- **Harvest** – Key to local identity and the region’s commerce is its reputation as a producer of fine food and other natural products. The region’s bounty is both plentiful and premium in nature and is the source of great pride from a cultural and economic perspective. The industry’s development coincides with European settlement offering an interesting perspective to tell stories about the region’s past and present.
- **Resilience** – The Bushfires of December 2019 still loom large in the lives of many Adelaide Hills Council residents as do other major fire events from the last fifty years, which are still in the living memory of many. Whilst the consistent threat of fires is undesirable the capacity for resilience and recovery is strong within the community. Local residents are able to respond effectively to a crisis and balance their vulnerability with the benefits of living in an extraordinary natural environment.



9. Strategic Actions

9.1 Goal One: Manage Adelaide Hills Council's public art collection ensuring it is not only maintained and preserved but utilised in a way that provides economic and cultural value.

Strategic Actions

- 9.1.1 Assess current public art collection and undertake necessary maintenance to ensure maximum longevity and develop ongoing maintenance plans as required.
- 9.1.2 Ensure Adelaide Hill's Council's public art collection is appropriately listed on the organisation's asset register with provenance and insurance details documented.
- 9.1.3 Utilise Council's existing public art collection in the promotion of the region and develop future works that are iconic and enhance Adelaide Hills Council branding – creating “instagramable” moments.
- 9.1.4 Review Council's current collateral relating to public art and consider creating accessible resources and the integration of technology that promotes deeper engagement with public art and the places they reside in.

9.2 Goal Two: Create iconic landscapes and public places within the Adelaide Hills Council area that fosters local pride and encourages people to visit and explore the region.

Strategic Actions

- 9.2.1** Include public art development within all Council master-planning and allocate 2% of budgets for construction / implementation for public art. E.g. Open-space and recreational reserve planning, road/street upgrades and re-development, urban planning and civic infrastructure.
- 9.2.2** Scope the development of a significant, large scale public artwork by a highly regarded artist that is capable of attracting an increased number of visitors to the region.
- 9.2.3** Explore creative elements to Council street and recreational infrastructure upon replacement that increase the unique nature of public spaces. This may include seats, bollards rubbish bins, bus shelters and other items and can include simple artistic embellishments of “off the shelf” items or see the commissioning of unique structures in collaboration with professional artists.
- 9.2.4** Allocate funding on an annual basis to develop public art in line with the curatorial themes outlined in this strategy.
- 9.2.5** Work with business and tourism operators on public art development projects that enhance retail and tourism precincts and encourage people to stop and explore Adelaide Hills Council towns and villages.
- 9.2.6** Design and deliver a public art projects that celebrates the natural environment in the region and raises the profile of Council’s commitment to dealing with the climate crisis and educates regarding critical issues.

9.3 Goal Three: Provide opportunities for hands-on creative interaction and storytelling through public art development.

Strategic Actions

- 9.3.1** Deliver an annual community arts project that has a public art outcome, in collaboration with community stakeholders. This project could include either a temporary or permanent work and would focus on engaging people of all ages from diverse backgrounds to participate.
- 9.3.2** Include a community engagement / storytelling component to all Council public art initiatives, make it a requirement of any projects funded by Council and encourage developers to engage with community also, when developing public art.
- 9.3.3** Incorporate integrated place making principles within council's operations with collaboration between community and cultural development, planning and development and economic development staff.
- 9.3.4** Incorporate story-based public art initiatives that involve active participation within current festivals and events.
- 9.3.5** Provide opportunities for emerging and experience creators of public artist to develop their skills working in a community context that aligns with local government engagement expectations.
- 9.3.6** Establish a Public Art Advisory Group including community members, arts professionals and Council representatives that comes together as required to help prepare briefs, connect with stakeholders and select artworks.

9.4 Goal Four: Support the community and other stakeholders to create high quality, unique and relevant public art with Adelaide Hills Council.

Strategic Actions

- 9.4.1** Develop a specific funding program through Council's community grants program focused on public art development.
- 9.4.2** Investigate a percent for public art scheme that encourages Developers of residential, civic and commercial property to invest in public art as part of all of their projects. E.g. Residential developments, retail precincts and administrative and health facilities. This includes the upskilling of Council staff to advocate for public art development in an informed and compelling way when dealing with developers and investors.
- 9.4.3** Provide support and engage with town groups / committees and business groups to develop public art with a view to achieving their strategic aims. This could involve providing in-kind support or advice e.g. Help to source funding, identify artists and undertake site preparation works etc.
- 9.4.4** Provide training and development for local artists interested in developing public art.
- 9.4.5** Present a public art information session for groups that are interested in developing public art in the Adelaide Hills Council area and promote the use of the Public Art Development Guidelines.

10. Glossary of Terms

CEO: means the Chief Executive Officer of the Adelaide Hills Council.

Council: means the Elected Body.

Adelaide Hills Council or AHC means the administration.

Commissioning: Refers to the contracting of a suitably qualified individual or group to create public art.

De-accessioning: When an art work is the process of removing an artwork from a collection and disposing of respectfully.

Developing Organisation: Refers the organisation, business group or individual that instigates and manages the development of a piece of public art, and commissions the individual artist or arts organisation to deliver a project which results in the installation of an artwork within the Public Realm. Can also be referred to as the Commissioning Agent.

Moral Rights of Artists are rights individual creators have in relation to copyright works they have created. Creators have the right to be attributed (or credited) for their work; not have their work falsely attributed and not have their work treated in a derogatory way.

Mural: A painting or other type of art installed directly onto a wall or other fixed surface.

Professional Practicing Artist: A fully qualified / experienced individual that may operate independently or as part of an arts organisation on a full or part-time basis vocationally. They must be capable of producing high quality artworks that reflect both technical skill and creative expression.

Public Art: Refers to works of art in any media that have been planned and executed with the specific intention of being sited or staged in the physical public domain and accessible to the public. Detailed definitions of the different types of public art have been included in the strategy for reference.

Public Realm: Refers to any publicly owned streets, pathways, right of ways, parks, publicly accessible open spaces or any public civic buildings and facilities. Can also be referred to as public space.

Sculpture: A two or three-dimensional representative of an abstract or literal form made from singular or multiple solid materials.



Adelaide Hills
COUNCIL



PLAY YOUR PART

learn more | give more | be more

This document has been developed by
Maz McGann
Principal Consultant
Play Your Part
In conjunction with staff and
community members from Adelaide Hills Council

Appendix 2

Public Art Strategy Strategic Actions

9.1 Goal One: Manage Adelaide Hills Council’s public art collection ensuring it is not only maintained and preserved but utilised in a way that provides economic and cultural value.

	Action	Timeframe	Resource	Comment
9.1.1	Assess current public art collection in accordance with Council’s Arts and Heritage Collections Policy and develop ongoing maintenance plans as required.	April 2023	Within existing LFP	
9.1.2	Ensure Adelaide Hill’s Council’s public art collection is catalogued and, if appropriate, listed on the organisation’s asset register with provenance and insurance details documented.	April 2023	Within existing LFP	
9.1.3	Utilise Council’s existing public art collection in the promotion of the region and develop future works that are iconic and enhance Adelaide Hills Council branding – creating “Instagram-able” moments.	June 2023 June 2027	Within existing LFP Contingent on accessing external funding	Considered on a case by case basis and may involve low cost works which are within existing LFP or may involve seeking external funding source.
9.1.4	Investigate creating accessible resources and the integration of technology that promotes deeper community and visitor engagement with public art in the Adelaide Hills.	December 2023	Within existing LFP	This investigation may result in a future budget consideration.

9.2 Goal Two: Create iconic landscapes and public places within the Adelaide Hills Council area that fosters local pride and encourages people to visit and explore the region.

	Action	Timeframe	Resource	Comment
9.2.1	Explore public art development within Council master-planning and the allocation of budget and resources for construction / implementation for public art. (E.g. Open-space and recreational reserve planning, road/street upgrades and re-development, urban planning and civic infrastructure.)	June 2024	Considered on a case by case basis Within existing LFP and /or contingent on accessing external funding	This may include an art element to infrastructure and utilities through design
9.2.2	Explore opportunities for the development of a significant public artwork by a highly regarded artist that is capable of attracting an increased number of visitors to the region and investigate possible funding sources.	June 2027	Contingent on accessing external funding	
9.2.3	Explore creative elements to Council street and recreational infrastructure upon replacement that increase the unique nature of public spaces. This may include seats, bollards rubbish bins, bus shelters and other items and can include simple artistic embellishments of “off the shelf” items or see the commissioning of unique structures in collaboration with professional artists.	June 2024	Considered on a case by case basis within existing LFP	
9.2.4	Allocate funding on an annual basis to develop public art in line with the curatorial themes outlined in this strategy and investigate possible partnerships and funding sources.	July 2022 And annually	Amount subject to annual budget process	Current LFP includes an allocation of \$15K annually for Public Art
9.2.5	Work with business and tourism operators on public art development projects that enhance retail and tourism precincts and encourage people to stop and explore Adelaide Hills Council towns and villages.	June 2025	Within existing LFP	On a case by case basis may be contingent on accessing external funding
9.2.6	Prioritise public art projects that celebrates the natural environment in the region and raises the profile of Council’s commitment to dealing with the climate crisis and educates regarding critical issues.	ongoing	Within existing LFP	

9.3 Goal Three: Provide opportunities for hands-on creative interaction and storytelling through public art development.

	Action	Timeframe	Resource	Comment
9.3.1	Deliver an annual community arts project that has a public art outcome, in collaboration with community stakeholders. This project could include either a temporary or permanent work and would focus on engaging people of all ages from diverse backgrounds to participate.	June 2023 And annually	Within existing LFP	Current LFP includes \$5,300 (indexed) annually for Community Arts Projects
9.3.2	Include a community engagement component to all Council public art initiatives, make it a requirement of any projects funded by Council and encourage developers to engage with community also, when developing public art.	June 2023	Within existing LFP	Community engagement in planning and selecting public art reflects current practise
9.3.3	Incorporate integrated place making principles within council's operations with collaboration between community and cultural development, planning and development and economic development staff.	June 2023	Within existing LFP	
9.3.4	Incorporate story-based public art initiatives that involve active participation within current festivals and events.	June 2023	Within existing LFP	
9.3.5	Provide opportunities for emerging and experienced artists to develop their skills working in public art in a community context that aligns with local government engagement expectations.	June 2024	Within existing LFP	In consultation with Fabrik Lobethal

9.4 Goal Four: Support the community and other stakeholders to create high quality, unique and relevant public art with Adelaide Hills Council.

	Action	Timeframe	Resource	Comment
9.4.1	Explore the development of a specific funding program through Council's existing Grant Giving Program focused on public art development.	June 2025	Within current LFP	May result in future budget consideration in Grant Giving
9.4.2	Investigate a percent for public art scheme that encourages Developers of residential, civic and commercial property to invest in public art as part of their projects. E.g. Residential developments, retail precincts and administrative and health facilities. This includes the upskilling of Council staff to advocate for public art development in an informed and compelling way when dealing with developers and investors.	June 2027	Within current LFP Contingent on accessing external funding	Outcome of this investigation may result in a future budget consideration
9.4.3	Provide support and engage with town groups / committees and business groups who are interested in developing public art. This could involve providing in-kind support or advice.	June 2023 And ongoing	Within current LFP	
9.4.4	Provide training and development for local artists interested in developing public art.	June 2023	Within current LFP	In consultation with Fabrik
9.4.5	Present a public art information session for groups that are interested in developing public art in the Adelaide Hills Council area and promote the use of the Public Art Development Guidelines.	December 2023	Within current LFP	In consultation with Fabrik

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 12.4

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: 2021-22 Budget Review 3

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 third formal Budget Review (BR3) of the 2021-22 financial year to Council.

Where possible, Council's customary practice is to include Budget Reviews as an agenda item for the Audit Committee prior to consideration by Council. Given the timing of the Audit Committee meeting being the previous day, any feedback from the Audit Committee can be provided by the Presiding Member of the Audit Committee prior to the adoption of resolutions emanating from this report to Council.

The proposed budget changes, largely due to a small number of one off favourable revenue items, increase Council's Operating Surplus by \$61k from \$1.546m to \$1.607m.

BR2 also proposes a reduction of \$4.250m to capital income and a reduction of \$146k to capital expenditure with both adjustments largely relating to proposed carry forwards to 2022-23.

As a result of proposed operating and capital adjustments, Council's net position for the year changes from a Net Borrowing Result of \$2.572m to \$6.615m.

As the overall result from proposed BR3 budget changes improve Council's Operating Surplus, Council continues to meet all of Council's adopted financial indicator targets.

It is further noted that Council's underlying Operating Surplus, which is the Operating Surplus after adjusting for one off items, has been calculated at \$346k. Whilst this is below target, Council has considered the implementation of a number of savings strategies as part of the 2022-23 Annual Budget and Budget development to improve the underlying Operating Surplus and assist in the assessment of Council's ongoing financial sustainability and long term financial planning.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
2. To adopt the proposed budget adjustments presented in Budget Review 3 for the 2021-22 financial year which result in:
 - a. An increase in the Operating Surplus from \$1.546m to \$1.607m for the 2021-22 financial year.
 - b. Changes to Capital Works, reducing capital income by \$4.250m and reducing capital expenditure by \$146k for the 2021-22 financial year resulting in a revised capital expenditure budget for 2021-22 of \$21.836m.
 - c. An increase in Council's current Net Borrowing Result from \$2.572m to \$6.615m for the 2021-22 financial year as a result of the proposed operating and capital adjustments .

1. BACKGROUND

Regulation 9(1)(b) of the *Local Government (Financial Management) Regulations 2011* 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.

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 has approved a number of the 2021-22 Budget changes as detailed in the budget reconciliation included as part of this report as **Appendix 5**.

The current budget (2021-22 BR2) was adopted at the Council meeting held on 22 February 2022, with a Budgeted Operating Surplus before Capital Revenue of \$1.546m and an estimated Net Borrowing Result of \$2.572m.

Council's customary practice is to include Budget Reviews as an agenda item at Audit Committee meetings prior to consideration by Council. Due to the timing of the Audit Committee meeting on 23 May 2022 it will not be possible to include the Audit Committee resolution in the agenda of the Council. As such it is proposed that the Presiding Member of the Audit Committee provide details of the resolution and Audit Committee comments, if any, to the Council meeting prior to the consideration of the Budget Review 3 recommendations.

Budget Review Presentation

As a result of changes to the Regulations, the Budget Review information 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.

2. ANALYSIS

➤ 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**

In terms of the proposed BR3 operating changes, a number of the income and expenditure items offset each other, resulting in the Operating Surplus increasing from \$1.546m to \$1.607m largely as a result of some minor revenue adjustments in rates and statutory development income.

More specific details of these proposed budget adjustments have been provided under the Analysis section of this report.

In relation to capital it is proposed to reduce the capital budget expenditure by \$146k, largely to reflect some project budgets being carried forward to 2022-23.

Further, capital related income has been reduced by \$4.250m to reflect a carry forward of funding to 2022-23 of:

- the alignment of Fabrik grant income to expenditure changes adopted as part of BR2
- the revised timing of sale of the Bridgewater Retirement Village and
- proceeds resulting from the Old Woollen Mill divestment project.

As a result of the proposed operating and capital adjustments, Council's Net Borrowing Result for the year has therefore increased from \$2.572m to \$6.615m.

As the overall result from proposed BR3 budget changes improve Council's Operating Surplus, Council continues to meet all of Council's adopted financial indicator targets.

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 3 was considered by the Audit Committee at its meeting on 23 May 2022

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

BR3 has been prepared in consultation with Directors and Managers who have provided information for each budget area.

Budget Review 3 Proposed Adjustments

\$000s	2021-22 Current Budget	Proposed BR3 Adjustments	Revised Budget after BR3
Operating Income	51,691	49	51,740
Operating Expenditure	50,145	(12)	50,133
Operating Surplus	1,546	61	1,607
Depreciation	10,122	-	10,122
Capital income	7,742	(4,250)	3,492
Capital Expenditure	(21,982)	146	(21,836)
Net (Borrowing)/Lending Position	(2,572)	(4,043)	(6,615)

Proposed Budget Adjustments

Operating:

Key operating variations included in this review are as follows, noting that many of the proposed income and expenditure adjustments directly offset each other:

Operating Income \$49k increase

- rates revenue has been increased by \$38k as a result of a better than budgeted result with objections and a reduction in the amount required for rebates
- Planning statutory income to be increased by \$24k reflecting an increase in development activity within the council area including the Cudlee Creek Bushfire area noting that this is offset by a small resource cost increase of \$4k to addressing the workload increase in applications
- A minor reduction in grant funding represented by a:
 - \$13k increase in Fabrik income relating to the receipt of a Regional Tourism grant and a Museum related grant offset by associated expenditure requirements
 - reduction of \$14k in immunisation grant income reflecting over budgeting of the amount in recent years as a result of a change in receipt timing
- A reduction in investment income of \$12k offset by a similar amount in interest expense due to lower interest rates

Operating Expenditure \$12k decrease

Details of the key operating expenditure proposed budget requests, resulting in an overall minor saving of \$12k are as follows:

- An increase in the arboriculture contractor budget of \$77k to cover the unexpected costs associated with urgent tree works along Croft and Mawson Roads near Forest Range/Lenswood from the clearance of Forestry SA land.
- A small increase of \$4k in planning resourcing costs to address the increase in applications and associated statutory income increase as discussed above
- A \$18k increase in Fabrik grant expenditure requirements associated with the receipt of Regional Tourism and Museum related grants discussed above
- Net vacancy savings from Civil Services of \$17k
- A saving of \$77k in the waste budget of which \$52k relates to a favourable result to budget in domestic waste collection and disposal for East Waste as well as a \$25k reduction in the AHRWMA Strategic Resource Recovery role
- A reduction in interest expense of \$12k offsetting the similar reduction in investment income discussed above
- A reduction of \$5k in economic grant contributions

Capital

\$000s	2021-22 Current Budget	Proposed BR3 Adjustments	Carry Forwards	Total BR3 Adjustments	Proposed BR3 Budget
Capital Grants	4,176	-	(1,600)	(1,600)	2,576
Capital Proceeds	3,566	-	(2,650)	(2,650)	916
Total Capital Income	7,742	-	(4,250)	(4,250)	3,492
Capital - Renewal Expenditure	(11,982)	2	-	2	(11,980)
Capital - New Capital Expenditure	(10,000)	(25)	169	144	(9,856)
Total Capital Expenditure	(21,982)	(23)	169	146	21,836
Net Capital Position	(14,240)	(23)	(4,081)	(4,102)	18,344

The net impact resulting from proposed changes in the Capital Works program decreases capital income by \$4.250m and reduces total capital expenditure by \$146k. The capital expenditure reduction relates to a proposed carry forward of \$169k to 2022-23 offset by a net increase of \$23k in capital expenditure.

Proposed Adjustments to Capital Expenditure \$23k

Specific details by project have been provided in **Appendix 2**. This includes a proposed increase in budget of \$23k for an engineering investigation relating to a culvert structural assessment at the Old Woollen Mill at Lobethal as part of a divestment process.

Capital Carry Forwards

In addition, Budget Review 3 identified proposed carry forwards consisting of:

- capital expenditure of \$169k
- capital grants of \$1.600m; and
- capital proceeds from sale of surplus assets of \$2.650m.

Details of the capital expenditure and capital grant carry forwards have been provided in **Appendix 3**.

All other capital projects will continue to be monitored in the lead up to the end of the financial year. Any additional carry forwards required will be considered by Council in August 2022.

Capital Proceeds Carry Forwards

The divestment of the Bridgewater Retirement Village has been delayed due to the Supreme Court trust variation process and it is now considered that this will occur in the 2022-23 financial year (subject to take up of the first right of refusal) and therefore will require a carry forward of budgeted sales proceeds of \$1.421m together with the related budgeted debenture payment offset of \$590k.

In addition, the Old Woollen Mill Divestment has been delayed as a result of a requirement to undertake a further and more detailed engineering investigation of the stormwater culvert located under the buildings on the property to determine remediation/rectification actions for an identified structural defect prior to sale. As such the budgeted amount of \$1.230m has been carried forward to 2022-23. The additional engineering investigation costs have been budgeted in BR3 under proposed capital expenditure changes.

The capital proceeds carry forwards have been detailed in **Appendix 4**.

Other points of note:

Financial Assistance Grant - timing

In April 2022 the Federal Government announced that it would bring forward the payment of three quarters of the 2022-23 Financial Assistance Grants as opposed to recent years where two quarters have been received in advance and an amount of \$1.488m was duly received. However, we have subsequently received advice by the SA Local Government Grants Commission that the amount received had been incorrectly calculated.

Currently, the 2021-22 Budget includes four quarters of Financial Assistance Grant funding in recognition of a normalised year of grant funding. As such, given that Council is unsure whether any further adjustments will be made or that the final 2021-22 payment will be paid no budget adjustment has been included for this item at this stage.

Landfill Remediation and Post Closure Provision

Council has set aside a provision for landfill remediation and post closure costs relating to closed landfills within the Council area which includes legal costs in relation to a court action, as previously reported to Council. A mediated outcome has been unable to be reached in terms of the court action and the matter is now expected to go to trial in October with the high probability of increased costs above the provision. In addition, there are likely to be additional costs pertaining to Council's responsibilities under a related site environmental audit. At this point in time these costs have not been fully quantified and as such no budget adjustment has been included for this item at this stage. This matter will be addressed as part of the finalisation of Council's statutory accounts for 2021-22.

Movements in Budgeted Borrowings

As a result of proposed BR2 changes, forecast borrowings had been revised downwards from \$19.2m to \$14.2m at 30 June 2022.

As a result of proposed Budget Review 3 changes and largely as a result of the capital income and proceeds carry forwards to next year, there will be an increase to borrowings in the order of \$4.1m resulting in a forecast of \$18.3m at 30 June 2022. The borrowing movements for the year are shown below.

Borrowings \$000s	Opening July 2021	New Borrowings	Repayments	Forecast June 2022
CAD (Short Term Drawdown)	5,200	(13)	-	5,187
Other Borrowings	-	8,100	-	8,100
Fixed Term Borrowings	5,000	-	-	5,000
Total Borrowings	\$10,200	8,087	-	18,287

This is reflected in the Financing transaction detail as shown at the bottom of Council's *Uniform Presentation of Finance* in **Appendix 1**.

The financing result for the financial year also includes budgeted payments relating to the landfill remediation provision.

For reference, where capital income or expenditure is carried forward to a future year, this will also move the borrowing impact for those projects to the same year and whilst adjusting the actual amount of borrowings for that year, the overall borrowing at the end will be the same.

Summary

The proposed operating variations of \$61k have increased Council's budgeted Operating Surplus from \$1.546m to \$1.607m.

BR2 also proposes a reduction of \$4.250m to capital income and a reduction of \$146k to capital expenditure with both adjustments largely relating to proposed carry forwards to 2022-23.

As a result of proposed operating and capital adjustments, Council's net position for the year changes from a Net Borrowing Result of \$2.572m to \$6.615m as shown below. This largely reverses the change from BR2 where Council's Net Borrowing Result for the year was reduced from \$7.348m to \$2.572m.

\$000s	\$
BR2 Adopted Budget Net Lending/(Borrowing) Position	(2,572)
Impact of Proposed Operating Budget Adjustments for BR3	61
Impact of Proposed Capital Expenditure Budget Adjustments for BR3	(23)
Impact of Proposed Capital Expenditure Carry Forwards to 2022-23	169
Impact of Proposed Capital Income Carry Forwards to 2022-23	(1,600)
Impact of Proposed Capital Proceeds Carry Forwards to 2022-23	(2,650)
BR3 Revised Net Lending/(Borrowing) Position	(6,615)
2021-22 Underlying Operating Surplus	\$346k

In recent 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 5, which shows the budget reconciliation of 2021-22 Budget changes Council's underlying Operating Surplus has increased from \$330k from Budget Review 2 to \$346k.

Given that Council's underlying Operating Surplus Ratio is below target, Council has considered the implementation of a number of savings strategies as part of the 2022-23 Annual Budget and Budget development to increase its underlying Operating Surplus to improve Council's ability to absorb the expenditure impacts from unexpected events and ensure that Council's long term financial sustainability is not significantly impacted.

3. OPTIONS

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

- I. It can adopt the budget review 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 3, 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*.

4. APPENDICES

- (1) 2021-22 Budgeted Uniform Presentation of Finances
- (2) 2021-22 Capital Expenditure Budget Review 3 Proposed Changes
- (3) 2021-22 Capital Carry Forwards to 2022-23
- (4) 2021-22 Capital Proceeds from Sale of Surplus Assets Carry Forwards to 2022-23
- (5) 2021-22 Budget Adjustments Subsequent to Budget Adoption

Appendix 1

2021-22 Budgeted Uniform Presentation of Finances

Adelaide Hills Council

BUDGETED UNIFORM PRESENTATION OF FINANCES

2021-22 Budget

2020-21 Actuals		2021-22 Current Budget	BR3	2021-22 Revised Budget
\$'000		\$'000	\$'000	\$'000
INCOME				
40,110	Rates	41,457	38	41,495
1,489	Statutory charges	1,280	25	1,305
705	User charges	815	(1)	814
8,219	Grants, subsidies and contributions	7,360	(1)	7,359
22	Investment income	17	(12)	5
235	Reimbursements	210	-	210
637	Other income	452	-	452
764	Net gain - equity accounted Council businesses	100	-	100
52,181	Total Income	51,691	49	51,740
EXPENSES				
18,644	Employee costs	19,500	(42)	19,458
21,101	Materials, contracts & other expenses	20,186	42	20,228
9,451	Depreciation, amortisation & impairment	10,122	-	10,122
615	Finance costs	337	(12)	325
13	Net loss - equity accounted Council businesses	-	-	0
49,824	Total Expenses	50,145	(12)	50,133
2,357	NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS	1,546	61	1,607
Net Outlays on Existing Assets				
(7,823)	Capital Expenditure on Renewal and Replacement of Existing Assets	(11,982)	2	(11,980)
604	Proceeds from Sale of Replaced Assets	842	-	842
9,451	Depreciation	10,122	-	10,122
2,232	NET OUTLAYS ON EXISTING ASSETS	(1,018)	2	(1,016)
Net Outlays on New and Upgraded Assets				
(5,372)	Capital Expenditure on New and Upgraded Assets & Remediation costs	(10,000)	144	(9,856)
2,409	Capital Grants and Monetary Contributions for New and Upgraded Assets	4,176	(1,600)	2,576
17	Proceeds from Sale of Surplus Assets	2,724	(2,650)	74
(2,946)	NET OUTLAYS ON NEW AND UPGRADED ASSETS	(3,100)	(4,106)	(7,206)
1,643	NET LENDING/ (BORROWING) RESULT FOR FINANCIAL YEAR	(2,572)	(4,043)	(6,615)
(19,822)	Net Financial Liabilities at Beginning of Year	(20,311)	-	(20,311)
(1,381)	Decrease / (increase) in Other	-	(400)	(400)
(751)	Non Cash Equity Movement	(100)	-	(100)
(20,311)	Net Financial Liabilities at End of Year	(22,983)	(4,443)	(27,426)

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

Financing Transactions

	New Borrowings	4,000	4,100	8,100
3,081	Increase/(Decrease) in Short Term Draw Down	(24)	1	(23)
1,363	(Increase)/Decrease in Working Capital	-	(648)	(648)
(5,000)	Principal Repayments on Borrowings	-	-	-
(336)	Lease Liability payments	(400)	-	(400)
-	- Reinstatement/Restoration Provision Payment	(314)	-	(314)
-	- Debenture Payment	(590)	590	-
(751)	Non Cash Equity Movement	(100)	-	(100)
(1,643)		2,572	4,043	6,615

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

*2021-22 Capital Expenditure Budget Review 3 Proposed
Changes*

2021-22 CAPITAL BUDGET REVIEW 3								
Proj #	Project Name	Project Description	Suburb	Type	Current Budget	Change	Revised Budget	Comment
CAPITAL EXPENDITURE								
ROADS								
3403	Unsealed Roads			Renewal	\$908,000	25,000	\$883,000	Full program of planned resheet works has been completed with some savings identified.
			Total		\$908,000	25,000	\$883,000	
LRCIP 21/22								
3969	21/22 LRCIP Heathfield WRRC Upgrade	Construction of safety stairs, hard stand, and concrete pads at the Heathfield Resource Recovery Centre	Heathfield	New	\$155,000	(25,000)	\$180,000	Following market response, negotiation and scope refinement, some additional funds are still required to complete this project.
			Total		\$155,000	(25,000)	\$180,000	
Stormwater								
NEW	Old Woollen Mill Culvert	Culvert Structural Assessment		Renewal	\$0	(23,000)	\$23,000	Structural Integrity of the culvert identified as part of divestment process. Additional funding will be required for detailed design and costing to plan for remediation/ rectification of identified structural defects.
			Total		\$0	(23,000)	\$23,000	
Total Expenditure Change						(23,000)		
Capital Expenditure Changes								
Split as follows:								
Renewal					2,000			
New/Upgrade					(25,000)			
					(23,000)			

Appendix 3

Proposed 2021-22 Capital Carry Forwards to 2022-23

PROPOSED 2021-22 CAPITAL BUDGET

Proj #	Project Name	Project Description	Suburb	Type	21/22 Budget	Revised 21/22 Budget	Carry Forward to 22/23 Budget	Comment
CAPITAL EXPENDITURE								
Other								
3924	EV charging stations	Installation of charging stations at Heathfield Depot including an upgrade of the switchboard	Heathfield	New	\$35,000	\$7,718	\$27,282	Due to a recent workshop presentation Council will now progress to installing charging stations at Heathfield Depot. The amount carried forward will combine the budgets of two projects being #3924 and #4029.
4029	Installation of further EV charging stations	As above	Heathfield	New	\$35,000		\$35,000	Refer above.
Total					\$70,000	\$7,718	\$62,282	
ICT								
3755	CRM Integration	CRM Integration		New	\$22,000	\$4,000	\$18,000	This project is dependent on continued implementation of the Confirm Asset Management system.
Total					\$22,000	\$4,000	\$18,000	
Sports and Recreation								
3938	WRG Masterplan	Implement items from the Woodside recreation ground masterplan, particularly items related to vehicle movements.	Woodside	New	\$53,200	4,590	\$48,610	During 2021/22 a traffic management plan for the site was developed, however no contractor were available in Q4 to deliver the agreed scope of works.
4019	Woodside Rec Ground - Driveway & Carpark	Upgrade, including sealing, of car parking and driveways at Woodside recreation grounds.	Woodside	New	\$40,000	0	\$40,000	To be combined with project 3938 above.
Total					\$93,200	\$4,590	\$88,610	
Total Capital Expenditure Carry Forward Change			GRAND TOTAL		185,200	16,308	168,892	

Capital Expenditure
Split as follows:

Renewal
New

0
168,892

168,892

CAPITAL INCOME

120286164	FABRIK: Activation of Arts & Heritage Hub: Grant - Capital	FABRIK: Activation of Arts & Heritage Hub	Lobethal		\$2,000,000	400,000	\$1,600,000	Transfer of Capital Grant Income to 2022-23 to align with Expenditure budget previously carried forward in BR2 in accord with Accounting Standards. Note all 3 instalments already received (\$500k June 2021, \$1.25m August 2021 and \$1.25m February 2022)
Total Capital Income Carry Forward Change			TOTAL		2,000,000	400,000	1,600,000	

Appendix 4

*Proposed 2021-22 Capital Proceeds from Sale of Surplus
Assets Carry Forwards to 2022-23*

ADELAIDE HILLS COUNCIL**PROPOSED 2021-22 CAPITAL PROCEEDS CARRY FORWARDS**

Related Project Number & Description	Proposed Carry Forward
The divestment of the Bridgewater Retirement Village has been delayed due to the Supreme Court trust variation process and it is now considered that this will occur in the 2022-23 financial year (subject to take up of the first right of refusal). This therefore will require a carry forward of sales proceeds currently budgeted at \$1.421m together with the related debenture payment offset of \$590k	1,420,500
Balance of budgeted debenture payments relating to Bridgewater Retirement Village	(590,500)
The sale proceeds from the last stage of the Lobethal Old Woollen Mill (formerly AHBTC) Divestment has been delayed due to a requirement to undertake an engineering investigation of a culvert located on the property to determine remediation/ rectification actions for the identified structural defect prior to sale. The investigation costs are budgeted in BR3.	1,230,000
Proposed Net Proceeds Carry Forward Total	2,060,000

Allocated as follows:

Proceeds from Sale of Surplus Assets

2,650,500

Debenture Payment

(590,500)

Proposed Net Proceeds Carry Forward Total	2,060,000
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Appendix 5

*2021-22 Budget Adjustments Subsequent to 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	Depreciation Changes	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	426	159	757	(259)	(30)	(887)	(131)
AHC Adopted Budget at 23 November 2021 Council Meeting	51,334	50,218	1,115	27,236	9,041	(30)	(7,348)	317
2021-22 Budget Review 2	356	(75)	431	(5,253)	(1,299)	390	4,775	13
AHC Adopted Budget at 22 February 2022 Council Meeting	51,690	50,145	1,546	21,982	7,742	360	(2,572)	330
2021-22 Budget Review 3	49	(12)	61	(146)	(4,250)	0	(4,043)	16
AHC Proposed Budget for 24 May 2022 Council Meeting	51,740	50,133	1,607	21,836	3,492	360	(6,615)	346

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 12.5

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

Subject: Policy Review - Community Groups Use of Photocopiers

For: Decision

SUMMARY

The purpose of this report is to advise the outcome of a periodic review of the *Community Group Use of Photocopiers Policy* and to recommend its continuance essentially without change.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That with an effective date of 7 June 2022 to revoke the 17 July 2017 *Community Group Use of Photocopiers Policy* and adopt the May 2022 *Community Group Use of Photocopiers Policy* contained in *Appendix 1*.
 3. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the *Community Group Use of Photocopiers Policy* prior to the effective date of adoption.
-

1. BACKGROUND

The *Community Group Use of Photocopiers Policy* (the Policy) has existed in some form for many years. It was last reviewed in 2017 to include a stronger emphasis on encouraging alternatives and providing further clarity around the need for groups to reimburse the cost of consumables.

The current Policy was adopted on 17 July 2017.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 2 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

This priority has been highlighted as the Policy supports the operation of community groups through the provision of affordable photocopying.

➤ Legal Implications

Not applicable.

➤ Risk Management Implications

Having a policy which enables subsidised use of photocopiers will assist in mitigating the risk of:

Community groups being unable to communicate regularly with their members and stakeholders, leading to reduced awareness of the activities and interests of those groups.

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

It is not considered necessary to amend this policy for any risk mitigation reasons.

➤ Financial and Resource Implications

Costs associated with supporting community groups in their use of photocopiers is estimated to be within \$1,000 to \$2,000 per year and is included in the existing operating budget.

➤ Customer Service and Community/Cultural Implications

There would likely be some (albeit limited) opposition from those groups that receive support for photocopying if the policy was revoked.

➤ Sustainability Implications

While recycled paper is used in Council's public photocopiers, a better environmental outcome would be if photocopying was avoided altogether. Many community groups have moved toward using email lists and freely accessible software for producing their newsletters. Staff continue to encourage this as an alternative to photocopying.

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

Consultation on the development of this report was as follows:

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

The Policy appears to have served its purpose well since adoption. As such there are no proposed changes. For administrative purposes, however, it is necessary for the Council to periodically review policies and to bring them in to line with the current standard policy template.

The Policy contained in **Appendix 1** is the revised Policy. It differs from the existing Policy only in section numbering and the inclusion of provisions for the Chief Executive Officer to “make any formatting, nomenclature or other minor changes to the Policy during the period of its currency”.

3. OPTIONS

Council has the following options:

- I. Adopt the revised Policy with or without changes (Recommended).
Should the Council identify the need for substantial amendments to the revised 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.
- II. Retain the existing Policy as-is (Not Recommended).
This option is not recommended as it means the opportunity to bring the Policy in to the current standard format is missed.
- III. Revoke the policy without replacement (Not Recommended).
This option is not recommended without a phase out period to allow the small number of groups who receive support for photocopying to employ alternative methods.

4. APPENDIX

- (1) Community Group Use of Photocopiers Policy – draft May 2022

Appendix 1

*Community Group Use of Photocopiers Policy – draft
May 2022*

COUNCIL POLICY



COMMUNITY GROUP USE OF PHOTOCOPIERS

Policy Number:	COM-02
Responsible Department(s):	Libraries and Customer Service
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Nil
Relevant Procedure(s):	Nil
Relevant Legislation:	Nil
Policies and Procedures Superseded by this policy on its Adoption:	Community Group Use of Photocopiers Policy, adopted 11 July 2017
Adoption Authority:	Council
Date of Adoption:	24 May 2022
Effective From:	14 Days after Council Meeting
Minute Reference for Adoption:	<i>To be entered administratively following Council Meeting</i>
Next Review:	No later than March 2025 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	10/6/2014	Policy Review	Council - Res 37
2.0	11/7/2017	Policy Review	Council - Res SP33/17

COMMUNITY GROUP USE OF PHOTOCOPIERS POLICY

1. INTRODUCTION

- 1.1 The policy provides Council and its administration with principles and guidelines for the subsidised use of photocopiers in the Council's public libraries and community centres by community groups.
- 1.2 This policy is to be read in conjunction with other relevant Council policies

2. OBJECTIVES

- 2.1 The objectives of this policy are:
- To assist community based groups communicate with their members and stakeholders;
 - To support the sustainability of community based groups through providing access to affordable photocopying.

3. DEFINITIONS

- 3.1 "**Community group**" means a not-for-profit community based organisation with objectives relating primarily to the social, economic, environmental and cultural needs of the Adelaide Hills community.

4. POLICY STATEMENT

- 4.1 The following principles will be applied to community groups' use of Council photocopiers:
- Community groups are encouraged to find means of communicating with members and stakeholders that do not consume resources
 - The Council's support in providing its copying resources to community groups should be provided on the basis that it does not substantially affect normal public or administrative access to these resources and that it involves minimal staff time and cost to administer
 - Groups should be expected to meet the cost of some consumables and the service should be limited to basic copying.
- 4.2 Council will provide access to photocopiers in Adelaide Hills Council libraries and community centres at a cost reflecting the cost of consumables, for community groups which provide services on behalf or in support of Council and for groups that produce community newsletters.
- 4.3 Use of the copier will be only for those items that relate directly to the Council service where applicable and for community newsletters that do not have significant advertising or commercial bias.

- 4.4 Where the use will be extensive, a time for the Community Group use will be determined so as to limit the disruption to other users.
- 4.5 Examples of these groups include:
- Friends of the Library
 - Hall committees (or similar) managing a Council-owned or Community-owned asset
 - Volunteer groups which work directly with Council
 - Resident groups
 - Historical societies
- 4.6 Subsidised cost access will only apply to black and white copy, due to the high cost of colour copying.
- 4.7 The group is required to pay a charge reflecting the cost of consumables.
- 4.8 No assistance will be provided for sporting groups, social clubs or fee-for-service community groups such as dance classes, fitness groups, etc.
- 4.9 No support will be provided for groups whose activities are the responsibility of another tier of Government.

5. DELEGATION

- 5.1 The Chief Executive Officer has the delegation to:
- Approve, amend and review any procedures that shall be consistent with this Policy; and
 - Make any legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency.

6. AVAILABILITY OF THE POLICY

- 6.1 This Policy will be available via the Council's website www.ahc.sa.gov.au.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 12.6

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

Subject: Policy Review - Community Information Display

For: Decision

SUMMARY

The purpose of this report is to advise the outcome of a periodic review of the *Community Information Display Policy* and to recommend its continuance essentially without change.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. That with an effective date of 7 June 2022 to revoke the 26 May 2019 *Community Information Display Policy* and adopt the May 2022 *Community Information Display Policy* contained in *Appendix 1*.
 3. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the *Community Information Display Policy* prior to the effective date of adoption.
-

1. BACKGROUND

The *Community Information Display Policy* (the Policy) has existed in some form since 2005. While issues of contention rarely arise, it is nevertheless worthwhile for the Council to maintain a policy so as to provide a clear framework and reference point for staff responsible for managing notice boards.

The current Policy was adopted on 26 March 2019 with minor updates and no substantive changes to the policy position.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 2 Community Wellbeing

Objective C2 A connected, engaged and supported community

Priority C2.1 Work with community to provide a range of programs and opportunities to connect and engage around shared interests

Community information noticeboards are one way in which the community is able to connect around shared interests.

➤ Legal Implications

Not applicable.

➤ Risk Management Implications

The maintenance of a policy which provides a fair and consistent framework for the display of community information in Council facilities will assist in mitigating the risk of:

The Council being inconsistent when responding to requests to display community information; leading to a loss of confidence and perceptions of bias in the Council and its administration.

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

The inherent risk is based on a lack of policy, while the residual risk is based on the existence and implementation of the existing Community Information Display Policy.

➤ Financial and Resource Implications

Not applicable.

➤ Customer Service and Community/Cultural Implications

While social media and other digital channels provide a contemporary approach to community information, Council facilities are still seen as hubs for people seeking information of general community interest.

➤ Sustainability Implications

Community information is increasingly provided through more sustainable methods like social media and other digital channels, however, there remains a role for physical notice boards and information displays.

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

Consultation on the development of this report was as follows:

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

It is important to note, for the avoidance of doubt, that the Policy only applies to the public display of information in Council facilities, i.e. those sites over which Council has control. It does not apply to community notice boards over which Council has no control, which are generally owned and managed by shopping centres, community groups and the like.

The Policy appears to have served its purpose well since adoption. As such there are no proposed changes. For administrative purposes, however, it is necessary for the Council to periodically review policies and to bring them in to line with the current standard policy template.

The Policy contained in **Appendix 1** is the revised Policy. It differs from the existing Policy only in section numbering and the inclusion of provisions for the Chief Executive Officer to “make any formatting, nomenclature or other minor changes to the Policy during the period of its currency”.

3. OPTIONS

Council has the following options:

- I. Adopt the revised Policy with or without changes (Recommended).
Should the Council identify the need for substantial amendments to the revised 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.
- II. Retain the existing Policy as-is (Not Recommended).
This option is not recommended as it means the opportunity to bring the Policy in to the current standard format is missed.

4. APPENDIX

- (1) Community Information Display Policy – draft May 2022

Appendix 1

*Community Information Display Policy –
draft May 2022*

COUNCIL POLICY

 Adelaide Hills COUNCIL	COMMUNITY INFORMATION DISPLAY
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Policy Number:	COM-09
Responsible Department(s):	Libraries and Customer Service
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Nil
Relevant Procedure(s):	Nil
Relevant Legislation:	Nil
Policies and Procedures Superseded by this policy on its Adoption:	Community Information Display Policy, adopted 26 March 2019
Adoption Authority:	Council
Date of Adoption:	<i>24 May 2022</i>
Effective From:	<i>14 Days after Council Meeting</i>
Minute Reference for Adoption:	<i>To be entered administratively following Council Meeting</i>
Next Review:	No later than March 2025 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
<i>1.0</i>	<i>2/8/2005</i>	<i>New Policy</i>	<i>Council – Res 418</i>
<i>2.0</i>	<i>9/2/2016</i>	<i>Policy Review</i>	<i>SPDPC – Res 5</i>
<i>3.0</i>	<i>26/3/2019</i>	<i>Policy Review</i>	<i>Council – Res 81/19</i>

DRAFT

COMMUNITY INFORMATION DISPLAY POLICY

1. INTRODUCTION

- 1.1 This policy provides Council and its administration with principles and guidelines for assessing the appropriateness of community information for public display in Council facilities. The policy will assist Council to address the issues of fairness and transparency, and overcome ambiguity.
- 1.2 This policy is to be read in conjunction with other relevant Council policies.

2. OBJECTIVES

- 2.1 The objectives of this policy are:
- To provide a framework for the display of community information within approved areas of Council facilities;
 - To ensure that there is a reciprocal, consistent and transparent framework for community members to consult, engage and inform other community members through the display of printed information;

3. DEFINITIONS

- 3.1 **“Community information”** means printed material proposed to be displayed by an individual or group in Council managed facilities.

4. POLICY STATEMENT

- 4.1 The Community information will only be displayed if it is not offensive, derogatory or defamatory.
- 4.2 Information will only be displayed in designated display areas that are available in the Council's libraries and community centres and is subject to space availability.
- 4.3 Material for display must be accompanied by a contact name and phone number and details as to the required time frame for display.
- 4.4 Material for display will be considered by an appropriate officer to determine suitability in line with this Policy.
- 4.5 Information advertising a business, profit making activity or 'buy and sell' will not be displayed unless the activity is in conjunction with a Council program or activity or if the particular notice board has been created for that purpose.
- 4.6 Information promoting political parties, candidates for election, or political party activities will not be displayed, unless displayed by the Council as part of promoting Council elections.

- 4.7 The Council may display a notice indicating any particular material does not represent the views of the Council if deemed appropriate for clarity.

5. 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 legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency.

6. AVAILABILITY OF THE POLICY

- 7.1 This Policy will be available via the Council's website www.ahc.sa.gov.au.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 12.7

Responsible Officer: James Szabo
Senior Strategic and Policy Planner
Development and Regulatory Services

Subject: Buffers Policy Review

For: Decision

SUMMARY

The purpose of this report is to present the revised Buffers Policy (the Policy) for adoption.

The revised Policy (**Appendix 1**) builds on the detailed research and revision of previous versions, carrying forward the original Policy intent, whilst seeking to improve the format and clarity of the Policy. This has been done in an effort to improve interpretation and ultimately enhance its application, to ensure it remains fit for purpose and a relevant policy tool for contemporary rural land use planning and management.

The revised Policy suite includes the introduction of the Buffers Guidelines (the Guidelines – see **Appendix 2**) as a supporting document. This change was viewed as an important evolution of the policy suite to enable the transfer of large amounts of supplementary contextual and technical information from the Policy to the Guidelines. It is noted that the Policy instructs users to read the Guidelines in conjunction with the Policy ensuring that consideration of important issues is not lost.

Due to the amount of formatting and editorial changes this has resulted in, an annotated version of the current Policy has been provided to outline the changes (see **Appendix 3**).

Administration is recommending that Council adopts the revised Policy.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. That with an effective date of 7 June 2022, to revoke the 28 November 2017 Buffers Policy and adopt the *Buffers Policy (draft) - May 2022* as per Appendix 1.
 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Buffers Policy (draft) – May 2022* as per Appendix 1 prior to the effective date.
-

1. BACKGROUND

The *Buffers Policy* (the Policy) was first adopted in 2001:

14.5.2 Buffers – an essential part of Rural Planning 5/05/092

Moved Cr Stan Evans
S/- Cr David Paschke

Carried unanimously
(324)

1. That the report be received and the contents noted.
2. That the following policy be adopted:

"The Adelaide Hills Council, acknowledging that its district comprises major areas of watershed and strongly diverse rural and urban land-uses, proposes the formulation of a policy on buffers for rural land-uses.

The Council is committed to forward planning and establishing policies that support rural landuses protect existing residential and other sensitive landuses, and native vegetation.

Buffers will be required between different land-uses and rural activities generating airborne sprays, noise, dust and/or odours. The primary responsibility for the buffer provision is on the new landuse.

No specific dimensions or types of buffers are specified, given the need for site- assessment, the specifics of the crop and the proposed property management practices.

Applications for a change in land-use are therefore required to identify relevant issues by submitting a site assessment plan so as to assess impacts of the proposed development and also develop and submit a farm management plan that addresses the identified issues.

This information will form part of the Development Consent.

Council will avail itself of advice from Government agencies, regional boards, industry and community groups in assessing site assessments and farm management plans.

Council will also seek recommendations from experienced persons in the operation and management of rural landuses in reaching its decision.

Council will also promote education and training programs, and the sharing of information about rural land management, to facilitate good farming practice in the Council's Area."

3. That the document – "Buffers – an Essential Part of Rural Living" be endorsed for public release.

Since its inception the Policy has sought to mitigate the offsite impacts of conflicting land uses through the Development Assessment process. Since the last Policy update reforms to the planning system have occurred and there have been changes in farming practices and advances in technology particularly where the application of agricultural sprays is concerned. Despite the breadth of these changes, the efficacy of the Policy remains and has arguably been further reinforced.

As such providing a clear framework to inform and guide staff and applicants on when to consider the use of buffers remains a meaningful and innovative policy tool.

The current Policy was adopted on 14 November 2017 at the Special Council Meeting with minor updates and no substantive changes to the policy position:

5.1. Buffers Policy

Moved Cr John Kemp
S/- Cr Linda Green

263/17

Council resolves that:

1. That the report be received and noted
2. With an effective date of 28 November 2017, to revoke the Buffers Policy adopted on 9 December 2014 and to adopt the Buffers Policy, as contained in Appendix 1 with the retention of the intent of the second sentence in paragraph 2 of the introduction of the policy.

Carried Unanimously

The 2017 review foreshadowed those aforementioned changes to the State's planning legislation and buffer zone requirements associated with agricultural spray labelling (a reform administered federally by the Australian Pesticides and Veterinary Management Authority) would potentially impact the Policy. While both of these reforms significantly altered both planning regulation and how growers can apply agricultural sprays, the changes were not such that the policy has been rendered obsolete. In fact the Planning and Design Code arguably provides more scope to consider and apply the policy when addressing interface issues between land uses. Similarly, the revised approach to buffer zones relating to agricultural sprays does not entirely remove the risk of spray drift impacting sensitive areas and, in some instances, increases it were something to go wrong during the process. As such the precedent set by the adoption of the original policy in 2001 remains relevant in a contemporary land use planning and management environment. The recent introduction of similar policy in both Queensland and Victoria further supports this notion.

Therefore the updated Policy builds on the detailed research and revision of previous versions carrying forward the original policy intent (see **Appendix 1**). With the process to review the policy largely driven by a desire to see the content better reflect the new legislative environment, and present the content in a manner that aids in interpretation and application.

A summary of the key changes are as follows:

- The Policy has undergone major reformatting which has attempted to codify it and make the paragraphs easier to reference
- Additional sections added addressing objectives, application and scope
- Introduction of the Assessment Table in Appendix A which provides more clarity for a relevant authority as to when Buffers may be considered as part of a Development Application
- Common mitigation, contextual and site specific considerations/issues moved to the Buffers Guidelines (see **Appendix 2**) as a stand-alone document which is to be read in conjunction with the Policy. This document can be updated and edited on an as needs basis (under the delegation provided by the Buffers Policy) but will likely be reviewed as part of the scheduled Policy review cycles.

Due to the extent of the formatting and editorial changes an annotated version of the old Policy has been provided to outline the extent of the changes (see **Appendix 3**).

It is considered that the updated policy provides greater clarity and assists with interpretation, which will ultimately enhance its application, ensuring that it remains relevant for its targeted users and easier to update going forward.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 3 A Prosperous Economy

Objective E1 Support and Grow Our Regions Existing and Emerging Industries

Priority E1.2 Take advantage of the full potential of our region's primary production and associated value adding activities

The Policy has long sought to provide a tool to balance competing economic, environmental and social outcomes. Its focus on mitigating off-site impacts of our primary producers is pursued on the basis that it will protect their business operations and allow them to adapt, scale, remain competitive and ultimately thrive in a multifunctional landscape such as the Adelaide Hills.

The policy provides guidance on how to manage farm interactions with other land uses and with other farm activities and is a critical aspect of Council's role as a relevant authority.

➤ Legal Implications

This Policy is discretionary and functions as an internal reference which establishes guidance on an essential aspect of farming business, rural land management and rural development assessment conducted under the *Planning, Development and Infrastructure Act, 2016*.

➤ Risk Management Implications

It is important to have a well-considered policy in place to ensure development assessment decisions in relation to primary production/rural land management proposals consider the interaction between farm activities and surrounding farm and non-farm activities and, that decisions are made in a fair and consistent manner.

The updated Policy will assist in mitigating the risk of:

Applicants being unaware of the rationale for the Council's likely support (or otherwise) for particular types of applications being conditional upon a requirement to install buffers leading to confusion and frustration.

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

Note that there are many other controls that assist in mitigating this risk.

➤ **Financial and Resource Implications**

Maintaining this Policy in its current form has no budget implications.

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

Maintaining this Policy provides a guideline to minimise off site impacts associated with new or existing agricultural development proposals and adjoining land uses. It also provides a strong basis for Council actions and the provision of advice to interested or competing parties.

➤ **Sustainability Implications**

The policy is largely concerned with mitigating the off-site impacts of farming operations, which includes impacts on water quality and biodiversity.

➤ **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>	8 February 2022
<i>Advisory Groups:</i>	Rural Land Management Advisory Group – 6 April 2022
<i>External Agencies:</i>	PIRSA CFS
<i>Community:</i>	Not Applicable

A starting point for the review was to consult key planning staff at Council regarding how they used the Buffers Policy and whether there was opportunity to improve it to assist with its application. This involved a survey, workshops and one on one meetings.

In addition, it was important to get input from other functional areas within the organisation including the Biodiversity team and the Regulatory Services team for matters relating to vegetative buffer species and fire management considerations.

Industry input was sought via the various representatives that sit on the Rural Land Management Advisory Group. Agency input was also sought from PIRSA and the CFS.

Based on the recommendation and due to the overarching policy intent being brought forward it was deemed that broader community consultation was not necessary as part of this review.

Feedback from Council, staff, agencies and stakeholders has been critical to the process and has guided the refinement of the Policy.

3. OPTIONS

Council has the following options:

- I. To adopt the Buffers Policy (draft) accepting the formatting and editorial changes as contained in **Appendix 1** (Recommended).
- II. To retain the existing Buffers Policy accepting existing information, interpretation and application concerns (Not Recommended).
- III. To amend the revised Policy more substantially (Not Recommended).

Should the Council identify the need for substantial amendments to the proposed Policy, it is recommended that they be referred to staff for review, so as to allow for analysis of the implications of the amendments, prior to being brought back for consideration.


4. APPENDICES

- (1) Buffers Policy (Draft)
- (2) Buffers Guidelines
- (3) Annotated Version of Existing Buffers Policy

Appendix 1

Buffers Policy (Draft)

COUNCIL POLICY

 Adelaide Hills COUNCIL	BUFFERS POLICY
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Policy Number:	The Governance team will allocate the policy number.
Responsible Department(s):	Planning Policy
Relevant Delegations:	N/A
Other Relevant Policies:	N/A
Relevant Procedure(s):	Buffers Guidelines
Relevant Legislation:	N/A
Policies and Procedures Superseded by this policy on its Adoption:	18 December 2001 4 December 2007 15 June 2009 17 April 2012 9 December 2014 14 November 2017
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 March 2025 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.1	4/12/07	<i>Title and Contents</i>	<i>Council Res – B326</i>
1.2	15/06/09	<i>Title, Contents and Formatting</i>	<i>SPDPC Res – 31</i>
1.3	17/04/12	<i>Contents and Formatting</i>	<i>SPDPC Res – 12</i>
1.4	01/01/15	<i>Minor Changes</i>	<i>Council Res – 270</i>
1.5	28/11/17	<i>Contents and Formatting</i>	<i>Council Res – 263/17</i>
1.6	xx	<i>Contents, Formatting and introduction of Supporting Guideline</i>	<i>Council Res - xx</i>

BUFFERS POLICY

1. INTRODUCTION

- 1.1 The Adelaide Hills Council provides one of Australia's best-known regions for wine and fruit production. These activities underpin a diverse agricultural and horticultural sector set amongst landscapes of scenic beauty interspersed with large tracts of native vegetation and small historic country towns and settlements.
- 1.2 These unique features coupled with a short commuter distance from Adelaide and a shift to remote working, has led to an increased demand for country living lifestyles often, but not always, on small land holdings. In addition, the region continues to build its profile as a much sought-after tourism destination.
- 1.3 In a region with such a diverse mix of uses it is critical to ensure that where a new land use is proposed that it is compatible with adjoining or nearby land uses. This is especially true for residential land uses in which the occupants, whether permanent or temporary, may be unfamiliar with and sensitive to the various spill-over effects of rural activities on local environmental amenity.
- 1.4 The importance of such considerations and associated responses are only heightened by the unique Adelaide Hills context, where there is a particularly important set of environmental sensitivities including watershed and native vegetation, limitations on the amount of suitable land available for farming and exceptional landscape qualities worthy of protection and enhancement.
- 1.5 This policy seeks to provide an approach to resolving potential external impacts from one land use to another through the application of buffers.

2. OBJECTIVES

- 2.1 To protect community amenity while facilitating appropriate agricultural, horticultural, value-adding or other uses with potential adverse off-site impacts.
- 2.2 To specify when buffers may be considered an appropriate design solution to address performance outcomes in the Planning and Design Code.
- 2.3 To inform and provide guidance to a relevant authority and applicants when buffers are being considered as a design solution to address performance outcomes in the Planning and Design Code.

3. DEFINITIONS

- 3.1 The following definitions have been used throughout this policy document:
 - 3.1.1 **"Agriculture"** – includes pursuits of field cropping, grazing, dairying, and livestock production.
 - 3.1.2 **"Buffer"** – concept of a separation between differing land uses in order to protect the effects of one land use from another. May include: 'open' ground, a 'vegetation buffer' or a 'constructed buffer' design.

- 3.1.3 **“Constructed buffer”** - a complete or partial buffer design that incorporates an artificial barrier, usually as a temporary measure to protect a sensitive receptor while a vegetative buffer is established.
- 3.1.4 **“Horticulture”** - generic term to describe farm production including orcharding, market gardening, flower growing, viticulture and nursery production
- 3.1.5 **“Native vegetation”** - Has the same meaning as in the Native Vegetation Act 1991.
- 3.1.6 **“Open buffer”** - a buffer design of normally open ground with grass or other ground cover vegetation in terms of density, height to assist in a screening effect.
- 3.1.7 **“Primary production”** - refers to pursuits of farming and mining as production-oriented activities
- 3.1.8 **“Relevant Authority”** - same meaning as Section 82 of the *Planning, Development and Infrastructure Act 2016*
- 3.1.9 **“Sensitive Receiver or Sensitive Land Uses”** - Means:
- i. any use for residential purposes or land zoned primarily for residential purposes
 - ii. pre-school
 - iii. educational establishment
 - iv. hospital
 - v. supported accommodation
 - vi. tourist accommodation, and
 - vii. A site or feature within the landscape that is sensitive to impact from external adverse effects such as native vegetation, faunal habitat, waterways and wetlands, beehives, susceptible crops, and rainwater collection points (i.e. on out-buildings).
- 3.1.10 **“Vegetation”** - all plant life forms including trees, shrubs and smaller plants such as ground covers, climbers and vines, ferns, mistletoe, grasses, reeds, rushes, sedges, moss, and lichen.
- 3.1.11 **“Vegetative buffer”** - the portion of a buffer design that incorporates establishment of a specific vegetation stand.
- 3.1.12 **“Viticulture”** – vine husbandry managed by vignerons as one of several possible horticultural pursuits.
- 3.1.13 **“Watercourse”** – is a defined watercourse identified by dataset number 903 with dataset title Topography – WaterCourses (available via Location SA Browser).
- 3.1.14 **“Watershed”** – defined by the Mount Lofty Ranges Water Supply Catchment (Area 1 and 2) Overlay.

4. APPLICATION

4.1 This policy can be applied by a Relevant Authority or utilised by an Applicant to mitigate potential land use conflicts for development applications lodged in the Council area in the following circumstances:

- i. Where new sensitive land uses are proposed adjacent to agricultural and horticultural land uses including any associated value adding uses,
- ii. Where new agricultural and horticultural land uses including any associated value adding uses are proposed adjacent to sensitive receivers in a neighbourhood/township zone, or
- iii. Any other circumstances deemed appropriate by the relevant authority.

*Note: refer to **Appendix A** for further guidance on when the buffers policy can be applied.*

4.2 The policy may be used by a Relevant Authority or an Applicant as part of a formal development application process or when Council is providing preliminary or general advice to landholders and the community.

4.3 This policy must be read in conjunction with the **Buffers Guidelines**.

5. SCOPE

5.1 The performance based approach to planning facilitated through the Planning and Design Code (one of the *Planning, Development and Infrastructure Act 2016* (the Act) 'designated instruments') provides a Relevant Authority scope – through the application of relevant performance outcomes – to use the policy to guide suitable buffer design solutions as part of the development assessment process.

Note: This approach relies on the accepted notion that performance outcomes are, by definition, qualitative, and articulate an outcome that can be met by a variety of different techniques.

6. POLICY STATEMENT

6.1 The following principles will be considered when buffers are being proposed as a potential design solution as part of a development assessment application:

- 6.1.1 The Adelaide Hills Council acknowledges that its district comprises major areas of watershed, native vegetation and diverse rural and urban/township land uses and has a key role to play in managing potential land use conflicts.
- 6.1.2 The Council is committed to planning and establishing policies that support rural land uses, and protect existing residential and other sensitive land uses, and environmentally sensitive areas.
- 6.1.3 The application of the Buffers Policy provides a pathway to ensure land use conflicts can be appropriately mitigated as part of the development assessment process.

- 6.1.4 The Council will formulate Buffers Guidelines to provide further guidance and technical information to inform appropriate buffer design and maintenance requirements.
- 6.1.5 The requirement for the buffer on the encroaching land use (proposed use) is an effective and equitable approach to land use conflict mitigation. However, where agreement can be reached between owners, a shared buffer may be of mutual benefit.
- 6.1.6 Applications for a change in land-use will need to submit a Site Assessment Plan identifying relevant issues to enable assessment of potential impacts of the proposed development. Where chemical-sensitive land use changes (e.g. vineyards adjoining other horticulture development) are proposed that the assessment be informed by a Farm Management Plan developed by a suitably qualified and experienced farm sector consultant.
- 6.1.7 It is acknowledged that buffer design, size and suitability will vary depending on the agricultural and horticultural operations and impacts it is mitigating. This policy provides design considerations and provisions to ensure a buffer is suitable and effective for its context.
- 6.1.8 Where deemed appropriate buffer design and maintenance considerations will need to be incorporated into any proposed development application and should form part of the preliminary scoping and early concept design phases.
- 6.1.9 In assessing an application involving buffers a relevant authority will avail itself of sound advice or information from internal staff and State Government Agencies where required in order to inform the development assessment process.
- 6.1.10 In assessing an application involving buffers a relevant authority may also seek recommendations from a suitably qualified farm sector consultant in reaching its decision.
- 6.1.11 The Council will promote education and training programs, and the sharing of information about rural land management including the use of buffers, to facilitate a shared understanding of the varying priorities of different land uses within the Council.
- 6.1.12 Where a buffer is required from a land use that will generate noise or health issues (e.g. wind farms, turbines or transmission stations/towers), or where a land use may cause safety concerns (e.g. glare, reflection) or public health issues (e.g., solar panels, signage, flashing advertising, etc.), Council may seek specialist advice in relation to any matters that generate such concerns.

7. POLICY POSITION

- 7.1 The following outlines the Council's position in respect to buffers including design guidelines and establishment and maintenance requirements in order to achieve the above principles.

7.2 What is a Buffer?

- 7.2.1 Buffers are commonly used as part of effective land use planning to mitigate the impacts of incompatible land uses.
- 7.2.2 Buffers provide an area of separation between conflicting agricultural, horticultural, residential and sensitive land uses.
- 7.2.3 Agricultural and horticultural operations are regulated by specific environmental laws and codes. Regulations vary between agricultural and horticultural industries and seek to protect specific environmental values. While these regulations do deal with mitigating impacts to surrounding environments, they are not specific to management of impact to interfacing residential and sensitive land uses.
- 7.2.4 While state planning strategies and the land use regulatory framework promotes that interface issues be appropriately considered, this additional level of policy detail has been developed to assist relevant authorities, land managers and land holders in how to design and manage this specific mitigation approach.
- 7.2.5 Agricultural and horticultural operations including value-adding activities can generate various off-farm impacts such as dust, smoke, ash, noise, smell, light, contaminants, chemical spray drift and irrigation overspray. These activities can be intermittent, seasonal, or continual.
- 7.2.6 Where development for a residential or sensitive land use is introduced into an area where agricultural or horticultural operations exist then the residential or sensitive land use should consider a buffer that mitigates the risk to amenity, health and safety that may arise from the interface with the established agricultural and horticultural activities.
- 7.2.7 Where a development for agricultural or horticultural operations including associated value-adding activities is introduced to an area where sensitive land uses exist the proposal should consider an appropriate buffer that mitigates the risk to amenity, health and safety that may arise from the interface with residential or sensitive land uses, particularly where adjacent to neighbourhood/township zones.

7.3 Buffer Characteristics and Design considerations

7.3.1 General:

7.3.1.1 Typical forms of buffers include:

- A. Open ground or separation area
Note: this can include a 'headland area'
- B. Vegetated
- C. Constructed (i.e. a physical barrier such as shade cloth)

7.3.1.2 Depending on each situation buffers should be of a sufficient design to:

- i. Protect from spray drift
- ii. Prevent compaction and chemical trespass under existing native vegetation
- iii. Ameliorate noise, odour and dust emission
- iv. Filter out waterborne nutrients and chemicals prior to watercourse entry
- v. Minimise visual impacts
- vi. Enhance the landscape view and ambience
- vii. Ameliorate loss of biodiversity and/or promote potential for biodiversity enhancement
- viii. Protect from wind

7.3.1.3 The use of buffers has intersecting benefits, and potential disadvantages depending on site and locality context (refer to the **Buffers Guidelines** for more information).

7.3.1.4 Locational context and the divergent off-farm impacts caused by various agricultural or horticultural industrial practices need to form key considerations when designing buffers that are suitable and effective (refer to **Buffers Guidelines** for more information).

7.3.1.5 Precise design of the buffer will depend upon the site the proposed land-uses and the adjacent or nearby land use and characteristics including road reserves.

7.3.1.6 Where the land use impact potential is likely to be high, such as potent, high quantity, or high frequency chemical regimes or more variable management standards with less desirable technology or where there is a higher than normal sensitivity level (i.e. childcare centre) then a more cautionary design criteria will be required.

7.3.1.7 It should not be presumed that a title boundary, whether fenced or not, forms the limit of responsibility to adjoining landholders where environmental or public health may be at risk from a conflicting land use activity.

7.3.2 Buffer Selection (Type)

7.3.2.1 The buffer type, whether open ground, vegetated, constructed or a combination of any of these will be the first attribute to be considered in buffer design.

7.3.2.2 The optimal long-term options for buffering are either an 'open' ground and/or a 'vegetated' buffer design (refer to Figure 7.1).

Note: A temporarily constructed buffer may be desirable in the short term to provide protection until a vegetative buffer reaches its 'effective' height.

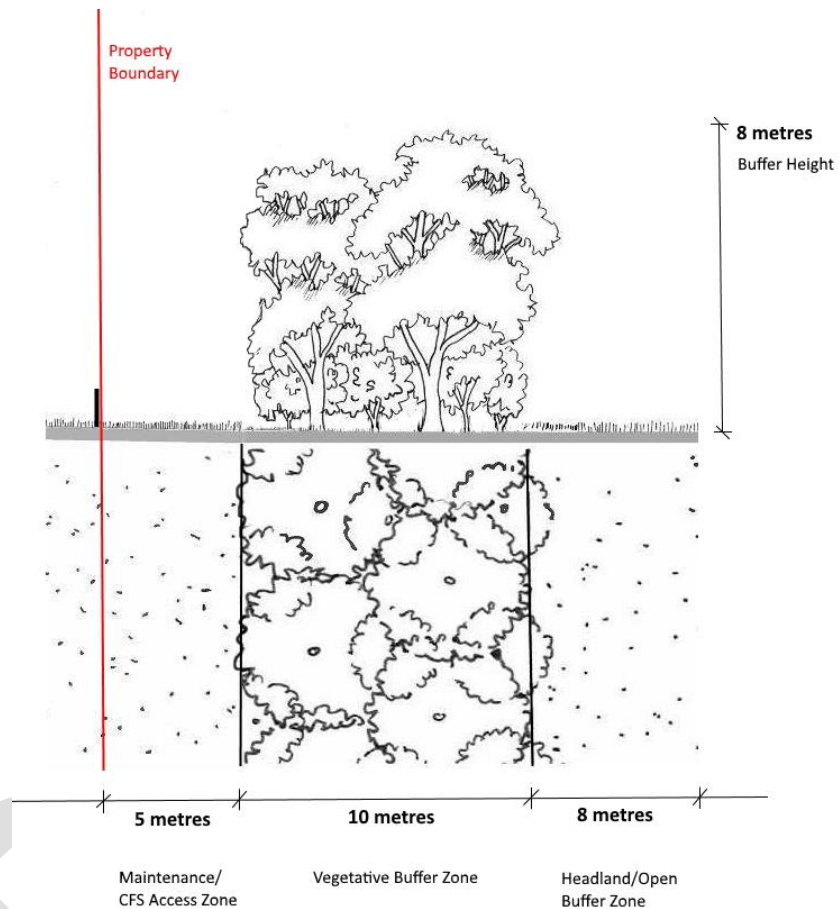


Figure 7.1: Typical Buffer cross-section (indicative only – not to scale)

7.3.3 Buffer Location

7.3.3.1 The siting or location of a buffer will be determined on the basis of assessment of the sensitive receiver in need of protection.

7.3.3.2 It will be common for a buffer to be located adjacent to the boundaries of the encroaching allotment. However, there will be circumstances where other locations within the encroaching allotment are deemed suitable or appropriate i.e. with respect to buffers for native vegetation or watercourses.

7.3.3.3 Within a Medium and High Bushfire Risk Area a vegetative buffer should not be located within the greater of the following:

- A. 20m of an existing building
- B. Bushfire Asset Protection Zone.

Note: Failure to meet this requirement may interfere with the adequacy of the BAL rating that has been assessed for the building.

7.3.3.4 Provided the biodiversity conservation is not compromised, adjoining roadside vegetation may be included, where suitable, as part of a vegetated buffer, but this requires separate Council consent (via Section 221 of the LG Act).

7.3.3.5 Cleared road reserves may also provide further opportunity for buffer establishment with co-operative road reserve planting possible through consultation with Council staff.

Note: It is unlikely permission to use any road reserve that has a category 1, 2 or 3 will be granted (refer to Council Road Reserve Management Plan).

7.3.3.6 A separation distance, often referred to as an 'open' buffer is required between development and the edge of each existing native vegetation stand or solitary native plant, both on site and overhanging an applicant's property.

Note: The separation distance, often 4-5 metres, refers to the distance out from the canopy dripline (for trees and tall shrubs) or the foliage edge (for shrubs and smaller plants) of the existing native vegetation on or overhanging an applicant's property.

7.3.3.7 Where chemical trespass or spray drift from a proposed change of land use may have potential to impact native vegetation an additional vegetative buffer may be required.

7.3.4 Buffer Height

7.3.4.1 The height of a buffer determines the level of protection given to the leeward side of the buffer.

7.3.4.2 The height of the buffer will offer protection downwind for approximately ten times the buffer height (refer to Figure 7.2).

7.3.4.3 Buffers whether established with vegetation or temporarily constructed, must be higher than the release height of agricultural or horticultural sprays to be effective.

7.3.4.4 An effective vegetative buffer height should be between one and a half and twice the agricultural or horticultural spray release height or one and a half and twice the target crop height whichever is greater.

Note: For guidance tests on spray drift have shown that the minimum height of a buffer should be 1.5 times the release height of the spray for a vegetated buffer with 50% porosity. If porosity is reduced to below 40%, the minimum height of the buffer should increase to double the release height of the spray.

7.3.4.5 The following provides a summary of varying spray release heights for the most common agricultural or horticultural operations in the Council area and can be applied to determine the effective buffer height:

A. Vineyards: up to 3.5 metres above ground level.

- B. Orchards: up to 4.5 metres above ground level.
- C. Market Gardens and Flowers: up to 0.5 to 1 metre above ground level.
- D. Cropping, grazing or low intensity animal husbandry: generally no greater than 2.0 metres.

7.3.4.6 Due to the potential for the buffer to cast shade or draw away water and nutrients from the production area, the height of the buffer will typically influence the distance it should be located away from the production area.

7.3.4.7 Where there are powerline utilities within the proposed buffer, legislated clearance distances for any vegetative planting in close proximity will need to be factored into the buffer design.

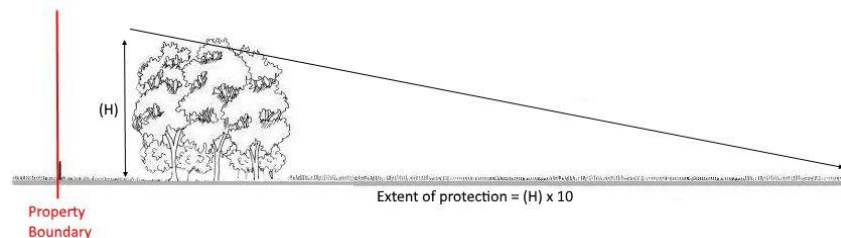


Figure 7.2: Buffer Height Effect (Indicative only – not to scale)

7.3.5 Buffer Width

7.3.5.1 The buffer width is critical to the degree of protection provided between differing land-uses and farm management practices.

7.3.5.2 The buffer width should be sufficient to provide protection to sensitive receivers and land uses in balance with ensuring that agricultural and horticultural operations remain viable and proposed development is not unreasonably restricted.

7.3.5.3 Within the buffer width one of the buffer types or a combination of them are required.

7.3.5.4 Where appropriate and where no other feasible alternatives are available the absolute minimum buffer width will be 5 metres.

Note: Minimum width is unlikely to facilitate effective protection where more intensive horticultural operations are involved (i.e. vineyards and orchards).

7.3.5.5 In all other circumstances (excluding a buffer adjacent to a watercourse) a minimum buffer width of 10 metres is required and must include at least a 5-metre vegetative portion.

- 7.3.5.6 An additional 4-10 metres may be required either side of a vegetative buffer portion for access and turnaround of fire service vehicles. The latter condition could depend on the relative access beyond the enterprise both within and beyond the applicant's property.
- 7.3.5.7 A buffer width of 20 metres measured from the top of the existing banks of a watercourse is recommended.
- 7.3.5.8 The buffer width is calculated as the combined dimension of open ground and vegetative planting and would be taken to include the dimension of any constructed buffer.
- 7.3.5.9 The width may vary depending on the location of sensitive receivers, site features, type of development and management strategies.

7.3.6 Buffer Density

- 7.3.6.1 Vegetated buffers should be designed with suitable trees, shrubs, groundcover and grasses, to achieve adequate protection for each of the adjacent land-uses.
- 7.3.6.2 The primary aim of a vegetated buffer is to minimise the amount of airflow through the bulk of the vegetated stand. Vegetated buffers must provide such a density of foliage and plant material which will act to reduce the drift rate as spray droplets move through the vegetation (see Figure 7.3).

Note: Whilst this section refers to spray drift, these same principles apply to wind protection and containment of dust.

- 7.3.6.3 A vegetative buffer must aim to establish a 50% porosity rating.

Note: Whilst the vegetative buffer design may seek 50%, in reality due to the dynamic nature of vegetation the porosity rating may well fluctuate between 40% to 60% porosity.

- 7.3.6.4 A reduced porosity rating (< 40% density) will require a higher and wider buffer to account for the reduction in the trapping of spray drift due to the more open nature of the vegetative stand.
- 7.3.6.5 An increased porosity rating (> 60% density) will result in accumulation at the face of the buffer of the spray drift and an increased turbulence of the dispersing spray cloud on the lee side of the buffer both from the top down and at the sides, often at a higher speed.

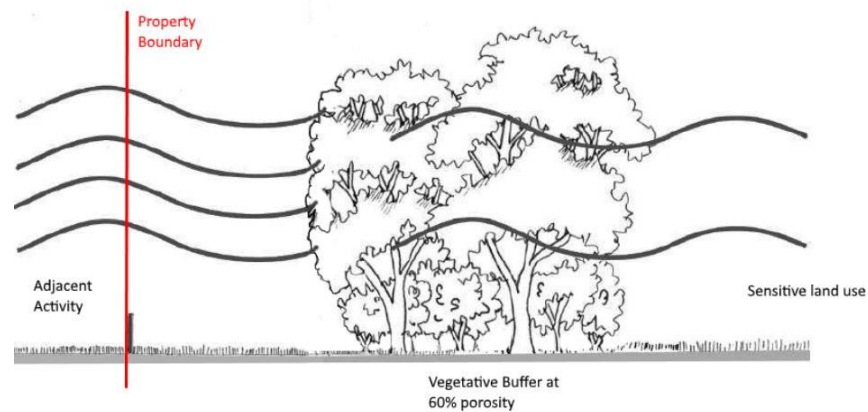


Figure 7.3: Buffer Density Effect (Indicative only – not to scale)

7.3.7 Buffer Length

7.3.7.1 Buffer length refers to the linear length of the buffer to its furthest extent.

7.3.7.2 At a minimum and where appropriate the buffer should extend past any area that is requiring protection (see Figure 7.4).

Note: Vegetated buffers function as windbreaks. Longer windbreaks are more effective than shorter, as there is an increased level of turbulence at each end of a windbreak.

7.3.7.3 Where the land use impact potential is high a precautionary approach should be applied, whereby a buffer length is increased up to twelve times and in certain instances eighteen times to twenty four times the height of the vegetative buffer.

Note: Where wind conditions are notoriously variable a longer buffer is desirable.

7.3.7.4 It is common for a buffer to extend along the length of the boundary to which the encroaching land use is subject.

Note: This will usually be the title or land-holding boundary but may vary due to topographical features and the actual location of the crop and other critical elements.

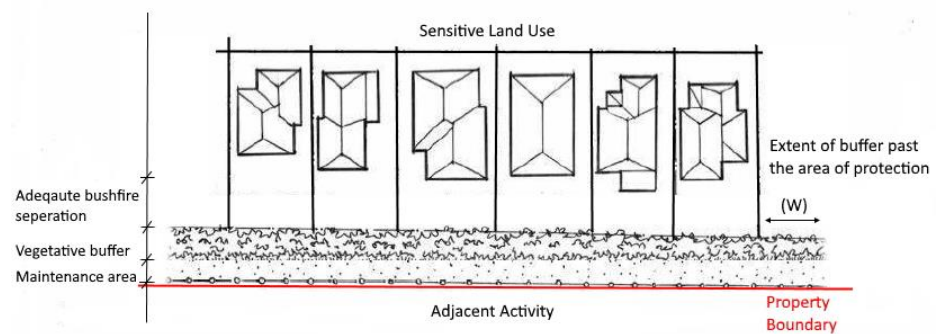


Figure 7.4: Buffer length effect (Indicative only – not to scale)

7.4 General Requirements

7.4.1 Recommended Vegetative Buffer Species

- 7.4.1.1 Suitability in each circumstance will need to be carefully considered. Factors such as soil type, rainfall, slope, growth-rate, lifespan and land-use history will require assessment.
- 7.4.1.2 Vegetated buffers take years to provide the desired protection. There are quick-growing early maturing shrubs and trees, which can be removed at a later stage, when the more desirable vegetation species or varieties have reached a suitable height. A careful consideration of the growing conditions may prescribe a mix of fast and steadier growth rated vegetation for the permanent stand.
- 7.4.1.3 Plant surfaces, which present a small frontal area to moving droplets dust particles and wind have the most successful design features. Thin needle-like foliage with small branches are particularly suitable, as are large leaves covered in small hairs. This is not to preclude other species without these most desirable features provided the foliage is not excessively dense.
- 7.4.1.4 The intricacies of each site, limits discussion about specific plant species for buffering developments from abutting land uses. Council will assess proposals more favourably where sufficient site data, including growing conditions and management strategies for maintenance of the vegetation are provided. Each applicant should provide a list of plant species sought for approval, stating the features considered most relevant for the site. Refer to **Appendix B** for a list of suitable plant species.

7.4.2 Vegetative Buffer Establishment

- 7.4.2.1 The selection and placement of plant species is a key consideration, as changes following establishment are likely to be inconvenient and expensive. Detailed planning is required to ensure best long-term results.

7.4.2.2 Council promotes vegetative buffers that are:

- consistent with the existing local landscape 'feel' or ambience
- established using 'Non-Invasive' (as per Invasive Plants Information Sheet- see **Buffers Guidelines**)
- have no known detrimental effect on the landscape / environment
- established at least two staggered or parallel rows thick
- long-lived (> 20 years)

7.4.2.3 Current best practice techniques are required to enable vegetation to reach its desired dimensions as soon as possible. This does not necessarily imply a heavy fertilizer and irrigation schedule. On the contrary, over feeding and watering more than is natural for the species will eventually create management problems. Whilst the vegetation may grow fast its root system needs to establish slowly during the first year. Any plant pushed will become weak and prone to limb loss.

7.4.2.4 Thorough soil treatment for problem / competitive weeds and to open the subsoil to water permeation, then follow up weed control is essential for a successful vegetative buffer structure to develop as designed. Follow up weed control during the first three years is critical although regular management beyond this will assist the plants to provide a healthy and long-lived buffer structure. Smaller species in a multi-layered vegetative buffer should be planted on the 'lee' side of taller species for a more effective 'fire' retardant structural design.

7.4.2.5 Plant spacing in most instances will need to be 2.5 to 3.5 metres, with rows 2 to 3 metres apart (spacing 3.5 to 4 metres on a more exposed or stressful site such as a windy hill or claypan). Crowding is not conducive to optimum growth characteristics and sustained long life. The canopy spread for the species selected needs to be accounted for when allocating a management perimeter to work within.

7.4.3 **Buffer Maintenance**

7.4.3.1 The establishment of buffer planting, like any other cover crop, requires watering, fertilising and weeding. Following establishment, maintenance is required to all buffer types for them to remain effective. Buffers should be appropriately designed and constructed to avoid time consuming and costly maintenance requirements, whilst achieving their maximum desired effect of mitigating land use conflicts.

7.4.3.2 Buffer maintenance includes:

- A. Maintaining the required buffer characteristics such as height, width, length, and density of each buffer type is required to ensure the effectiveness of the buffer is maintained.
- B. Buffers protecting against spray drift require pruning and thinning on an annual basis to maintain a 50% density so that their effectiveness is maximised.

- C. Buffers are required to be watered during dry periods to maintain good buffer growth.
- D. Mulch levels are to be maintained to reduce weed growth and retain moisture.
- E. Fertilising prior to the growing season will assist in maintaining the health and vigour of the buffer.
- F. Buffers require maintenance and management in terms of litter build up, noxious weed and pest control. Buffers should remain weed free to prevent the build-up of weed species that can cause infestation of agricultural or horticultural production areas as well as other neighbouring land uses.
- G. Appropriate access strips are provisioned for on either side of the buffer to allow for maintenance activities to be conducted.
- H. Ongoing maintenance such as replanting may be required over time to maintain buffer characteristics.

7.4.3.3 Open-ground buffers will need to be slashed or mown, kept weed free and the fire risk kept to a minimum.

7.4.3.4 Open-ground buffers should not be used for storage of plant or machinery nor used regularly for vehicular traffic that may raise dust and create an undue noise impact to nearby residences (if present).

7.4.3.5 If ground surface chemical and/or nutrient run off enters a buffer zone, then a 'clean up' or maintenance strategy should be in place that satisfies the appropriate Australian Safety Standard (refer to EPA for guidance).

7.4.4 Development Application Requirements

7.4.4.1 In addition to typical *Schedule 8* requirements under the *Planning, Development and Infrastructure (General) Regulations 2017* applications where buffers are being considered as a potential design solution in order to satisfy relevant Performance Assessment outcomes will need to support the application with the following additional information:

- A. A site assessment to identify on-site and adjoining local conditions. This should include climate effects for potential frost hazard, existing native and other vegetation and fauna habitats, local bird species, soil characteristics and water availability, watercourses/drainage lines and especially likely sensitive receptors, e.g. adjacent and on-site dwellings, rainwater collection points.
- B. A property management plan, which may include agricultural and horticultural operational procedures and specifications as to; the technology type, chemical and/or mechanical groupings to be considered and what is the purpose and frequency of the

operations. In addition, the property management plan should outline how vegetation is to be managed, including measures such as separation distances from proposed development, to prevent impact on existing native vegetation on and overhanging the development.

Note: A plan of existing and proposed vegetation is an essential element of the property management plan to be submitted with an application. It must be clear how such vegetation is to be managed, including measures such as separation distances from proposed development, to prevent impact on existing native vegetation on and overhanging the development. The plan should incorporate, to scale, the canopy cover or foliage perimeter of all existing vegetation on the site and adjacent to it. Neighbouring and road reserve vegetation status also needs to be clearly shown.

- C. Design specifications proposed for the proposed establishment of one or more buffers. Including a summary of how the intended use of each type or combination of buffers will provide effective protection.
- D. Plans drawn to scale, submitted with a proposal for a change of land-use should include:
 - labelled contours at 5 metre intervals
 - drainage lines into and out of the site
 - adjoining landscape, including slope and aspect
 - adjoining land uses, including current ground cover descriptions
 - soil management proposals
 - land classes
 - irrigation drainage
 - potential for erosion from wind and water
 - the canopy outline of all existing vegetation on the site and adjacent to it, and
 - Neighbouring and road reserve vegetation status identified.

Note: For site plan Case Study examples refer to the **Buffers Guidelines**.

8. DELEGATION

8.1 The Chief Executive Officer has the delegation to:

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

9. AVAILABILITY OF THE POLICY

9.1 This Policy will be available via the Council's website www.ahc.sa.gov.au.

APPENDIX A

THE BUFFERS POLICY MAY BE APPLIED TO THE FOLLOWING CHANGE OF LAND USE PROPOSALS

CHANGE OF LAND USE PROPOSALS	POTENTIAL INTERFACE ISSUES	POTENTIAL FOR BUFFERS TO MITIGATE INTERFACE IMPACTS (LOW TO HIGH)	BUFFER RESPONSIBILITY
Sensitive receiver(s) or boundary realignment (to facilitate rural residential development) within a rural/hills face zone proposed on land adjacent to an existing primary production operation including an associated value adding industry/shop/function centre use.	Amenity impacts from dust, smoke, ash, noise, smell, light, contaminants, chemical spray drift and irrigation overspray	Medium to High	Proposed sensitive receiver(s) developer (Applicant)
Sensitive receiver(s) or a residential land division within a neighbourhood/township zone proposed on land adjacent to an existing primary production operation including an associated value adding industry/shop/function centre use	Amenity impacts from dust, smoke, ash, noise, smell, light, contaminants, chemical spray drift and irrigation overspray	Medium to High	Proposed sensitive receiver(s) developer (Applicant)
Primary production operation including an associated value adding industry/shop/function centre use proposed on land adjacent to an approved residential land division or existing sensitive receiver(s) in a neighbourhood/township zone	Amenity impacts from dust, smoke, ash, noise, smell, light, contaminants, chemical spray drift and irrigation overspray	High	Proposed primary production operator (Applicant)
Primary production operation proposed on land adjacent to an existing primary production operation under a conflicting land management regime (i.e. viticulture and horticulture)	Operational impacts from contaminants, chemical spray drift and irrigation overspray	High	Proposed primary production operator (Applicant)
Primary production operation proposed adjacent to a significant stand of native vegetation or a watercourse	Environmental impacts from contaminants, chemical spray drift and irrigation overspray	High	Proposed primary production operator (Applicant)

Note: Minimum separation distance triggers have not been recommended as agricultural practices are continually evolving. However as a starting point if a proposed land use is located less than 500m from an existing conflicting use there is likely to be reasonable justification to request information to determine the appropriate application of buffers.

APPENDIX B

VEGETATION SUITABLE FOR BUFFERS IN AHC

The below list identifies species endemic to the Adelaide Hills Council district that have a buffering capacity. Only a limited number of species would be appropriate for each situation. The fire retardance characteristics, as well as growth rate and buffer features need close examination before selecting them. Council staff are available to assist once an initial potential list has been submitted for comment.

The below list seeks to promote the following outcomes:

- consistent with the roadside and/or local natural vegetation
- native vegetation species endemic to the region and found in the local natural setting
- can be sourced from local plant material (for native plants)
- have a relative low 'fire retardance'. Characteristics may include: absence of essential flammable oils; dead foliage not retained in canopy; open spreading branch habit with few fine twigs and self-pruning; bark smooth and shed in plates or dense and persistent [eucalypts are to be precluded 40 metres from residences]
- promotes the use of at least two compatible species to account for 'tunnelling' effect
- require limited maintenance

Additional considerations when selecting plant species:

- soil structure
- soil texture
- other soil features including pH, whether 'saline', waterlogging, water repellent
- average rainfall
- slope
- aspect (compass bearing)
- easements present
- existing vegetation on 'buffer' site
- overhanging vegetation from adjoining properties
- overhanging vegetation from roadside or unmade road reserve
- predominant wind direction and relative strength
- overhead or underground services location
- watering schedule (if proposed) during establishment and thereafter
- frost incidence
- special requests from abutting neighbour/s
- fire fuel load strategy
- replacement (of unhealthy plants) strategy
- any special requirements imposed on site, e.g. CFS
- local native vegetation association description
- list of species for consideration
- list of species not considered desirable
- indicate where the plant material (tube-stock, grown on or seed) will be sourced
- whether establishing in rows or at random / scattered
- row and plant spacing distances (where applicable)
- method, timing and preparation schedule for vegetative buffer establishment

Botanical Name	Common Name	Family Name	Spray	Buffering	Feature	Growth	Form	Rainfall (1)	Growth Rate (2)	Longevity
Acacia verticillata	Prickly Moses	Mimosaceae	y	♀		MH	F		M	
Acacia victoriae ssp. Victoriae	Elegant Wattle	Mimosaceae	y	♀		L	F		M	
Allocasuarina striata	Small Bull-oak	Casuarinaceae	y	♀		L-M	M		M	
Callistemon rugulosus var. rugulosus	Scarlet Bottlebrush	Myrtaceae	y	☼		L-M	M		M	
Callistemon sieberi	River Bottlebrush	Myrtaceae	y	☼		M	M		M	
Melaleuca decussate	Totem Poles	Myrtaceae	y	☼		L	F		M	
Prostanthera behriana	Downy Mintbush	Lamiaceae	y	♀		L-M	M		M	
Santalum acuminatum	Sweet Quandong	Santalaceae	y	♀		L	S			
SHRUB to LOW TREE)<8m height)										
Acacia dodonaeifolia	Stick Wattle	Mimosaceae	y	☼		L-M	F		M	
Bursaria spinosa	Christmas Bush	Pittosporaceae	y	☼		L-M	M		M	
Melaleuca lanceolata ssp. Lanceolata*	Dryland tea tree Moonah	Myrtaceae	y	♀		L	F		M	
TALL SHRUB to LOW TREE (3-8m height)										
Acacia retinodes var. retinodes Hill forma.	Swamp Wattle (Hill)	Mimosaceae	y	♀		L	F		M	
Acacia verniciflua	Varnish Wattle	Mimosaceae	y	☼		H	F		M	
Banksia marginate	Silver Banksia	Proteaceae	y	♀		L-M	M		L	
Dodonaea viscosa ssp. Spatulata	Stick Hop-bush	Sapindaceae	y	☼		L-M	F		M	
Eucalyptus cosmophylla	Cup Gum	Myrtaceae	y	♀		M	M		L	
Leptospermum lanigerum	Silky tea tree	Myrtaceae	y	☼		L	M		M	
Pittosporum phylliraeoides var. macrocarpa	Native Apricot	Pittosporaceae	y	♀		L	S		M	
Santalum murrayanum	Bitter Quandong	Santalaceae	y	♀		L	S		M	
TALL SHRUB to TREE (3-12m height)										
Callitris rhomboidea	Oyster Bay Pine	Cupressaceae	y	☼		L	S		L	
LOW TREE to TREE (5-12mheight)										
Callitris preissii	Murray Pine	Cupressaceae	y	☼		L	M		L	
LOW TREE to TALL TREE (>5m height)										
Eucalyptus fasciculosa	Pink Gum	Myrtaceae	y	♀		L	M		L	
Eucalyptus goniocalyx. ssp. Goniocalyx	Long-Leaved Box	Myrtaceae	y	♀		M	M		L	
Eucalyptus porosa	Mallee Box	Myrtaceae		♀		L	M		L	
TREE (8 - 12m height)										
Allocasuarina verticillata	Drooping Sheoak	Casuarinaceae	y	♀		L-H	M		M	
TREE to TALL TREE (>8m height)										

Botanical Name	Common Name	Family Name	Spray Buffering Feature	Growth Form	Rainfall (1)	Growth Rate (2)	Longevity
<i>Acacia melanoxylon</i> *	Blackwood	Mimosaceae	y	☉	MH	F	L
<i>Eucalyptus viminalis</i> ssp. <i>Cygnensis</i>	Rough-barked Manna Gum	Myrtaceae	y	☉	L-M	F	L
TALL TREE (>12m height)							
<i>Eucalyptus baxteri</i>	Brown Stringybark	Myrtaceae	y	☉	M-H	M	L
<i>Eucalyptus camaldulensis</i> var. <i>camaldulensis</i>	River Red Gum	Myrtaceae	y	☉	L-M	F	L
<i>Eucalyptus dalrympleana</i> ssp. <i>Dalrympleana</i>	Mountain Gum (formerly Candlebark)	Myrtaceae	y	☉	M-H	F	L
<i>Eucalyptus leucoxylon</i> ssp. <i>Leucoxylon</i>	South Australian Blue Gum	Myrtaceae	y	☉	L	F	L
<i>Eucalyptus obliqua</i> var. <i>obliqua</i>	Messmate Stringybark	Myrtaceae	y	☉	MH	M	L
<i>Eucalyptus odorata</i>	Peppermint Gum	Myrtaceae	y	☉	L	M	L
<i>Eucalyptus viminalis</i> ssp. <i>Viminalis</i>	Manna Gum	Myrtaceae	y	☉	M	F	L
EXOTIC VEGETATION (take care to retain consistency with existin landscape as advised by Council)							
SHRUB (1-3m height)							
<i>Banksia hookeriana</i>	Hooker's Banksia	Proteaceae	y	☉	L	F	M
<i>Callistemon brachyandrus</i>	Prickly Bottlebrush	Myrtaceae	y	☉	L	S	M
<i>Grevillea olivacea</i>	Ikuve-leaved Grevillea	Proteaceae	y	☉	L	M	M
<i>Juniperus communis</i> 'Compressa'	Dwarf Juniper	Cupressaceae		☹	M	S	L
<i>Thryptomene saxicola</i>	Thryptomene 'Paynei'	Myrtaceae		☉	L-M	F-M	M
SHRUB to TALL SHRUB (1-5m height)							
<i>Banksia ashbyi</i>	Ashby's Banksia	Proteaceae	y	☉	L	M	M
<i>Callistemon citrinus</i> varieties	Red Bottlebrush	Myrtaceae	y	☉	L	M	M
<i>Callistemon phoeniceus</i>	Fiery Bottlebrush	Myrtaceae	y	☉	L-M	S	M
<i>Chamelaucium uncinatum</i>	Geralton Wax	Myrtaceae	y	☉	L	F	M
<i>Eucalyptus cneorifolia</i>	Kangaroo Is. Narrow-leaved Mallee	Myrtaceae		☉	L	S	L
<i>Grevillea hookeriana</i>	Tooth brush Grevillea	Proteaceae		☉	L	F	M
<i>Melaleuca acuminata</i>	Malley Honey Myrtle	Myrtaceae	y	☉	L	M	L
<i>Melaleuca hypericifolia</i>	Hillock Honey Myrtle	Myrtaceae		☉	L	F	M
<i>Melaleuca uncinata</i>	Broombush	Myrtaceae		☉	L	M	M
SHRUB to LOW TREE (1-8m height)							
<i>Banksia brownie</i>	Brown's Banksia	Proteaceae	y	☉	M	M	M
<i>Banksia ericifolia</i>	Heath Banksia	Proteaceae	y	☉	L-M	M	M
<i>Leptospermum scoparium</i>	Pink tea tree 'Lambethii'	Myrtaceae	y	☉	L-M	M	M

Botanical Name	Common Name	Family Name	Spray Buffering Feature	Growth Form	Rainfall (1)	Growth Rate (2)	Longevity
Melaleuca huegelii	Chenille Honey Myrtle	Myrtaceae	y		L	F	M
TALL SHRUB (3-5m height)							
Chamaecyparis lawsoniana 'Lutea'	Golden Lawson Cypress	Cupressaceae			H	S	L
Leptospermum polygalifolium (prev. flavescens)	Tantoon tea tree	Myrtaceae	y		M	F	M
Myoporum insulare*	Boobialla	Myoporaceae			L	F	M
TALL SHRUB to LOW TREE (3-8m height)							
Acacia trineura	Three-nerved Wattle	Mimosaceae			L	F	M
Arbutus unedo	Irish Strawberry	Ericaceae			M	F	L
Banksia coccinea	Scarlet Banksia	Proteaceae	y		M	M	M
Callistemon viminalis cultivars	Weeping Bottlebrush	Myrtaceae	y		L-M	S	M
Eucalyptus pulverulenta	Powdered Gum	Myrtaceae	y		L-M	F	M
Hakea francisiana	Bottlebrush Hakea	Proteaceae	y		L	M	M
Juniperus virginiana 'Spartan'	Spartan Juniper	Cupressaceae			M	M	L
Leptospermum laevigatum	Coastal tea tree	Myrtaceae	y		M	F-M	L
TALL SHRUB to TREE (3-12m height)							
Juniperus communis	Common Juniper	Cupressaceae			M	S	L
LOW TREE (5-8m height)							
Callistemon 'Harkness'	Gawler Hybrid	Myrtaceae	y		L	S	M
Metrosideros excelsa 'Aurea'	NZ Christmas Tree	Myrtaceae	y		L-M	M	L
Photinia robust	Photinia	Rosaceae			M	F	M
Pittosporum bicolor	Banyalla	Pittosporaceae				MM	L
LOW TREE to TREE (5-12m height)							
Acacia falciformis	Hickory Wattle	Mimosaceae	y		M-H	M	M
Acacia pendula	Weeping Myall	Mimosaceae	y		L	S	L
Banksia prionotes	Acorn Banksia	Proteaceae	y		L	F	M
Cupressus glabra	Smooth Arizona Cypress	Cupressaceae			L	S	M
Eucalyptus cinerea	Argyle Apple	Myrtaceae			M	M	L
Eucalyptus cornuta	Yate	Myrtaceae	y		L	M	M
Eucalyptus scoparia	Willow Gum	Myrtaceae	y		H	M	M
Melaleuca linariifolia	Snow-in-Summer	Myrtaceae	y		L-M	M	M
LOW TREE to TALL TREE (>5m height)							
Acmena smithii*	Lilly Pilly	Myrtaceae	y		M	M	L
Allocasuarina torulosa	Rose Sheoak	Casuarinaceae	y		L-M	F	L
Banksia menziesii	Firewood Banksia	Proteaceae	y		L	S	M

Botanical Name	Common Name	Family Name	Spray Buffering Feature	Growth Form	Rainfall (1)	Growth Rate (2)	Longevity
<i>Eucalyptus nicholii</i>	Willow Peppermint	Myrtaceae		Q	M	F	M
TREE to TALL TREE (>8m height)							
<i>Abies pinsapo</i>	Spanish Fir	Pinaceae		△	H	S	L
<i>Angophora floribunda</i>	Rough-barked Apple	Myrtaceae	y	Q	M	F	L
<i>Casuarina cunninghamiana</i>*	River Oak	Casuarinaceae	y	△	L	M	L
<i>Cedrus deodara</i>	Himalayan Cedar	Pinaceae	y	△	M	S	L
<i>Cupressus lusitanica</i>	Portuguese Cypress	Cupressaceae		□	L	M	M
<i>Cupressus macrocarpa</i>	Monterey Cypress	Cupressaceae		△	M	M	M
<i>Eucalyptus astringens</i>	Brown Mallet	Myrtaceae	y	□	L	M	M
<i>Eucalyptus occidentalis</i>	Flat-topped yate	Myrtaceae	y	□	L	F	M
<i>Grevillea robusta</i>	Silky Oak	Proteaceae	y	Q	L-M	F	M
TALL TREE (>12m height)							
<i>Abies nordmanniana</i>	Caucasian Fir	Pinaceae		△	H	S	L
<i>Abies procera</i> 'Glaucá'	Noble Fir	Pinaceae	y	△	H	S	L
<i>Angophora costata</i>*	Smooth Barked Apple Gum Myrtle	Myrtaceae	y	Q	M	F	L
<i>Picea abies</i>	Norway Spruce	Pinaceae		△	H	S	L
<i>Pinus canariensis</i>	Canary Island	Pine Pinaceae	y	△	L	M	L
<i>Pseudotsuga menziesii</i>	Douglas Fir	Pinaceae		△	H	F	L

Sources:

Sustainable Landscapes – Reducing Fire Risks in Gardens Botanic Gardens of Adelaide, Adelaide, undated –
[http://www.environment.sa.gov.au/botanicgardens/Learn/Sustainable_Landscapes_Project]

Fire Retardant Plants Fact Sheet - Country Fire Service (CFS), Adelaide, 2000

Appendix 2

Buffers Guidelines



Buffers Guidelines



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- 1. INTRODUCTION**
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1. INTRODUCTION

- 1.1 Council is committed to promoting the use of buffers to protect community amenity, human health and safety while facilitating appropriate commercial, industrial or other uses with potential adverse off-site impacts.
- 1.2 This document provides additional guidelines to inform the design and maintenance of buffers where they are required through the application of Council's Buffers Policy.
- 1.3 The Council will review and update these Guidelines periodically in conjunction with its policy review process and on an as needs basis.

2. PURPOSE

- 2.1 The purpose of these Guidelines is to:
 - 2.1.1 Provide an outline of the common impacts, contextual and site specific issues that should be considered to ensure that the design, implementation and ongoing maintenance of buffers is effective.

3. ADDITIONAL ADELAIDE HILLS CONTEXT

- 3.1 In recent decades significant changes in farmland use from vegetables to grazing to horticulture has transformed much of the Adelaide Hills region. At the same time, horticultural land management practices tend to use more specific and directed pesticide and fertiliser applications replacing previous farm practices used in broader animal grazing situations.
- 3.2 Increasingly older technology in horticulture is being replaced by new and 'cleaner' techniques. This is particularly seen with 'direct action low potency low concentration' spraying technology in the viticultural industries.
- 3.3 Towns and settlements have developed to their limits and often abut farmland. There has also been a marked and increasing demand for rural living, hobby farming and other quasi-residential development.
- 3.4 Bona fide vigneron (wine makers) and horticulturalists often fear legal action through spray drift, noise pollution, nutrient leakage, chemical trespass and other matters which the newly-settled residents now experience in these areas where the 'right-to-farm' existed for many years, without complaint.
- 3.5 Development of housing and services within residential and Rural/Country Living zones may also create tension with adjoining land uses that have commercial rather than social issues as their primary focus.
- 3.6 The Planning, Development and Infrastructure Act 2016 and the Planning and Design Code sets out the adopted policy for development in the Adelaide Hills Council. In particular, within the Productive Rural Landscape Zone and the Hills Face Zone where the following outcomes are sought:
 - i. maintenance and enhancement of natural resources
 - ii. protection of the Watershed, namely adequate and good quality water, as a vital part of Adelaide metropolitan area's water supply

- iii. protection for ongoing and sustainable use of land for agricultural and horticultural production
 - iv. preservation and restoration of remnant native vegetation and faunal habitat;
 - v. enhancement of amenity and landscape, and
 - vi. preservation and enhancement of the existing natural and/or rural character.
- 3.7 Existing residents and farmers are encouraged to review current practices and to enhance their properties by developing landscaping and buffers between differing land activities.
- 3.8 When new proposals for viticulture, orchards and other more intensive horticultural activities arrive via a change of land-use application Council can face objections by those living adjacent to these new developments. There have been circumstances where these land-use applications have ended up in court with the attendant expense of legal representation being borne by the applicant, objector and Council. The acrimony, in such circumstances, can continue for years.
- 3.9 The Buffers Policy supported by these Guidelines attempts to solve some of the problems upfront through the assessment process.

4. BUFFER MITIGATION CONSIDERATIONS

- 4.1 The following outlines mitigation considerations that buffers should seek to address.
- 4.2 Consideration to the following should guide the site assessment and inform both the design and maintenance requirements of buffers. The benefits of using buffers to separate land uses to address the various mitigation considerations is summarised in **Appendix B**.

4.2.1 Biodiversity

- 4.2.1.1 Areas of significant biodiversity, including native vegetation and natural fauna habitat, are to be protected. These areas may include adjoining land in public ownership or land in private ownership.
- 4.2.1.2 A landscaped vegetative buffer could act as part of a biodiversity corridor to protect fauna through enhancement of the habitat.
- 4.2.1.3 Development proposals should incorporate a design strategy that incorporates Council's revegetation program on road reserve or reserve lands. This is intended to protect the existing remnant vegetation on site, on neighbouring land and road reserves.
- 4.2.1.4 Plant species selection is critical when considering inclusion of a biodiversity component into buffering design. Native plants can assist in bird management in crops as well as providing a home base for natural predators of mammal and invertebrate farming pests.

4.2.2 Visual Screening

- 4.2.2.1 Adjacent buildings may consist of a broad range of uses including dwellings (with surrounding garden areas), vehicles and/or produce storage, workshops and shade-houses, animal yards and housing, packing and sorting sheds, fenced-off free-range birds raising and plant nurseries.

- 4.2.2.2 There needs to be a high degree of care and sensitivity exercised for a new land uses that may abut an existing development. This applies to new residential development abutting existing farmland use and vice versa. The use of buffers is one way to achieve such care and visual sensitivity.
- 4.2.2.3 Vegetative buffering is usually recommended for visual screening. Selection of species and sowing schedule should be in accordance with Agency information sheets and accepted horticultural and general farming practices. This should result in an attractive stand of trees, shrubs and underlings enhancing the district's landscape. A landscape mound with or without vegetation, can in some localities be an effective screen as well.

4.2.3 Nutrient Arrest and Chemical Trespass

- 4.2.3.1 The farm management strategy indicated in the development application should include, where relevant, provision to filter waste runoff and to dispose of it off site. A sufficiently deep open buffer may be useful on slight slopes. However the area of ground required compared with a vegetative buffer alternative is likely to promote a vegetative buffer.
- 4.2.3.2 Native vegetation in particular can assist in the arresting of nutrients within a watercourse. In these situations it will be necessary to trap the nutrients and sediments before they travel downstream into State water catchments, streams and private dams. Whilst the interception rate for chemicals and pathogens is less understood, vegetative buffering with ground-hugging species such as reeds, rushes and grasses can capture up to 95 per cent of nutrients, and thus filter chemical trespass. A management strategy to harvest the nutrient load stored within the plant would be required. The harvesting will stimulate more healthy growth of the vegetative stand to better continue this filtering action.
- 4.2.3.3 There is little research with respect to chemical pesticide interception. However it is recognized that the most difficult interception would be in cases where steep slopes predominate, prolonged rainfall and wet soil conditions prevail and high intensity spraying regimes are in practice. Proposed development in these areas and with such regimes need to supply sufficient and appropriate particulars for buffer design to protect watercourses and drainage areas.

4.2.4 Spray-drift

- 4.2.4.1 Emission of airborne particles and particularly chemicals should not cause an environmental nuisance or harmful effects external to the proposed site.
- 4.2.4.2 These general guidelines apply to any spray application technology, chemical potency grouping or competency in land management. If current best practices using newer technology (less drift output of lower potency and lesser concentration) and ecologically sustainable management techniques are agreed to in developing up a buffer proposal, buffering and separation of land uses may well be modified in favour of the farming enterprise.

- 4.2.4.3 All three types of buffers may be applied to contain spray drift under certain circumstances. The prescriptive design may differ as described below:
- i. A constructed buffer normally serves merely as a temporary measure where it is desirable to have a vegetated buffer component in separating land uses. The depth of a constructed buffer limits its ability to retain particles compared with a multi-rowed vegetative buffer.
 - ii. If visual impact is not an issue a constructed buffer may be the appropriate form of buffer in combination with an open and/or vegetated buffer design.
 - iii. An open buffer will take more land out of production than a vegetative buffer. It may be required where fire risk is critical, or an open space is incorporated into the layout of the venture in any case and is hence used for the dual buffer and enterprise purpose.
 - iv. Normally spray drift buffering involves a vegetation component. Introduction of vegetated buffers reduce airborne drift including some dust and odour fumes, depending upon topography, atmospheric inversions and wind speed and direction. Where appropriately designed a vegetative buffer reduces the speed of travel of particles and collects the particles on their way through.

*Note: For additional mitigation considerations relating to Spray Drift refer to **Appendix B**.*

4.2.5 Odour

- 4.2.5.1 Odour from primary production activities can be caused by pesticide sprays and fertilizer applications as well as animal wastes.
- 4.2.5.2 The conventional primary producer generally accepts odour creation, but the infiltration of hobby-farms and quasi-residential development into traditional farming areas has and will continue to cause problems where land practices and personal expectations conflict.
- 4.2.5.3 Odour emission is a subject of complaint and is often related to off-site chemical spray drift where there may be no actual evidence of toxic exposure. The frequency, intensity, duration and offensiveness of the odour influence the factors affecting complaints. An objectionable odour can be tolerated if the occurrence is infrequent, but, on the other hand, may not be tolerated if of longer duration. Levels of tolerance also change from person to person due to sensitivity and expectations.
- 4.2.5.4 Buffering for inversion layers and other airborne odour transference is difficult. A vegetative planting of sufficient height that is close to the emission site may have some effect although no art of buffering can counter certain atmospheric conditions such as an inversion layer. Smells

caused by animal and bird wastes in particular cannot be arrested to any great degree.

- 4.2.5.5 Odour control is primarily by good management of materials and activities that give rise to smells. Establishment of a densely planted and attractive tree and shrub buffer to screen the source of odour and also, in some cases, to help reduce the impact is highly desirable.

4.2.6 Dust

- 4.2.6.1 Dust, smoke and ash can emanate from primary production activities. Cultivation can cause drifting of topsoil. Farm traffic, transport of machinery and livestock will occasionally generate dust from private lane-ways and public roads.
- 4.2.6.2 Although the occurrence might be infrequent or seasonal a barrier to arrest dust transference may be desirable in certain circumstances.
- 4.2.6.3 A vegetative form of buffering is relatively effective in reducing dust movement provided there is sufficient space and adequate growing conditions provided for an effective screen. A constructed buffer may be appropriate in the initial establishment but is not generally recommended in the long term due to visual impacts.

4.2.7 Wind Damage

- 4.2.7.1 The protection of crops and stock from detrimental effects of wind is essential to a well-managed viticultural, horticultural or grazing enterprise. A windbreak may increase productivity within a distance 10 times the height of the effective buffer. A buffer planting of suitable species can break the intensity and turbulence of wind and prevent:

- Retarded growth of fruit
- Damage to trellis systems
- Unravelling of vines from cordon wire
- Unwanted chemicals reaching the crop or pasture from neighbouring spray regimes
- Stress in grazing animals
- Overeating by animals
- Loss of condition and general animal health

- 4.2.7.2 Vegetative buffering is encouraged in sympathy with the local landscape. Constructed protection may be justified but usually as an interim measure until a vegetative buffer design is effective.

Note: Forestry SA and PIRSA provide advice for design strategies for wind protection.

- 4.2.7.3 Certain varieties of trees and shrubs have a propensity to branch and limb snapping. This can cause major damage where overhanging property, roads or other public places. It is recommended that large species known

to be prone to branch collapse and that may cause property damage and danger to persons be avoided.

- 4.2.7.4 Where appropriate, Council will consider revegetation projects on road reserves to assist in creation of windbreaks. Council Biodiversity Officers can assist in the selection of appropriate species to suit the relevant function where landholders are seeking to revegetate road reserves.

4.2.8 Noise Emissions

- 4.2.8.1 Problems regarding noise rarely cause trouble between primary producers. However, where residential, rural-residential and hobby-farm occupants find the noises disruptive and contrary to their own expectations complaints can arise.

- 4.2.8.2 There are five types of common noise associated with farming land uses:

- mechanical equipment such as tractors, harvesters and spray equipment (intermittent/seasonal noise)
- irrigation pumps and cold store refrigeration plant (frequent and sometimes constant)
- aircraft (seasonal short duration)
- livestock/ intensive animal keeping (intermittent – feeding, loading operations)
- crop protection devices such as gas guns, audible bird scaring devices and frost fans (seasonal and intermittent)

- 4.2.8.3 Noise emission controls anticipate all of the above noises as normally associated with rural activities, since these noises are expected as part of farming areas. However, such noise must be within reasonable and practicable industry noise measurements.

- 4.2.8.4 Irrigation pumps and plant engines can be partly muffled by structures around them.

- 4.2.8.5 Frost fans have been more recently proposed as part of vineyard development. Based on current advice they are discouraged in the Adelaide Hills due to aesthetic and noise issues.

- 4.2.8.6 Noise abatement or reduction may be feasible using a constructed buffer zone.

- 4.2.8.7 Vegetation will screen the activity but will not have much effect on noise reduction.

4.2.9 Wandering Stock

- 4.2.9.1 The best deterrent for livestock and domestic animals wandering off a property is responsible owner control. Where animals naturally wander around the property a constructed or vegetated buffer can be appropriate. The selection of plants for a landscape buffer should be with regard to soils, climate biodiversity and maintenance issues.

- 4.2.9.2 Wherever possible the structure used should fit in unobtrusively with the surrounding landscape. The critical features however must be the buffer's ability to contain the animals within their designated paddock.
- 4.2.9.3 General principles as stated above apply to stock control with regards to the selection of plant species and consideration of style of constructed fencing / buffering. Due use of design techniques or solutions that address neighbours' concerns would go a long way to resolving matters quickly with Council.

5. CRITICAL BUFFER DESIGN CONSIDERATIONS

- 5.1 After assessing the various mitigation objectives of a buffer the following site and design factors should be considered to ensure a proposed buffer effectively responds.

5.1.1 Landscape Character and Native Vegetation Value

- 5.1.1.1 The eastern parts of the Adelaide Hills region are renowned for the 'Heysen landscapes' in which large eucalypts in grazing settings are highly valued. The absence of a healthy native understorey and effects from stock compaction and higher nutrient loading is already stressing these iconic trees. The introduction of small landholdings, horticulture and hobby farms has further eroded the landscape of studded native vegetation stands.
- 5.1.1.2 With this in mind, the planting of hedgerows of foreign species is to be avoided particularly where this will result in compartmentalised paddocks. Similarly, location of buildings on ridgelines is also to be avoided since this further creates a 'hemmed in' landscape. New buildings should be sited below ridgelines and therefore located so that they integrate with the existing landform and visible landscape.
- 5.1.1.3 All development should fit in with the existing landscape especially its scenic beauty (refer to Diagram 1). Establishment of trees/shrubs/groundcover and grasses on site should provide an aesthetically pleasing landscape that complements the surrounding environment.

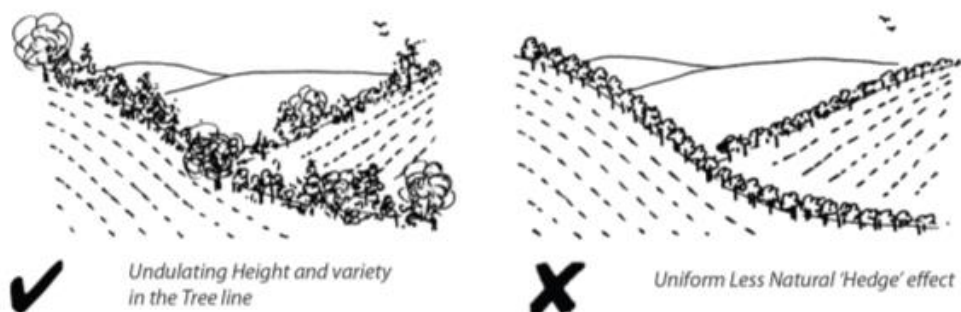


Figure 5.1: Vegetative buffer 'Best Fit' design within the existing landscape.

5.1.2 Topography

- 5.1.2.1 The layout of the farm property needs to respond to topography. Advice should be sought from Natural Resource Management Boards & PIRSA relevant to the type of production. Care should also be taken on flood plains to ensure buildings and other structures are above the 1 in 100 flood plain level.
- 5.1.2.2 Minimisation of pollution (noise, odour, spray) is possible by adapting the development to the landscape features of the site and its surrounds. Where the proposed buffer design involves clearance or establishment of vegetation, try to select species complementing the local landscape, be it natural and/or cultural in character.

5.1.3 Local Climate

- 5.1.3.1 The local or microclimate of a development site comprises aspect, rainfall, temperature, prevailing wind direction and frost prevalence. An application should give due regard to these features, Council will discern and recommend through discussion and conditions where certain crops will be grown and where buffering may be required. For example vineyards/ vegetable growing in low rainfall/ rain-shadow areas will require water from bores or dams if off-peak mains are too distant. Prevailing wind direction will affect the orientation of vineyard rows and the location of intensive bird/ animal sheds.
- 5.1.3.2 Updraughts of cool air below warmer air causes thermal inversion that typically supports extensive spray drift distances. Cold valley breezes may also create detrimental conditions for spraying. Relatively neutral (balanced vertical air movement) conditions for spraying are generally achieved during cool mornings.

5.1.4 Soils

- 5.1.4.1 Soil types and slopes are critical to the property management plan to be submitted. Some soils are resistant to water retention, yet others may be subject to bogging. Each requires different management techniques and some soils subject to salinisation will be unsuitable for certain crops altogether. A plan showing land classifications is critical to the proper management of a property in any case. Such a plan will assist in considering animal densities and/or machinery use allowable to maintain the 'good health' of the soil.
- 5.1.4.2 Council may refer an application to a Natural Resources Management. The NRM's assessment will rely on authentic information provided by the applicant.
- 5.1.4.3 Likely erosion and sedimentation must be retained using revegetation, vegetated drainage lines and filtering and sediment traps to prevent soil moving off property. Where the slope of land for cultivation is greater than 12 per cent and / or the soil depth is less than 400mm; the applicant should outline measures that will contain soil movement.

5.1.5 Vegetation

- 5.1.5.1 Existing vegetation is a critical issue in any development. It provides shade and protection from harsh effects of climate; visual benefit to the scenic environment; refuge for native birds and animals; arrest of salinity and erosion and various benefits to the human psyche. A list of bushland invasive plants has been provided in Appendix D.
- 5.1.5.2 Remnant vegetation on site and abutting the application site shall not be damaged (defined as 'clearance' under the Native Vegetation Act 1991). Impacts on living parts above and below ground such as: spray drift; compaction of soil from livestock and/or machinery; modification of surface water flows or pollution of the ground/surface water supply; and actual trimming of vegetation are more likely causes of what is defined as 'clearance' under the Native Vegetation Act. Any damage to living parts above or below ground of a native plant is not acceptable without approval from the Native Vegetation Council.
- 5.1.5.3 This applies to stands of vegetation and solitary plants of any native (to South Australia) of any height. It refers also to plants overhanging a property or where insidious chemical/nutrient damage may enter into a neighbouring property. If it is intended to damage native vegetation then 'clearance' permission from the Native Vegetation Council, be produced before or at the same time as submitting a Development Application. Otherwise the Development Application cannot be processed.
- 5.1.5.4 In addition to the Native Vegetation Act stipulations, under the Development Plan, a 'regulated tree' or 'significant tree' within a township or within the Hills Face Zone requires a Development Application for removal or pruning. Essentially any vegetation, native or otherwise, that has a 2 metre girth or greater at 1 metre from ground (or the cumulative total girths for multi-stemmed trees), is defined as 'regulated'. A tree with a girth of greater than 3 metres may be defined as 'significant'. In Medium or High bushfire protection area (all townships and the majority of the Adelaide Hills Council excluding Rostrevor, Woodforde, Teringie & Montacute), clearance of regulated trees may be undertaken if the tree is within 20 metres of a dwelling. An information sheet is available clarifying details about 'regulated' and 'significant' trees.
- 5.1.5.5 No new farming activity should be permitted within 50 metres from the edge (Canopy drip-line edge) of stands of native vegetation that are 5 ha or greater in size.
- 5.1.5.6 Farm operations, including movement of vehicles and equipment; adjacent stands or solitary vegetation less than 5ha in area; shall be restricted to no closer (whether above or below ground level) than necessary from the canopy drip-line or foliage edge of any native vegetation older than 10 years. This is a farm operational distance and is often 5 metres from a row or 8 metres from a headland where present. Note, this guideline applies to all native vegetation within and/or overhanging the said development site.

5.1.6 Road Reserve Vegetation

- 5.1.6.1 Council seeks to retain and enhance its road reserves. It uses the Road Reserve Marker System (RMS) procedure to identify and assist in protection of sites of special environmental significance. This assists in complying with legislation supporting conservation, heritage and land management. All sites are recorded and regularly monitored. The more significant sites are physically marked along sections of the road reserve network as demonstrated in Figure 5.2. Unmade road reserves hold a special place and should be treated as a discrete land parcel with regards management within and across the boundary by both Council and landholders (refer Diagram 3). Details of Council policy for road reserves and the RMS are available by referring to the Council Road Reserve Management Plan 2000.
- 5.1.6.2 Any revegetation proposed on the road reserve requires Council approval. On roadsides, the species used and the method of establishment and management strategy must be safe for the passage of vehicles, for which purpose the road exists.
- 5.1.6.3 Privately undertaken planting within road reserves therefore requires the Council's approval. If Council agrees to incorporating roadside land as part of a buffer, the vegetation should be planted no closer than two (2) metres from the edge of the road shoulder, to avoid the danger of collision by vehicles. The majority of Hills roads are narrow and do not allow for much driver error. Inadequate sight-distances and adverse camber are elements, which require careful consideration when roadside planting is proposed.

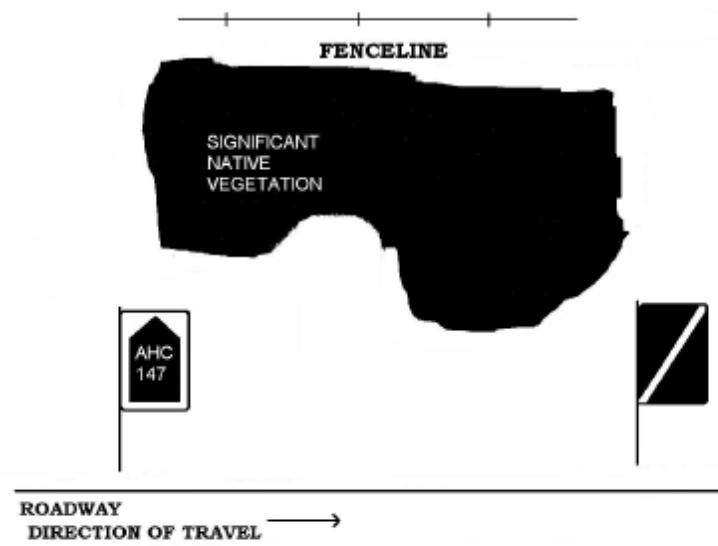


Figure 5.2 (not to scale): Road Reserve Marker System identifies high conservation linear zones

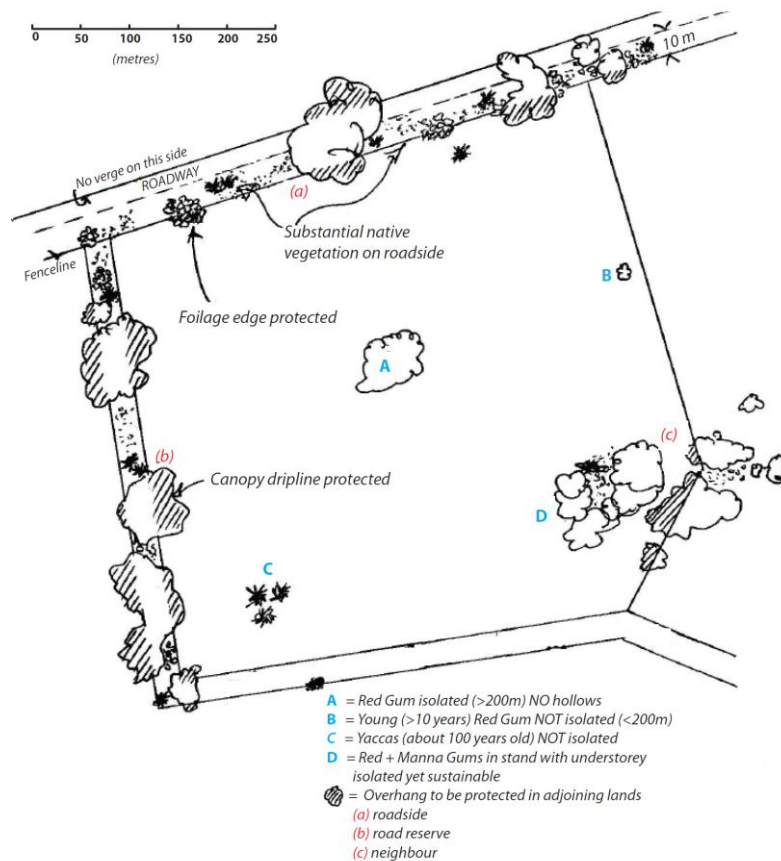


Figure 5.3 (not to scale): Measures to protect existing native vegetation.

5.1.7 Watercourses

- 5.1.7.1 Watercourses and drainage lines in the Adelaide Hills either contribute to the supply of drinking water to the Adelaide metro region and/or health of the immediate and downstream environment. Issues such as salinisation, ground and water table depletion and soil instability need to be addressed. Careful regard must be given to any development, which could affect water quality within streamlines. A drainage plan and an explanation as to how other likely impacts will be addressed should be included in a property management plan.
- 5.1.7.2 Watercourses, in the legislative sense, are lines shown blue on topographic maps at scale 1:50 000. These watercourses are protected under various statutes with respect to works to be undertaken within certain distances from the bank and / or centreline of the watercourse. However, property owners should be also aware of and document water flows over and above the 1:50 000 water courses.
- 5.1.7.3 Remnant (remaining native) vegetation near watercourses needs to be retained and often a supplementary planting for erosion control and filtering of nutrients in run-off water may be required. In some cases, bunding may be necessary to divert animal wastes or wastewater.

- 5.1.7.4 Sources of water should be stated quite clearly in any proposal. Provision of water for crop irrigation has become a major issue of water supply in the State. Development is not to have an adverse impact on the surface or underground water resource. The development must not compromise the utilization, conservation and quality of the water resource nor the capacity for natural systems to retain the environmental flow and water quality.
- 5.1.7.5 Water catchment regions are proclaimed in respect of controlled take-up of water through the State Government's Water Allocation Plans. Drilling for water has been prevented in some areas of the State. Off-peak water and water licenses are becoming the norm in our rural areas.
- 5.1.7.6 Off-stream water storage or recharging of bores is necessary if off-peak water is to be bought and stored. These details need to be clearly shown on a property plan.
- 5.1.7.7 All action in or adjacent to a water drainage line or holding structure shall retain or enhance the chemical, biological and physical quality and environmental flow rates.
- 5.1.7.8 Typically conditions may include:
- Appropriate separation distance (usually 75 metres) that may include a component of vegetative buffering, from the centreline of a watercourse
 - No buildings within 50m of a watercourse shown on a 1:50 000 topographic map scale
 - No cultivation in any drainage line nor within 20 metres of a stream bank
 - Neither ground surface nor aerial application of chemical spray or fertilizer to ground cover within 25 m or 200m respectively of a stream centre line
 - Water storage to be appropriately buffered to avoid contamination.
 - Dams should have an up-stream silt/nutrient trap recommended at 1/10 of the size of the dam, vegetation planted around the dam and silt trap. Trees should not be planted.
 - Variable depths in the dam for improved aquatic habitat.
 - Control of stock access into the dam and watercourse.

5.1.8 Sensitive Receivers

- 5.1.8.1 A sensitive receiver in terms of land-use change may be a dwelling, rainwater collection point, an adjacent industry requiring 'clean production,' a watercourse or local drainage line, another agricultural enterprise or a school or public meeting place.
- 5.1.8.2 Buffer separation between conflicting uses is often the best way to resolve potential conflicts.

- 5.1.8.3 All planning applications for change of land-use should clearly show near and adjacent land-uses on the site assessment plan. Width of buffer can vary with the particular land use.

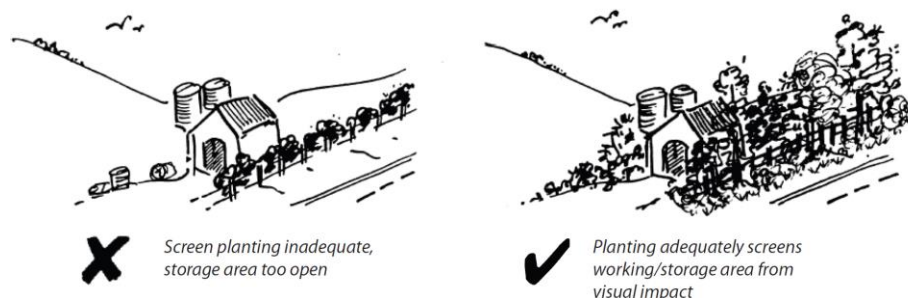


Figure 5.4 (not to scale): Adequate planning is essential for an effective vegetated buffer.

5.1.9 Bushfires

- 5.1.9.1 A majority of the Adelaide Hills Council District is located within High and Medium Bushfire Overlay areas.
- 5.1.9.2 Bushfire provisions provide guidelines for the siting of dwellings, provision for access of emergency vehicles, provision of water supplies and fire-fighting equipment, and guidance on landscape and fuel clearance.
- 5.1.9.3 Whatever buffer design is established the applicant is responsible for keeping the level of fuel load to a minimum during the fire danger season. Ideally the ground level fuel height should be 10 cm or less as part of a fire management strategy.
- 5.1.9.4 Species should be selected for 'fire safety' rather than 'fire resistance.' This is referred to as 'relatively fire retardant.' Ideally the species selected should not hold onto dead foliage in its canopy; that is they are self-pruning. For preference, the species should have a relatively smooth stem/trunk and the bark should either be shed in plates or be persistent. If the leaves are sappy, they should have a low volatility on heating and not add to the fire risk.
- 5.1.9.5 These suggestions need to be modified where a biodiversity corridor or a native revegetation program is proposed.
- 5.1.9.6 There is strong evidence that the protection value from radiant heat and sparks by well-grown vegetation (with relatively low flammability rating) is greater than the risk posed by the combustion of the vegetation. This is only the case where buildings are adjacent and immediately downwind of such plantings.
- 5.1.9.7 Information required from the Country Fire Service when a development is referred to them for a buffer planting includes:

- effects on existing native vegetation from potential bushfire
- retention and protection of existing native vegetation species
- water run-off control technique
- gradient
- access dimensions and availability from roadside and adjoining land
- fire-fighting equipment and water storage details
- production plant impedence for fire suppression actions
- between row cover crops and management (where relevant)
- mulching practices
- management strategies to limit or inhibit spread of fire

5.1.10 Residential Development

5.1.10.1 Where the application is principally for residential development either within a designated township or settlement policy area or on land zoned for rural or rural / country living purposes the guidelines provided here apply. It does not necessarily follow that there is room for negotiation with an adjoining existing land use operator to amend work practices just because a residence is to be established nearby. The developer is encouraged to negotiate for an amiable solution to problems likely to impinge on a residential site. Issues such as spray drift, dust, noise and visual degradation are the more likely concerns from a residential point of view. Matters such as soil erosion and chemical trespass at ground level and in the water, table may require alteration to the existing land use management strategy in conjunction with the new developer.

5.1.10.2 In all these cases the new developer needs to provide solutions to counter environmental, health and social issues before presenting an application to Council. The costs of buffering should normally be borne by the new developer, except where agreement can be reached between the adjoining property owners.

5.1.11 Enterprise Protection

5.1.11.1 The layout of a farm property and the provision of buffers should involve an integrated program for the management of rabbits, hares and foxes, native and introduced birds.

5.1.11.2 Buffer design in particular vegetation, can increase or decrease impacts on production.

5.1.12 Property Management Practices

- 5.1.12.1 A property farm management plan is required to be attached to each development application for change of land use. The details required will vary with the development proposal. Property management practices will vary from property to property. Both farming and residential proposals abutting each other will have certain separation requirements to be met.
- 5.1.12.2 Care will need to be taken with regard to weed and fire risk in buffer design.
- 5.1.12.3 The property management plan should include a log and operational plan that describes the atmospheric conditions during time of spraying or fertilizer application.
- 5.1.12.4 Codes of Practice (pesticides), aspects of Chemical Accreditation, and compliance with the Agricultural and Veterinary Products (Control of Use) Act 2002, all need to be observed closely.
- 5.1.12.5 In many situations it is possible to avoid 'acrid smelling' chemicals since there are alternative brands on the market that are far less offensive. Training programs are essential for those operating spray equipment in agricultural and horticultural land uses.
- 5.1.12.6 Noise abatement, visual screening, stock barriers, amenity planting, habitat corridors, odour filtering and other reasons for buffering a development from adjoining land use may require similar adherence to Codes of practice and legislative stipulations.
- 5.1.12.7 Alternative management strategies may well reduce the impact of the proposed development through newer technology, smarter working and closer consultation with all stakeholders before, during and following establishment of the new development.
- 5.1.12.8 Residential developers are encouraged to consult first with adjoining landholders; especially where there is an obvious difference in land use in existence to that proposed.
- 5.1.12.9 This will not only reduce potential litigation but also smooth the process for an application before Council.
- 5.1.12.10 A cautionary approach to monitoring spray drift is to regularly talk with neighbours within an 'sensitivity awareness zone,' typically 100m, from the development. This should satisfy concerns of neighbours and any agencies seeking historical information relating to duty of care.

APPENDIX A

BENEFITS AND DISADVANTAGES

The **benefits** of using buffers to separate land uses are:

Benefits	Buffer Type		
	Open	Vegetated	Constructed
Increased value (perceived or actual) to the landscape quality of an area		✓✓✓	
Increased value (perceived or actual) to the biodiversity value of an area	✓	✓✓✓	
Screening of views between conflicting land uses and/or buildings		✓✓✓	✓
Retention of unwanted irrigation and nutrient run-off that may enter watercourses	✓	✓✓✓	
Retention of chemical spray run off that may cause trespass neighbouring properties	✓	✓✓✓	
Protection/reduction of chemical spray drift from one property to another	✓	✓✓✓	✓
Minimisation of airborne odour		✓	
Bushfire protection		✓	
Filtering of dust emissions from primary production land practices		✓✓✓	✓
Reduction in damage caused by wind		✓✓✓	✓
Increased production by providing shelter for a variety of crops/grazing animals from the elements		✓✓✓	✓
Reducing noise impacts from plant and machinery		✓	✓✓✓
Lowering of water tables in wetter areas susceptible to salinisation		✓✓✓	
Increased protection of some crops from wandering or stray animals		✓	✓✓

At the same time, there are some **potential disadvantages**. These limitations require sound management strategies which incorporate appropriate buffer design principles:

Potential Disadvantages	Buffer Type		
	Open	Vegetated	Constructed
Frost damage to crops may be increased, via reduction of air flow		✓	✓✓
Growth rate of crops may be reduced due to limited solar exposure if the height of the buffer restricts sunlight entry to the crop		✓	✓✓
Crop pests may be harboured	✓	✓✓	
Competition for soil moisture	✓	✓✓✓	
Risk of bushfire fuel load build up	✓	✓✓✓	
Host areas for weed proliferation	✓✓✓	✓	

APPENDIX B

ADDITIONAL MITIGATION CONSIDERATIONS RELATING TO SPRAY DRIFT

Spray Drift

A major environmental impact that frequently requires a separation distance to more sensitive areas is chemical spray drift.

Biological Efficacy

A number of variables determine the relative efficiency of spray reaching its target and potential for off-target drift:

- Pesticide formulation
- Dilution rate
- Sprayer configuration
- Nozzle type
- Nozzle size
- Spray pressure
- Post spray shielding
- Air volume (for air blast equipment)
- Crop row and plant spacing
- Travel speed
- Crop configurations (hedging versus open design)

Factors to consider in design to reduce spray drift potential include:

- degree of sensitiveness
- topography
- weather effects, particularly temperature, relative humidity and airflow dynamics such as thermal inversion layer and katabatic (downhill) wind flow
- wind direction & force
- water recharge / protection areas and locations of watercourses / wetlands
- risk to water table (rising salinization or otherwise)
- scenic amenity and other tourism features
- remnant vegetation of high conservation value (either as an association and/or a specific species or both)
- application method
- toxicology of materials used
- release height
- spray pressure (higher increases drift potential)

Vegetative Buffers slow the airflow and catch and retain material as droplets travel through. Thin, rough foliage from base to crown is preferred, located as close as practicable to the impact point of release or the target height whichever is the greater. A vegetative buffer is more effective when greater than five (5) metres tall with 50 per cent porosity in a mixed tree / shrub multiple row configuration.

Nozzles and Application Rates

Droplet size is the single-most key factor to control drift in crops such as vines, flowers and vegetables that are sprayed overhead. In orchard situations crop canopy characteristics are of similar

importance to droplet size and wind speed and direction. Whilst the ideal droplet size is greater than 250 microns, droplets are never consistently one size in all but the most accurate and recently calibrated equipment.

Spray nozzle design itself and associated wear does not produce consistent droplet size.

Therefore a cautionary approach to acceptance of manufacturer advice as to droplet size is necessary. It is accepted that where the 'cautionary' (i.e. minimal for the nozzle and pressure used) droplet size exceeds 250 microns (or visible size); spray drift is definitely reduced compared with smaller droplet sizes.

The industry uses a wide range of nozzle design. Each type has characteristics that impact on spray drift potential. Of the five standard types of nozzles only one, Controlled Droplet applicators (CDA) can adequately demonstrate some reduction in variability of droplet size.

The more conventional hydraulic applicators produce a wide range of droplet size that are applied at a relatively high concentration (30 to 1000L/ha) depending on crop type. Broadacre application is normally at 50-100 L/ha and horticultural application 200-1000 L/ha.

Electrostatic nozzles only deliver small droplets. Air induction nozzle droplet size is difficult to measure. Air shear type nozzles produce variable and generally smaller droplets.

CDA technology is preferred because the cautionary droplet size can be increased to be consistently greater than 250 micron and it is applied at a lower application rate in the order of 3 to 100 L/ha. Where such technology is advised in an application and the applicant confirms larger droplet size will be calibrated in all spraying operations, a concomitant buffer design reduction will be favourably considered. This will particularly apply where a protective shielding to physically intercept the drifting droplets is also incorporated into the design of the spray equipment.

Chemical Potency

The relative potency measured as either a mean acceptable working day exposure level (MAWDEL) or 50% lethal dose (LD50) varies considerably with the target pest or disease. Where the MAWDEL and/or LD50 for chemicals proposed for use are rated as 'hazardous' or greater a more stringent and cautionary buffer design will be required.

The converse may not necessarily apply, where the demonstrable level of management is inadequate for instance.

Various industry bodies produce literature outlining relative potency for chemicals registered for that industry. Occupational health and safety exposure levels are guides only. Consideration should be given to assuming the recipient of any chemical trespass or drift will be more sensitive than normal to account for operator error and unexpected site conditions beyond the control of the operator. In all cases the applicant is encouraged to deliver with low volume high efficacy as a goal in spray operations.

Aerial Spray Application

A much larger buffering design is required for aerial application of chemicals and fertilizers. This is a specialist field and an applicant will be required to justify use of this application method as opposed to a ground-based application. The Farm Chemicals branch of PIRSA will provide advice and operational guidelines. There are also restrictions and protocols prepared by the aviation industry.

Spray Drift and Slope Factor

The slope of the land will often dictate the need for a taller buffer than would be required on level ground. In steeper parts of the Adelaide Hills crops may be grown at a higher elevation than the sensitive receptor. The following diagram (7) indicates the need for a taller buffer height relative to the spray output point or other impact features to be buffered.

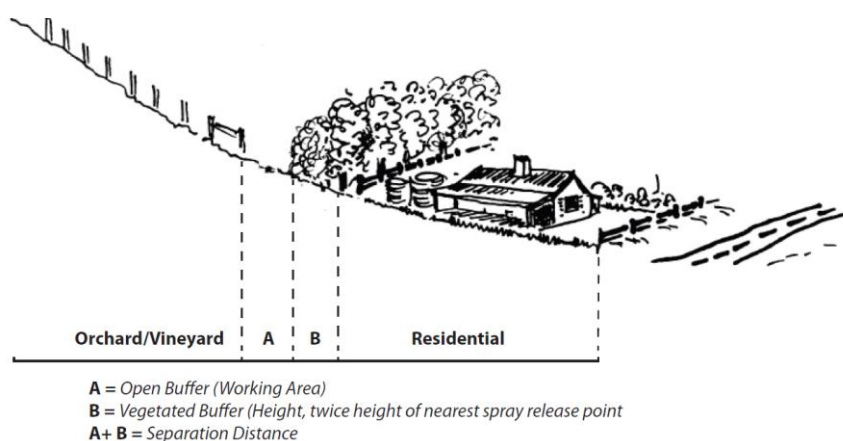


Figure B1 (not to scale): Vegetated buffer height is critical in relation to spray output height on sloping land.

When to Spray

Where the sky is clear at night, the ground can lose heat rapidly in a dry climate. Air close to the ground becomes cooler than air above causing a surface temperature inversion ('warmer higher' rather than the normal 'cooler higher'). Presence of a thin layer of dust or smoke indicates there is an undesirable surface temperature inversion, often associated with a clear night sky beforehand, with still or very low air flow (refer diagram 9). This effect tends to occur under very low wind speed conditions. Spraying operations in particular should be avoided under such conditions since small droplets (<250 micron) can remain airborne for long periods within an inversion layer. This can cause drift several kilometres away.

Ideally spraying should take place under 'neutral' conditions where atmospheric temperature decreases with height. Such conditions usually occur with a cool breeze in the morning. A crosswind is best. Avoid temperatures greater than 35°C combined with relative humidity less than 40 per cent.

General points of Good Practice include:

- always use the least toxic/most effective pesticide
- rotate chemical types to avoid the build-up
- regularly communicate with neighbours regarding proposed spray schedules
- observe and record weather conditions in a permanent log, to determine optimal spraying periods
- spray equipment to be constantly calibrated, maintained and recorded in a log
- spray when atmospheric conditions are appropriate i.e. no thermal inversion
- spray only when wind is light and variable in direction and strength, and

-
- if possible, spray with a cross wind, then progress upwind such that unsprayed downwind section is used to retain spray drift.

APPENDIX C

CASE STUDY EXAMPLES

In all instances, a separation distance between primary industry and other land uses, activities and landscape elements are warranted.

The most cautionary approach is a minimum separation distance (or total buffering) of 40 metres which should include a minimum 20 metres vegetative stand with 50 per cent porosity in the centre of the buffer. A reduced width may be appropriate depending on site characteristics, adjacent uses, the crop and the proposed farm management practices.

The vegetative buffer length should be at least 24 times the effective buffering height.

The effective vegetative buffer height should be at least twice the particle/droplet release height or twice the target height, whichever is higher.

The structure of the vegetative buffer should be multiple rows (at least three) with at least three species of varying heights to account for lack of complete cover from any one species from ground level to the effective crown. The species should preferably be evergreen and native to the locality, supplied from seed collected locally and spaced 3 to 5 metres apart depending on the growing conditions of the site. The species should be hardy, long-lived and relatively fire resistant.

An additional 4-10 metres may well be required either side of a vegetative buffer portion for access and turnaround of fire service vehicles. This would depend on the relative access beyond the planting both within and beyond the applicant's property.

The mature height and width characteristics of the vegetative buffer plus open buffering should not unduly impact on the farming enterprise through shading, plant suckering or enticement of undesirable birds and pest animals.

The following are case studies that try to demonstrate some of these issues to principals outlined in this policy paper:

1. Case Study 1

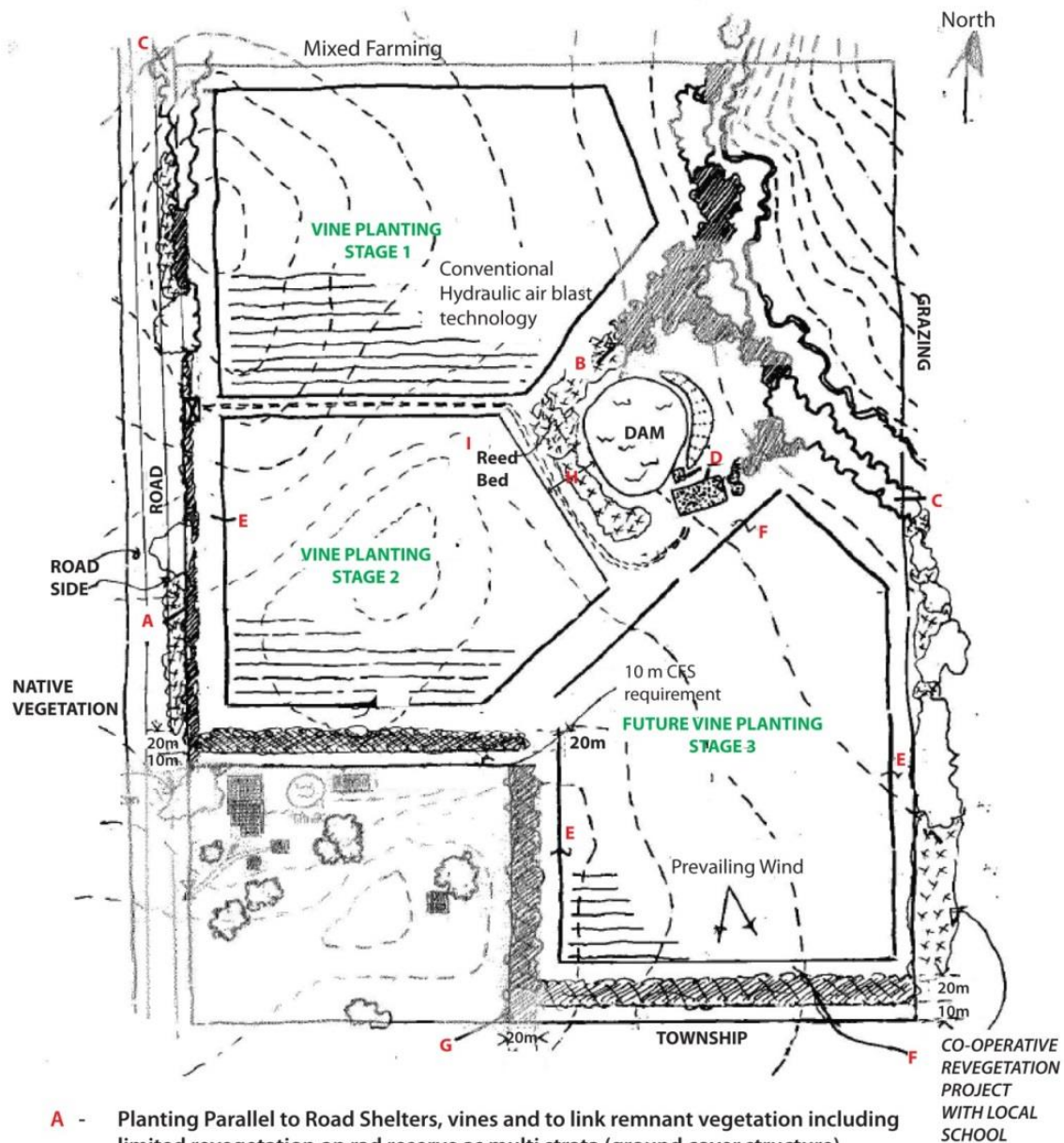
Vineyard adjoining a residential area, township boundary and farming land issues

2. Case Study 2

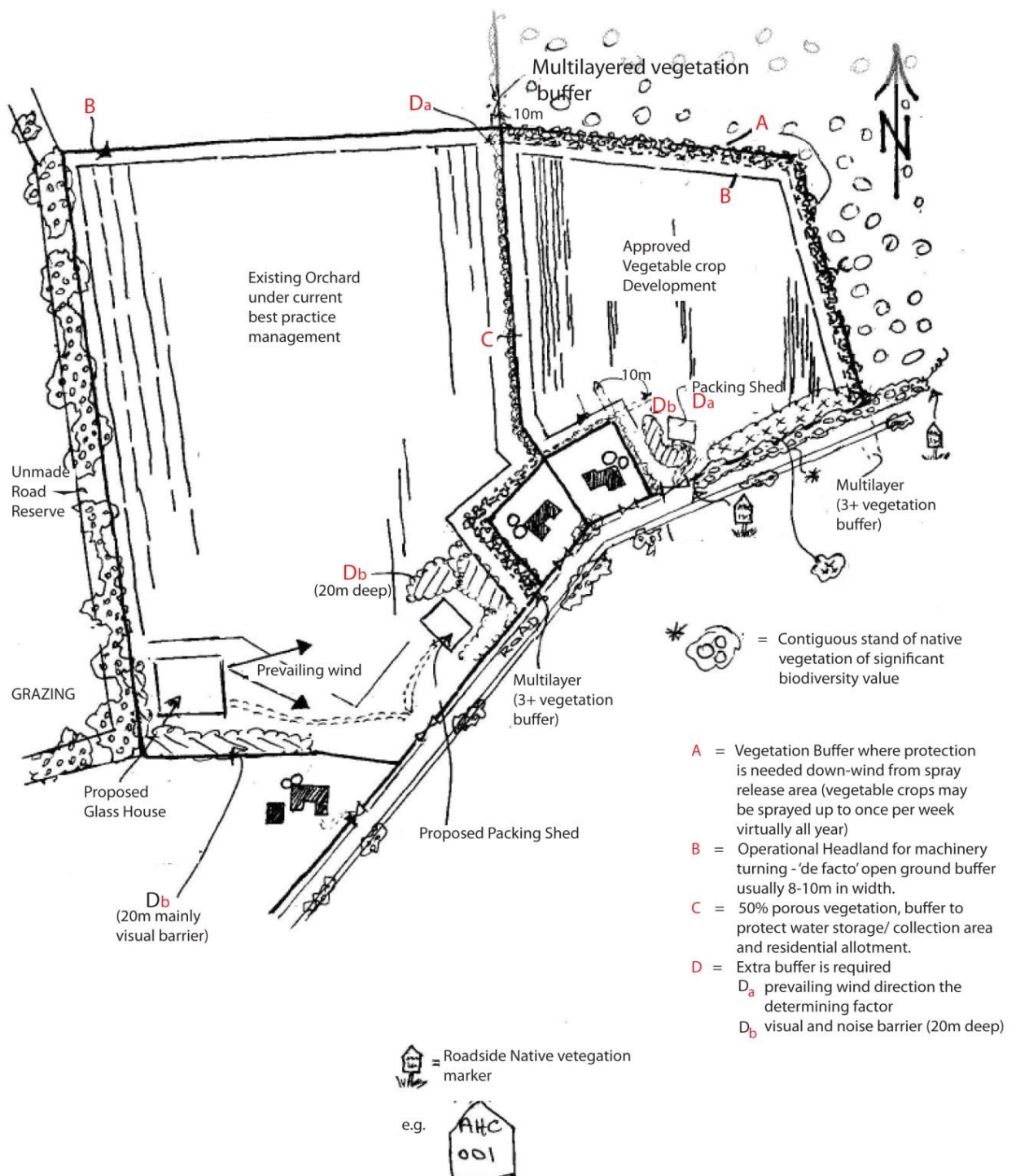
Orchard and vegetable growing adjoining a conservation/nature reserve and grazing land-uses and a significant roadside conservation site

3. Case Study 3

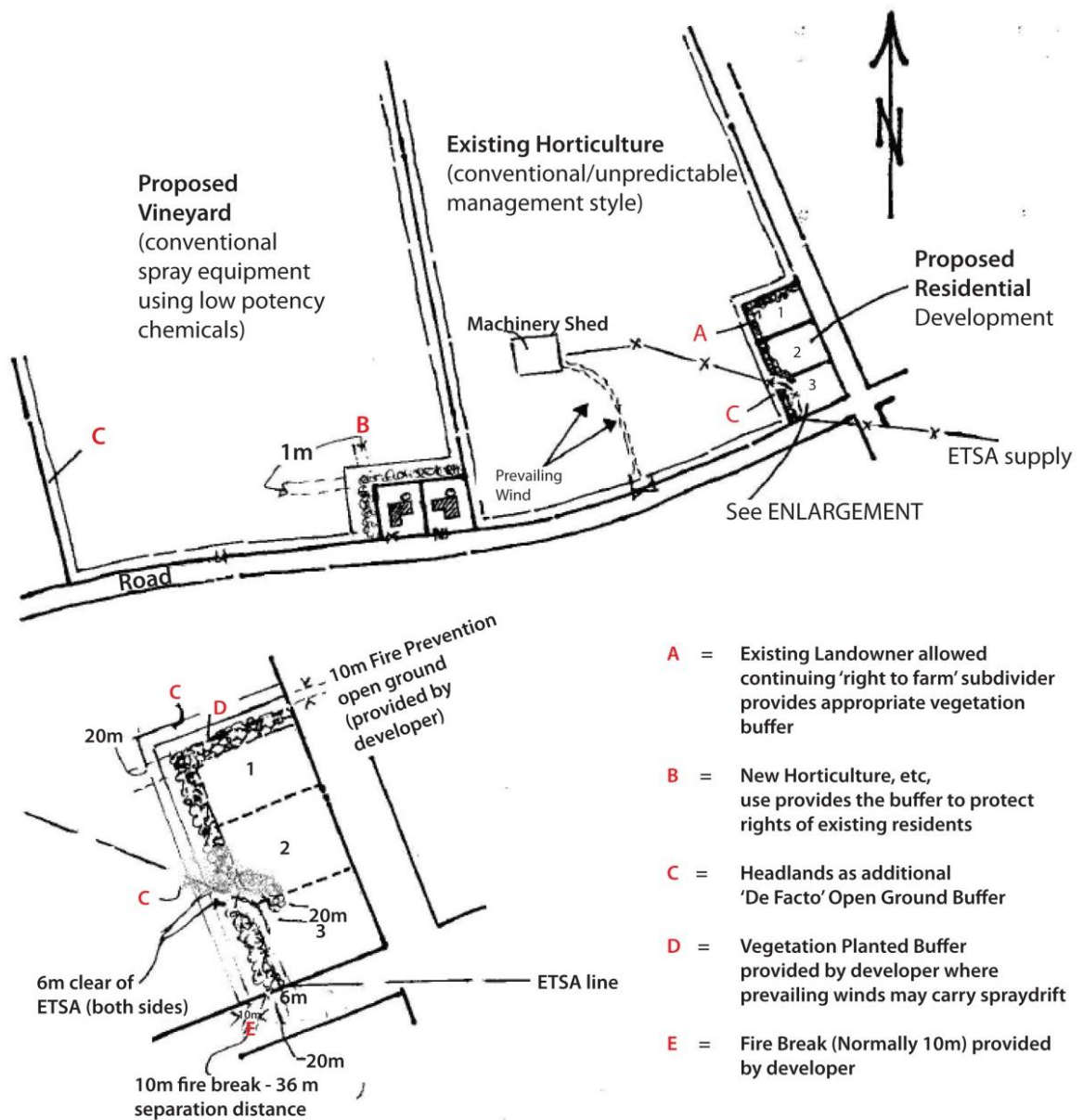
Residential development adjoining horticultural and viticultural farm operations



Case Study 1 (diagram not to scale): Vineyard adjoining a residential area, township boundary and farming land uses.



Case Study 2 (diagram not to scale): Orchard and vegetable growing adjoining a conservation/nature reserve and grazing land-uses and a significant roadside conservation site



Case Study 3 (diagram not to scale): Residential development adjoining horticultural and viticultural farm operations

APPENDIX D

BUSHLAND INVASIVE PLANTS

Bushland Invasive Plants on Properties and Road Reserves for the AHC district

Environmental weeds in Bushland (includes wetlands and grasslands) may come from a variety of sources. These include accidental introductions (e.g. Boneseed), agricultural / forestry escapees (e.g. Phalaris & Pine Tree) and garden escapees (e.g. Hawthorn & Erica).

There are many garden and commercial plants (both native and foreign) which will invade natural bushland. These weeds are spread by birds, wind and water runoff, dumping of soil and garden refuse and certain human activity such as off road vehicle access, walking, cycling and horse riding in bushland.

Garden plants may provide habitat for native birds and animals by duplicating some of the natural habitat requirements of those individuals. For example, Pines provide food for cockatoos and Albizia provides nectar for many birds. However, as a rule, the benefits provided by these plants are far outweighed by the disruption they create in the natural ecosystem. Once established they compete with native plants for space, light, water and nutrients to the extent that many native plants and the fauna they support may be threatened.

Local native plants will provide the widest range of habitat requirements for native flora and fauna. To minimise the effect on native animals when removing introduced plants from a garden or bushland it is important to consider the value of those plants to native fauna and encourage their replacement with appropriate local native plants.

The list overleaf summarises some of the garden, commercial and plain nuisance weedy plants, which often invade bushland in this district. It is not a complete list.

Many of these plants are widespread yet others are more discrete in action and location within the district. Some may for instance be more of a concern only when near a watercourse.

If you live near natural bushland you are encouraged:

- to avoid using these plants in your garden
- to replace these with more appropriate plants (preferably local natives)
- to remember native birds and other fauna when considering the removal of or change to their habitat
- to monitor and control any introduced seedlings in bushland
- to avoid dumping garden waste in bushland

Many of the plants listed are sold commercially for farming or home gardens. In their correct setting they may be invaluable but in the natural setting these invaders require stringent monitoring then application of a sound management strategy for control.

Unless these invaders are taken seriously there will be less and less intact native vegetation in the long term.

If you require further advice on specific weed control in bushland, about alternative plants for your property or general management techniques, please contact: the Council's Natural Resource Officer on 8408 0547.

Bushland Invasive Plants on Properties and Road Reserves for the AHC District

Botanical Name	Common name
<i>Acacia baileyana</i>	Cootamundra Wattle (N)
<i>Acacia dealbata</i>	Silver Wattle (N)
<i>Acacia decurrens</i>	Early Black Wattle (N)
<i>Acacia iteaphylla</i>	Flinders Ranges Wattle (N)
<i>Acacia longifolia</i>	Sydney Golden Wattle (N)
<i>Acacia saligna</i>	Golden Wreath Wattle (N)
<i>Agapanthus praecox orientalis</i>	Agapanthus
<i>Ailanthus altissima</i>	Tree of Heaven
<i>Allium triquetrum</i>	Three-cornered Garlic (P)
<i>Allium vineale</i>	Crow Garlic
<i>Amaryllis belladonna</i>	Belladonna Lily
<i>Anredera cordifolia</i>	Madeira Vine
<i>Arbutus unedo</i>	Strawberry Tree
<i>Arundo donax</i>	Bamboo
<i>Asphodelus fistulosus</i>	Onion Weed
<i>Babiana stricta</i>	Babiana
<i>Briza</i> sp.	Quaking Grass
<i>Chamaecystis palmensis</i>	Tree Lucerne/Tagasaste
<i>Chasmanthe floribunda</i>	Aunt Eliza
<i>Chrysanthemoides monilifera</i>	Boneseed
<i>Convolvulus arvensis</i>	Bindweed (P)
<i>Cortaderia selloana</i>	Pampas Grass
<i>Cotoneaster</i> sp.	Cotoneaster
<i>Crataegus monogyna</i>	Hawthorn Shrub
<i>Crataegus sinica</i>	Hawthorn Tree
<i>Cynodon dactylon</i>	Couch Grass
<i>Cytisus</i> cultivars	Brooms – cultivars
<i>Cytisus scoparius</i>	English Broom (P)
<i>Echium plantagineum</i>	Salvation Jane (P)
<i>Ehrharta calycina</i>	Perennial Veldt Grass
<i>Erica arborea</i>	Tree Heath
<i>Erica baccans</i>	Berry Heath
<i>Erica lusitana</i>	Spanish Heath
<i>Eucalyptus cladocalyx</i>	Sugar Gum (N)
<i>Eucalyptus globulus</i>	Tasmanian Blue Gum (N)
<i>Euryops abrotanifolius</i>	Fern-leaf
<i>Fraxinus rotundifolia</i>	Desert Ash
<i>Freesia</i> sp.	Freesia
<i>Fumaria</i> sp.	Fumitory
<i>Gazania linearis</i>	Gazania
<i>Genista linifolia</i>	Flax-leaved Broom
<i>Genista monosperma</i>	Weeping White Broom
<i>Genista monspessulana</i>	Montpellier Broom (P)
<i>Gladiolus undulatus</i>	Wild Gladiolus
<i>Grevillea rosmarinifolia</i>	Rosemary Grevillea (N)
<i>Gynandris setifolia</i>	Thread Iris
<i>Hakea laurina</i>	Pincushion Hakea (N)
<i>Hakea sericea</i>	Silky Hakea (N)
<i>Hedera helix</i>	English Ivy

Botanical Name	Common name
Homeria sp.	Cape Tulip (P)
Ilex aquifolium	Holly
Ipomoea congesta	Purple Morning Glory
Iris sp.	Iris
Ixia sp.	Ixia
Kennedia nigricans	Black Coral Pea (N)
Lathyrus tingitanus	Tangier Pea
Lavandula stoechas	Topped/Spanish
Leucojum aestivum	Snowflake
Ligustrum vulgare	Privet
Limonium sp.	Sea Lavender
Lycium ferocissimum	African Boxthorn (P)
Marrubium vulgare	Horehound (P)
Medicago sp.	Medic
Melaleuca armillaris	Bracelet Honey Myrtle (N)
Mesembryanthemum crystallinum	Ice Plant
Monadenia bracteata	Monadenia/African Orchid
Muraltia heisteria	African Furze
Myrsiphyllum asparagoides	Bridal Creeper (P)
Myrsiphyllum declinatum	Myrsiphyllum
Nerium oleander	Oleander
Nothoscordum inodorum	Fragrant Onion
Olea europaea	Olive, European (P)
Opuntia sp.	Prickly Pear
Oxalis pes-caprae	Sour sob
Oxalis purpurea	One O'Clock
Paraserianthes lophantha	Albizia/Cape Leeuwin Wattle (N)
Paspalum dilatatum	Paspalum
Pennisetum clandestinum	Kikuyu
Pennisetum macrourum	African Feather Grass (P)
Pentstemon thymifolius	Pussy Tails
Phalaris aquatica	Phalaris
Pinus halepensis	Aleppo Pine
Pinus radiata	Radiata/Monterey Pine
Piptatherum miliaceum	Rice Millet
Pittosporum undulatum	Sweet Pittosporum (N)
Polygala myrtifolia	Myrtle-leaf Milkwort
Polygala virgata	Milkwort
Populus sp.	Poplar
Prunus armeniaca	Apricot
Prunus avium	Cherry
Prunus cerasifera	Cherry Plum
Prunus domestica	Plum
Prunus dulcis	Almond
Prunus persica var nectarina	Nectarine
Prunus persica var persica	Peach
Rhamnus alaternus	Blow-fly Bush/Buckthorn
Euryops Robinia pseudoacacia	Black Locust
Rosa canina	Dog / Briar Rose
Rosa rubiginosa	Sweet Briar

Botanical Name	Common name
Rubus ulmifolius	Blackberry (P)
Salix spp.	Willow (all species)
Scabiosa atropurpurea	Scabious
Senecio angulatus	Mile-a-Minute
Senecio mikanioides	Cape Ivy
Senecio pterophorus	African Daisy
Schinus areira	Pepper Tree
Solanum aviculare	Kangaroo Apple (N)
Sollya heterophylla	Native Bluebell (N)
Sparaxis tricolor	Harlequin Flower/Sparaxis
Synnotia villosa	Synnotia
Tamarix aphylla	Athel Pine
Tradescantia fluminensis	Wandering Jew
Trifolium spp.	Clovers
Tritonia sp.	Tritonia
Ulex europaeus	Gorse / Furze (P)
Ulmus sp.	Elm
Viburnum tinus	Lauristinus
Lavender	Vicia sp. Vetch
Vinca major	Blue Periwinkle (P)
Viola odorata	Violet
Watsonia bulbillifera	Bulbil Watsonia (P)
Zantedeschia aethiopica	Arum Lily

Appendix 3


Annotated Version of Existing Buffers Policy



COUNCIL POLICY

Buffers

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<p>BUFFERS</p>
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Policy Number:	DEV-06
Responsible Department(s):	Strategy & Development
Relevant Delegations:	None
Other Relevant Policies:	None
Relevant Procedure(s):	None
Relevant Legislation:	None
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BUFFERS

The Adelaide Hills Council district comprises major areas of watershed, and diverse rural and urban land-uses.

Council is committed to planning strategically, and to establishing policies that support rural land-uses, and protect residential, native vegetation and other sensitive land-uses.

Buffer areas are required between a variety of land-uses and surrounding rural activities which generate, for example, airborne sprays, animal and machinery noises, dust and/or odours. The primary responsibility for the buffer provision is on the new land-use, and not the existing land owner.

Applicants for a change in land-use are required to identify relevant issues by submitting a site assessment plan to enable an assessment of any potential impacts from the proposed development.

Applicants must also develop and submit a farm management plan that addresses the identified issues.

This information will form part of the Development Consent.

Guidance on distances, dimensions and types of buffers are specified in this policy, however, each application is required to be assessed on its individual merits. That assessment must consider the site assessment plan, the specifics of the proposed or existing crop or activity, and the proposed property management practices described in the farm management plan.

In making an assessment, Council will seek advice from Government agencies, Council's Rural Land Management Advisory Group, Natural Resources Adelaide & Mt Lofty Ranges, PIRSA, industry and community groups in assessing site assessment and farm management plans.

Council will also seek recommendations from experienced persons in the operation and management of rural land uses in reaching its decision.

Council will also promote education and training programs, and the sharing of information about rural land management, to facilitate good farming practice in the Council District.

Where a buffer is required from a land-use that will generate noise or health issues (e.g. wind farms, turbines or transmission stations/towers), or where a land-use may cause safety concerns, such as glare, reflection or public health issues (e.g., solar panels, signage, flashing advertising, etc.), Council may seek specialist advice in relation to any matters that generate such concerns.

A1 – The above section is largely a summary of the Policy statement (see Section 6 of revised Policy)

BUFFERS POLICY

A2 – The introduction text has been refined (see Section 1 of revised Policy)

1. INTRODUCTION

The Adelaide Hills Council provides one of Australia's best-known regions for wine-grape growing and fruit production. The area is set in landscapes of scenic beauty interspersed with large tracts of native vegetation, natural fauna habitats and small historic country towns and settlements. There is a constant high demand for country living lifestyles within a relatively short commuter distance from Adelaide and, because of the abovementioned attributes, this region is a much sought after tourism destination at State, National and International level.

Council values its natural and rural landscape features. Remnant native vegetation is an invaluable resource for its conservation, biodiversity and habitat values, and it's environmentally significant functions. When considering a development proposal, any native vegetation within the development site should not be negatively impacted on by the proposed development. Development needs to fit into the landscape character especially where there is existing scenic beauty or the development proposal is near a recognised scenic route.

South Australia has approximately 14% of its landmass defined as 'arable' and approximately 80% of the State's Gross Domestic Product is from farming. Within the Adelaide Hills Council district 67% is available for rural production.

Simultaneously, about 89% or 70,700 ha of the Council area supplies drinking and domestic water to metropolitan Adelaide from the Mount Lofty Ranges Watershed. Water Catchment protection controls are therefore of major importance to the environment from a local, regional and metropolitan Adelaide perspective.

The attributes of such a biodiversity rich and economically critical region, being both agriculturally and viticulturally significant, as well as being a major water catchment area requires quite specific and special controls for land management, land-uses and environmental management practices.

Separation of different land uses is an historic problem in the use and development of land in any location. Within the Adelaide Hills region, there is a particularly important set of environmentally sensitive requirements because of the topography, the existing land uses including conservation, the suitability of land for farming together with the exceptional landscape qualities and the vibrant tourism industry.

This policy seeks to provide an approach to resolving potential external impacts from one land use to another. A flexible and site relevant approach is essential to limit any adverse external impacts and/or costs to the community. Any proposal should anticipate changing rural-based enterprises and new technology. This may impact in a more or less adverse manner than the present and the currently proposed application. New non-farming development in rural areas should be designed to accommodate adjoining rural production.

The challenge is to accommodate all of these issues for everyone's benefit.

1.1 Context

Note: This Policy will be further reviewed as appropriate as:

- 1 the **Planning, Development and Infrastructure Act, 2016** is implemented; and,
- 2 the Australian Pesticide and Veterinary Medicine Authority's (APVMA) anticipated report on Buffers is released.

In recent decades significant changes in farmland use from vegetables to grazing to horticulture has transformed much of the Adelaide Hills region. At the same time, horticultural land management practices tend to use more specific and directed pesticide and fertiliser applications replacing previous farm practices used in broader animal grazing situations.

Increasingly older technology in horticulture is being replaced by new and 'cleaner' techniques. This is particularly seen with '*direct action low potency low concentration*' spraying technology in the viticultural industries .

Towns and settlements have developed to their limits and often abut farmland. There has also been a marked and increasing demand for rural living, hobby farming and other quasi-residential development.

Bona fide vignerons (wine makers) and horticulturalists often fear legal action through spray drift, noise pollution, nutrient leakage, chemical trespass and other matters which the newly-settled residents now experience in these areas where the 'right-to-farm' existed for many years, without complaint.

Development of housing and services within residential and Rural/Country Living zones may also create tension with adjoining land uses that have commercial rather than social issues as their primary focus.

The Development Act 1993, and its policy document the Development Plan, sets out the adopted policy between State Government and Council for development in the Adelaide Hills Council.

In particular, within the Watershed (Primary Production) Zone and the Hills Face Zone:

- maintenance and enhancement of natural resources;
- protection of the Watershed, namely adequate and good quality water, as a vital part of Adelaide metropolitan area's water supply;
- protection for ongoing and sustainable use of land for agricultural and horticultural production;
- preservation and restoration of remnant native vegetation and faunal habitat;
- enhancement of amenity and landscape; and
- preservation and enhancement of the existing natural and/or rural character.

Existing residents and farmers are encouraged to review current practices and to enhance their properties by developing landscaping and buffers between differing land activities.

When new proposals for viticulture, orchards and other more intensive horticultural activities arrive via a change of land-use application Council can face objections by those living adjacent to these new developments. Sometimes these land-use applications end up in court with the attendant expense of legal representation being borne by the applicant, objector and Council. The acrimony, in such circumstances, can continue for years.

This policy attempts to solve some of the problems through the assessment process for change of land-use procedures set out by the Development Act. The principles may also be used as a guide for other developments put to Council, for example residential development in rural areas.

1.2 Definitions

A4 – Definitions have been refined
(see Section 3 of revised Policy)

The following definitions have been used through this document.

Agriculture - includes pursuits of field cropping, grazing, dairying, and livestock production

Buffer – concept of a separation between differing land uses in order to protect the effects of one land use from another. May include: 'open' ground, a vegetation buffer' or a 'constructed buffer' design.

Canopy drip-line - the perimeter of a tree or tall shrub drawn, on the ground, by a perpendicular precipitation line caused by water dripping from the plant's outer foliage.

Chemical trespass - undesirable surface, subsoil and airborne chemical movement beyond a targeted point of application (usually related to a crop or pasture).

Constructed buffer - a complete or partial buffer design that incorporates an artificial barrier, usually as a temporary measure to protect a sensitive receptor while a vegetative buffer is established.

Crown height – the mature-age canopy height of a plant.

Effective buffering height – the greatest height from the ground of a vegetative buffer that consistently buffers an external undesirable particle, droplet and/or view. The effective buffering height is where the adjoining upper canopy of a plant's foliage overlaps another plant's upper canopy foliage.

Farming - generic term to describe the combined pursuits of agriculture and horticulture.

Foliage edge - the outer perimeter of a plant's living foliage drawn on the ground as a line perpendicular to that edge.

Horticulture - generic term to describe non-agricultural farm production including orcharding, market gardening, flower growing, viticulture and nursery production

Native vegetation - locally sourced plant associations of species indigenous to the local area. This precludes all Australian native plants not indigenous to South Australia (as prescribed under the Native Vegetation Act 1991) and not indigenous to the Adelaide Hills Council district.

Open buffer - a buffer design of normally open ground with grass or other ground cover vegetation in terms of density, height to assist in a screening effect.

Pesticide – an all-encompassing term to describe chemicals used to combat undesirable pests and diseases; often subdivided into specific action types such as fungicide, herbicide, insecticide, ovicide, rodenticide and miticide.

Primary production - refers to pursuits of farming and mining as production oriented activities

Remnant vegetation - the remaining native vegetation representative of pre- European Australia

Sensitive awareness zone - this zone provides a cautionary barrier for the community to monitor and be protected from any ill effects of spray or other pollutants. Typically it involves a separation area between a township or residential cluster and an intensive agricultural use.

Sensitive receptor - site or feature within the landscape that is sensitive to impact from external adverse effects such as: native vegetation and faunal habitat; waterways and wetlands; bee hive-s; susceptible crops; residential development and associated support such as rain water collection points on out-buildings.

Sensitive receptor area of impact - the area that could be adversely affected by an external impact.

Separation distance – the distance between initial impact point source and sensitive receptor or different land use to be protected.

Vegetation - all plant life forms including trees, shrubs and smaller plants such as ground covers, climbers and vines, ferns, mistletoe, grasses, reeds, rushes, sedges, moss, lichen and fungi.

Vegetative buffer - the portion of a buffer design that incorporates establishment of a specific vegetation stand.

Viticulture – vine husbandry managed by vignerons as one of several possible horticultural pursuits.

Watercourse – is a defined course shown as a blue line on the 1:50 000 map series.

Watershed – the area of land within the catchment zone for existing and proposed reservoirs serving metropolitan Adelaide and adjacent area excluding: the Hills Face Zone, the Norton Summit exclusion zone and the designated townships of Lobethal, Houghton, Kersbrook, Mt Torrens, Birdwood, Gumeracha, Forreton, Charleston, Woodside, Oakbank and Balhannah and the water catchments of the Patawalonga and Murray Rivers within the district and that portion of Little Para and Torrens River catchments outside the reservoir catching zone.

2. COUNCIL POLICY

A5 – Opening statement incorporated into 6.1.1 of revised policy

The Adelaide Hills Council, acknowledging that its district comprises major areas of watershed and strongly diverse rural and urban land uses, proposes the formulation of a policy on buffers for rural land uses.

1 The Council is committed to planning and establishing policies that support rural land uses, and protect existing residential and other sensitive land uses, and native vegetation.

A6 – 1 carried forward (see 6.1.1 of refined policy)

A7 – 2 refined and split between 6.1.3 and 6.1.5 for clarity

2 Buffers will be required between different land-uses and rural activities generating airborne sprays, noise, dust and/or odours. The primary responsibility for the buffer provision is on the new land use.

3 No specific dimensions or types of buffers are specified, given the need for site-assessment, the specifics of the crop and the proposed property management practices.

A8 – 3 carried and refined (see 6.1.7 of refined policy)

A9 – 4 carried with additional text (see 6.1.6 of refined policy)

4 Applications for a change in land-use are therefore required to identify relevant issues by submitting a site assessment plan to enable assessment of potential impacts of the proposed development, and also to develop and submit a farm management plan that addresses the identified issues.

5 This information will form part of the Development Consent.

A10 – 5 carried and refined (see 6.1.6 of refined policy)

A11 – 6 carried (see 6.1.9 of refined policy)

6 Council will avail itself of sound advice from Government agencies, regional boards, industry and community groups in reviewing site assessments and farm management plans.

7 Council will also seek recommendations from experienced persons in the operation and management of rural land uses in reaching its decision.

A12 – 7 carried and refined (see 6.1.10 of refined policy)

A13 – 8 Carried (see 6.1.11 of refined policy)

8 Council will also promote education and training programs, and the sharing of information about rural land management, to facilitate good farming practice in the Council's Area.

A14 – 8 Carried (see 6.1.11 of refined policy)

9 Where a buffer is required from a land use that will generate noise or health issues (e.g. wind farms, turbines or transmission stations/towers), or where a land use may cause safety concerns (eg, glare, reflection) or public health issues (e.g., solar panels, signage, flashing advertising, etc.), Council may seek specialist advice in relation to any matters that generate such concerns.

PURPOSE

A15 – Section 3.1 content carried and reworked into section 7.2 and 7.3 of refined Policy (unless otherwise stated)

3.1 Overview

The concept of separation between differing land uses is generally known as a ‘buffer’. It is a practical development tool to protect the effects of one type of land use from another. The latter can be an open area of land, a vegetated area and/ or a structure. Its form depends upon the locality, site-specific issues, the proposed land use activity and the intended management operations. No buffer can compensate for poor application techniques and/or old technology.

The **usual forms of buffer** are:

- Open ground (low lying vegetation kept weed free and cut to a height of 100 mm for bushfire mitigation purposes in high fire risk areas (in fire season);
- Vegetated (covered in existing planted and/or sown vegetation); and
- Constructed (artificial barrier built usually as a temporary measure awaiting maturity of a vegetated buffer).

Buffer protection is necessary where there exists:

- a conflict between an existing land use and that which is proposed on adjacent or nearby land; and/or
- a realistic or perceived conflict in the land management practices between the existing and proposed land uses; and/or
- a possibility that the existing natural environment could be detrimentally affected by change of land use and management practices.

The conflicts may range from:

- new horticultural/viticultural development, where land abuts residential use or abuts land with significant conservation value (i.e. principally containing high quality native vegetation and faunal habitat); or
- new urban (residential) uses abut existing land used for primary production; or
- land within watershed areas containing streams, native vegetation and faunal habitat, which are integral to water catchment protection.
- New wind farms, solar farms or, electricity or mobile transmission stations/towers, where health, noise, visual, safety issues can arise, and where such a development abuts a private property, public road, trail, park or reserve.

Therefore the use of buffers has many benefits but also some disadvantages. These are summarised in the following table.

In most cases of changed land use, the operator/owner of the new land use or development will be responsible for provision of a buffer where it is prescribed. However, where agreement can be reached between owners, a shared buffer may be of mutual benefit.

A16 – to provide more clarity the above and below paragraphs has been reworked into a new section (see section 4 of the refined Policy and is supported by Appendix A

A17 – Items 3.2-3.10 moved to the Guidelines (see S4 of Buffer Guidelines)

In addition Items 3.2 to 3.10 will need to be considered in the site assessment and preparation of the farm management plans and operating procedures.

The **benefits** of using buffers to separate land uses are:

A18 – Table moved to Appendix A of Buffer Guidelines

Benefits	Buffer Type		
	Open	Vegetated	Constructed
Increased value (perceived or actual) to the landscape quality of an area		✓✓✓	
Increased value (perceived or actual) to the biodiversity value of an area	✓	✓✓✓	
Screening of views between conflicting land uses and/or buildings		✓✓✓	✓
Retention of unwanted irrigation and nutrient run-off that may enter watercourses	✓	✓✓✓	
Retention of chemical spray run off that may cause trespass neighbouring properties	✓	✓✓✓	
Protection/reduction of chemical spray drift from one property to another	✓	✓✓✓	✓
Minimisation of airborne odour		✓	
Bushfire protection		✓	
Filtering of dust emissions from primary production land practices		✓✓✓	✓
Reduction in possible damage caused by wind		✓✓✓	✓
Increased production by providing shelter for a variety of crops/grazing animals from the elements		✓✓✓	✓
Reducing noise impacts from plant and machinery		✓	✓✓✓
Lowering of water tables in wetter areas susceptible to salinisation		✓✓✓	
Increased protection of some crops from wandering or stray animals		✓	✓✓

At the same time, there are some **potential disadvantages**. These limitations require sound management strategies which incorporate appropriate buffer design principles:

Potential Disadvantages	Buffer Type		
	Open	Vegetated	Constructed
Frost damage to crops may be increased, via reduction of air flow		✓	✓✓

Growth rate of crops may be reduced due to limited solar exposure if the height of the buffer restricts sunlight entry to the crop		✓	✓✓
Crop pests may be harboured	✓	✓✓	
Competition for soil moisture	✓	✓✓✓	
Risk of bushfire fuel load build up	✓	✓✓✓	
Host areas for weed proliferation	✓✓✓	✓	

3.2 Biodiversity

Areas of significant biodiversity, including native vegetation and natural fauna habitat, are to be protected. These areas may include adjoining land in public ownership or land in private ownership. A landscaped vegetative buffer could act as part of a biodiversity corridor to protect fauna through enhancement of the habitat.

Development proposals should incorporate a design strategy that incorporates Council's revegetation program on road reserve or reserve lands. This is intended to protect the existing remnant vegetation on site, on neighbouring land and road reserves.

Plant species selection is critical when considering inclusion of a biodiversity component into buffering design. Native plants can assist in bird management in crops as well as providing a home base for natural predators of mammal and invertebrate farming pests.

3.3 Visual Screening

Adjacent buildings may consist of a broad range of uses including dwellings (with surrounding garden areas), vehicles and/or produce storage, workshops and shade-houses, animal yards and housing, packing and sorting sheds, fenced-off free-range birds raising and plant nurseries.

There needs to be a high degree of care and sensitivity exercised for a new land uses that may abut an existing development. This applies to new residential development abutting existing farmland use and vice versa. The use of buffers is one way to achieve such care and visual sensitivity.

Vegetative buffering is usually recommended for visual screening. Selection of species and sowing schedule should be in accordance with Agency information sheets and accepted horticultural and general farming practices. This should result in an attractive stand of trees, shrubs and underlings enhancing the district's landscape. A landscape mound with or without vegetation, can in some localities be an effective screen as well.

3.4 Nutrient Arrest and Chemical Trespass

The farm management strategy indicated in the development application should include, where relevant, provision to filter waste runoff and to dispose of it off site. A sufficiently deep open buffer may be useful on slight slopes. However the area of ground required compared with a vegetative buffer alternative is likely to promote a vegetative buffer.

Native vegetation in particular can greatly assist in the arresting of nutrients within a watercourse. In these situations it will be necessary to trap the nutrients and sediments before they travel downstream into State water catchments, streams and private dams. Whilst the interception rate for chemicals and pathogens is less understood, vegetative buffering with ground-hugging species such as reeds, rushes and grasses can capture up to 95 per cent of nutrients, and thus filter chemical trespass. A management strategy to harvest the nutrient load stored within the plant would be required. The harvesting will stimulate more healthy growth of the vegetative stand to better continue this filtering action.

There is little research with respect to chemical pesticide interception. However it is recognized that the most difficult interception would be in cases where steep slopes predominate, prolonged rainfall and wet soil conditions prevail and high intensity spraying regimes are in practice. Proposed development in these areas and with such regimes need to supply sufficient and appropriate particulars for buffer design to protect watercourses and drainage areas.

3.5 Spray-drift

Emission of airborne particles and particularly chemicals should not cause an environmental nuisance or harmful effects external to the proposed site.

These general guidelines apply to any spray application technology, chemical potency grouping or competency in land management. If current best practices using newer technology (less drift output of lower potency and lesser concentration) and ecologically sustainable management techniques are agreed to in developing up a buffer proposal, buffering and separation of land uses may well be modified in favour of the farming enterprise.

All three types of buffers may be applied to contain spray drift under certain circumstances. The prescriptive design may differ considerably as described below. A constructed buffer normally serves merely as a temporary measure where it is desirable to have a vegetated buffer component in separating land uses. The depth of a constructed buffer limits its ability to retain particles compared with a multi-rowed vegetative buffer.

If visual impact is not an issue a constructed buffer may be the appropriate form of buffer probably in combination with an open and/or vegetated buffer design.

An open buffer will take more land out of production than a vegetative buffer. It may be required where fire risk is critical or an open space is incorporated into the layout of the venture in any case and is hence used for the dual buffer and enterprise purpose.

Normally spray drift buffering involves a vegetation component. Introduction of vegetated buffers reduce airborne drift including some dust and odour fumes, depending upon topography, atmospheric inversions and wind speed and direction. Where appropriately designed a vegetative buffer reduces the speed of travel of particles and collects the particles on their way through.

When referring to spray drift management, the following sections focus on provision of a vegetative buffer component in separating land uses. There may also be an 'open' and/or 'constructed' component on a temporary or permanent basis.

3.6 Odour

Odour from primary production activities can be caused by pesticide sprays and fertilizer applications as well as animal wastes from feedlots, dairies, piggeries and poultry sheds.

Adjoining farm activities may be pursuing 'organic' production. The bona fide primary producer generally accepts odour creation, but the infiltration of hobby-farms and quasi-residential development into traditional farming areas has and will continue to cause problems where land practices and personal expectations of "country life" conflict.

Odour emission is a major subject of complaint and is often related to off-site chemical spray drift where there may be no actual evidence of toxic exposure. The frequency, intensity, duration and offensiveness of the odour influence the factors affecting complaints. An objectionable odour can be tolerated if the occurrence is infrequent, but, on the other hand, may not be tolerated if of longer duration. Levels of tolerance also change from person to person due to sensitivity and expectations.

Buffering for inversion layers and other airborne odour transference is difficult. A vegetative planting of sufficient height that is close to the emission site may have some effect although no art of buffering can counter certain atmospheric conditions such as an inversion layer. Smells caused by animal and bird wastes in particular cannot be arrested to any great degree.

Odour control is primarily by good management of materials and activities that give rise to smells. Establishment of a densely planted and attractive tree and shrub buffer to screen the source of odour and also, in some cases, to help reduce the impact is highly desirable.

3.7 Dust

Dust, smoke and ash can emanate from primary production activities. Cultivation can cause drifting of topsoil. Farm traffic, transport of machinery and livestock will occasionally generate dust from private lane-ways and public roads.

These farm practices are quite normal to the operations of primary producers and are of seasonal or infrequent occurrence. However a barrier to arrest dust transference may be desirable in certain circumstances.

A vegetative form of buffering is relatively effective in reducing dust movement provided there is sufficient space and adequate growing conditions provided for an effective screen. A constructed buffer may be appropriate in the initial establishment but is not generally recommended in the long term due to visual impacts.

3.8 Wind Damage

The protection of crops and stock from detrimental effects of wind is essential to a well-managed viticultural, horticultural or grazing enterprise. A windbreak may increase productivity within a distance 10 times the height of the effective buffer. A buffer planting of suitable species can break the intensity and turbulence of wind and prevent:

- Retarded growth of fruit

- Damage to trellis systems
- Unravelling of vines from cordon wire
- Unwanted chemicals reaching the crop or pasture from neighbouring spray regimes
- Stress in grazing animals
- Overeating by animals
- Loss of condition and general animal health

Vegetative buffering is encouraged in sympathy with the local landscape. Constructed protection may be justified but usually as an interim measure until a vegetative buffer design is effective (usually 50% porosity at recommended height). Forestry SA and PIRSA provide advice for design strategies for wind protection.

Certain varieties of trees and shrubs have a propensity to branch and limb snapping. This can cause major damage where overhanging property, roads or other public places. Avoid large species known to be prone to branch collapse and that may cause property damage and danger to persons.

Where appropriate, Council will consider revegetation projects on road reserves to assist in creation of windbreaks. Council officers can assist in the selection of appropriate species to suit the relevant function where landholders are seeking to revegetate road reserves.

Where a Wind farm or Wind turbine is proposed abutting farming, residential or public land, wind flow issues associated with the proposal are to be considered with appropriate technical advice on the matter, and the wind flow must be controlled through an analysis of turbulence. Appropriate wind barriers (both vegetation and construction) are to be placed as required.

3.9 Noise Emissions

Problems regarding noise rarely cause trouble between bona fide primary producers.

They only really surface where residential, rural-residential and hobby-farm occupants find the noises disruptive and contrary to their own perceptions of what “life on the land” really involves.

Generally there are five types of noise associated with farming land uses:

- mechanical equipment such as tractors, harvesters and spray equipment (intermittent/seasonal noise)
- irrigation pumps and coolstore refrigeration plant (frequent and sometimes constant)
- aircraft (seasonal short duration)
- livestock/ intensive animal keeping (intermittent – feeding, loading operations)
- crop protection devices such as gas guns, taped bird distress noises and frost fans (seasonal and intermittent)

Draft EPA guidelines for noise emission control anticipate all of the above noises as normally associated with rural activities, since these noises are expected as part of farming areas. However, such noise must be within reasonable and practicable industry noise measurements.

Irrigation pumps and plant engines can be partly muffled by structures around them.

Frost fans have been more recently proposed as part of vineyard. Based on current advice they are discouraged in the Adelaide Hills due to aesthetic and noise issues.

Noise abatement or reduction may be feasible using a constructed buffer zone.

Vegetation will screen the activity but will not have much effect on noise reduction.

Where a Wind farm or Wind turbine is proposed abutting farming, residential or public land, noise and health issues associated with the proposal are to be considered with appropriate technical advice on the matter, and the frequency of noise emitted must be controlled through an analysis of noise spread and appropriate absorption barriers (both through vegetation and construction).

3.10 Wandering Stock

The best deterrent for livestock and domestic animals wandering off a property is responsible owner control. Where animals naturally wander around the property a constructed or vegetated buffer can be appropriate. The selection of plants for a landscape buffer should be with regard to soils, climate biodiversity and maintenance issues.

Wherever possible the structure used should fit in unobtrusively with the surrounding landscape. The critical features however must be the buffer's ability to contain the animals within their designated paddock.

General principles as stated above apply to stock control with regards to the selection of plant species and consideration of style of constructed fencing / buffering. Due use of design techniques or solutions that address neighbours' concerns would go a long way to resolving matters quickly with Council.

A19 – Section 3 moved to Guidelines to be read in conjunction with the policy (see 5 of the Guidelines)

4. CRITICAL ISSUES

The critical issues that need to be taken into account when planning for change of land use are discussed hereunder.

4.1 Landscape Character and Native Vegetation Value

The eastern parts of the Adelaide Hills region are renowned for the 'Heysen landscapes' in which large eucalypts in grazing settings are highly valued. The absence of a healthy native understorey and effects from stock compaction and higher nutrient loading is already stressing these 'icons'. The introduction of small landholdings, horticulture and hobby farms has further eroded the landscape of studded native vegetation stands.

With this in mind, the planting of hedgerows of foreign species is to be avoided particularly where this will result in 'compartmentalised paddocks'. By the same token, location of buildings on ridgelines is also to be avoided since this further creates a 'hemmed in' landscape. New buildings should be sited below ridgelines and therefore located so that they integrate with the existing landform and visible landscape.

All development should fit in with the existing landscape especially its scenic beauty (**refer to Diagram 1**). Establishment of trees/shrubs/groundcover and grasses on site should provide an aesthetically pleasing landscape that complements the surrounding environment.

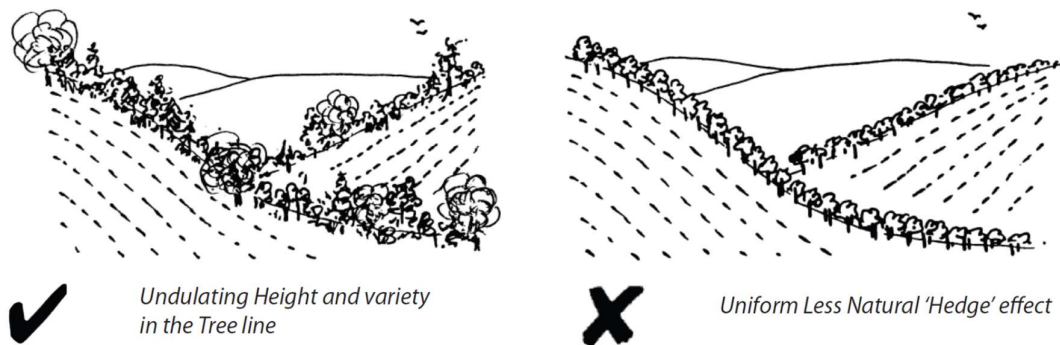


Diagram 1: Vegetative buffer 'Best Fit' design within the existing landscape.

4.2 Topography

The layout of the farm property needs to respond to topography. Advice should be sought from Natural Resource Management Boards & PIRSA relevant to the type of production. Care should also be taken on flood plains to ensure buildings and other structures are above the 1 in 100 flood plain level.

Minimisation of pollution (noise, odour, spray) is possible by adapting the development to the landscape features of the site and its surrounds. Where the proposed buffer design involves clearance or establishment of vegetation, try to select species complementing the local landscape, be it natural and/or cultural in character.

4.3 Local Climate

The local or microclimate of a development site comprises aspect, rainfall, temperature, prevailing wind direction and frost prevalence. An application should give due regard to these features, Council will discern and recommend through discussion and conditions where certain crops will be grown and where buffering may be required. For example vineyards/ vegetable growing in low rainfall/ rain-shadow areas will require water from bores or dams if off-peak mains is too distant. Prevailing wind direction will affect the orientation of vineyard rows and the location of intensive bird/ animal sheds.

Updraughts of cool air below warmer air causes thermal inversion that typically supports extensive spray drift distances. Cold valley breezes may also create detrimental conditions for spraying. Relatively neutral (balanced vertical air movement) conditions for spraying are generally achieved during cool mornings.

4.4 Soils

Soil types and slopes are critical to the property management plan to be submitted. Some soils are resistant to water retention yet others may be subject to bogging. Each requires different management techniques and some soils subject to salinisation will be unsuitable for certain crops altogether. A plan showing land classifications is critical to the proper management of a property in any case. Such a plan will assist in considering animal densities and/or machinery use allowable to maintain the 'good health' of the soil.

Council may refer an application to a Natural Resources Management. The NRM's assessment will rely on authentic information provided by the applicant.

Likely erosion and sedimentation must be retained using revegetation, vegetated drainage lines and filtering and sediment traps to prevent soil moving off property. Where the slope of land for cultivation is greater than 12 per cent and / or the soil depth is less than 400mm; the applicant should outline measures that will contain soil movement.

4.5 Vegetation

Existing vegetation is a critical issue in any development. It provides shade and protection from harsh effects of climate; visual benefit to the scenic environment; refuge for native birds and animals; arrest of salinity and erosion and various benefits to the human psyche.

Remnant vegetation on site and abutting the application site shall not be damaged (defined as 'clearance' under the Native Vegetation Act 1991). Impacts on living parts above and below ground such as: spray drift; compaction of soil from livestock and/or machinery; modification of surface water flows or pollution of the ground/surface water supply; and actual trimming of vegetation are more likely causes of what is defined as 'clearance' under the Native Vegetation Act. Any damage to living parts above or below ground of a native plant is not acceptable without approval from the Native Vegetation Council.

This applies to stands of vegetation and solitary plants of any native (to South Australia) of any height. It refers also to plants overhanging a property or where insidious chemical/nutrient damage may enter into a neighbouring property. If it is intended to damage native vegetation then 'clearance' permission from the Native Vegetation Council, be produced before or at the

same time as submitting a Development Application. Otherwise the Development Application cannot be processed.

In addition to the Native Vegetation Act stipulations, under the Development Plan, a 'regulated tree' or 'significant tree' within a township or within the Hills Face Zone requires a Development Application for removal or pruning. Essentially any vegetation, native or otherwise, that has a 2 metre girth or greater at 1 metre from ground (or the cumulative total girths for multi-stemmed trees), is defined as 'regulated'. A tree with a girth of greater than 3 metres may be defined as 'significant'. In Medium or High bushfire protection area (all townships and the majority of the Adelaide Hills Council excluding Rostrevor, Woodforde, Teringie & Montacute), clearance of regulated trees may be undertaken if the tree is within 20 metres of a dwelling. An information sheet is available clarifying details about 'regulated' and 'significant' trees.

No new farming activity shall be permitted within 50 metres from the edge (Canopy drip-line edge) of stands of native vegetation that are 5 ha or greater in size.

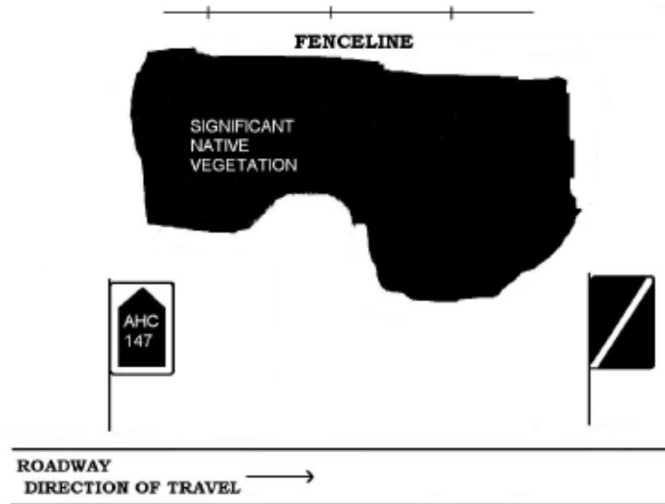
Farm operations, including movement of vehicles and equipment; adjacent stands or solitary vegetation less than 5ha in area; shall be restricted to no closer (whether above or below ground level) than necessary from the canopy drip-line or foliage edge of any native vegetation older than 10 years. This is a farm operational distance and is often 5 metres from a row or 8 metres from a headland where present. Note, this guideline applies to all native vegetation wholly within and/or overhanging the said development site.

4.6 Road Reserve Vegetation

Council seeks to retain and enhance its road reserves. It uses the Road Reserve Marker System (RMS) procedure to identify and assist in protection of sites of special environmental significance. This assists in complying with legislation supporting conservation, heritage and land management. All sites are recorded and regularly monitored. The more significant sites are physically marked along sections of the road reserve network as demonstrated in Diagram 3. Unmade road reserves hold a special place and should be treated as a discrete land parcel with regards management within and across the boundary by both Council and landholders (refer Diagram 3). Details of Council policy for road reserves and the RMS are available by referring to the Council Road Reserve Management Plan 2000.

Any revegetation proposed on the road reserve requires Council approval. On roadsides, the species used and the method of establishment and management strategy must be safe for the passage of vehicles, for which purpose the road exists.

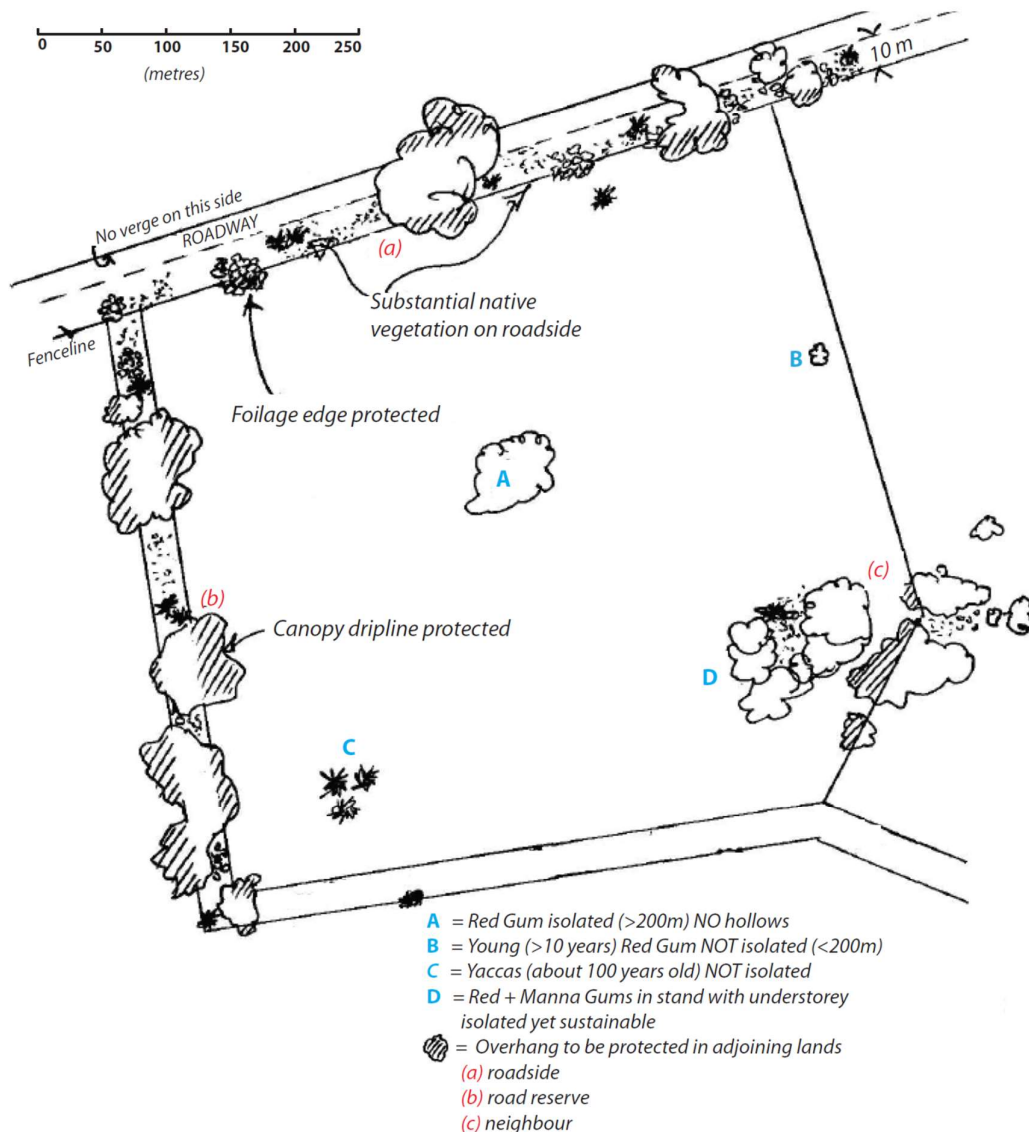
Privately undertaken planting within road reserves therefore requires the Council's approval. If Council agrees to incorporating roadside land as part of a buffer, the vegetation should be planted no closer than two (2) metres from the edge of the road shoulder, to avoid the danger of collision by vehicles. The majority of Hills roads are narrow and do not allow for much driver error. Inadequate sight-distances and adverse camber are elements, which require careful consideration when roadside planting is proposed.



Note: Diagrams are not to scale

Diagram 2:
(Left) Road Reserve Marker System identifies high conservation linear zones

Diagram 3:
(below) Measures to protect existing native vegetation.



4.7 Watercourses

Watercourses and drainage lines in the Adelaide Hills either contribute to the supply of drinking water to the Adelaide metro region and/or health of the immediate and downstream environment. Issues such as salinisation, ground and water table depletion and soil instability need to be addressed. Careful regard must be given to any development, which could affect water quality within stream lines. A drainage plan and an explanation as to how other likely impacts will be addressed should be included in a property management plan.

Watercourses, in the legislative sense, are lines shown blue on topographic maps at scale 1:50 000. These watercourses are protected under various statutes with respect to works to be undertaken within certain distances from the bank and / or centreline of the watercourse. However, property owners should be also aware of and document water flows over and above the 1:50 000 water courses.

Remnant (remaining native) vegetation near watercourses needs to be retained and often a supplementary planting for erosion control and filtering of nutrients in run-off water may be required. In some cases, bunding may be necessary to divert animal wastes or wastewater.

Sources of water should be stated quite clearly in any proposal. Provision of water for crop irrigation has become a major issue of water supply in the State. Development is not to have an adverse impact on the surface or underground water resource. The development must not compromise the utilization, conservation and quality of the water resource nor the capacity for natural systems to retain the environmental flow and water quality.

Catchment regions are proclaimed in respect of controlled take-up of water through the State Government's Water Allocation Plans. Drilling for water has been prevented in some areas of the State. Off-peak water and water licenses are becoming the norm in our rural areas.

Off-stream water storage or recharging of bores is necessary if off-peak water is to be bought and stored. These details need to be clearly shown on a property plan.

All action in or adjacent to a water drainage line or holding structure shall retain or enhance the chemical, biological and physical quality and environmental flow rates.

Typically conditions may include:

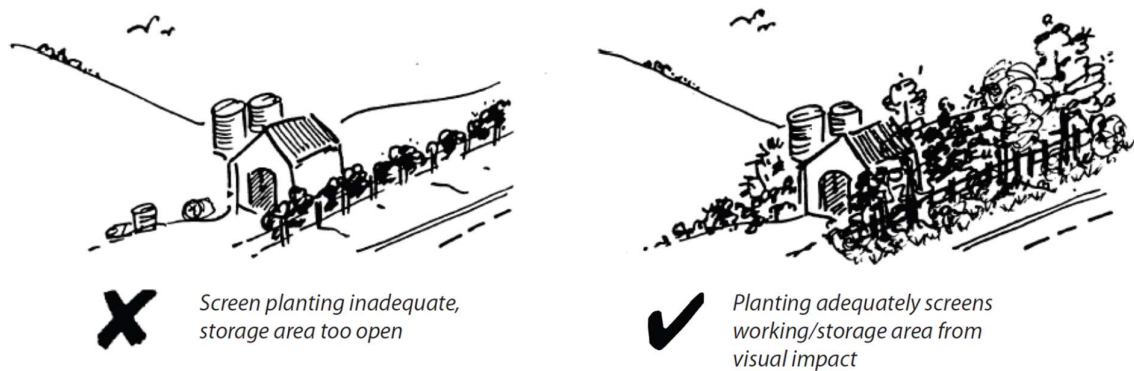
- Appropriate separation distance (usually 75 metres) that may include a component of vegetative buffering, from the centreline of a watercourse
- No buildings within 50m of a watercourse shown on a 1:50 000 topographic map scale
- No cultivation in any drainage line nor within 20 metres of a stream bank
- Neither ground surface nor aerial application of chemical spray or fertilizer to ground cover within 25 m or 200m respectively of a stream centre line
- Water storage to be appropriately buffered to avoid contamination.
- Dams should have an up-stream silt/nutrient trap recommended at 1/10 of the size of the dam, vegetation planted around the dam and silt trap. Trees should not be planted.
- Variable depths in the dam for improved aquatic habitat.
- Control of stock access into the dam and watercourse.

4.8 Sensitive Receptors

A sensitive receptor in terms of land-use change may be a dwelling, rainwater collection point, an adjacent industry requiring 'clean production', a watercourse or local drainage line, another agricultural enterprise or a school or public meeting place.

Buffer separation between conflicting uses is often the best way to resolve potential conflicts.

All planning applications for change of land-use should clearly show near and adjacent land-uses on the site assessment plan. Width of buffer can vary with the particular land uses involved, but this may only be properly assessed after a site inspection and site assessment.



Note 1: Screening plants should be set back from buildings far enough to minimise bushfire risks to persons and property. Fire retardant plants should be used for buffers where fire risk warrants.

Note 2: Diagrams above are not to scale

Diagram 4: Adequate planning is essential for an effective vegetated buffer.

4.9 Bushfires

With the exception of the Residential Zones in the suburbs of Rostrevor, Woodforde and Teringie, the Adelaide Hills Council District is located within High and Medium Bushfire Risk areas shown in Figures AdHi(BPA)/1 to 14. (Note: building within 100 metres of the bushfire risk areas of these suburbs are subject to bushfire provisions [see the Building Code of Australia]).

Bushfire provisions provide guidelines for the siting of dwellings, provision for access of emergency vehicles, provision of water supplies and fire-fighting equipment, and guidance on landscape and fuel clearance.

An additional 4-10 metres may well be required either side of a vegetative buffer portion for access and turnaround of fire service vehicles. The latter condition could depend on the relative access beyond the enterprise both within and beyond the applicant's property.

Whatever buffer design is established the applicant is responsible for keeping the level of fuel load to a minimum during the fire danger season. Ideally the ground level fuel height should be 10 cm or less as part of a fire management strategy.

Species should be selected for 'fire safety' rather than 'fire resistance'. This is generally referred to as 'relatively fire retardant'. Ideally the species selected should not hold onto dead foliage in its canopy; that is they are self-pruning. For preference the species should have a relatively smooth stem/trunk and the bark should either be shed in plates or be persistent. If the leaves are sappy they should have a low volatility on heating and not add to the fire risk.

These suggestions need to be modified where a biodiversity corridor or a native revegetation program is proposed.

There is strong evidence that the protection value from radiant heat and sparks by well-grown vegetation (with relatively low flammability rating) is greater than the risk posed by the combustion of the vegetation. This is only the case where buildings are adjacent and immediately downwind of such plantings.

Information required from the Country Fire Service when a development is referred to them for a buffer planting includes:

- species and fire retardance
- location of proposed vegetative buffer to adjoining development
- height at maturity
- width of lateral branch / foliage spread
- spacing of planting that would form a continuous 'fire wick'
- management strategy including lateral root spread and branch overhang
- ground fuel management strategy
- adjacent fuel management to reduce spread of fire into buffer
- fire break locations, widths and maintenance schedule
- fire break type (bare ground, grassed etc.)
- effects on existing native vegetation from potential bushfire
- retention and protection of existing native vegetation species
- water runoff control technique
- gradient
- access dimensions and availability from roadside and adjoining land
- fire-fighting equipment and water storage details
- production plant impedance for fire suppression actions
- between row cover crops and management (where relevant)
- mulching practices
- management strategies to limit or inhibit spread of fire

4.10 Residential Developments

Where the application is principally for residential development either within a designated township or settlement policy area or on land zoned for rural or rural / country living purposes the guidelines provided here apply. It does not necessarily follow that there is room for negotiation with an adjoining existing land use operator to amend work practices just because a residence is to be established nearby. The developer is encouraged to negotiate for an amiable solution to problems likely to impinge on a residential site. Issues such as spray drift, dust, noise and visual degradation are the more likely concerns from a residential point of view. Matters such as soil erosion and chemical trespass at ground level and in the water table may require alteration to the existing land use management strategy in conjunction with the new developer.

In all these cases the new developer needs to provide solutions to counter likely environmental, health and social issues before presenting an application to Council. The costs of buffering should normally be borne by the new developer, except where agreement can be reached between the adjoining property owners.

4.11 Enterprise Protection

The layout of a farm property and the provision of buffers should involve an integrated program for the management of rabbits, hares and foxes, native and introduced birds.

Buffer design in particular vegetation, can increase or decrease impacts on production.

4.12 Property Management Practices

A property farm management plan is required to be attached to each development application for change of land use. The details required will vary with the development proposal. Property management practices will vary from property to property. Both farming and residential proposals abutting each other will have certain separation requirements to be met.

Care will need to be taken with regard to weed and fire risk in buffer design.

The property management plan should include a log and operational plan that describes the atmospheric conditions during time of spraying or fertilizer application. (see Diagram 5).

Codes of Practice (pesticides), aspects of Chemical Accreditation, and compliance with the Agricultural and Veterinary Products (Control of Use) Act 2002, all need to be observed closely.

In many situations it is possible to avoid 'acrid smelling' chemicals since there are alternative brands on the market that are far less offensive. Training programs are essential for those operating spray equipment in agricultural and horticultural land uses.

Noise abatement, visual screening, stock barriers, amenity planting, habitat corridors, odour filtering and other reasons for buffering a development from adjoining land use may require similar adherence to Codes of practice and legislative stipulations.

Alternative management strategies may well reduce the likely impact of the proposed development through newer technology, smarter working and closer consultation with all stakeholders before, during and following establishment of the new development.

Residential developers are encouraged to consult first with adjoining landholders; especially where there is an obvious difference in land use in existence to that proposed.

This will not only reduce potential litigation but also smooth the process for an application before Council.

A cautionary approach to monitoring spray drift is to regularly talk with neighbours within an 'sensitivity awareness zone', typically 100m, from the development. This should satisfy concerns of neighbours and any agencies seeking historical information relating to duty of care.

Task	Tick	Notes
PLANNING - PRE SPRAY		
Chemical user		Joe Bloggs
Field owner		Fred Bloggs
Location	✓	6 km SE of Countrytown
Field to be sprayed, area (hectares) and type	✓	14 Ha fallow
Nature of pest problem	✓	Ryegrass
Are there any alternative methods to spraying	✓	No
Consult an up to date Awareness Zone Chart	✓	Yes
Sensitive areas within Awareness Zone	✓	Cotton 1 km to NE
Communicate to neighbours	✓	Yes, by phone 5/7/99
Check user training credentials	✓	ChemCert 15/12/98
APPLICATION		
Equipment in proper working order and calibrated	✓	Leak repaired
SPRAY EQUIPMENT	✓	SprayCoup
NOZZLE TYPE		Flat fan 8002
NOZZLE NUMBER		50
DROPLET SIZE		BCPC medium
SETTINGS	✓	Vertical
SPRAY PRESSURE (BAR)	✓	2 bar
Product label and MSDS read and understood	✓	Yes
Check wind direction – away from susceptible areas	✓	Yes
WIND DIRECTION IS (XXX°) :-	✓	From NE 040°
WINDSPEED IS (KPH) :-	✓	10 kph
TEMPERATURE (°C) IS :-	✓	27°C
RELATIVE HUMIDITY IS (%)	✓	50%
Cloud cover (1/8ths)		2/8
Approximate stability class (unstable, neutral or stable)		Neutral
Is there a ground surface temperature inversion ?		No
Are weather parameters within acceptable limits ?	✓	Yes
Are you wearing correct PPE for the job	✓	Yes
DATE		13/13/33
TIME START OF SPRAYING		10.00 hrs
TIME END OF SPRAYING		16.00 hrs
CHEMICAL TYPE(S)	✓	Glyphosate 450
PRODUCT APPLICATION RATE (L/ha)		2.5 L/ha
BULK VOLUME RATE (L/ha)	✓	50 L/ha
AMOUNT OF PRODUCT USED		35 L
TREATED AREA (ha)		14 ha
IN CROP/OTHER BUFFER USED ?	✓	100m in crop strip
	✓	
POST SPRAY EVALUATION	✓	
Were results satisfactory ?	✓	Yes
Could there be any improvements ?	✓	No
All spray records correct, up to date and stored safely ?	✓	Yes
Full name of chemical user _____ Signature _____ Date _____		

Diagram 5: Sample operational plan – overview checklist

A20 – Section 5 Design Elements carried and refined, unless otherwise stated (see 7.3 of refined Policy)

5. DESIGN ELEMENTS

5.1 Overview

The buffer design features are: buffer type, width and length. Vegetative and constructed buffers require closer examination of buffer height and density/porosity design. A constructed buffer cannot perform to the same level of effectiveness in most situations as a vegetated buffer because it lacks the ability to retain particles.

The only permanent options for buffering are either an 'open' ground and / or a 'vegetated' buffer design. Precise design of the buffer will depend upon the site the proposed land-uses and the adjacent or nearby land use and characteristics including road reserves.

This document and Council's Development Plan assumes an applicant will be limiting the amount of environmental impact.

Where the impact is likely to be greater, such as more potent / quantity / frequency of chemical regime or more variable management standards with less desirable technology, or where there is a higher than normal sensitivity level (eg aged homes), then a more cautionary design criteria will be required. The case studies in Section 6 highlight some approaches to specific requirements.

Land use impact on 'buffer-zone' land itself must also be accounted for in designing an appropriate buffer. For instance, if ground surface chemical and/or nutrient run off enters a buffer zone then a 'clean up' / maintenance strategy must be in place that satisfies the appropriate Australian Safety Standard (refer to EPA for guidance).

A21 – Section 5.2 has been moved to the Guidelines (see Appendix B)

5.2 Spray Drift

A major environmental impact that frequently requires a separation distance to more sensitive areas is chemical spray drift. The following refer to this issue although the principles apply to other issues referred to in Sections 3 and 4.

5.2.1 Biological Efficacy and Off-target drift

A number of variables determine the relative efficiency of spray reaching its target and potential for off-target drift:

- Pesticide formulation
- Dilution rate
- Sprayer configuration
- Nozzle type
- Nozzle size
- Spray pressure
- Post spray shielding
- Air volume (for air blast equipment)
- Crop row and plant spacing

- Travel speed
- Crop configurations (hedging versus open design)

Factors to consider in design to reduce spray drift potential include:

- degree of sensitiveness
- topography
- weather effects, particularly temperature, relative humidity and airflow dynamics such as thermal inversion layer and katabatic (downhill) wind flow
- wind direction & force
- water recharge / protection areas and locations of watercourses / wetlands
- risk to water table (rising salinization or otherwise)
- scenic amenity and other tourism features
- remnant vegetation of high conservation value (either as an association and/or a specific species or both)
- application method
- toxicology of materials used
- release height
- spray pressure (higher increases drift potential)

Drift readily occurs where droplets are:

- less than 250 micron volume median diameter and spray pressure is more than 150 kPa (20 PSI) or less than 100 micron size at any pressure
- wind speed >15 kph
- temperature (T) >30°C and relative humidity (RH) <40% or T >20°C and RH <25%

Vegetative Buffers slow the airflow and catch and retain material as droplets travel through. Thin rough foliage from base to crown is preferred, located as close as practicable to the impact point of release or the target height whichever is the greater. A vegetative buffer is more effective when greater than five (5) metres tall with 50 per cent porosity in a mixed tree / shrub multiple row configuration.

5.2.2 Nozzles and Application Rates

Droplet size is the single-most important factor to control drift in crops such as vines, flowers and vegetables that are sprayed overhead. In orchard situations crop canopy characteristics are of similar importance to droplet size and wind speed and direction. Whilst the ideal droplet size is greater than 250 microns, droplets are never consistently one size in all but the most accurate and recently calibrated equipment.

Spray nozzle design itself and associated wear does not produce consistent droplet size.

Therefore a cautionary approach to acceptance of manufacturer advice as to droplet size is necessary. It is accepted that where the 'cautionary' (ie minimal for the nozzle and pressure used) droplet size exceeds 250 micron (or visible size); spray drift is definitely reduced compared with smaller droplet sizes.

The industry uses a wide range of nozzle design. Each type has characteristics that impact on spray drift potential. Of the five standard types of nozzle only one, Controlled Droplet applicators (CDA) can adequately demonstrate some reduction in variability of droplet size.

The more conventional hydraulic applicators produce a wide range of droplet size that are applied at a relatively high concentration (30 to 1000L/ha) depending on crop type. Broadacre application is normally at 50-100 L/ha and horticultural application 200-1000 L/ha.

Electrostatic nozzles only deliver small droplets. Air induction nozzle droplet size is difficult to measure. Air shear type nozzles produce variable and generally smaller droplets.

CDA technology is preferred because the cautionary droplet size can be increased to be consistently greater than 250 micron and it is applied at a lower application rate in the order of 3 to 100 L/ha. Where such technology is advised in an application and the applicant confirms larger droplet size will be calibrated in all spraying operations, a concomitant buffer design reduction will be favourably considered. This will particularly apply where a protective shielding to physically intercept the drifting droplets is also incorporated into the design of the spray equipment.

5.2.3 Chemical Potency

The relative potency measured as either a mean acceptable working day exposure level (MAWDEL) or 50% lethal dose (LD50) varies considerably with the target pest or disease. Where the MAWDEL and/or LD50 for chemicals proposed for use are rated as 'hazardous' or greater a more stringent and cautionary buffer design will be required.

The converse may not necessarily apply, where the demonstrable level of management is inadequate for instance.

Various industry bodies produce literature outlining relative potency for chemicals registered for that industry. Occupational health and safety exposure levels are guides only. Consideration should be given to assuming the recipient of any chemical trespass or drift will be more sensitive than normal to account for operator error and unexpected site conditions beyond the control of the operator. In all cases the applicant is encouraged to deliver with low volume high efficacy as a goal in spray operations.

5.2.4 Aerial Spray Application

A much larger buffering design is required for aerial application of chemicals and fertilizers. This is a specialist field and an applicant will be required to justify use of this application method as opposed to a ground-based application. The Farm Chemicals branch of PIRSA will provide advice and operational guidelines. There are also restrictions and protocols prepared by the aviation industry.

5.3 Buffer Type

The buffer type, whether constructed, vegetated or open-ground, or a combination of any of these is the first variation to be considered in buffer design. A combination of vegetated and open-ground buffering will be the optimum choice in most situations.

A constructed buffer may be suitable as a temporary or permanent measure depending on circumstances and acceptance levels of adjoining landholders.

Vegetated buffers should be designed with suitable trees/shrubs/groundcover and grasses, which will achieve adequate protection for each of the adjacent land-uses. The type or species of vegetation and actual planting design must take into account:

- undue take-up of productive land
- degree of porosity of vegetative cover
- exacerbation of fire risk
- potential shading of crops
- containment of frosts
- root competition with the productive crop & existing vegetation
- attraction of birds either desired or unwanted.

Adjoining roadside vegetation may be included, where suitable, as part of a vegetated buffer, but this requires Council consent prior to submission of a development application.

Open-ground buffers may be suitable in certain circumstances, but the area must be slashed or mown, kept weed free and the fire risk kept to a minimum. It should not be used for storage of plant or machinery nor used regularly for vehicular traffic that may raise dust and create an undue noise impact to nearby residences (if present).

5.4 Buffer Location

The siting or location of a buffer will be determined on the basis of assessment of the element or receptor in need of protection. Where a new proposal is for a land-use, which will introduce new spray or noisier and more obtrusive regimes, the adjacent properties, if not developed as a similar land-use, will normally require buffer protection.

Where the land use is likely to impact on the current or existing land use, the buffering is the responsibility of the new land use developer.

It should not be presumed a title boundary, whether fenced or not, forms the limit to responsibility to adjoining landholders where environmental, personal or public health may be at risk from a different land use activity.

The buffer location will be determined by the proximity of the sensitive receptor (eg, neighbouring dwelling, school, hospital, etc). The style, that is: whether it is 'open', 'vegetated' or 'constructed'; will have a significant impact on approval for location of the buffer. The following guidelines infer a vegetative buffer will be incorporated into the design, either solely or in combination with either an open area and/or a constructed structure.

Provided the biodiversity conservation integrity is not compromised, road reserve vegetation may provide, in some situations, a 'ready-made' buffer to some development.

In addition, a roadway itself can provide further protection. In some road reservations, however, there may be no or only very sparse vegetation in existence. Buffer planting in these situations should be designed to complement the species prevailing in the area.

Co-operative road reserve planting may be possible through consultation with Council staff. However it is unlikely permission to utilise any road reserve that has a category 1, 2 or 3 (refer Road Reserve Management Plan) will be granted. On the contrary, a greater separation distance may be required.

Waterway buffers are of utmost importance to trap nutrients and sediments before they travel downstream into reservoir water catchments, watercourses and private dams on site and/or on adjacent land. Water exiting a property should equal or exceed the quality and environmental flow of entry to that property. Vegetation may need to provide a filtering capacity through dense reedbed and groundcover stands to slow the velocity of runoff water and to allow deposition of sediments and the infiltration of water with soluble chemicals and nutrients into the soil.

Performance of 'chemical trespass' buffers is relative to slope. The width and continuity of the buffer needs to be uniform so that gaps and weak points do not reduce the interception function. Steep slopes preclude settling of nutrients and sediments.

Pollutant loads are difficult to reduce. Gentler slopes are therefore the most effective in the arrest of pollutants.

The location of an open buffer relative to existing native vegetation stands and solitary trees and other plants is critical to their long-term survival and to the retention of the local landscape features.

Stands of native vegetation with little impact from weeds and human interference will normally have an abundant understorey presence. This is invaluable as a habitat for pest eating environmentally friendly birds and insects. Where an existing remnant native vegetation stand of 5 ha or greater exists no farming operation that requires chemical spraying and ground chemical treatment is to be within 50 metres.

Stands of native vegetation of lesser size than 5 ha are valuable especially if they are connected to each other or form a corridor for flora and fauna to a larger stand.

Understorey establishment is to be encouraged to assist in the long-term sustainability of that overstorey and to provide a balanced ecosystem beyond, to farmland and adjacent gardens and recreation areas.

Where solitary native plants are isolated (about 200m apart) there is less environmental value but often still high landscape value. If a solitary plant has hollows for birdlife and bats it is more valued. Stands of trees with understorey of shrubs and native grasses that are themselves isolated can sustain greater stress than solitary trees. Such isolated stands should be treated as though they are still contiguous with other stands as outlined in diagram 2.

5.5 Width of Buffer

One way of meeting associated performance criteria to combat land use impact is to employ a designated separation distance to the abutting land use. Not all separation distances need be within the applicant's land although it is preferable for long-term management. The separation areas need not be totally unproductive either. The distance and its form should be sufficient to provide actual and perceived protection of the sensitive receptors without jeopardising the realistic productive / viable future of the farm.

Any buffer would reduce some production areas. However human safety requires consideration by creating a balanced approach for each individual situation rather than making many local landholdings incapable of agricultural or horticultural development.

The separation distance, normally referred to as the buffer width, is critical to the degree of protection between differing land-uses and farm management practices. Within the separation distance one of the buffer types or a combination of them are required.

Assessment taking into account each local situation is needed. The width must be of sufficient dimension, depending on the impending land-use 'threat', to:

- enhance the landscape view and ambience
- ameliorate loss of biodiversity and / or enrich potential for biodiversity enhancement
- provide visual protection
- filter out waterborne nutrients and chemicals prior to watercourse entry
- prevent compaction and chemical trespass under existing native vegetation
- protect from spray drift
- ameliorate noise, odour and dust emission
- protect from wind
- contain wandering stock

The width may vary depending on the location of sensitive receptors, site features, type of development, management strategies proposed and likely and perceived intrusion into abutting land. The minimum will particularly depend on the style of buffer: be it 'open', 'vegetated' and/or 'constructed'.

An absolute minimum separation width of buffer of 5 metres is required for all change of land use developments. This may give some measure of certainty to a developer and to the adjoining landholder. Where there is a need for a width greater than minimum then this might be negotiated between the parties involved using this document as a guideline.

It is emphasized that this minimum width is not indicative of the likely approval width. Where spraying or noise is at issue a more likely minimum separation distance is 10 metres that includes at least a 5 metre vegetative buffer portion (refer to case studies for examples). For instance, a minimum width of 8 metres of open ground is required from a vegetative buffer portion, for conventional and higher potency and/or volume sprays and fertilizer applications,

to the point of spray release. Part of the buffer may include a headland (turning area for mechanical equipment).

A buffer width of at least 25 metres from the centre of a watercourse will be applied where the proposed development abuts a watercourse as shown on the 1: 50 000 map series or a wetland. Watercourses not classified in this way may also require buffering, especially where there is a possibility of chemical trespass, spray drift and / or row alignment perpendicular to the drainage line. In all cases a riparian vegetation establishment may be necessary.

Where there is an ETSA Utilities or telecommunications underground or overhead powerline within the proposed separation distance certain additional considerations will apply including limitation of height set distances from the line of poles outwards.

Separate brochures are available to further clarify these requirements that depend on the power output of the service itself.

Whilst it may be negotiable, it should not be presumed a road reserve or reserve may be incorporated into the buffer width requirement.

A 'farm operational' separation distance, generally as an 'open' buffer is required between development and the edge of each existing native vegetation stand or solitary native plant, both on site and overhanging the applicant's property. An additional vegetative buffer may be required for instances of likely chemical trespass or spray drift. In the latter case the same guidelines in this document will apply with the vegetation then considered as a 'sensitive receptor'.

This separation distance, often 4-5 metres, refers to the distance out from the canopy dripline (for trees and tall shrubs) or the foliage edge (for shrubs and smaller plants) of the existing native vegetation on or overhanging an applicant's property. The area within the canopy dripline / foliage edge is to be quarantined from machinery, vehicle, equipment or chemical storage or other activity defined as 'clearance' under the Native Vegetation Act (1991).

5.6 Height of Buffer

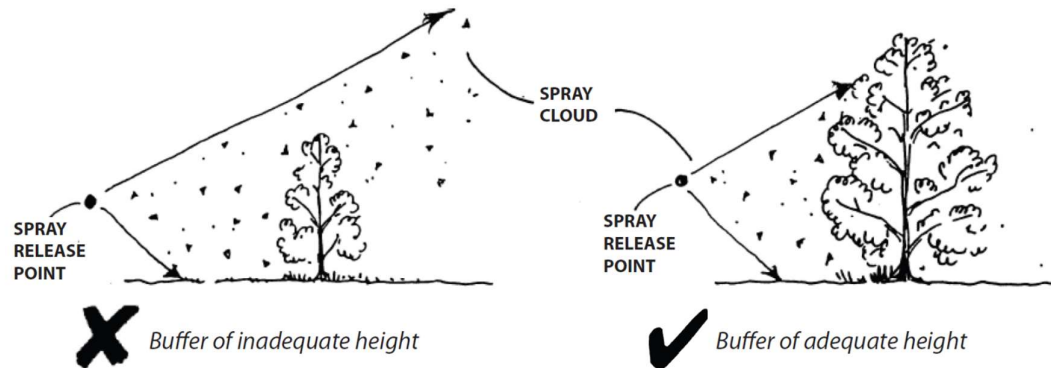
Vegetative or constructed buffers must be higher than the release height of sprays or other impact factors. The height of buffer, whether it is to be landscaped with vegetation or a temporarily constructed mesh fabric structure, is critical to its effective function.

In vineyard operations fungicide and insecticide sprays and fertilizer applications release chemicals at a height of up to 3.5 metres, whilst weedicides / herbicides are sprayed at under 0.5 metres height, above ground level.

Orchards have higher spray applications, which can be up to 4.5 metres. Vegetables and flowers are usually closer to the ground at 0.5 to 1 metre spray height maxima.

Grazing and field cropping spray and fertilizer operations are generally less frequent than horticultural operations with spray release height generally no greater than 2.0 metres.

Wind-tunnel tests on spray drift have shown that the minimum height of a barrier should be 1.5 times the release height of the spray (see barrier height) for a vegetated buffer with 50% porosity. If porosity is reduced to 40%, the minimum height of the buffer needs to increase to double the height that is 2.0 times the release height of the spray.



Note: Diagrams above are not to scale

Diagram 6: Adequate buffer height is critical to buffering success

An effective (refer definitions) vegetative buffer height is at least twice the particle/droplet release height or twice the target crop height whichever is greater.

Where the crop requires different heights for different spray operations then the greater provision needs to apply. The 2x (doubling) factor applies to a cautionary approach to account for variability of vegetative buffer structural porosity from 40 percent to 50 percent (refer Diagram 6 and subsection 5.9).

A standard buffer assumes impact point height is less than 2.5 metres. Any output greater than 2.5 metres would normally require additional width and number of rows.

Temporarily constructed mesh fencing may be desirable in the short term to provide protection until a vegetative buffer reaches its 'effective' height.

The crown of visual buffering may benefit from trimming to encourage lateral branching and doubling of leaders to create a more aesthetically pleasing appearance.

The height of a wind protection buffer for livestock and crops determines the effective length of protective ability, according to the rule of 10 times the height protection laterally into the paddock. That is, if a buffer is effectively 10 metres high it will provide wind protection on the lee side for up to 100 metres. Refer also to the section 5.8 that deals with length of buffers.

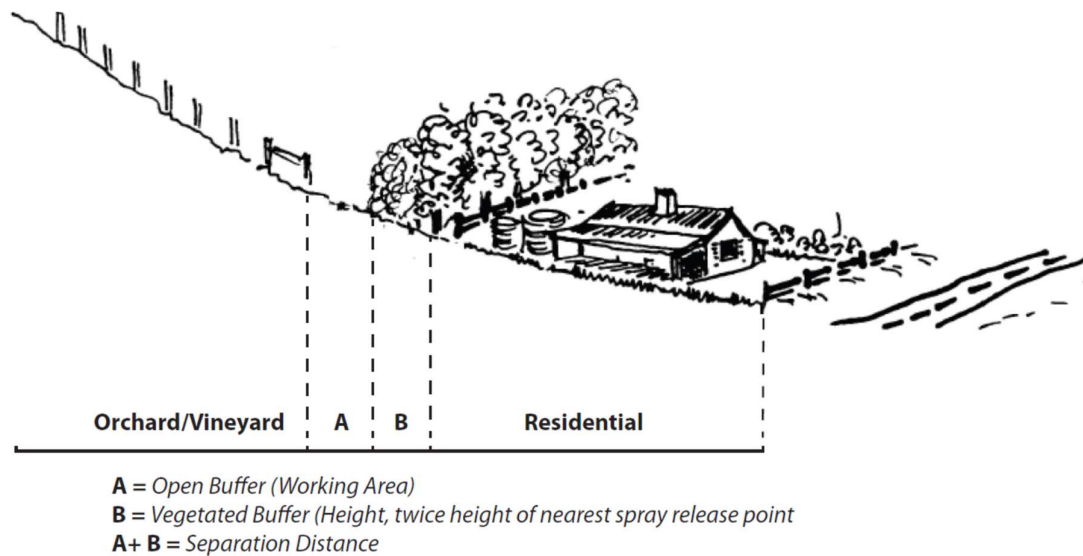
5.7 Spray Drift and Slope Factor

The slope of the land will often dictate the need for a taller buffer than would be required on level ground. In steeper parts of the Adelaide Hills crops may be grown at a higher elevation than the sensitive receptor. The following diagram (7) indicates the need for a taller buffer height relative to the spray output point or other impact features to be buffered.

5.8 Length of Vegetated Buffer

Generally, the vegetation buffer follows the boundary of the land, which is subject to the application for change of land use. This will usually be the title or land-holding boundary but may vary due to topographical features and the actual location of the crop and other critical elements.

The length of the vegetation buffer should have regard to the specific issues and adequately protect, most importantly, sensitive receptors such as rainwater collection and storage and residential accommodation. The buffer should extend at least as far from the sensitive receptor beyond a line drawn perpendicular to that receptor.



Note: Diagram above is not to scale

Diagram 7: Vegetated buffer height is critical in relation to spray output height on sloping land.

The longer the contiguous buffer the more effective it will be. As a guide each vegetative buffer length should be designed to be no shorter than twelve (12) times and preferably 18 to 24 times the design effective-buffering mature height of the vegetative buffer.

Where wind conditions are notoriously variable a longer buffer is desirable.

5.9 Spray Drift and Vegetated Buffer Density

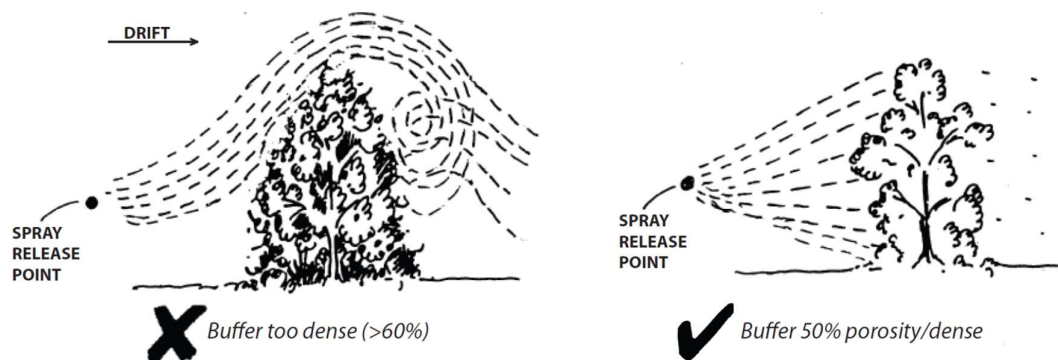
Whilst this section refers to spray drift, these same principles apply to wind protection and containment of dust for instance. A visual barrier that does not form a barrier to high winds may be denser in certain circumstances.

The primary aim of a vegetated buffer is to minimise the amount of airflow through the bulk of the stand. Vegetated buffers must provide such a density of natural surfaces, which will act to reduce the drift rate as spray droplets move in the air through the vegetation. Subsidiary catching of water-borne chemical droplets or dust is incidental but invaluable.

It is vital to design a vegetative buffer with a target of 50 percent porosity. If a fabric mesh is used as an interim measure it needs to have a 50 percent density. Whilst the vegetative buffer design may seek 50 percent, in reality this porosity may well vary in its ultimate 'natural' structure from 40 to 60 percent porosity. Nature guarantees a diverse range of growth characteristics within each species let alone across species.

The effect of higher than 50 percent porosity (< 50 percent density) will result in reduced collection of spraydrift due to the more open nature of the structure. Reduced porosity will require a higher and wider buffer.

The effect of lower than 50% porosity (50% density) will result in accumulation at the face of the buffer of the spraydrift and more critically a substantially increased turbulence of the dispersing spray cloud on the lee side of the buffer both from the top down and at the sides, often at a higher speed. This is a key reason for extending the length of a buffer as described in section 5.8. An increased porosity (>60%) is highly undesirable (refer diagram 8).



Note: Diagrams above are not to scale

Diagram 8: Porosity (density) needs to be in tune with buffering requirements.

Buildings or other solid structures should not be located in the vegetated buffer area as this will cause undesirable airflow, increase turbulence and thereby reduce the effectiveness of the buffer.

A22 – Section 5.10 has been carried (see 7.4.1)

5.10 Vegetation Species Selection

Species selection is very important. Suitability in each circumstance will need to be carefully considered. Factors such as soil type, rainfall, slope, growth-rate, lifespan and land-use history will require assessment.

Vegetated buffers take a number of years to provide the desired protection. There are quick-growing early-maturing shrubs and trees, which can be removed at a later stage, when the more desirable vegetation species or varieties have reached a suitable height. A careful consideration of the growing conditions may prescribe a mix of fast and steadier growth rated vegetation for the permanent stand.

Plant surfaces, which present a small frontal area to moving droplets dust particles and wind have the most successful design features. Thin needle-like foliage with numerous small branches are particularly suitable, as are large leaves covered in small hairs. This is not to preclude other species without these most desirable features provided the foliage is not excessively dense.

The intricacies of each site, limits discussion about specific plant species for buffering developments from abutting land uses. Council will assess proposals more favourably where sufficient site data, including growing conditions and management strategies for maintenance of the vegetation are provided. Each applicant should provide a list of plant species sought for approval, stating the features considered most relevant for the site, circumstances and buffering ability using the list of features below as a guide.

A number of agencies such as Flora SA, Forestry SA, Mount Lofty Ranges Catchment Program and Council as well as reputable private nurseries and vegetation propagators may be able to assist in selection of appropriate species.

A23 - carried (see Appendix B of refined Policy)

Council requires vegetative buffers that:

- are consistent with the existing local landscape 'feel' or ambience
- are 'Non-Invasive' (as per Invasive Plants Information Sheet (appended)
- have no known detrimental effect on the landscape / environment
- are established at least two staggered or parallel rows thick
- are relatively long-lived (> 20 years)

Council prefers vegetative buffers to:

- be consistent with the roadside and/or local natural vegetation
- be native vegetation species endemic to this region and found in the local natural setting (refer to Appendix)
- be sourced from local plant material (for native plants)
- have a relative low 'fire retardance'. Characteristics may include: absence of essential flammable oils; dead foliage not retained in canopy; open spreading branch habit with few fine twigs and self-pruning; bark smooth and shed in plates or dense and persistent [eucalypts are to be precluded 40 metres from residences]
- have a balance of at least two compatible species to account for 'tunnelling' effect

- require limited maintenance
- Information required of applicants:
- soil structure
- soil texture
- other soil features including pH, whether 'saline', waterlogging, water repellent
- average rainfall
- slope
- aspect (compass bearing)
- easements present
- existing vegetation on 'buffer' site
- overhanging vegetation from adjoining properties
- overhanging vegetation from roadside or unmade road reserve
- predominant wind direction and relative strength
- overhead or underground services location
- watering schedule (if proposed) during establishment and thereafter
- frost incidence
- special requests from abutting neighbour/s
- fire fuel load strategy
- replacement (of unhealthy plants) strategy
- any special requirements imposed on site, e.g. CFS
- local native vegetation association description
- list of species for consideration
- list of species not considered desirable
- indicate where the plant material (tube-stock, grown on or seed) will be sourced
- whether establishing in rows or at random / scattered
- row and plant spacing distances (where applicable)
- method, timing and preparation schedule for vegetative buffer establishment

A24 - carried
(see 7.4.2 of
refined Policy)
also note
expanded with
new section
7.4.3 'Buffer
Maintenance'

5.11 Vegetative Buffer Establishment

The selection and placement of plant species is very important. Changes following establishment are generally inconvenient and expensive. Detailed planning is required to ensure best long term results.

Current best practice techniques are required to enable vegetation to reach its desired dimensions as soon as possible. This does not necessarily imply a heavy fertilizer and irrigation schedule. On the contrary, over feeding and watering more than is natural for the species will eventually create management problems. Whilst the vegetation may grow fast its root system needs to establish slowly during the first year. Any plant pushed will become weak and prone to limb loss.

Thorough soil treatment for problem / competitive weeds and to open the subsoil to water permeation, then follow up weed control is essential for a successful vegetative buffer structure to develop as designed. Follow up weed control during the first three years is critical although regular management beyond this will assist the plants to provide a healthy and long-lived buffer structure. Smaller species in a multi-layered vegetative buffer should be planted on the 'lee' side of taller species for a more effective 'fire' retardant structural design.

Plant spacing in most instances will need to be 2.5 to 3.5 metres, with rows 2 to 3 metres apart (spacing 3.5 to 4 metres on a more exposed or stressful site such as a windy hill or claypan). Crowding is not conducive to optimum growth characteristics and sustained long life. The canopy spread for the species selected needs to be accounted for when allocating a management perimeter to work within.

A25 - carried
(see Appendix
B of Guidelines)

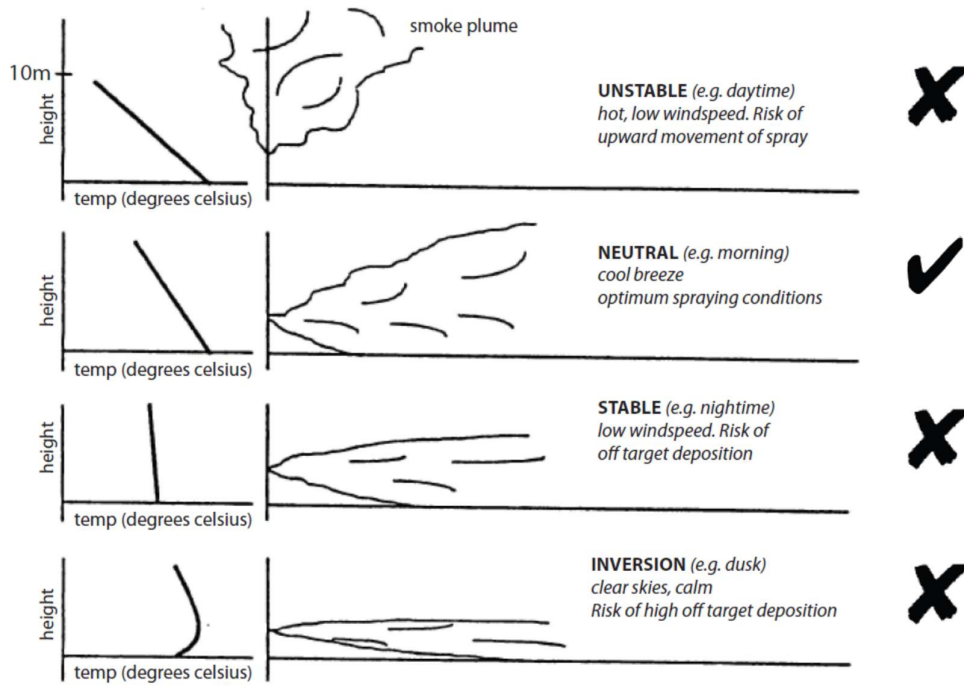
5.12 When to Spray

Where the sky is clear at night, the ground can lose heat rapidly in a dry climate. Air close to the ground becomes cooler than air above causing a surface temperature inversion ('warmer higher' rather than the normal 'cooler higher'). Presence of a thin layer of dust or smoke indicates there is an undesirable surface temperature inversion, often associated with a clear night sky beforehand, with still or very low air flow (refer diagram 9). This effect tends to occur under very low wind speed conditions. Spraying operations in particular should be avoided under such conditions since small droplets (<250 micron) can remain airborne for long periods within an inversion layer. This can cause drift several kilometres away.

Ideally spraying should take place under 'neutral' conditions where atmospheric temperature decreases with height. Such conditions usually occur with a cool breeze in the morning. A crosswind is best. Avoid temperatures greater than 35°C combined with relative humidity less than 40 per cent.

General points of Good Practice include:

- *always use the least toxic/most effective pesticide*
- *rotate chemical types to avoid the build-up*
- *regularly communicate with neighbours regarding proposed spray schedules*
- *observe and record weather conditions in a permanent log, to determine optimal spraying periods*
- *spray equipment to be constantly calibrated, maintained and recorded in a log*
- *spray when atmospheric conditions are appropriate i.e. no thermal inversion*
- *spray only when wind is light and variable in direction and strength, and*
- *if possible spray with a cross wind then progress upwind such that unsprayed downwind section is used to retain spray drift.*



Note: Diagrams above are not to scale

Diagram 9: Basic guide to air stability - behaviour of smoke or dust under various stability conditions

6. CASE STUDIES

A26 – carried
but transferred
to the
Guidelines
(see Appendix
C of the Buffers
Guidelines)

In all instances, a separation distance between primary industry and other land uses, activities and landscape elements is warranted.

The most cautionary approach is a minimum separation distance (or total buffering) of 40 metres which should include a minimum 20 metres vegetative stand with 50 per cent porosity in the centre of the buffer. A reduced width may be appropriate depending on site characteristics, adjacent uses, the crop and the proposed farm management practices.

The vegetative buffer length should be at least 24 times the effective buffering height.

The effective vegetative buffer height should be at least twice the particle/droplet release height or twice the target height, whichever is higher.

The structure of the vegetative buffer should be multiple rows (at least three) with at least three species of varying heights to account for lack of complete cover from any one species from ground level to the effective crown. The species should preferably be evergreen and native to the locality, supplied from seed collected locally and spaced 3 to 5 metres apart depending on the growing conditions of the site. The species should be hardy, long-lived and relatively fire resistant.

An additional 5-10 metres may well be required either side of a vegetative buffer portion for access and turnaround of fire service vehicles. This would depend on the relative access beyond the planting both within and beyond the applicant's property.

The mature height and width characteristics of the vegetative buffer plus open buffering should not unduly impact on the farming enterprise through shading, plant suckering or enticement of undesirable birds and pest animals.

The following are case studies that try to demonstrate some of these issues to principals outlined in this policy paper:

1. Case Study 1

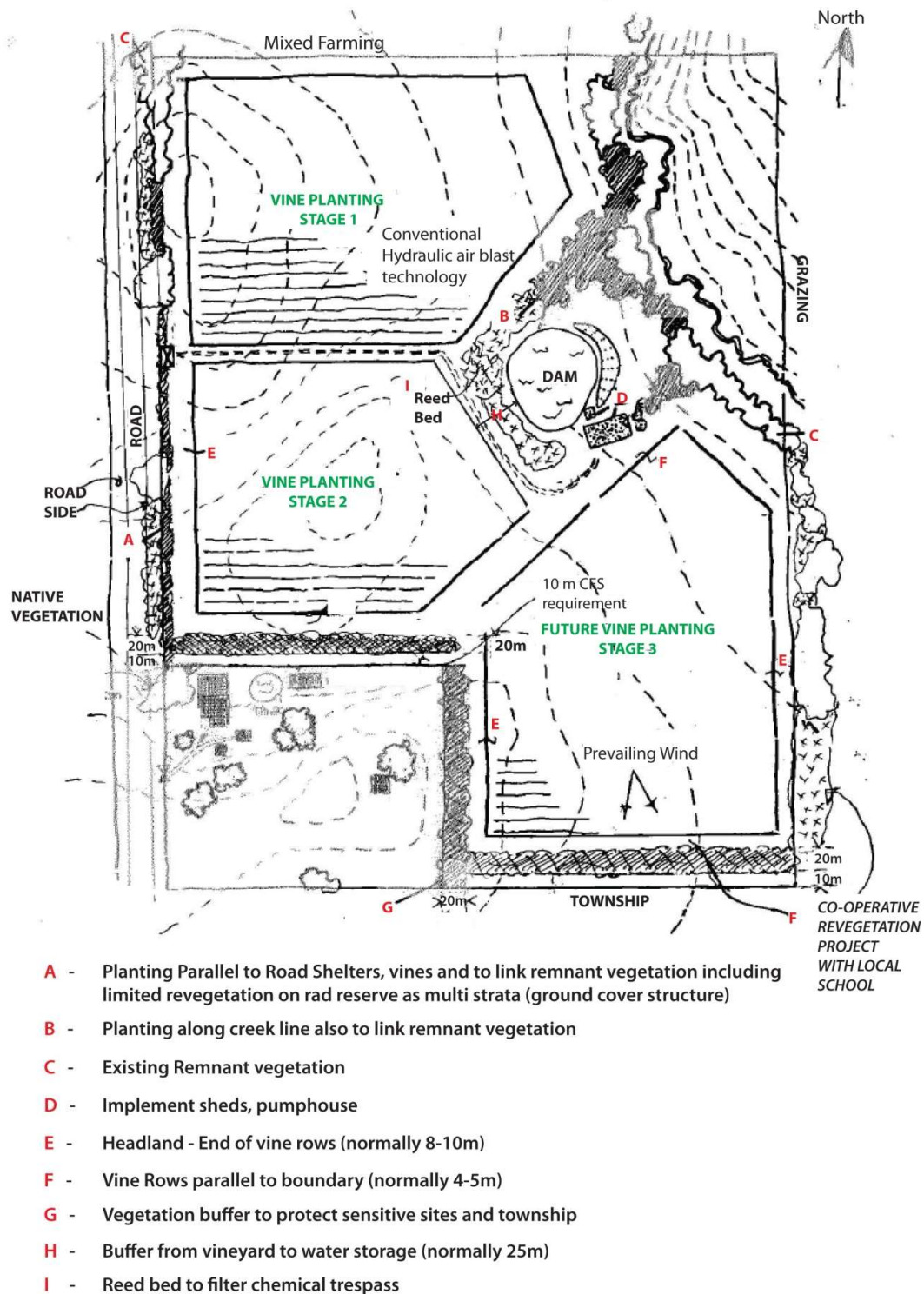
Vineyard adjoining a residential area, township boundary and farming land issues

2. Case Study 2

Orchard and vegetable growing adjoining a conservation/nature reserve and grazing land-uses and a significant roadside conservation site

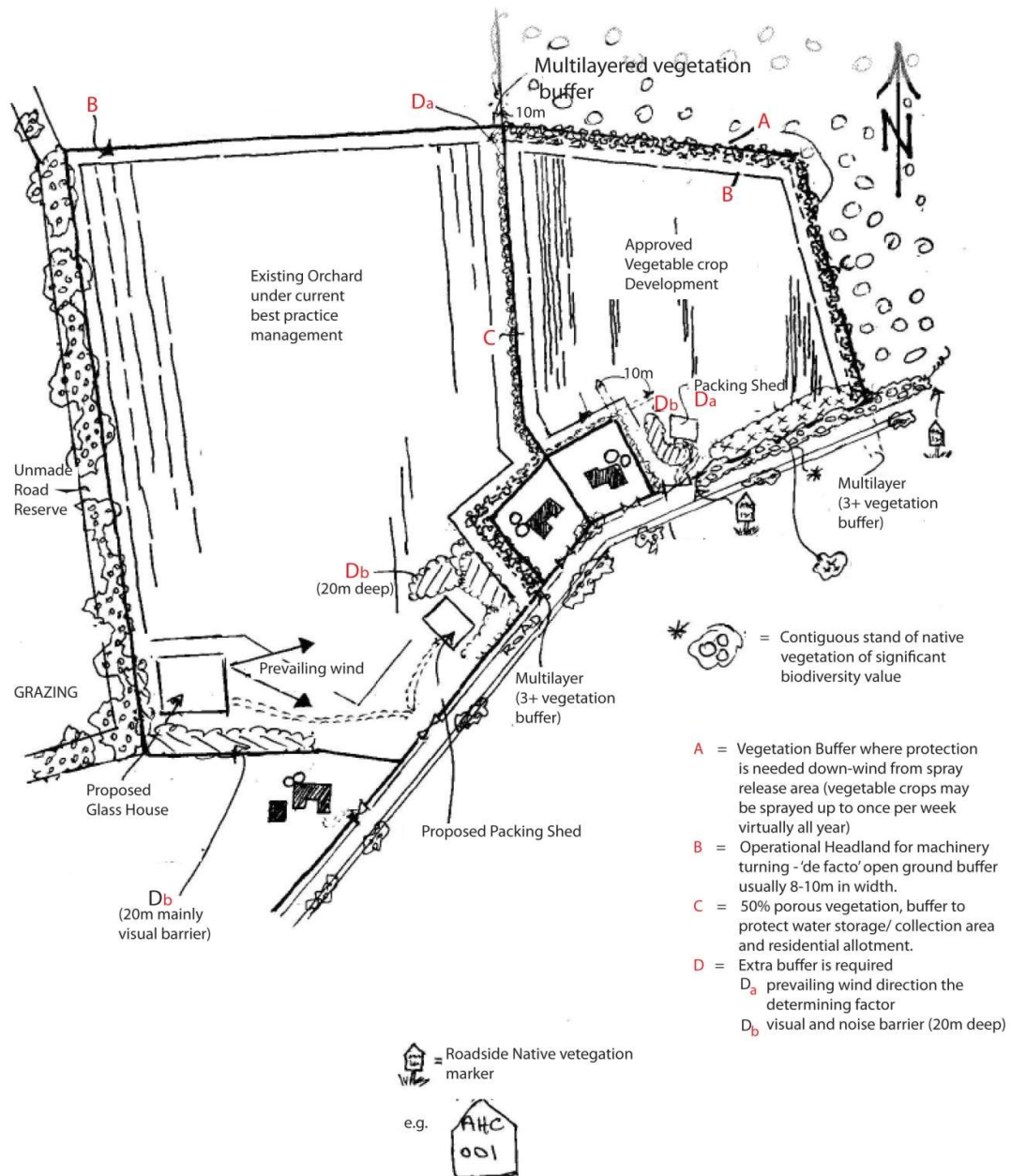
3. Case Study 3

Residential development adjoining horticultural and viticultural farm operations



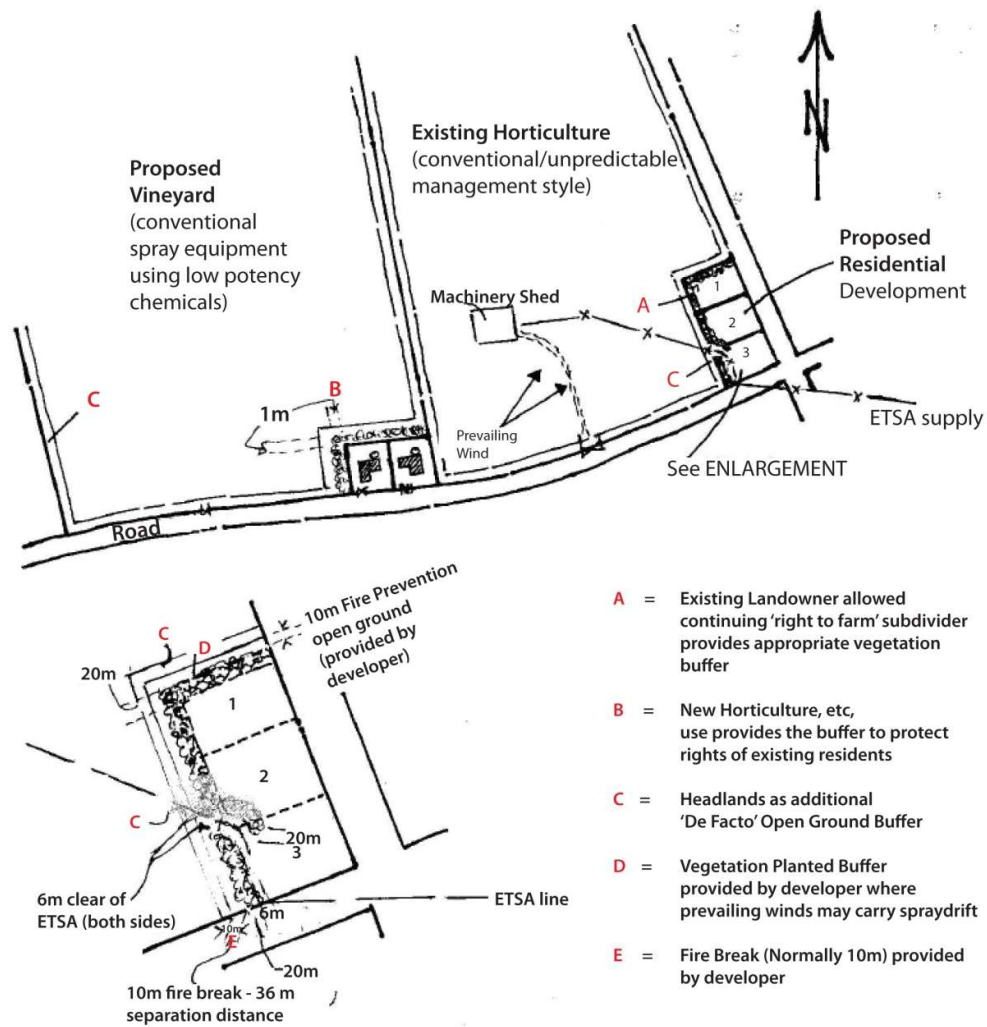
Note: Diagram above is not to scale

Case Study 1: Vineyard adjoining a residential area, township boundary and farming land uses.



Note: Diagram above is not to scale

Case Study 2: Orchard and vegetable growing adjoining a conservation/ nature reserve and grazing land-uses and a significant roadside conservation site.



Note: Diagram above is not to scale

Case Study 3: Residential development adjoining horticultural and viticultural farm operations

A27 - carried
(see 7.4.4 of
refined Policy)

7. DEVELOPMENT APPLICATIONS

Applicants for a change of land use in rural areas will need to carry out a local site assessment, and will need to specify intended land management practices when making application under provisions of the Development Act. This will enable consideration of suitable buffer types, separation widths and vegetation types where appropriate, and location having regard to the plan of management of the property relative to neighbouring land.

Applicants for land division or a change of land use in a township, residential area or the HFZ adjacent to farmland need to specify intended land uses as part of their application.

A development application should include:

1. a scaled site map, and a plan of all existing features and the proposed development;
2. a detailed site assessment to identify on-site and adjoining local conditions. This should include climate effects for potential frost hazard, existing native and other vegetation and fauna habitats, local bird species, soil characteristics and water availability, watercourses/drainage lines and especially likely sensitive receptors, e.g. adjacent and on-site dwellings, rainwater collection points;
3. reference to Government and Industry Codes of Practice and Guidelines.
4. a property management plan, which includes operational procedures and specifications as to the technology type, chemical and/or mechanical groupings to be used and what is the purpose and frequency of operations; and
5. a submission on design specifications proposed for establishment of one or more buffers. The intended use of each of up to three types or combinations of buffers should be clearly identified.
6. Plans drawn to scale, submitted with a proposal for change of land-use should show:
 - labelled contours at 5 metre intervals;
 - drainage lines into and out of the site;
 - adjoining landscape, including slope and aspect;
 - adjoining land uses, including current ground cover descriptions;
 - soil management proposals;
 - land classes;
 - irrigation drainage;
 - potential for erosion from wind and water; and,
 - any other physical features which may enable a more detailed knowledge of the proposal and a more accurate assessment of the proposal to be undertaken.

A plan of existing and proposed vegetation is an essential element of the property management plan to be submitted with an application. It must be clear how such vegetation is to be managed, including measures such as separation distances from proposed development, to prevent impact on existing native vegetation on and overhanging the development. The plan should incorporate, to scale, the canopy cover or foliage perimeter of all existing vegetation on the site and adjacent to it. Neighbouring and road reserve vegetation status also needs to be clearly shown.

8. REFERENCES

- 8.1 'Draft National Guidelines for Spray Drift Reduction of Agricultural Chemicals' –**
(University of Queensland) August 2000
- 8.2 Discussion Paper – Rural Land & Vegetation Advisory Group 'Buffer Zone Policy' –**
Trevor Ranford, Apple & Pear Growers Association of SA Inc., February 2001
- 8.3 'Planning a Vineyard – A Guide to selecting and planning a vineyard in the Shire of**
Yarra Ranges' – Shire of Yarra Ranges, August 1998

Relevant Legislation:

- **Agricultural and Veterinary Products (Control of Use) Act 2002**
- Agricultural and Veterinary Products (Control of Use) Regulations 2004
- Agricultural and Veterinary Products (Control of Use) Regulations 2017
- **Development Act 1993**
- Development Regulations 2008
- **Environment Protection Act 1993**
- Environment Protection Regulations 2009
- **Local Government Act 1999**
- Local Government (General) Regulations 2013
- **Native Vegetation Act 1991**
- Native Vegetation Regulations 2017
- **Natural Resources Management Act 2004**
- NRM (Eastern Mount Lofty Ranges—Exemption of Certain Existing Users) Regulations 2012
- NRM (Eastern Mount Lofty Ranges—Longer-Term Water Conservation Measures) Reg 2014
- NRM (Eastern Mount Lofty Ranges—Prescribed Watercourses and Surface Water Prescribed Area) Regs 2005
- NRM (Eastern Mount Lofty Ranges—Prescribed Wells Area) Regulations 2005
- NRM (General) Regulations 2005
- NRM (Western Mount Lofty Ranges—Prescribed Watercourses) Regulations 2005
- NRM (Western Mount Lofty Ranges—Prescribed Wells Area) Regulations 2005
- NRM (Western Mount Lofty Ranges—Surface Water Prescribed Area) Regulations 2005
- **SA Public Health Act 2011**
- **SA Public Health (General) Regulations 2013**
- **SA Public Health (Waste Water) Regulations 2013**

APPENDIX 1: General Information and Advice

Adelaide Hills Council

28 Onkaparinga Valley Road, Woodside	Tel: 8408 0400	Fax: 8389 7440
Planning and Building Approvals	Tel: 8408 0591	Fax: 8389 7440

Dept. of Primary Industries and Regions SA (PIRSA)

Level 14, 25 Grenfell Street, Adelaide	Tel: 8226 0995	Fax: 8204 1388
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Natural Resources Adelaide & Mt Lofty Ranges: Natural Resources Centres

(animal and plant control & management, vegetation, natural resources management)

205 Greenhill Road, Eastwood	Tel: 8273 9100
8 Adelaide Road, Gawler South	Tel: 8523 7700
1/33b Onkaparinga Road, Woodside	Tel: 8336 0901
5 Aldinga Road, Willunga	Tel: 8550 3400

Native Vegetation Council

GPO Box 1047, Adelaide 5001	Tel: 8303 9777
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Water Quality, Waste Management and Pollution

Environment Protection Authority (EPA)

Level 8/250 Victoria Square, Adelaide	Tel: 8204 2004
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Native Vegetation Management

Adelaide Hills Council

Natural Resource Officer	Tel: 8408 0547
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Dept. for Environment, Water & Natural Resources

Contact the Natural Resources Centres noted above

Agricultural Chemical Use

Primary Industry & Regions SA (PIRSA)

Rural Chemicals, 33 Flemington St, Glenside	Tel: 8207 7983	Fax: 8207 7909
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Environment Protection Authority:

Level 8/250 Victoria Square, Adelaide	Tel: 8204 2004
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Land Care Australia

www.landcareaustralia.org.au

Regional Development

Regional Development Australia - Adelaide Hills Fleurieu & Kangaroo Island (Hills & Coasts)

4 Angas Place, Strathalbyn

Tel: 8536 9200

Resource Information and Aerial Photography

Mapland & Aerial Photography www.mapland.sa.gov.au

Ground Floor, 81-95 Waymouth St, Adelaide: Tel: 8463 3999

Agriculture, Horticulture and Viticulture Information and Advice

Apple and Pear Growers Association of SA Inc. Tel: 8389 8453

Adelaide Hills Wine Region Inc. Tel: 1300 305 577

Australian Mushroom Growers' Assoc Email: contact@mushrooms.net.au

Beekeepers Society SA Email: office@bees.org.au

Cherry Growers SA Email: admin@cherriessa.com.au

Primary Producers SA Tel: 8297 0899 Email: admin@ppsa.org.au

SA Dairy Farmers Assoc. sada@sada.asn.au Tel: 8293 2399 Fax: 8293 8886

Olives Australia Tel: 0419 804 896

Onions SA Tel: 8725 8862

Strawberries Australia Tel: 0407 390 634

Winegrapes Council of SA Tel: 0401 715 895 E: admin@wgcsa.com.au

Landscape Assessment

- Adelaide, Flinders & SA Universities

- Institute of Horticulture

- Adelaide Hills Council – Natural Resource Officer

Tel: 8408 0547

Livestock Management

PIRSA Tel: 8226 0222

Vegetative Buffer Design

PIRSA Tel: 8226 0222

A28 - carried
(see Appendix
D of Buffers
Guidelines)

APPENDIX 2: Bushland Invasive Plants

Bushland Invasive Plants on Properties and Road Reserves for the AHC district

Environmental weeds in Bushland (includes wetlands and grasslands) may come from a variety of sources. These include accidental introductions (e.g. Boneseed), agricultural / forestry escapees (e.g. Phalaris & Pine Tree) and garden escapees (e.g. Hawthorn & Erica).

There are many garden and commercial plants (both native and foreign) which will invade natural bushland. These weeds are spread by birds, wind and water runoff, dumping of soil and garden refuse and certain human activity such as off road vehicle access, walking, cycling and horse riding in bushland.

Garden plants may provide habitat for native birds and animals by duplicating some of the natural habitat requirements of those individuals. For example, Pines provide food for cockatoos and Albizia provides nectar for many birds. However, as a rule, the benefits provided by these plants are far outweighed by the disruption they create in the natural ecosystem. Once established they compete with native plants for space, light, water and nutrients to the extent that many native plants and the fauna they support may be threatened.

Local native plants will provide the widest range of habitat requirements for native flora and fauna. To minimise the effect on native animals when removing introduced plants from a garden or bushland it is important to consider the value of those plants to native fauna and encourage their replacement with appropriate local native plants.

The list overleaf summarises some of the garden, commercial and just plain nuisance weedy plants, which often invade bushland in this district. It is not a complete list.

Many of these plants are widespread yet others are more discrete in action and location within the district. Some may for instance be more of a concern only when near a watercourse.

If you live near natural bushland you are encouraged:

- to avoid using these plants in your garden
- to replace these with more appropriate plants (preferably local natives)
- to remember native birds and other fauna when considering the removal of or change to their habitat
- to monitor and control any introduced seedlings in bushland
- to avoid dumping garden waste in bushland

Many of the plants listed are sold commercially for farming or home gardens. In their correct setting they may be invaluable but in the natural setting these invaders require stringent monitoring then application of a sound management strategy for control.

Unless these invaders are taken seriously there will be less and less intact native vegetation in the long term.

If you require further advice on specific weed control in bushland, about alternative plants for your property or general management techniques, please contact: the Council's Natural Resource Officer on 8408 0547.

Bushland Invasive Plants on Properties and Road Reserves for the AHC District

Botanical Name	Common name
<i>Acacia baileyana</i>	Cootamundra Wattle (N)
<i>Acacia dealbata</i>	Silver Wattle (N)
<i>Acacia decurrens</i>	Early Black Wattle (N)
<i>Acacia iteaphylla</i>	Flinders Ranges Wattle (N)
<i>Acacia longifolia</i>	Sydney Golden Wattle (N)
<i>Acacia saligna</i>	Golden Wreath Wattle (N)
<i>Agapanthus praecox orientalis</i>	Agapanthus
<i>Ailanthus altissima</i>	Tree of Heaven
<i>Allium triquetrum</i>	Three-cornered Garlic (P)
<i>Allium vineale</i>	Crow Garlic
<i>Amaryllis belladonna</i>	Belladonna Lily
<i>Anredera cordifolia</i>	Madeira Vine
<i>Arbutus unedo</i>	Strawberry Tree
<i>Arundo donax</i>	Bamboo
<i>Asphodelus fistulosus</i>	Onion Weed
<i>Babiana stricta</i>	Babiana
<i>Briza</i> sp.	Quaking Grass
<i>Chamaecystis palmensis</i>	Tree Lucerne/Tagasaste
<i>Chasmanthe floribunda</i>	Aunt Eliza
<i>Chrysanthemoides monilifera</i>	Boneseed
<i>Convolvulus arvensis</i>	Bindweed (P)
<i>Cortaderia selloana</i>	Pampas Grass
<i>Cotoneaster</i> sp.	Cotoneaster
<i>Crataegus monogyna</i>	Hawthorn Shrub
<i>Crataegus sinica</i>	Hawthorn Tree
<i>Cynodon dactylon</i>	Couch Grass
<i>Cytisus</i> cultivars	Brooms – cultivars
<i>Cytisus scoparius</i>	English Broom (P)
<i>Echium plantagineum</i>	Salvation Jane (P)
<i>Ehrharta calycina</i>	Perennial Veldt Grass
<i>Erica arborea</i>	Tree Heath
<i>Erica baccans</i>	Berry Heath
<i>Erica lusitanica</i>	Spanish Heath
<i>Eucalyptus cladocalyx</i>	Sugar Gum (N)

Botanical Name	Common name
<i>Eucalyptus globulus</i>	Tasmanian Blue Gum (N)
<i>Euryops abrotanifolius</i>	Fern-leaf
<i>Fraxinus rotundifolia</i>	Desert Ash
<i>Freesia</i> sp.	Freesia
<i>Fumaria</i> sp.	Fumitory
<i>Gazania linearis</i>	Gazania
<i>Genista linifolia</i>	Flax-leaved Broom
<i>Genista monosperma</i>	Weeping White Broom
<i>Genista monspessulana</i>	Montpellier Broom (P)
<i>Gladiolus undulatus</i>	Wild Gladiolus
<i>Grevillea rosmarinifolia</i>	Rosemary Grevillea (N)
<i>Gynandris setifolia</i>	Thread Iris
<i>Hakea laurina</i>	Pincushion Hakea (N)
<i>Hakea sericea</i>	Silky Hakea (N)
<i>Hedera helix</i>	English Ivy
<i>Homeria</i> sp.	Cape Tulip (P)
<i>Ilex aquifolium</i>	Holly
<i>Ipomoea congesta</i>	Purple Morning Glory
<i>Iris</i> sp.	Iris
<i>Ixia</i> sp.	Ixia
<i>Kennedia nigricans</i>	Black Coral Pea (N)
<i>Lathyrus tingitanus</i>	Tangier Pea
<i>Lavandula stoechas</i>	Topped/Spanish
<i>Leucojum aestivum</i>	Snowflake
<i>Ligustrum vulgare</i>	Privet
<i>Limonium</i> sp.	Sea Lavender
<i>Lycium ferocissimum</i>	African Boxthorn (P)
<i>Marrubium vulgare</i>	Horehound (P)
<i>Medicago</i> sp.	Medic
<i>Melaleuca armillaris</i>	Bracelet Honey Myrtle (N)
<i>Mesembryanthemum crystallinum</i>	Ice Plant
<i>Monadenia bracteata</i>	Monadenia/African Orchid
<i>Muraltia heisteria</i>	African Furze
<i>Myrsiphyllum asparagoides</i>	Bridal Creeper (P)
<i>Myrsiphyllum declinatum</i>	Myrsiphyllum
<i>Nerium oleander</i>	Oleander
<i>Nothoscordum inodorum</i>	Fragrant Onion
<i>Olea europaea</i>	Olive, European (P)
<i>Opuntia</i> sp.	Prickly Pear

Botanical Name	Common name
<i>Oxalis pes-caprae</i>	Soursob
<i>Oxalis purpurea</i>	One O'Clock
<i>Paraserianthes lophantha</i>	Albizia/Cape Leeuwin Wattle (N)
<i>Paspalum dilatatum</i>	Paspalum
<i>Pennisetum clandestinum</i>	Kikuyu
<i>Pennisetum macrourum</i>	African Feather Grass (P)
<i>Pentaschistus thunbergii</i>	Pussy Tails
<i>Phalaris aquatica</i>	Phalaris
<i>Pinus halepensis</i>	Aleppo Pine
<i>Pinus radiata</i>	Radiata/Monterey Pine
<i>Piptatherum miliaceum</i>	Rice Millet
<i>Pittosporum undulatum</i>	Sweet Pittosporum (N)
<i>Polygala myrtifolia</i>	Myrtle-leaf Milkwort
<i>Polygala virgata</i>	Milkwort
<i>Populus</i> sp.	Poplar
<i>Prunus armeniaca</i>	Apricot
<i>Prunus avium</i>	Cherry
<i>Prunus cerasifera</i>	Cherry Plum
<i>Prunus domestica</i>	Plum
<i>Prunus dulcis</i>	Almond
<i>Prunus persica</i> var <i>nectarina</i>	Nectarine
<i>Prunus persica</i> var <i>persica</i>	Peach
<i>Rhamnus alaternus</i>	Blow-fly Bush/Buckthorn
<i>Euryops Robinia pseudoacacia</i>	Black Locust
<i>Rosa canina</i>	Dog / Briar Rose
<i>Rosa rubiginosa</i>	Sweet Briar
<i>Rubus ulmifolius</i>	Blackberry (P)
<i>Salix</i> spp.	Willow (all species)
<i>Scabiosa atropurpurea</i>	Scabious
<i>Senecio angulatus</i>	Mile-a-Minute
<i>Senecio mikanioides</i>	Cape Ivy
<i>Senecio pterophorus</i>	African Daisy
<i>Schinus areira</i>	Pepper Tree
<i>Solanum aviculare</i>	Kangaroo Apple (N)
<i>Sollya heterophylla</i>	Native Bluebell (N)
<i>Sparaxis tricolor</i>	Harlequin Flower/Sparaxis
<i>Synnotia villosa</i>	Synnotia
<i>Tamarix aphylla</i>	Athel Pine
<i>Tradescantia fluminensis</i>	Wandering Jew

Botanical Name	Common name
Trifolium spp.	Clovers
Tritonia sp.	Tritonia
Ulex europaeus	Gorse / Furze (P)
Ulmus sp.	Elm
Viburnum tinus	Lauristinus
Lavender	Vicia sp. Vetch
Vinca major	Blue Periwinkle (P)
Viola odorata	Violet
Watsonia bulbifera	Bulbil Watsonia (P)
Zantedeschia aethiopica	Arum Lily

APPENDIX 3: Vegetation suitable for Buffering

A29 - carried
(see Appendix
B of refined
Policy)





















This list identifies all species endemic to the Adelaide Hills Council district that have a buffering capacity. Only a limited number of species would be appropriate for each situation. The fire retardance characteristics, as well as growth rate and buffer features need close examination before selecting them. Council staff are available to assist once an initial potential list has been submitted for comment.
























Rainfall -- H (>800mm) M (600-800mm) L (500-600mm)






















Growth Rate -- F (2-4yrs) M (4-6yrs) S (6-yrs)
























Longevity -- L (century or so) M (at least 2 decades)

Fire Retardant Species*


Botanical Name	Common Name	Family Name	Spray Buffering Feature	Growth Form	Rainfall (1)	Growth Rate (2)	Longevity
SHRUB (1-3m height)							
<i>Acacia acinacea</i>*	Wreath (round-leaved) Wattle	Mimosaceae	y		L	F	M
<i>Acacia continua</i>	Thorny Wattle	Mimosaceae	y		L	F	M
<i>Acacia ligulata</i>	Umbrella Bush	Mimosaceae	y		L	F	M
<i>Acacia paradoxa</i>	Kangaroo Thorn	Mimosaceae	y		L-H	F	M
<i>Acacia retindoes</i> var. <i>retinodes</i> Swamp forma.	Swamp Wattle	Mimosaceae	y		L-M	F	M
<i>Allocasuarina muelleriana</i> ssp. <i>Muelleriana</i>	Slaty Sheoak	Casuarinaceae	y		L	M	M
<i>Beyeria lechenaultii</i>	Pale Turpentine Bush	Euphorbiaceae	y		L	M	M
<i>Callistemon teretifolius</i>	Flinders Ranges Bottlebrush	Myrtaceae	y		L	M	M
<i>Correa aff. aemula</i>	Hairy Correa	Rutaceae	y		MH	F	M
<i>Correa glabra</i>	Smooth Rock Correa	Rutaceae			L	F	M
<i>Correa reflexa</i> var. <i>reflexa</i>*	Common Correa	Rutaceae			M	H	F M
<i>Gahnia clarkei</i>	Tall Saw-sedge	Cyperaceae			MH	F	M
<i>Gahnia sieberiana</i>	Red-fruit Saw-sedge	Cyperaceae			H	F	M
<i>Gahnia trifida</i>	Cutting-grass	Cyperaceae			H	F	M
<i>Hakea carinata</i>	Erect Hakea	Proteaceae	y		L-M	M	M
<i>Hakea rostrata</i>	Beaked Hakea	Proteaceae	y		L-M	M	M
<i>Hakea rugosa</i>	Dwarf Hakea	Proteaceae	y		M	M	M
<i>Leptospermum continentale</i>	Prickly tea tree	Myrtaceae	y		L-M	M	M
<i>Leptospermum myrsinoides</i>	Heath tea tree	Myrtaceae	y		M	M	M
<i>Leucopogon lanceolatus</i>	Lance Bearded-heath	Epacridaceae	y		MH	M	M

Botanical Name	Common Name	Family Name	Spray Buffering Feature	Growth Form	Rainfall (1)	Growth Rate (2)	Longevity
<i>Leucopogon rufus</i>	Ruddy Bearded-heath	Epacridaceae	y		M	M	M
<i>Myoporum viscosum</i>	Sticky Boobialla	Myoporaceae	y		L	S	L
<i>Pultenaea hispidula</i> (prev. <i>graveolens</i>)	Scented Bush-pea	Fabaceae	y		MH	F	M
SHRUB to TALL SHRUB (<5m height)							
<i>Acacia verticillata</i>	Prickly Moses	Mimosaceae	y		MH	F	M
<i>Acacia victoriae</i> ssp. <i>Victoriae</i>	Elegant Wattle	Mimosaceae	y		L	F	M
<i>Allocasuarina striata</i>	Small Bull-oak	Casuarinaceae	y		L-M	M	M
<i>Callistemon rugulosus</i> var. <i>rugulosus</i>	Scarlet Bottlebrush	Myrtaceae	y		L-M	M	M
<i>Callistemon sieberi</i>	River Bottlebrush	Myrtaceae	y		M	M	M
<i>Melaleuca decussate</i>	Totem Poles	Myrtaceae	y		L	F	M
<i>Prostanthera behriana</i>	Downy Mintbush	Lamiaceae	y		L-M	M	M
<i>Santalum acuminatum</i>	Sweet Quandong	Santalaceae	y		L	S	
SHRUB to LOW TREE (<8m height)							
<i>Acacia dodonaeifolia</i>	Stick Wattle	Mimosaceae	y		L-M	F	M
<i>Bursaria spinosa</i>	Christmas Bush	Pittosporaceae	y		L-M	M	M
<i>Melaleuca lanceolata</i> ssp. <i>Lanceolata</i>*	Dryland tea tree Moonah	Myrtaceae	y		L	F	M
TALL SHRUB to LOW TREE (3-8m height)							
<i>Acacia retinodes</i> var. <i>retinodes</i> Hill forma.	Swamp Wattle (Hill)	Mimosaceae	y		L	F	M
<i>Acacia verniciflua</i>	Varnish Wattle	Mimosaceae	y		H	F	M
<i>Banksia marginate</i>	Silver Banksia	Proteaceae	y		L-M	M	L
<i>Dodonaea viscosa</i> ssp. <i>Spatulata</i>	Stick Hop-bush	Sapindaceae	y		L-M	F	M
<i>Eucalyptus cosmophylla</i>	Cup Gum	Myrtaceae	y		M	M	L
<i>Leptospermum lanigerum</i>	Silky tea tree	Myrtaceae	y		L	M	M
<i>Pittosporum phylliraeoides</i> var. <i>macrocarpa</i>	Native Apricot	Pittosporaceae	y		L	S	M
<i>Santalum murrayanum</i>	Bitter Quandong	Santalaceae	y		L	S	M
TALL SHRUB to TREE (3-12m height)							
<i>Callitris rhomboidea</i>	Oyster Bay Pine	Cupressaceae	y		L	S	L
LOW TREE to TREE (5-12m height)							

Botanical Name	Common Name	Family Name	Spray Buffering Feature	Growth Form	Rainfall (1)	Growth Rate (2)	Longevity
<i>Callitris preissii</i>	Murray Pine	Cupressaceae	y		L	M	L
LOW TREE to TALL TREE (>5m height)							
<i>Eucalyptus fasciculosa</i>	Pink Gum	Myrtaceae	y		L	M	L
<i>Eucalyptus goniocalyx</i> ssp. <i>Goniocalyx</i>	Long-Leaved Box	Myrtaceae	y		M	M	L
<i>Eucalyptus porosa</i>	Mallee Box	Myrtaceae			L	M	L
TREE (8 - 12m height)							
<i>Allocasuarina verticillata</i>	Drooping Sheoak	Casuarinaceae	y		L-H	M	M
TREE to TALL TREE (>8m height)							
<i>Acacia melanoxylon</i> *	Blackwood	Mimosaceae	y		MH	F	L
<i>Eucalyptus viminalis</i> ssp. <i>Cygnensis</i>	Rough-barked Manna Gum	Myrtaceae	y		L-M	F	L
TALL TREE (>12m height)							
<i>Eucalyptus baxteri</i>	Brown Stringybark	Myrtaceae	y		M-H	M	L
<i>Eucalyptus camaldulensis</i> var. <i>camaldulensis</i>	River Red Gum	Myrtaceae	y		L-M	F	L
<i>Eucalyptus dalrympleana</i> ssp. <i>Dalrympleana</i>	Mountain Gum (formerly Candlebark)	Myrtaceae	y		M-H	F	L
<i>Eucalyptus leucoxylon</i> ssp. <i>Leucoxylon</i>	South Australian Blue Gum	Myrtaceae	y		L	F	L
<i>Eucalyptus obliqua</i> var. <i>obliqua</i>	Messmate Stringybark	Myrtaceae	y		MH	M	L
<i>Eucalyptus odorata</i>	Peppermint Gum	Myrtaceae	y		L	M	L
<i>Eucalyptus viminalis</i> ssp. <i>Viminalis</i>	Manna Gum	Myrtaceae	y		M	F	L
EXOTIC VEGETATION (take care to retain consistency with existin landscape as advised by Council)							
SHRUB (1-3m height)							
<i>Banksia hookeriana</i>	Hooker's Banksia	Proteaceae	y		L	F	M
<i>Callistemon brachyandrus</i>	Prickly Bottlebrush	Myrtaceae	y		L	S	M
<i>Grevillea olivacea</i>	Ikuve-leaved Grevillea	Proteaceae	y		L	M	M
<i>Juniperus communis</i> 'Compressa'	Dwarf Juniper	Cupressaceae			M	S	L
<i>Thryptomene saxicola</i>	Thryptomene 'Paynei'	Myrtaceae			L-M	F-M	M
SHRUB to TALL SHRUB (1-5m height)							
<i>Banksia ashbyi</i>	Ashby's Banksia	Proteaceae	y		L	M	M
<i>Callistemon citrinus</i> varieties	Red Bottlebrush	Myrtaceae	y		L	M	M

Botanical Name	Common Name	Family Name	Spray Buffering Feature	Growth Form	Rainfall (1)	Growth Rate (2)	Longevity
Callistemon phoeniceus	Fiery Bottlebrush	Myrtaceae	y		L-M	S	M
Chamelaucium uncinatum	Geralton Wax	Myrtaceae	y		L	F	M
Eucalyptus cneorifolia	Kangaroo Is. Narrow-leaved Mallee	Myrtaceae			L	S	L
Grevillea hookeriana	Tooth brush Grevillea	Proteaceae			L	F	M
Melaleuca acuminata	Malley Honey Myrtle	Myrtaceae	y		L	M	L
Melaleuca hypericifolia	Hillock Honey Myrtle	Myrtaceae			L	F	M
Melaleuca uncinata	Broombush	Myrtaceae			L	M	M
SHRUB to LOW TREE (1-8m height)							
Banksia brownie	Brown's Banksia	Proteaceae	y		M	M	M
Banksia ericifolia	Heath Banksia	Proteaceae	y		L-M	M	M
Leptospermum scoparium	Pink tea tree 'Lambethii'	Myrtaceae	y		L-M	M	M
Melaleuca huegelii	Chenille Honey Myrtle	Myrtaceae	y		L	F	M
TALL SHRUB (3-5m height)							
Chamaecyparis lawsoniana 'Lutea'	Golden Lawson Cypress	Cupressaceae			H	S	L
Leptospermum polygalifolium (prev. flavescens)	Tantoon tea tree	Myrtaceae	y		M	F	M
Myoporum insulare*	Boobialla	Myoporaceae			L	F	M
TALL SHRUB to LOW TREE (3-8m height)							
Acacia trineura	Three-nerved Wattle	Mimosaceae			L	F	M
Arbutus unedo	Irish Strawberry	Ericaceae			M	F	L
Banksia coccinea	Scarlet Banksia	Proteaceae	y		M	M	M
Callistemon viminalis cultivars	Weeping Bottlebrush	Myrtaceae	y		L-M	S	M
Eucalyptus pulverulenta	Powdered Gum	Myrtaceae	y		L-M	F	M
Hakea francisiana	Bottlebrush Hakea	Proteaceae	y		L	M	M
Juniperus virginiana 'Spartan'	Spartan Juniper	Cupressaceae			M	M	L
Leptospermum laevigatum	Coastal tea tree	Myrtaceae	y		M	F-M	L
TALL SHRUB to TREE (3-12m height)							
Juniperus communis	Common Juniper	Cupressaceae			M	S	L
LOW TREE (5-8m height)							
Callistemon 'Harkness'	Gawler Hybrid	Myrtaceae	y		L	S	M

Botanical Name	Common Name	Family Name	Spray Buffering Feature	Growth Form	Rainfall (1)	Growth Rate (2)	Longevity
<i>Metrosideros excelsa</i> 'Aurea'	NZ Christmas Tree	Myrtaceae	y	♀	L-M	M	L
<i>Photinia robust</i>	Photinia	Rosaceae		♀	M	F	M
<i>Pittosporum bicolor</i>	Banyalla	Pittosporaceae		♀		MM	L
LOW TREE to TREE (5-12m height)							
<i>Acacia falciformis</i>	Hickory Wattle	Mimosaceae	y	♀	M-H	M	M
<i>Acacia pendula</i>	Weeping Myall	Mimosaceae	y	♀	L	S	L
<i>Banksia prionotes</i>	Acorn Banksia	Proteaceae	y	♀	L	F	M
<i>Cupressus glabra</i>	Smooth Arizona Cypress	Cupressaceae		♂	L	S	M
<i>Eucalyptus cinerea</i>	Argyle Apple	Myrtaceae		♀	M	M	L
<i>Eucalyptus cornuta</i>	Yate	Myrtaceae	y	♀	L	M	M
<i>Eucalyptus scoparia</i>	Willow Gum	Myrtaceae	y	♀	H	M	M
<i>Melaleuca linariifolia</i>	Snow-in-Summer	Myrtaceae	y	♀	L-M	M	M
LOW TREE to TALL TREE (>5m height)							
<i>Acmena smithii</i>*	Lilly Pilly	Myrtaceae	y	♀	M	M	L
<i>Allocasuarina torulosa</i>	Rose Sheoak	Casuarinaceae	y	♂	L-M	F	L
<i>Banksia menziesii</i>	Firewood Banksia	Proteaceae	y	♀	L	S	M
<i>Eucalyptus nicholii</i>	Willow Peppermint	Myrtaceae		♀	M	F	M
TREE to TALL TREE (>8m height)							
<i>Abies pinsapo</i>	Spanish Fir	Pinaceae		♂	H	S	L
<i>Angophora floribunda</i>	Rough-barked Apple	Myrtaceae	y	♀	M	F	L
<i>Casuarina cunninghamiana</i>*	River Oak	Casuarinaceae	y	♂	L	M	L
<i>Cedrus deodara</i>	Himalayan Cedar	Pinaceae	y	♂	M	S	L
<i>Cupressus lusitanica</i>	Portuguese Cypress	Cupressaceae		♂	L	M	M
<i>Cupressus macrocarpa</i>	Monterey Cypress	Cupressaceae		♂	M	M	M
<i>Eucalyptus astringens</i>	Brown Mallet	Myrtaceae	y	♂	L	M	M
<i>Eucalyptus occidentalis</i>	Flat-topped yate	Myrtaceae	y	♂	L	F	M
<i>Grevillea robusta</i>	Silky Oak	Proteaceae	y	♀	L-M	F	M
TALL TREE (>12m height)							
<i>Abies nordmanniana</i>	Caucasian Fir	Pinaceae		♂	H	S	L
<i>Abies procera</i> 'Glauc'	Noble Fir	Pinaceae	y	♂	H	S	L
<i>Angophora costata</i>*	Smooth Barked Apple Gum Myrtle	Myrtaceae	y	♀	M	F	L
<i>Picea abies</i>	Norway Spruce	Pinaceae		♂	H	S	L
<i>Pinus canariensis</i>	Canary Island	Pine Pinaceae	y	♂	L	M	L

Botanical Name	Common Name	Family Name	Spray Buffering Feature	Growth Form	Rainfall (1)	Growth Rate (2)	Long- evity
Pseudotsuga menziesii	Douglas Fir	Pinaceae		H	F	L	

Sources:

Sustainable Landscapes – Reducing Fire Risks in Gardens Botanic Gardens of Adelaide, Adelaide, undated –
[\[http://www.environment.sa.gov.au/botanicgardens/Learn/Sustainable_Landscapes_Project\]](http://www.environment.sa.gov.au/botanicgardens/Learn/Sustainable_Landscapes_Project)

Fire Retardant Plants Fact Sheet - Country Fire Service (CFS), Adelaide, 2000

Appendix 4: Guide for Horticultural Land-uses -- DPTI

A29 – deleted
due to
outdated
information



Development Act 1993

February 2002

Prepared by Planning SA, the Environment Protection Agency, the Department of Industry and Trade and the Local Government Association with valuable input from the Mount Lofty Ranges Catchment Program (Local Government Component).

Guide for Applicants

Vineyards/Viticulture

All applications should provide the following information as identified in 'Guide for Applicants: All applications'.



General Information

- application form
- application fee
- site plan
- description of the surrounding area
- description of proposal



Submit to your local Council or the Development Assessment Commission where appropriate

A vineyard or viticulture is a type of use that can be established successfully if it is sited, designed and operated properly, but has the potential to cause environmental harm or be detrimental to the amenity of the locality if these factors are not considered.

This Guide has been written specifically to assist applicants and designers of proposed vineyards seeking Development Approval. As indicated in the 'Guide for Applicants - All applications', development applications are generally lodged with the council for the area in which the proposed development is to take place or, in a location outside of a Council area, with the Development Assessment Commission (DAC).

Under the *Development Act 1993*, a vineyard is considered a form of horticulture. Vineyards can have particular impacts, mainly concerning spray drift, noise and soil erosion.

A Development Approval is required for a vineyard proposal involving a change of land use, for example:

- from dry land cropping or general farming to viticulture
- from certain types of horticulture to viticulture, where the agricultural practices and potential impacts of the use are clearly different, e.g. from market gardening to viticulture.

A vineyard application may also include structures associated with the vineyard such as implement and storage sheds. For winery/processing applications, refer to the 'Guide for Applicants - Wineries and distilleries'.

WHAT IS REQUIRED IN YOUR APPLICATION?

The information that you provide with your application is the basis upon which your application is assessed. If the information is inadequate, you run the risk of delaying the assessment or creating confusion about the nature of your application. For this reason the information that you provide should aim to ensure that:

- the assessing officers clearly understand what currently exists and what you are proposing (during construction as well as the completed development)
- all potential environmental impacts are identified, including off site impacts on the neighbouring environment such as noise, dust, fumes, water, odour, waste etc'
- any action you propose to take to minimise impacts on the environment is clearly explained and documented.

The following highlights the information that you should provide with your application where applicable to the nature of the application (e.g. proposals for new operations may need to provide all the information listed below, whereas proposals for minor expansions or upgrades may only need to provide some of the information listed below). This information should be provided **together with** the information requirements set out in the 'Guide for Applicants—All applications' (which includes a site plan, description of the surrounding area and description of the proposed development).

GUIDE FOR **APPLICANTS**

PLANS

A plan of the property (minimum scale 1:500 or another suitable scale), preferably a Topographic/Cadastral plan (i.e. shows both contours and boundaries) or a B4 Orthophoto (1:2500 aerial photograph), identifying:

- ☐ existing and proposed structures (e.g. buildings, loading areas, wash down facilities etc)
- ☐ the location of the area for the vineyard, including:
 - ☐ direction of rows
 - ☐ location and width of proposed buffers and headlands (e.g. for the purposes of spray drift, windbreaks, water quality etc)
 - ☐ location of any watercourses, wetlands, dams and/or bores and the distances of plantings from such features
 - ☐ distances of plantings/structures from native vegetation located on the subject site and on adjoining land
 - ☐ the location of native vegetation which is to be retained, enhanced or removed. If clearance of native vegetation is proposed, a permit is required from the Native Vegetation Council
 - ☐ distance to nearest dwelling(s) or other sensitive uses on site or neighbouring land
 - ☐ location of drainage systems and bores (including sub-surface drainage and site of disposal)
 - ☐ internal roadways including access for firefighting vehicles
 - ☐ land capability class(es) (refer Soil Management section in this Guide).

DESCRIPTION OF PROPOSAL

A written description of the vineyard proposal, including details on:

- ☐ the likely development stages
- ☐ the total number of hectares to be planted with vines
- ☐ how the vineyard will be managed including:
 - ☐ harvest method
 - ☐ types of chemicals to be used (e.g. non-residual herbicides, fungicides), the method and frequency of application (including timing of application)
 - ☐ the main pests expected (i.e. diseases, weeds etc) and the likely chemicals to be used to control these pests
 - ☐ times of loading and unloading of trucks
 - ☐ fire risk management including access, siting, water supply, vegetation
 - ☐ any audible bird scare devices, including frequency and time of use
 - ☐ type of frost management devices proposed to be used (if applicable).
- ☐ access routes of trucks/vehicles to and from the vineyard.

GUIDE FOR **APPLICANTS**

FROST FANS AND AUDIBLE BIRD SCARE DEVICES

The following information should accompany a development application for a vineyard where frost fans and audible bird scare devices are to be used.

- ☐ a description of the proposed frost fan and/or bird scare device, including all relevant details such as:
 - ☐ make and model number
 - ☐ dimensions
 - ☐ noise data
 - ☐ the power unit and the controller.
- ☐ a plan (minimum scale 1:5000) showing the location(s) of the proposed frost fan(s) and/or bird scare device(s) and including property boundaries
- ☐ a scale plan showing location of all dwellings and public roads within a 2000 metre radius of the proposed frost fan
- ☐ details of the timing or the operation of the frost fan and/or bird scare device and how its operation will be controlled.

WATER DEMAND AND USE

- ☐ estimate the amount of water that the vineyard will need per year in kilolitres and describe the method of application
- ☐ identify sources/location of water (e.g. dam, bore, reticulated supply, treated wastewater, stormwater)
- ☐ details of any dam (construction materials, capacity etc) or bore to be constructed
- ☐ describe the quality of the water being used for irrigation (e.g. bacterial and salinity levels)
- ☐ describe whether a water licence is required or whether an existing water licence is already in place.

WASTEWATER DISPOSAL AND WATER QUALITY

- ☐ describe how wastewater will be captured, stored, treated and disposed of so that it does not pollute the environment e.g. contaminating clean water in creeks, groundwater or aquifer.

CHEMICAL USAGE AND STORAGE

- ☐ describe how chemicals, including fertiliser, will be stored and how accidental spills will be contained and controlled
- ☐ describe what practices will be used to minimise the risk that accidents might pollute the environment (e.g. bunded storage areas)
- ☐ describe how offsite impacts of chemicals will be monitored.

GUIDE FOR APPLICANTS

SOIL MANAGEMENT

- ☐ provide or describe the results of a viticultural soil survey and describe the methods to manage soil erosion both during the site establishment and ongoing management (e.g. paved traffic areas and vegetated slopes)
- ☐ outline the land capability class(es) of the subject land. It is recommended that you contact your local Soil Conservation Board to discuss and identify the capability of your land
- ☐ details of the type of pasture or ground cover to be established between rows, how this vegetation cover will be maintained, including the use of wide grassed swards or floodways in the vineyard design to minimise the water velocity and reduce erosion potential.

ENVIRONMENTAL NUISANCE

- ☐ identify the likely sources of noise (e.g. bird scare devices, machinery, on-site truck and forklift movement, frost fans) including their location
- ☐ describe noise minimisation features and practices (e.g. hours of operation)
- ☐ identify the likely sources of odour, dust or other airborne particles (e.g. dust from internal roadways)
- ☐ identify the nature and location of sensitive land uses in the locality (e.g. houses, tourist accommodation, schools, hospitals) to the noise, odour, dust and air borne particle sources of impact
- ☐ describe management or design techniques proposed to minimise the impacts (e.g. landscaped buffers, enclose storage areas, pavements to reduce dust generation).

OTHER APPROVALS THAT MAY BE REQUIRED

Schedule 8 of the *Development Regulations 1993* requires that 'certain activities that may give rise to water allocation issues under the *Water Resources Act*' be referred to the Minister responsible for the *Water Resources Act* for consultation prior to the decision of the application.

Under the *Water Resources Act 1997* the following may be required:

(refer Additional Information for water resources contact details)

- ☐ **Water Licence** - a water licence is required for the taking of water from a prescribed watercourse, lake or well.
- ☐ **Well Construction Permit** - a permit is required for the drilling and/or construction of wells (or bores) located within either a prescribed or non-prescribed area.
- ☐ **Farm Dam Permit** - a permit is required to erect, construct or enlarge a dam, wall or other structure that will collect or divert water within the Mount Lofty Ranges Watershed or in a surface water prescribed area or prescribed watercourse. (Note: a development approval under the *Development Act 1993* may also be required for the construction of a dam - if in doubt, consult your local council).

The Minister responsible for the *Water Resources Act* is charged with the task of issuing the above permits and licences.

Irrigation approvals may be subject to a Water Management Plan applying in the area (eg Water Allocation Plan, Local Water Management Plan etc). For additional information, consult the relevant Catchment Water Management Board.

GUIDE FOR APPLICANTS

Under the *Environment Protection Act 1993*:

EPA Licence - a licence is required when treated sewage water, or other waste water is used for irrigation or an associated activity, such as a winery, produces large volumes of wastewater.

Under the *Native Vegetation Act 1991*:

Clearance of Native Vegetation permit - approval for clearance of native vegetation is limited to particular circumstances, including circumstances in which the clearance will facilitate the management of other native vegetation or will facilitate the efficient use of land for primary production.

Further information



Dept. of PlanningTransport & Infrastructure

Development Assessment Branch
136 North Terrace
GPO Box, 1815 Adelaide SA 5001
Phone: (08) 8303 0731
www.planning.sa.gov.au/guide_apps

Department for Water Resources

Surface water information
Phone: (08) 8204 9147
Groundwater general enquiries
Phone: (08) 463 3000
Water Permits enquiries
Phone: (08) 8204 9080
Water Licence enquiries
Phone: (08) 8204 9094
Murray Darling enquiries
Phone: (08) 8204 9121

Primary Industries and Regions SA

Mount Lofty Ranges Catchment Resources Centre
Phone: (08) 8391 7500

Native Vegetation Management

Native Vegetation Council Secretariat
Phone: (08) 8204 8862

Landcare

Phone: (08) 8303 9500

Soil conservation boards

Phone: Freecall 1800 359 793

Publications

- ☐ Guidelines for Irrigation Development in South Australia, October 1998 - prepared by a working group, comprised of representatives of PIRSA, DTUPA, DEHAA and LGA.
- ☐ Land capability in the Mt Lofty Ranges - a guide to understanding and recognising land capability and its importance in planning land use and management, Central Hills Soil Conservation Board with the assistance of PIRSA, Mt Lofty Ranges Catchment Program and National Landcare Program.
- ☐ Vineyards in the Hills and Vales – A guide to better land management, Adelaide Hills Grape Growers and Winemakers Association et al.
- ☐ Seasons of Change, Katherine Boon et al, PIRSA
- ☐ Frost Fans/Anti-Frost Wind Machines Advisory Notice, Planning SA April 2000.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 12.8

Responsible Officer: Natalie Westover
Manager, Property Services
Corporate Services

Subject: Policy Review - Roadside Trading

For: Decision

SUMMARY

Council has developed a range of policies over a number of years that are periodically reviewed in accordance with a schedule previously endorsed by Council to ensure they remain compliant and contemporary.

The purpose of this report is to provide the draft updated *Roadside Trading Policy* (**Appendix 1**), incorporating changes as a result of the public consultation feedback.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. With an effective date of 7 June 2022, to revoke the 24 April 2018 *Roadside Trading Policy* and adopt the 24 May 2022 draft *Roadside Trading Policy* as contained in **Appendix 1**.
 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 24 May 2022 draft *Roadside Trading Policy* prior to the effective date.
-

1. BACKGROUND

Council has developed a range of policies over a number of years that are periodically reviewed to ensure they remain compliant and contemporary. This report seeks a review of the *Roadside Trading Policy*. This policy was last reviewed in 2018.

In 2017, amendments to the *Local Government Act 1999* ("Act") were introduced by the *Local Government (Mobile Food Vendors) Amendment Act 2017* and *Local Government (General)(Mobile Food Vendors) Variation Regulations 2017*, which introduced new provisions in relation to Mobile Food Vendors (food trucks) ("MFV") on Public Road incorporating how applications were to be assessed, the requirement of Council to adopt and have location rules including the identification of approved sites and how breaches of permits and termination of permits for food trucks was to be handled.

Recent amendments to the Act gazetted on 16 September 2021 have removed all of the above provisions relating to MFV.

These legislative amendments have required a review of the Council's Roadside Trading Policy and the Council's documented requirements for MFV.

At the 28 September 2021 Council meeting:

12.2 Roadside Trading Policy for Community Consultation

Cr Kirrilee Boyd declared an Actual Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.2.

8.39pm Cr Kirrilee Boyd left the meeting

8.40pm Cr Chris Grant returned to the meeting

Moved Cr Leith Mudge
S/- Cr Kirsty Parkin

Council resolves:

1. That the report be received and noted
2. That further debate on this item be deferred until an Elected Member workshop has been held to provide guidance on the redrafting of the Roadside Trading (Use of Public Road Verges for Business Purposes) Policy, to provide a policy that is more flexible and enabling of mobile food vendors within the Adelaide Hills Council district.

12.2.2 FORMAL MOTION - Roadside Trading Policy for Community Consultation

Moved Cr Mark Osterstock
S/- Cr Chris Grant

204/21

That the question be put.

The formal motion was put and was...

Carried

Council resolves:

1. That the report be received and noted
2. That further debate on this item be deferred until an Elected Member workshop has been held to provide guidance on the redrafting of the Roadside Trading (Use of Public Road Verges for Business Purposes) Policy, to provide a policy that is more flexible and enabling of mobile food vendors within the Adelaide Hills Council district.

Lost

Moved Cr Pauline Gill
S/- Cr Malcolm Herrmann

205/21

Council resolves:

1. That the report be received and noted.
1. To approve the draft *Roadside Trading (Use of Public Road Verges for Business Purposes) Policy* as contained in *Appendix 1* for community consultation.
2. That a further report be presented to Council for consideration following completion of the community consultation.

Carried Unanimously

2. ANALYSIS

➤ 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

Sections 221, 222 and 223 of the Act allows Council to allocate permits relative to the use of roads and road reserves.

Section 125 of the Act requires councils to ensure that appropriate policies, practices and procedures of internal controls are implemented and maintained in order to assist the council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to management policies, to safeguard Council's assets, and to secure (as far as possible) the accuracy and reliability of Council records.

➤ Risk Management Implications

Maintenance of a contemporary and legislatively compliant policy framework will assist in mitigating the risk of:

Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

Note that there are many other controls that assist in mitigating this risk.

➤ **Financial and Resource Implications**

The proposed changes to the policy do not result in any changes to the existing financial position for customers.

The review of the policy has been managed within existing resource allocations.

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

There is a high expectation that Council has appropriate corporate governance processes in place including an effective suite of policies.

The adoption of the *Roadside Trading Policy* will provide information and direction to both Council staff and the community in relation to the rules and regulations governing the use of road verges for business purposes.

➤ **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: Council Members Workshop 8 March 2022

Advisory Groups: Property Advisory Group 11 April 2022

External Agencies: Not Applicable

Community: Community Consultation was undertaken between 15 November and 14 December 2021.

Council undertook Public Consultation from 15 November to 14 December 2021. This was undertaken to assist with the determination of a policy position, particularly in relation to MFV. Council sought feedback on the following:

- Support for MFV trading in townships
- Should there be conditions/restrictions on MFV?
- Is the draft policy too restrictive?
- Should Council set pre-approved locations for MFV?
- Any alternative locations that could be considered?
- Impact of MFV and local sporting clubs and businesses.

From the responses received, Council was able to determine:

- The community wants variety, competition and business opportunities while also being able to support local businesses
- Established local food and beverage businesses want to maintain their competitive advantage and not have mobile food vendors encroach into townships
- Sporting clubs want to ensure that independent MFV are not impacting their club's profit operations with competition.

As a result of the feedback received, Council staff recommended the following guiding principles:

- Council supports the operation of MFV in the Adelaide Hills Council district
- Council will approve permits for the existing pre-approved locations
- MFV will not be permitted to operate within 200m of a bricks and mortar business, selling similar fare
- MFV taking up carparks in townships where parking is already at premium demand may not be supported
- Where an applicant seeks an alternate location for a permit, an assessment process will be undertaken, and the following criteria will be considered in these instances:
 - o Location – proximity to townships, proximity to bricks and mortar businesses selling similar fare (ie. not within 200m)
 - o Safety - for pedestrians, for consumer and for road users
 - o Slope/topography of the proposed site
 - o Car parking provisions – is the proposed location taking up car parking space in a township? Consultation with adjacent businesses will be required
 - o Impact on pedestrian traffic – will this location reduce the thoroughfare for pedestrians?

3. OPTIONS

Council has the following options:

- I. To adopt the draft *Roadside Trading Policy* as attached (Recommended)
- II. To alter or substitute elements of the draft *Roadside Trading Policy* (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.


4. APPENDICES

- (1) Draft *Roadside Trading Policy* - May 2022
- (2) Public Consultation Outcome Report
- (3) Roadside Trading Application Form
- (4) Mobile Food Truck Pre Approved Locations
- (5) Mobile Food Truck Application Form

Appendix 1

Draft Roadside Trading Policy – May 2022

COUNCIL POLICY

 Adelaide Hills COUNCIL	ROADSIDE TRADING (USE OF PUBLIC ROAD VERGES FOR BUSINESS PURPOSES)
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Policy Number:	COM - 20
Responsible Department(s):	Property Services
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Nil
Relevant Procedure(s):	Nil
Relevant Legislation:	<i>Local Government Act 1999</i>
Policies and Procedures Superseded by this policy on its Adoption:	Mobile Food Vendor Location Rules – 28 August 208, Item 12.8, 204/18 Roadside Trading Policy – 24 April 2018, Item 12.5, 91/18
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 September 2024 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	23/7/2007	Draft Street and Roadside Trading Policy	Planning Policy Committee– Res 31
1.1	13/10/2008	Policy Review	Planning Policy Committee - Res 109
1.2	13/9/2011	Policy Review	Council – Res 275
1.3	10/3/2015	Policy Review	SPDPC – Res 7
1.4	24/4/2018	Policy Review	Council – Res 91/18

ROADSIDE TRADING (USE OF PUBLIC ROAD VERGES FOR BUSINESS PURPOSES) POLICY

1. INTRODUCTION

Adelaide Hills Council recognises and supports the practice of selling some products from public roads within the Council area, and acknowledges the need for appropriate permit procedures and guidelines for these activities to ensure public safety and fair sharing of Council's road and other reserve spaces.

This Policy establishes how applications are to be assessed and permits issued. This permit system is intended to guide how public road verges are to be used for business purposes in ways that ensure an appropriate balance between the interests of the Council, street traders, residents of the Adelaide Hills Council, and visitors to the Adelaide Hills region.

This Policy does not apply to:

- permanent or all year round fruit sales outlets within private property – e.g., apples and cherries from orchards;
- stalls of any type intended to be located at one site for more than 6 months;
- outdoor dining; or,
- some casual and very short-term uses of a road verge by persons selling raffle tickets, holiday or festival appropriate flowers, home-made products, or persons seeking donations.

The Policy applies to the following, and similar, business activities located on Council's road verge, or on other Council land:

- temporary stalls;
- street vending stalls;
- Mobile Food Vendors
- fundraising stalls;
- busking or,
- seasonal stalls.

2. OBJECTIVES

2.1 The objectives of this Policy are:

- To provide for public health, safety and amenity;
- To establish procedures for registration and identification of traders who trade on Council's road verges;
- To manage the legal elements of road verges being utilised for private (business) purposes; and
- To indicate those types of activities which Council do not support

3. DEFINITIONS

“Business purposes” includes any **“business activity”**.

“Business Activity” means any activity that is engaged in for the primary purpose of making a profit. In general, business activities can include things like sales, operations, marketing, production, administration and developing economic opportunities. This Policy relates primarily to business activities involving selling to the general public and passing trade. While other business activities can be undertaken on roadside locations, they are unlikely to be a practical or profitable use of that land. For the purposes of this Policy, land may be used for a business purpose even if the use is not intended to make a profit.

“Fundraising stall” means a stall operating to raise money for a charity or not-for-profit organisation where 100% of the net proceeds of sales are directed to that charity or organisation.

“Imported goods and produce” means goods and farm produce not grown, dug, picked, collected, sourced or produced by the stall holder on land adjacent to the stall, and goods and farm produce, including manufactured goods, which are on-sold for a third party even if locally grown or produced.

“Manufactured goods” means goods produced on a large scale by manual labour and/or machinery. Manufactured goods do not include, farm produce dug, picked, collected, or sourced by the stall holder, or goods hand-made or produced by the stall holder.

“Mobile Trading” means the sale of items from a vehicle, where a particular item is sold to buyers from the vehicle itself.

“Permanent stall” means a stall which is intended to be in place indefinitely, being more than six months continuously or consecutively, or in varying periods which together total more than six months over a 12 month permit period.

“Permit” means a permit to use a public road for business purposes as prescribed in Section 222 of the *Local Government Act 1999*.

“Roadside Verge” means a road verge is described as the portion of a thoroughfare which lies between the boundary of a carriageway (road) and the adjacent property boundary line.

“Rural Areas” means those areas outside townships.

“Seasonal” means farm produce which is available during its natural season or which is available periodically, and includes the sale of manure in accordance with best practice animal keeping.

“Small stall” means a stall no more than four (4) square metres in area.

“Street Vending” means the sale of items where the vendor is present at all times and assists buyers with their purchase.

“Temporary stall” means a stall which is in place for a limited time only, being not more than six months continuously or consecutively, or in varying periods which together total six months or less over a 12 month permit period.

“Township” means any part of the area of a council that contains at least 20 residences and that is defined as a township by the council by notice in the Gazette.

4. POLICY STATEMENT

- 4.1 The use of public footpaths in townships and urban areas and road verges in rural areas by business and other persons selling goods should be granted only where:
 - a) there is no adverse impact on pedestrian safety or other road users; and,
 - b) amenity of the locality can be preserved.
- 4.2 Council acknowledges the tradition of temporary roadside stalls in rural areas, in particular stalls of a small scale (occupying no more than 4m²) which do not require the construction of any structure(s) and which only involve the sale of farm produce or goods (e.g. flowers, fire wood, manure).
- 4.3 Any roadside stall selling manure will be categorised as ‘temporary’ provided that any signs and empty pallets, or the like, are removed when there is no manure for sale.
- 4.4 Council supports small stall (occupying no more than 4m²) and temporary street trading in townships which:
 - a) does not require the construction of any permanent or fixed structure(s) within townships and urban areas; and,
 - b) comprises charity or community service fundraising activities, or sales or promotions by businesses immediately adjacent to that section of street to be used for business purposes.
- 4.5 No manufactured goods shall be sold at road verge stalls in rural areas.
- 4.6 Permit holders in townships must remove all vehicles and equipment from the road verge at the end of each day or at the conclusion of business unless the permit indicates otherwise.
- 4.7 Vehicles used to sell goods, and any stall must display a valid Permit.
- 4.8 Only those parts of a road reserve which are considered safe for pedestrian and vehicular traffic may be utilised. Assessment of acceptable sight distance for rural roadside verge stalls will be based on the following general approach for minimum safe stopping distance (SSD) either side of the location of the stall:
 - a) 60kph road = 73 metres SSD;
 - b) 80 kph = 114 metres SSD; and,
 - c) 100 kph = 165 metres SSD.
- 4.9 A permit holder must agree to indemnify Council from all actions and damages whatsoever which may be brought against them for any wilful or negligent act.
- 4.10 If the applicant is not the owner of the land adjacent to the proposed location of the stall, then the applicant shall obtain the written agreement of the immediately adjoining owner(s) of land.
- 4.11 Public liability insurance for permit holders to the value of at least \$20 million to be provided to Adelaide Hills Council.

4.12 Signage is to be restricted to two (2) single-sided or double-sided sign per stall, with an advertisement area of not more than 0.36 m² (e.g. 1200mm x 300mm or 600mm x 600mm) and situated immediately adjacent the stall, and comply with the safety requirements as stated above.

4.13 The general approach to fees is:

- permit fees are set in Council's *Fees and Charges Register*, located on the Adelaide Hills Council website at www.ahc.sa.gov.au
- a permit fee will apply:
 - to the use of the road reserve within townships and urban areas to display and sell goods or for promotional and similar purposes;
 - in all areas where goods sold are imported or manufactured
 - in all areas where goods are sold from large and/or permanent stalls; subject to the exclusions noted below
- no permit fee will apply for:
 - a small temporary or permanent stall displaying and selling manure adjacent to a residential or rural property;
 - a small temporary display selling seasonal good and produce (i.e. flowers, fruit and vegetables) adjacent to a residential or rural property;
 - one day only of the sale of manufacture or imported good or for promotional purposes (up to a maximum of 5 days per annum);
 - fundraising stalls for charitable purposes

4.14 Permission, either by permit or allowance under this policy, to operate in a particular location does not extend to times when a major event occurs which includes that same location – e.g. 'Tour Down Under' or the 'Lights of Lobethal'. Approval to operate during such events in the same location is to be obtained via the event organiser and Council.

4.15 Permits are only allowed for use of roadside verges. Permits will not be issued for:

- road carriageways or road surface areas, including areas set aside for the movement or parking of vehicles;
- any area where the parking or movement of vehicles is prohibited or restricted; or
- any other location, including verges, that Council determines are unsafe.

5 PERMIT PROCESS AND CONDITIONS

5.1 Types of Roadside Trading Permits under this Policy include:

Permit type/category	Common examples
Mobile food vendor	<ul style="list-style-type: none"> • Boxed ice cream sales from van • Coffee van • Take away food • Sale of farm produce from a vehicle
Display and/or sale of goods on road verge	<ul style="list-style-type: none"> • Sale items displayed on trestle table with sale taking place in adjacent shop • Goods placed directly on road verge with sale taking place in adjacent shop • Fruit and vegetables in cart or on table on road verge with sales in adjacent shop

	<ul style="list-style-type: none"> • Goods displayed on trestle table or placed directly on footpath with sale taking place outside shop
Roadside trading	<ul style="list-style-type: none"> • Seasonal stall – e.g. fruit, flowers • Sale of rural produce from adjacent property – e.g. fruit, manure, hay, flowers • Permanent or semi-permanent stall – e.g. fruit, flowers
Fundraising	<ul style="list-style-type: none"> • Fundraising stall

5.2 Period of Validity

Permits will be issued for a maximum 12 month period ending on 30 June each year with the actual duration to be determined on application and after assessment completed by Council.

5.3 Fees

Fees are set and reviewed each year by Council and are listed in Council's *Fees and Charges Register* [located on the Adelaide Hills Council website at www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)

5.4 Impact on vehicles or road related infrastructure

A roadside trading business will not unduly interfere with:

- (a) vehicles driven on roads;
- (b) vehicles parking or standing on roads;
- (c) a parking area for people with disabilities (within the meaning of rule 203(2) of the Australian Road Rules);
- (d) public transport and cycling infrastructure (including bus zones, taxi zones and bike lanes);
- (e) other road related infrastructure; or
- (f) infrastructure designed to give access to roads, footpaths and buildings.

6. MOBILE FOOD VENDOR BUSINESSES

The Council has determined pre-approved sites that mobile food businesses, that have been granted the required permits, may operate from, according to the site specific rules and the location rules. See Appendix B for pre-approved sites and their rules.

A mobile food business who identifies a site where they would like to trade, may request that site to be assessed.

The following conditions will be addressed in the assessment of sites:

6.1 Impact on Fixed Food Businesses

A mobile food vending site must be such that there is reasonable distance (200m) between the mobile food vending business and fixed food businesses during the operating hours of the fixed food businesses, and not selling similar fare.

6.2 Impact on local residents, businesses and road users

Site selection will take into account the effect of the operation of the mobile food vending business on:

- (a) vehicles and pedestrian traffic, footpaths, driveways, access points to buildings and parking areas for people with disabilities;
- (b) the requirements relating to, and availability of, parking spaces;
- (c) residents and businesses;
- (d) Topography/slope of the proposed site

6.3 Compliance with legislative requirements

Mobile food vending businesses must not breach any relevant requirements under:

- (a) the *Food Act 2001*;
- (b) the *South Australian Public Health Act 2011*;
- (c) the *Environment Protection Act 1993*;
- (d) the *Local Nuisance and Litter Control Act 2016*;
- (e) the *Motor Vehicle Act 1959* and the *Road Traffic Act 1961*;
- (f) legislation relating to electrical or gas installations or appliances; and
- (g) relevant legislation relating to health, safety or the environment.

7. APPLICATION PROCESS

1. Application form to be completed and lodged with Council together with required information (NB: a single application may be lodged for special events)
2. Application received, registered and acknowledged
3. Council officer, or officers inspect the site to assess suitability of the site
4. Assessment of application taking into account the following issues:
 - a) appropriate location of the vehicle, table, stall or other temporary structure, having regard to the safety of other road users and pedestrians;
 - b) assessment of acceptable sight distance for rural roadside verge stalls in accordance with clause 5.8;
 - c) control of obstructions;
 - d) location of nearby infrastructure, properties and driveway crossovers;
 - e) control of visual amenity, cleanliness and litter;
 - f) scale and nature of proposal;
 - g) the protection of Council against any public liability claims arising out of any failure by the permit holder;
 - h) and any other relevant factors.
5. Referral to other sections within Council, when relevant;
6. Where an applicant seeks a Mobile Food Vendor permit in a township, and within 200m of bricks and mortar businesses, community consultation will be required. At the completion of the consultation period, a report for a decision will be prepared and presented to Council for resolution.
7. Determine any conditions which should apply; and
8. Application granted or refused
9. If the application is granted, and the determined fee paid, then the permit will be issued.

If it is determined the activity will require other approvals, such as approval under the *Public and Environmental Health Act 1987* or development approval under the *Planning, Development and Infrastructure Act 2016*, the applicant will be advised that the application cannot proceed until the required approvals have been obtained.

7.1 Conditions of Permit

The following conditions, where applicable, will apply to all Roadside Trading Permits:

1. the permit holder will comply with all relevant laws of the Commonwealth and State and any relevant Council by-law;
2. the permit holder agrees to comply with permit conditions and Council's *Roadside Trading (Use of Public Road Verges for Business Purposes) Policy*;
3. vendors must comply with all provisions of the Australian Road Rules;
4. permit holders in townships and urban areas must remove all vehicles and equipment from the public footpath or road verge at the end of each day or at the conclusion of business unless this permit indicates otherwise;
5. music or other audible means, e.g. bell, used for attracting custom is to be kept to a minimum and are not to create a nuisance. Music or bells utilised on vehicles are not to be used when the vehicle is stationary;
6. this permit must be supplied on request by an authorised officer of Adelaide Hills Council;
7. permits must be on display at all times;
8. the permit holder is required to notify Council in writing within seven (7) days of any changes of address of the business;
9. the permit is non-transferable;
10. a permit holder must indemnify Council from all actions and damages whatsoever which may be brought against them for any wilful or negligent act;
11. all permit applications that relate to the sale or distribution of any food materials, must have lodged a Mobile Food Vendor Application Form and had food preparation equipment that is intended to be used, inspected by and approved by an Adelaide Hills Council's Environmental Health Officer;
12. signage is to be restricted to one single-sided or double-sided sign per stall, with an advertisement area of not more than 0.36 square metres (e.g. 1200mm x 300mm or 600mm x 600mm) and situated immediately adjacent the stall with no approach signs allowed;
13. this permit is not valid if a major event occurs which includes the same location as approved under this permit. Approval to operate during such events in the same location must be obtained via the event organiser;
14. permits are issued subject to the principles, terms and conditions of Councils Roadside Trading (Use of Public Road Verges for Business Purposes) Policy; and,
15. any breaches of permit condition(s) or of Councils Roadside Trading (Use of Public Road Verges for Business Purposes) Policy may result in the cancellation of the permit.

7.2 Specific Conditions for Street Vending or Mobile Food Vendors (selling food or drinks)

The following additional conditions, will apply to the occasional street vending of food, drinks, agricultural produce or manufactured or imported goods:

1. all permit applications that relate to the sale or distribution of any food materials, must have lodged a food notification form, and had any food preparation equipment that is intended to be used inspected by and approved by an Adelaide Hills Council Environmental Health Officer.
2. unpackaged ice cream may only be sold if:
 - the permit holders name and address is conspicuously marked on the vehicle;
 - in a mobile van, the vehicle is safe and displays appropriate safety signage; and,
 - in a mobile van, the vehicle is not used for any other purpose.

7.3 Specific Conditions for Street Vending or Mobile Vans (not selling food or drinks)

The following additional conditions, will apply to occasional/ periodical non-food related Street Vending at approved areas within the Council area:

1. The permit holder must not sell any animals or birds.

8. DELEGATION

Permits may be issued by the Delegated Council Officer in accordance with this Policy.

The Chief Executive Officer has the delegation to:

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

9. AVAILABILITY OF THE POLICY

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 A – Application form - Trading on Council Land

Appendix B – Mobile Food Vendor – Pre-approved Sites

Appendix 2

Public Consultation Outcomes Report

Roadside Trading Policy Review

SURVEY RESPONSE REPORT

15 November 2021 - 14 December 2021

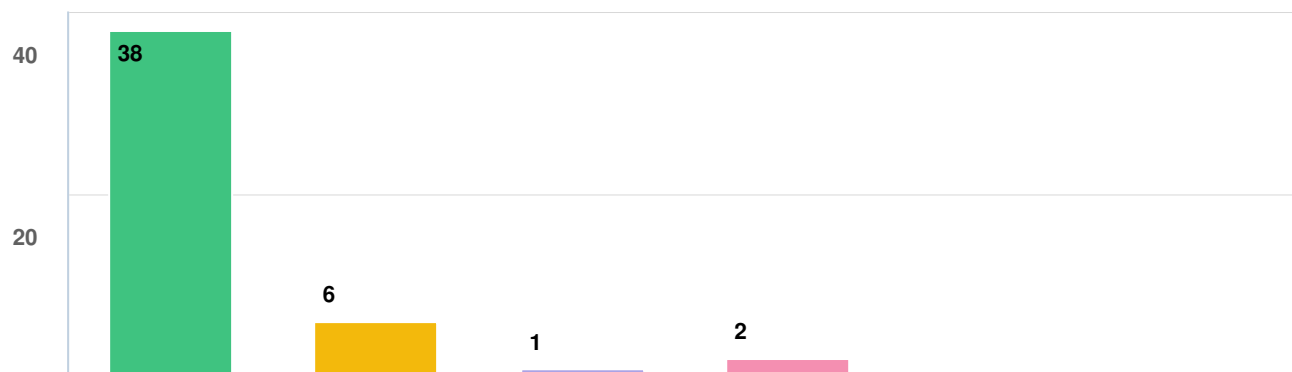
PROJECT NAME:

Roadside Trading Policy Review



SURVEY QUESTIONS

Q1 Who do you most identify yourself as:(please select the most relevant option)



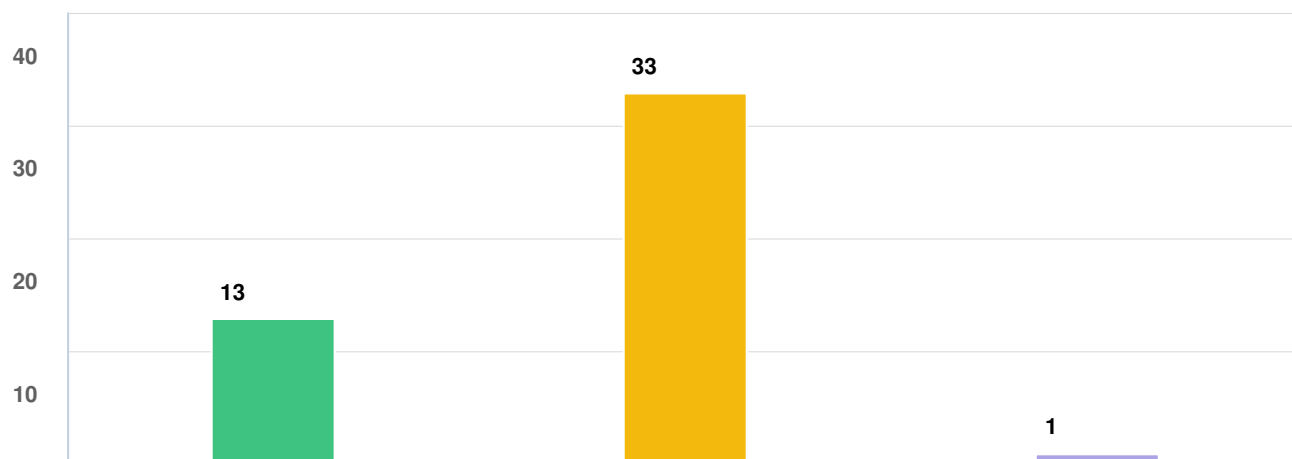
Question options

- AHC Resident or Ratepayer (community member)
- a business owner (permanent township business)
- a mobile food vendor
- Sporting club/association member
- a member of a business association
- Other (please specify)

Mandatory Question (47 response(s))

Question type: Checkbox Question

Q2 Have you reviewed the draft Roadside Trading Policy?



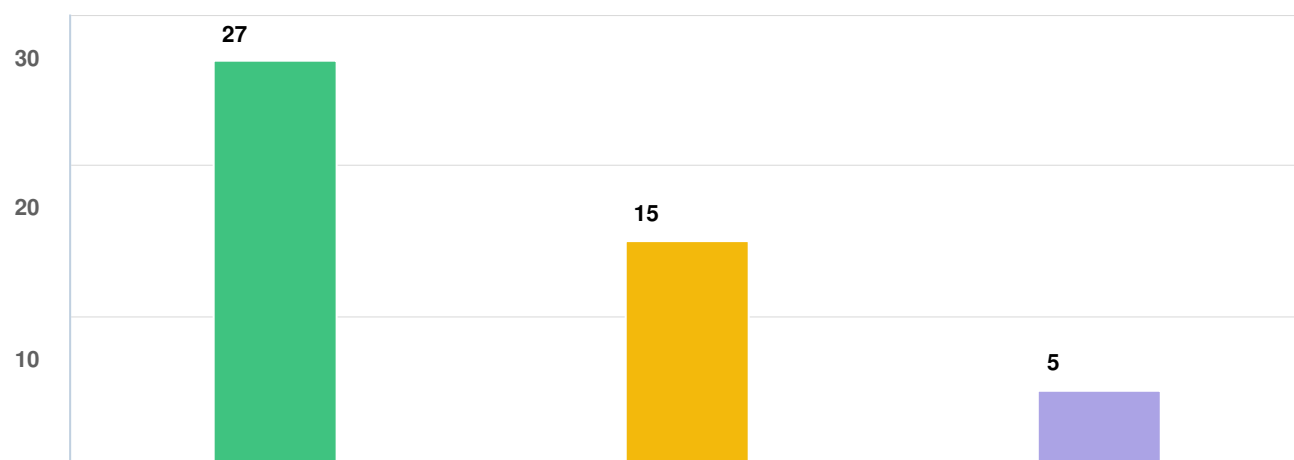
Question options

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

Mandatory Question (47 response(s))

Question type: Checkbox Question

Q3 Do you support Mobile Food Vendors trading in township areas? (Please select from one option below)



Question options

☒ Yes ☐ No ☐ Unsure

Mandatory Question (47 response(s))

Question type: Checkbox Question

Q4 | Can you please tell us why you either do or do not support mobile food vendors in township areas?

Anonymous

11/16/2021 04:47 PM

VARIETY, COMPETITION AND BUSINESS OPORTUNITY

Anonymous

11/16/2021 10:02 PM

There needs to many more sites and vendors in this council area. More in the Woodside lobethal area. After what people have gone through this year they need help not more restrictions.

Anonymous

11/20/2021 10:25 AM

Im a support for small local businesses. Lots of the mobile food vendors offers a product not available in the area

Anonymous

11/20/2021 10:32 AM

Supporting locals

Anonymous

11/20/2021 10:47 AM

Most towns have already established bricks and mortar businesses, and do not need extra mobile taking away business. Also, carparking in most townships is full, most towns in Adelaide Hills needs more carparking so there is no room for mobile business to pull up and trade inside a township

Anonymous

11/20/2021 12:03 PM

There are ample food and coffee outlets in township areas

Anonymous

11/20/2021 05:29 PM

Roadside stalls support local small business, community and tourism

Anonymous

11/21/2021 01:12 AM

You don't move to a small town hills community to see it urbanised. Plenty of that in literally every other Adelaide suburb.

Anonymous

11/21/2021 02:46 PM

They are convenient and have a right to make a living as long as they follow health and safety guidlines

Aldgate Bakery

11/27/2021 01:32 PM

In the current economical climate, it would be rude and unjust, to allow mobile entities into areas where rent and rate paying businesses can be affected financially.

Anonymous 11/29/2021 04:59 PM	This is a great service I remember as a child and helps build s positive community.
Anonymous 11/29/2021 05:03 PM	rate payers and tenants should get the right to sell food exclusively in an area as they commit to the area.
Anonymous 11/29/2021 05:04 PM	Ability to purchase local produce that is fresh and cheap. Support local small producers.
Anonymous 11/29/2021 05:22 PM	I'm worried about the impact for local businesses in a small community.
Anonymous 11/29/2021 05:33 PM	great to have variety
Anonymous 11/29/2021 05:36 PM	We should look after our own shops first
Anonymous 11/29/2021 06:20 PM	Unfair advantage to permanent food vendors who pay rent, have toilets etc
Anonymous 11/29/2021 06:24 PM	local businesses should have any business inside town boundaries,this should include christmas also
Anonymous 11/29/2021 06:38 PM	we need these vendors , it adds to the variety on offer.
Anonymous 11/29/2021 06:48 PM	A regular rotation of non competing food vendors adds interest.
Anonymous 11/29/2021 06:56 PM	I support small business owners
Anonymous 11/29/2021 07:03 PM	Offers diversity
Anonymous 11/29/2021 07:12 PM	Adds variety to the region and supports small business

Anonymous

11/29/2021 07:29 PM

There are so many visitors in the hills these days why not capitalise on this. If there's no Market the vendors won't trade any way. I also don't believe food trucks can compete with the quality brick and mortar establishments we have in the hills.

Anonymous

11/29/2021 08:35 PM

Townships already more than enough take away food services

Anonymous

11/29/2021 09:23 PM

why not

Anonymous

11/29/2021 09:26 PM

This adds vibrancy and community connected that is fast disappearing in the Adelaide Hills.

Anonymous

11/29/2021 09:41 PM

It adds value to a market and offerings that is lacking

Anonymous

11/30/2021 09:12 AM

I dont support it if there are existing food vendors in a conventional business space with fixed costs such as rent or property ownership.

Anonymous

11/30/2021 09:27 AM

possible that revenue from local business will be lost to others setting up in area

Anonymous

11/30/2021 09:43 AM

Pop-up mobile food vendors offer diversity and choice to local residents

Anonymous

11/30/2021 10:03 AM

I do when the cafes and shops are closed which does happen in the smaller towns or if there is an event. I dont on a frequent basis that takes away from the local business owners.

Anonymous

11/30/2021 11:44 AM

Permanent business owners have to pay rates and taxes that mobile vendors do not.

Anonymous

11/30/2021 12:29 PM

We generally have enough shops, cafes and restaurants and do not need any mobile vendors diverting funds that would have gone to our local traders

Anonymous

11/30/2021 04:16 PM

They are not causing any harm and are a charming addition and popular part of the adelaide hills environment.

Anonymous

11/30/2021 07:16 PM

Novelty

Anonymous

11/30/2021 07:43 PM

Support mobile food vendors

Anonymous

12/01/2021 04:00 PM

Spot service on applicable occasions is logical and useful

Anonymous

12/01/2021 10:07 PM

I think they should be allowed for Special events and it adds atmosphere & most Hills towns don't have sufficient food outlets to cope with large crowds.

Anonymous

12/03/2021 06:29 PM

Often add to the ambience if an event, easy access, supports small business

Anonymous

12/04/2021 09:10 AM

Even drugs can be sold if this is allowed not knowing what Products are sold. However road side food and flower selling add a great sight and feeling unique to country areas. It is great to sell sometimes occasionally when you have excess seedlings, fruits or vegetables which will benefit all. No red tapes for such activities please.

Anonymous

12/05/2021 09:38 PM

I have a new coffee van business. The Hills are so spread out and there is scope for mobile vendors to service rural areas without imposing on local coffee businesses.

Anonymous

12/09/2021 07:18 AM

I believe it helps to bring diversity to our townships as long as the vendors are offering products that differ from bricks and mortar businesses in the town.

Optional question (43 response(s), 4 skipped)

Question type: Essay Question

Q5 | If you think there should be any conditions or restrictions placed on mobile food vendors can you please tell us what you think they should be?

Anonymous

11/16/2021 04:47 PM

ONLY HYGIENE

Anonymous 11/16/2021 10:02 PM	No restrictions. Freedom to move around and pick good sites Like along the bike track.
Anonymous 11/20/2021 10:47 AM	Obviously location and room to safely have people off the road to conduct their trade.
Anonymous 11/20/2021 12:03 PM	Well away from roadsides
Anonymous 11/20/2021 05:29 PM	The less restrictions the better.
Anonymous 11/21/2021 01:12 AM	Sure - please stay out of AHC area, except for fairs and community events.
Anonymous 11/21/2021 02:46 PM	They can't set up across the road or near a permanent business of the same business type. Have to be in a safe area. It causing traffic hazard or congestion.
Aldgate Bakery 11/27/2021 01:32 PM	There should be a trading restriction, within a certain radius of permanent rate and rent paying businesses.
Anonymous 11/29/2021 04:59 PM	Must hold relevant permits esp food service.
Anonymous 11/29/2021 05:03 PM	only a certain amount of days per month or even certain days per month
Anonymous 11/29/2021 05:04 PM	Specific parking allocated
Anonymous 11/29/2021 05:22 PM	Selling only food not currently available within 7 kms.
Anonymous 11/29/2021 05:33 PM	they need to use biodegradable packaging and be caring of where they are setup.

Anonymous 11/29/2021 05:36 PM	All must display there License and insurance and safe working and hygiene .
Anonymous 11/29/2021 06:20 PM	Must have appropriate insurances plus the restrictions in the policy
Anonymous 11/29/2021 06:38 PM	as long as they are up to par with food safety and cause no harm to environment
Anonymous 11/29/2021 06:48 PM	Times and length of stay
Anonymous 11/29/2021 07:03 PM	Need to be near or provide facilities for food packaging disposal
Anonymous 11/29/2021 07:12 PM	Rubbish removal. Designated spots. Permit required (but not expensive so as to limit their viability)
Anonymous 11/29/2021 07:29 PM	No trading within 200 m of a established business.
Anonymous 11/29/2021 08:35 PM	NO other than they must be fully accredited with a Food No.
Anonymous 11/29/2021 09:23 PM	no, give them a go
Anonymous 11/29/2021 09:26 PM	No, nothing beyond regular traffic laws
Anonymous 11/29/2021 09:41 PM	need to be "x" amount of distance from a shop keeper who is paying rent/lease. 1km would be a good start.
Anonymous 11/30/2021 09:12 AM	As above. Perhaps a fee payable to use public space. Markets have fees.
Anonymous 11/30/2021 09:27 AM	It would be good if it was a local business extension to current trading

Anonymous

11/30/2021 09:43 AM

hygiene requirements only

Anonymous

11/30/2021 10:03 AM

set themselves up away from the main businesses with parking around them that does not cause a hazard to the passing traffic and extra pedestrians.

Anonymous

11/30/2021 11:44 AM

They should not be able to compete with foot traffic

Anonymous

11/30/2021 12:29 PM

I do not see a place for them outside of large special events that require catering on their outdoor function space to make the event successful. Each case should be considered individually by the the council

Anonymous

11/30/2021 07:43 PM

Properly licenced operators.

Anonymous

12/03/2021 06:29 PM

Parked in a safe spot

Anonymous

12/04/2021 09:10 AM

They should write to the council what they are selling. Don't charge any money from them please. An email should be adequate or they can drop in at the council and apply for a permit free of charges

Anonymous

12/05/2021 09:38 PM

Consideration for proximity to local businesses to be discretionary.

Anonymous

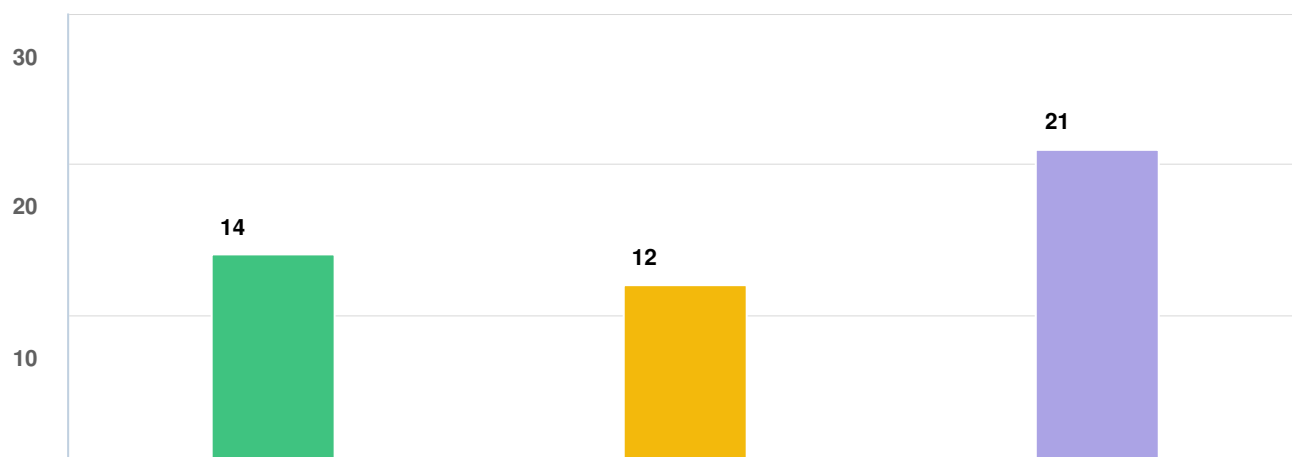
12/09/2021 07:18 AM

Yes. Can not bring similar products into a township that is already being offered

Optional question (35 response(s), 12 skipped)

Question type: Essay Question

Q6 Is the draft policy too restrictive for Mobile Food Vendor businesses?



Question options

● Yes ● No ● Unsure

Mandatory Question (47 response(s))

Question type: Checkbox Question

Q7 | Can you please explain how you feel the draft Policy is too restrictive for Mobile Food Vendor Businesses?

Anonymous

11/16/2021 10:02 PM

Designated areas are stupid and the council has no idea where people will make a good profit from food vending.

Anonymous

11/20/2021 05:29 PM

Just get out if the way

Anonymous

11/29/2021 04:59 PM

More locations should be made available so locals can walk to the vendor, lowering our carbon footprint in the AHC. Bring back local shops easily accessible to local customers.

Anonymous

11/29/2021 05:04 PM

More vendors should have an opportunity

Anonymous

11/29/2021 07:03 PM

Does not really distinguish between events driven demand from general trade especially for fresh uncooked food

Anonymous

11/29/2021 09:23 PM

stay out of there way, if someone wants to give something a go, let them, as long as its not harming anyone whats the point.

Anonymous

11/29/2021 09:26 PM

Limiting available sites and pursuing a risk averse approach will continue to sanitise the hills of anything bordering on interesting. It will continue to slide into suburban gentrification.

Anonymous

11/29/2021 09:41 PM

red tape

Anonymous

11/30/2021 04:16 PM

Permits permits permits

Anonymous

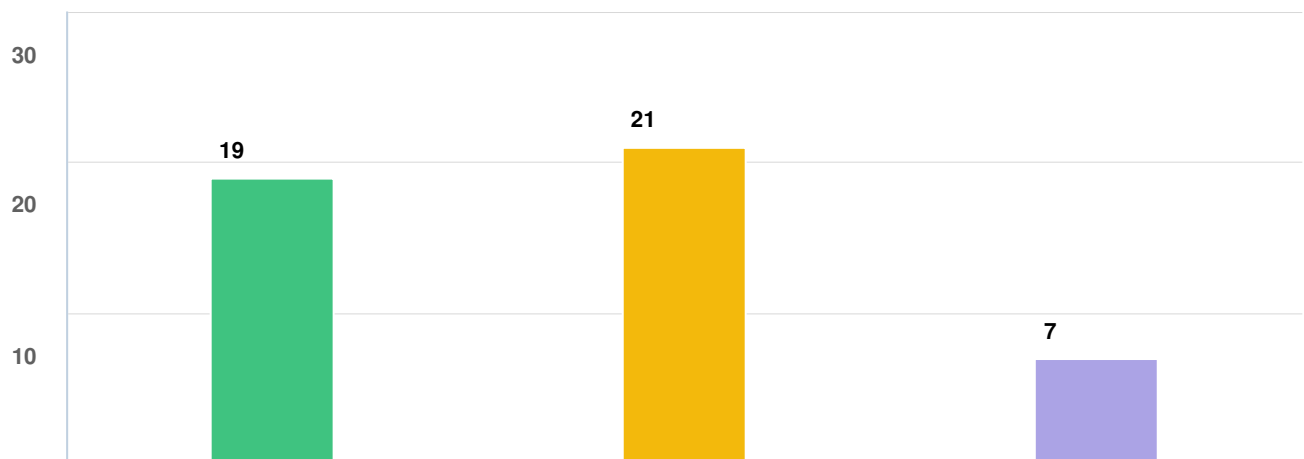
12/09/2021 07:18 AM

I believe it would be better to have more pre-approved sites for mobile food vendors dotted throughout the region

Optional question (10 response(s), 37 skipped)

Question type: Essay Question

Q8 Should Council set pre-approved locations for Mobile Food Vendors?



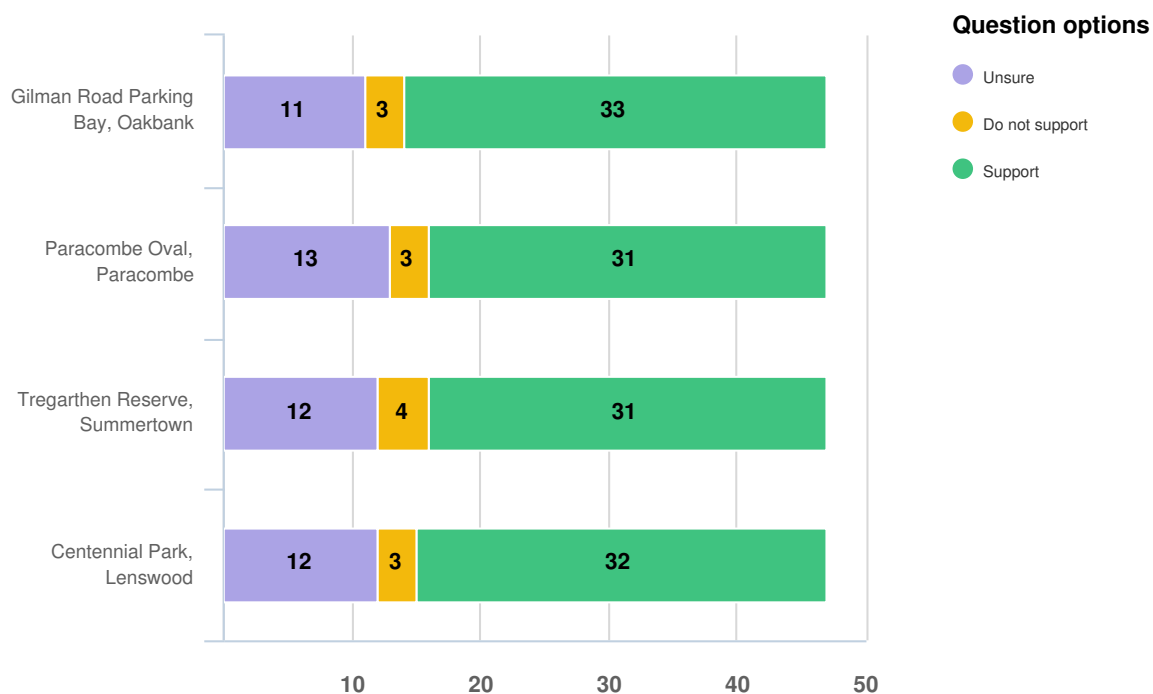
Question options

● Yes
 ● No
 ● Unsure

Mandatory Question (47 response(s))

Question type: Checkbox Question

Q9 Do you support the remaining reviewed pre-approved locations for mobile food vendors?



Question options

● Unsure
 ● Do not support
 ● Support

Mandatory Question (47 response(s))

Question type: Likert Question

Q9 | Do you support the remaining reviewed pre-approved locations for mobile food vendors?

Gilman Road Parking Bay, Oakbank

Unsure : 11



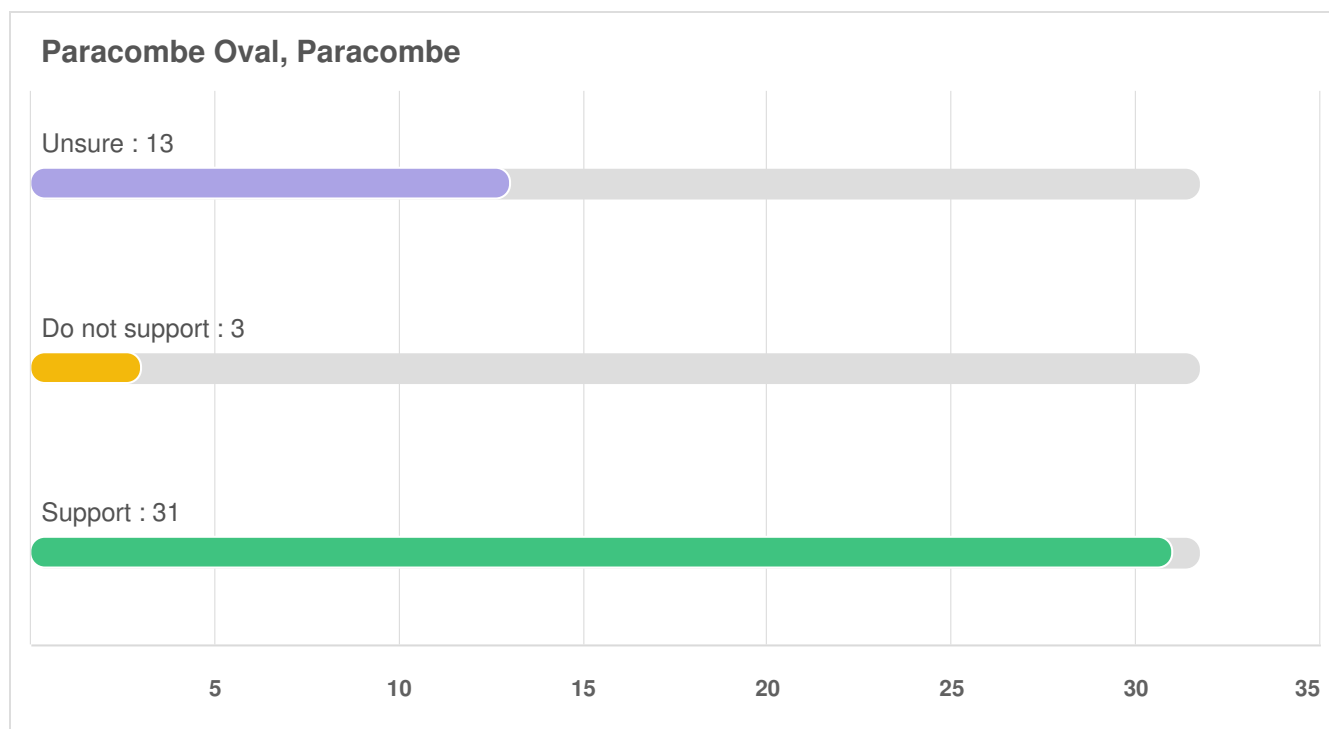
Do not support : 3

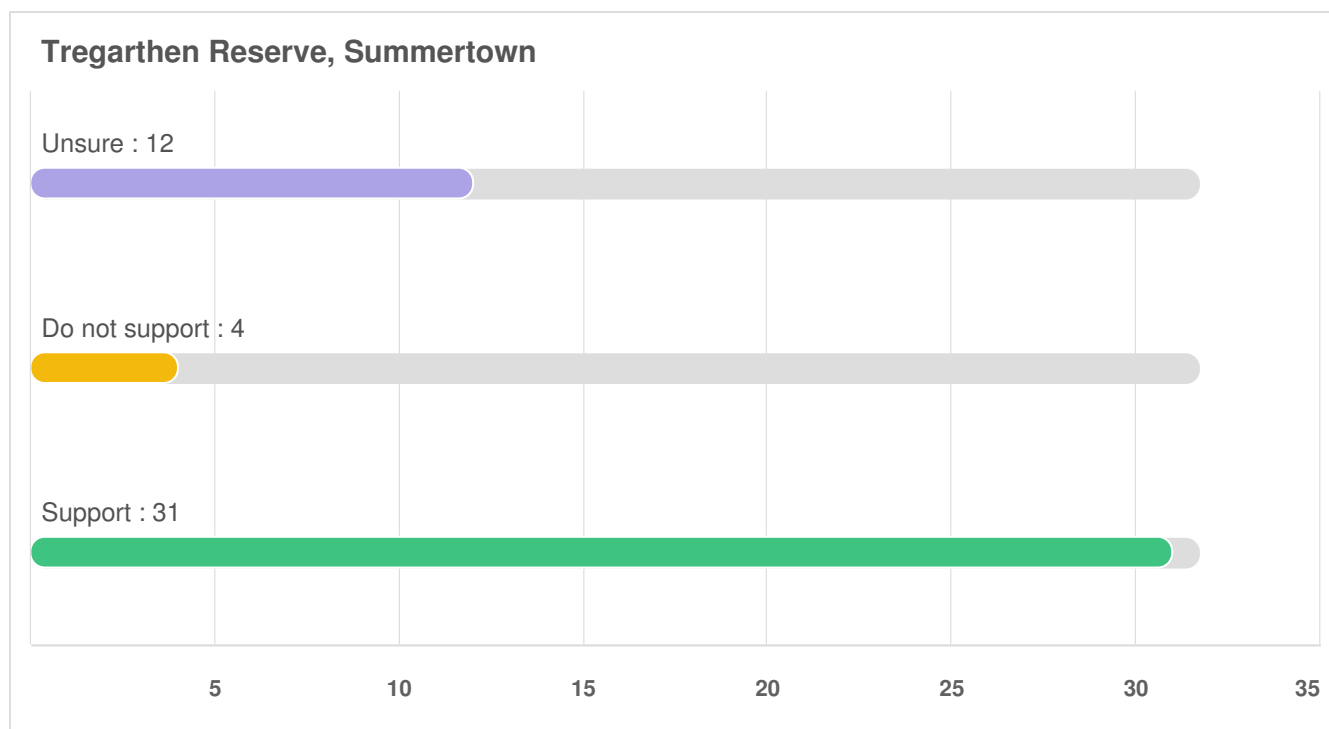


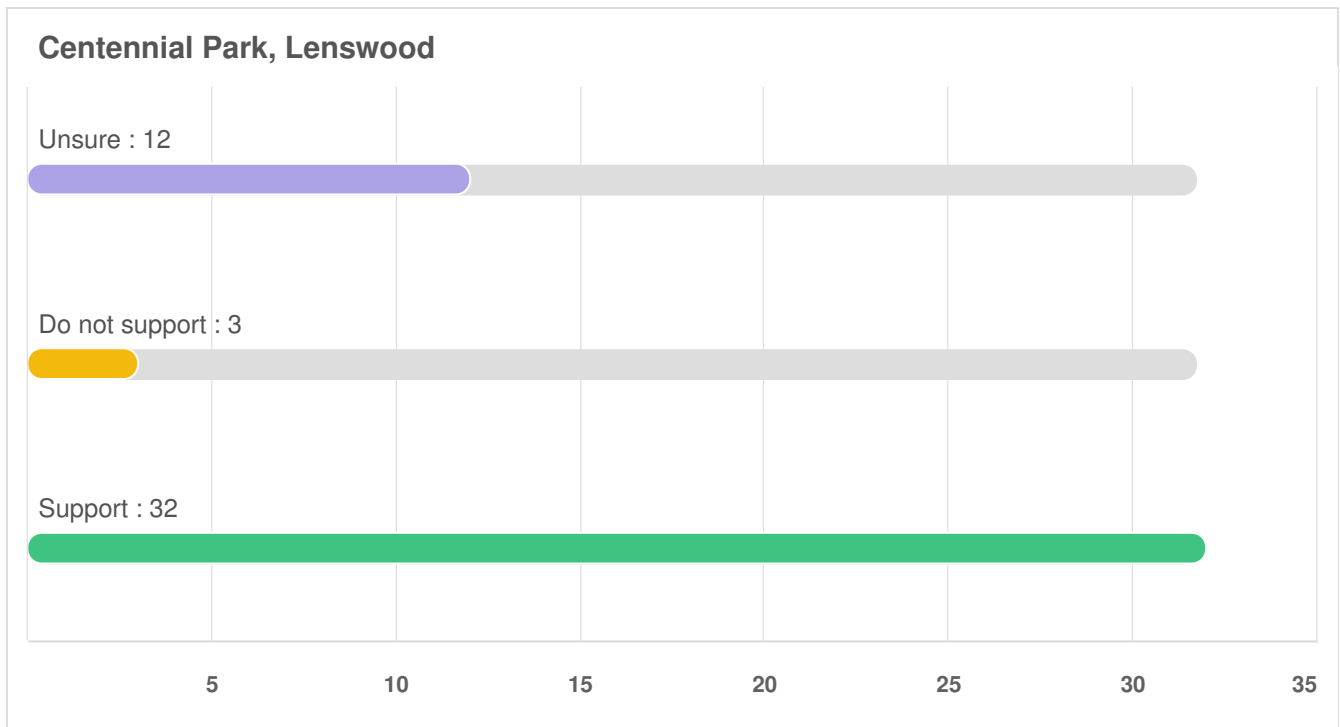
Support : 33



5 10 15 20 25 30 35







Q10 | Are there any alternate locations you would like Council to consider for pre-approved Mobile Food Vendor locations? Please list exact locations.

Anonymous

11/16/2021 04:47 PM

UPON A FREE APPLICATION, ANY SAFE LOCATION SHOULD BE CONSIDERED

Anonymous

11/16/2021 10:02 PM

Anywhere vendors think they can make a living.

Anonymous

11/20/2021 10:32 AM

Need much more locations

Anonymous

11/20/2021 12:03 PM

Stevenson Park.Mount Barker.

Anonymous

11/20/2021 05:29 PM

There are so, so many suitable sites. Start by identifying 50 then ask me again.

Anonymous

11/21/2021 01:12 AM

No. Please no.

Anonymous

Anembo park mt Barker Mt Barker wetlands

11/21/2021 02:46 PM

Anonymous

Bring back the previous locations and expand.

11/29/2021 04:59 PM

Anonymous

fox creek mtb park, skate parks, walking parks. anywhere that draws a crowd that doesn't have access to permanent shop facilities.

11/29/2021 05:03 PM

Anonymous

Seek nominations from other vendors

11/29/2021 05:04 PM

Anonymous

In another Council Area

11/29/2021 05:36 PM

Anonymous

Keith Stevenson park

11/29/2021 06:38 PM

Anonymous

The summit centre car park on weekends , Norton summit

11/29/2021 07:03 PM

Anonymous

I don't think we need exact locations but the ability to be flexible when events are on

11/29/2021 07:12 PM

Anonymous

Croft Road Lenswood near the Bike Track

11/29/2021 08:35 PM

Anonymous

anywhere

11/29/2021 09:23 PM

Anonymous

Anywhere that doesn't impinge on road traffic. Given that the council provides so little infrastructure for pedestrian traffic, mobile food vendors are the least of pedestrian worries

11/29/2021 09:26 PM

Anonymous

The lions rest area in Woodside should remain as it were, available to food vendors and generally used by the community not by new businesses.

11/30/2021 09:12 AM

Anonymous

Gumeracha Federation Park, Roachdale Reserve Car Park,

11/30/2021 09:43 AM

Anonymous

11/30/2021 12:29 PM

None

Anonymous

11/30/2021 04:16 PM

Bridgewater playground is an ideal location. Tennis courts in Summertown also.

Anonymous

11/30/2021 07:43 PM

Unsure

Anonymous

12/01/2021 04:00 PM

Bridgewater Oval Carpark

Anonymous

12/04/2021 09:10 AM

Junction of Greenhill Rd and Tregarthen Rd; Junction of Piccadilly Rd and Atkinson Road

Anonymous

12/05/2021 09:38 PM

The Hills are very spread out and there may be great opportunity to service a wide range of locations outside of the most obvious places. Pre approved locations are very limiting.

Anonymous

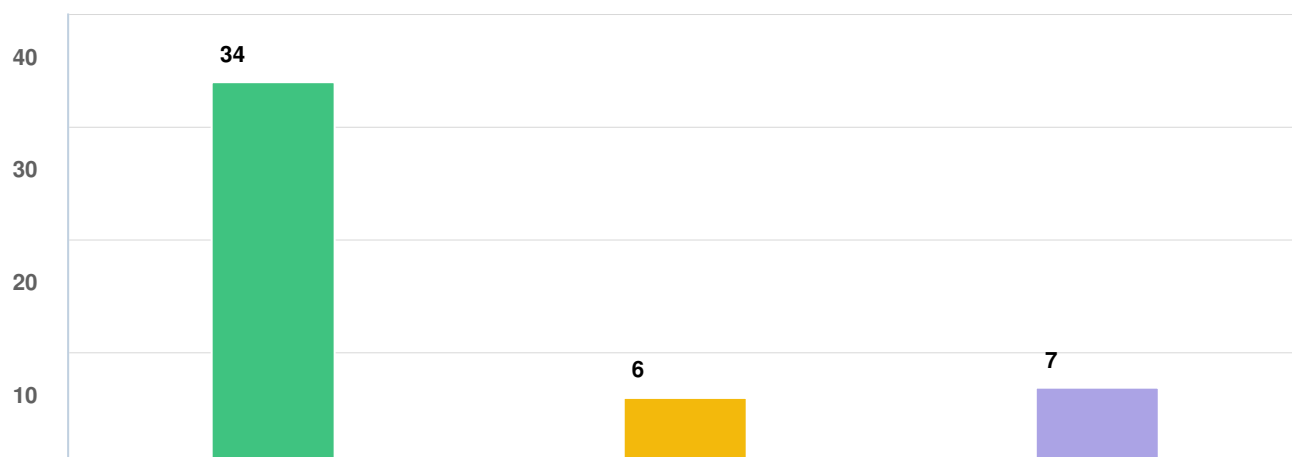
12/09/2021 07:18 AM

Blythorne park Nairne

Optional question (26 response(s), 21 skipped)

Question type: Essay Question

Q11 Is the Adelaide Hills an attractive option for Mobile Food Trucks?



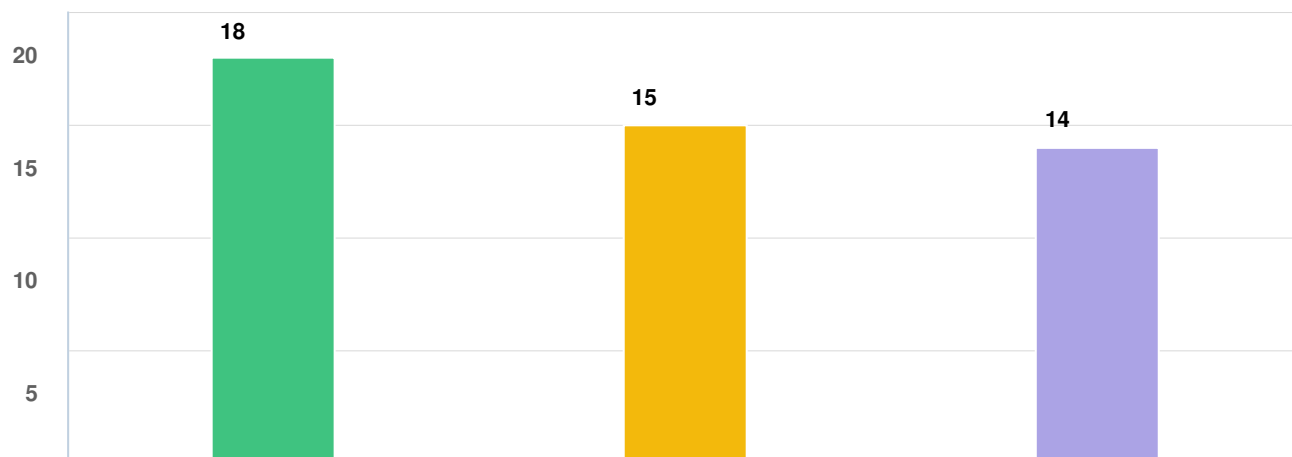
Question options

Unsure No Yes

Mandatory Question (47 response(s))

Question type: Checkbox Question

Q12 If Council relaxed the guidelines for Mobile Food Trucks, would this have any impact on local sporting clubs or businesses?



Question options

Unsure No Yes

Mandatory Question (47 response(s))

Question type: Checkbox Question

Q13 | Could you please tell us how this would have an impact on sporting clubs and/or businesses?

Anonymous

11/20/2021 10:47 AM

Taking trade away from already struggling clubs/businesses

Anonymous

11/20/2021 12:03 PM

A lot of sporting clubs and businesses are doing it tough due to covid.any further competition would send them broke.

Anonymous

11/21/2021 01:12 AM

local businesses would lose some business to food trucks I guess. I'd also attend & pay for fewer events if they started feeling co-opted by out-of-towners and over-commercialised.

Aldgate Bakery

11/27/2021 01:32 PM

Revenue for sporting clubs comes from many different areas. Food and drinks make up a major part of this. For businesses, it goes without saying, that any impact in the current uncertain times would be detrimental.

Anonymous

11/29/2021 05:03 PM

it will effect their ability to make important money

Anonymous

11/29/2021 05:22 PM

Selling the same products. Not knowing when they will turn up to trade. Will AHC advise ALL local clubs and associations via email each time an application is lodged?

Anonymous

11/29/2021 06:20 PM

Competes unfairly

Anonymous

11/29/2021 06:24 PM

Silly question. Any extra business for local traders is a bonus.

Anonymous

11/30/2021 09:12 AM

Less support of existing business

Anonymous

11/30/2021 11:44 AM

Direct competition with bricks and mortar businesses.

Anonymous

11/30/2021 12:29 PM

It is very difficult to make any profit in these unusual times, especially as we are still dealing with trading restrictions imposed by the Government of SA.. Any mobile vendor that is permitted to trade will

take funds away from the traders with time, effort and money invested in bricks and mortar in the Adelaide Hills. This also affects their employees which are usually local people.

Anonymous

11/30/2021 04:16 PM

People attending the events/sorting clubs would be able to access food and beverages on the spot, encouraging attendance.

Anonymous

11/30/2021 07:16 PM

Could help both if agreement reached between them

Anonymous

12/01/2021 04:00 PM

An additional attraction to events.

Anonymous

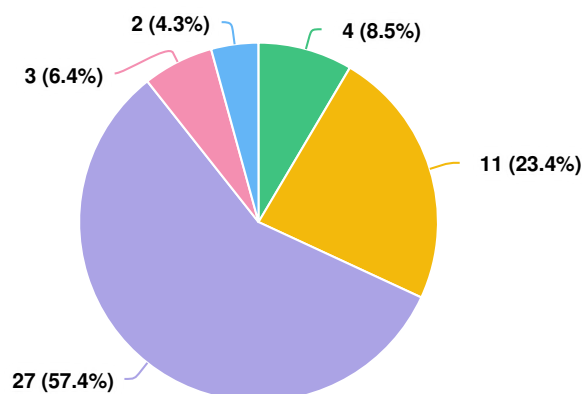
12/09/2021 07:18 AM

By relaxing the guidelines it would promote more setting up of mobile food vans at sporting events and within townships driving sales away from established businesses and sporting clubs that sell food/drinks for profit

Optional question (15 response(s), 32 skipped)

Question type: Essay Question

Q14 How do you feel about the reviewed Roadside Trading Policy?(Please select from only one option below)



Question options

Very Happy Happy Neutral Unhappy Very Unhappy

Mandatory Question (47 response(s))
Question type: Emoji Question

Q15 Do you have any additional comments or feedback that you haven't already provided?

Anonymous

11/16/2021 04:47 PM

TO RESTRICTIVE

Anonymous

11/16/2021 10:02 PM

No designated areas

Anonymous

11/20/2021 12:03 PM

Stevenson Park is surrounded by 4 very busy roads.people having gatherings there are in danger when crossing to the deli for refreshments..either put in a crossing or allow a mobile food van.

Anonymous

11/20/2021 05:29 PM

Just get out of the way. Serioys6, what's the problem?

Anonymous

11/21/2021 01:12 AM

Please protect the small-town & country feeling of our precious communities. I adore that Bridgewater is being taken off the list - yes please!

Anonymous

11/29/2021 04:59 PM

The pandemic reminds us we need to bring back local shops like the Milk Bar that sold basic things we need and within walking distance. Lets start with food vans.

Anonymous

11/29/2021 05:04 PM

Should be increased

Anonymous

11/29/2021 05:36 PM

The only people that should be allowed are Residents that live in the AHC

Anonymous

11/29/2021 06:56 PM

I think they are a great idea as long as they do not take away from local sporting clubs etc. Near parks and playgrounds would be suitable

Anonymous

11/29/2021 07:03 PM

Council needs to be more flexible with locations based on demand . Case in point , coffee vans at start of each leg of Adelaide rally , food at sled dog racing meetings , Anzac Day breakfasts etc

Anonymous

11/29/2021 09:23 PM

stop over controlling everything, make it an enjoyable place to live without all the rules about what we cant do

Anonymous

11/30/2021 09:43 AM

MFV in the Adelaide Hills would add a highlight for tourists and choices for residents who are unable to source quality takeaway food - much of the takeaway selection in the northern AH area is sub-quality and some competition would drive better quality.

Anonymous

12/04/2021 09:10 AM

Don't try to charge permit fees from these poor people. It is unique to country areas to have little places for home grown products. Those who can't drive to shops also this is good. Home produced jam, cakes r etc should be regularly or when possible should be available for cheap prices.

Anonymous

12/05/2021 09:38 PM

There are endless opportunities amongst the Adelaide Hills in terms of locations and there is a lot unknown. It is a journey of discovery. It is a little confusing about the guidelines in terms of if someone books me for an event, and I'm parked on the side of the road, then do I need a permit, or is it just for pulling up on the side of the road. There are many places across the Hills that could provide opportunities for business and providing a service to people who are not her a township, so by having only designated areas it is very limiting.

Optional question (14 response(s), 33 skipped)

Question type: Essay Question

Q16 | If you would like to be kept in the loop with this project please provide your email address below:

Anonymous

11/20/2021 05:29 PM

Anonymous

11/29/2021 04:59 PM

Anonymous

11/29/2021 05:04 PM

Anonymous

11/29/2021 05:22 PM

Anonymous

11/29/2021 06:38 PM

Anonymous

11/29/2021 07:03 PM

Anonymous

11/29/2021 09:26 PM

Anonymous

11/29/2021 09:41 PM

Anonymous

11/30/2021 09:43 AM

Anonymous

11/30/2021 07:43 PM

Anonymous

12/01/2021 04:00 PM

Anonymous

12/04/2021 09:10 AM

Anonymous

12/05/2021 09:38 PM

Anonymous

12/09/2021 07:18 AM

Optional question (14 response(s), 33 skipped)

Question type: Single Line Question

Appendix 3

Roadside Trading Application Form



Application for Trading on Council Land

For Business Purposes

Please complete all spaces using clearly readable block letters

Section 222 of the Local Government Act 1999 outlines that a person must not use a public road for business purposes without a permit. **"Business purposes" include the use of land even if it is not intended to make a profit.**

In order to meet the requirements of the Local Government Act 1999, Council have introduced a permit and licence system to govern the use of roadside verges by either adjacent businesses or other persons wishing to sell goods. This permit and licence system is not a right, but a privilege, to be granted only where there is no adverse impact on pedestrian and other road users safety and where the amenity of the locality can be preserved. Please complete the form below when applying to use roadside verges for business purposes.

Applicant

I, (in block letters please)

for and on behalf of:

of (address)

(Email) (Mobile).....

Hereby make application to the Adelaide Hills Council requesting the use of:

Detail location

On date/s (dd/mm/yyyy):

between the hours ofam/pm andam/pm

Details of proposed activity

Please complete the 'Activity Summary' section of this application form and provide Council with a separate layout plan of your activities. Please give full details of your proposed activity, including:

- Produce/items for sale and how they will be displayed
- Address and area/township that you propose to be operating from (attach site map/plan)
- Name of person in charge of activity (if different from the applicant)
- Details of any vehicle being used as part of the activity (e.g. to display goods), including registration number
- Proposed days of business (e.g. weekends only, specific weekdays, public holidays etc)
- Proposed times that the activity will be undertaken

In order for Council to consider an application requesting use of the road verge, **the following items must be attached** to this form:

- Site map clearly indicating the specific land to be used. Note: street directory maps are only acceptable for mobile vendor applicants. All other applicants are required to submit a detailed site map.
- Proof of Public Liability Insurance cover to \$20million
- Written approval and full contact details from adjacent land owner/s for your proposed site, where the land is not situated in front of the property on which you reside or operate a business.
- Details of any proposed signage to be displayed (dimensions, content etc). If you are to display any signs, please include the location of these on your site plan.

****Please note Adelaide Hills Council REQUIRES MINIMUM 7 DAYS TO ASSESS all applications****

Activity Summary

In the space below, please provide a summary of your proposed activity. Your summary will be used as the basis for the information distributed to relevant Council departments for the purpose of assessing your application. *(If the space provided below is insufficient, please attach a separate page)*

Description of produce/items to be sold:

Address, area/township of proposed activity: *(attach site map/plan)*

Name of person in charge of activity:

Description and registration of vehicles used as part of activities:

Date/s of activity (dd/mm/yyyy):

Hours of activity:am/pm untilam/pm

Any other relevant details:

The issuing of a permit is subject to the permit holder:

- Agreeing to the general conditions of the permit as contained herein.
- Agreeing to any special conditions which the Adelaide Hills Council may determine from time to time.
- Agreeing to Indemnify the Adelaide Hills Council against any claim for loss, damage or injury however arising from the operation of the roadside trading area
- Agreeing to all directions that the Adelaide Hills Council may determine from time to time.
- Paying the prescribed fees as set out in the general conditions of the permit as contained herein.

I certify that the above information is true and correct and furthermore, in making this application, I acknowledge that I have read, understood and agree to be bound by the permit conditions including payment of any applicable fee.

In making this application for a permit/licence I agree, upon the Adelaide Hills Council issuing a permit to me, to:

- a) Indemnify the Adelaide Hills Council against any claim for loss, damage or injury however arising from the operation of the roadside trading area; and
- b) Not claim from the Adelaide Hills Council or any person acting on their behalf, for any loss, damage or injury however arising from any public work on the public place.

Signed: Date: / /

Appendix 4

Mobile Food Vendor Pre-Approved Locations



Roadside Trading (Use of Public Road Verges for Business Purposes) Policy

Mobile Food Vending Business Pre-approved Sites

Mobile Food Vending Businesses



Location: Tregarthen Reserve

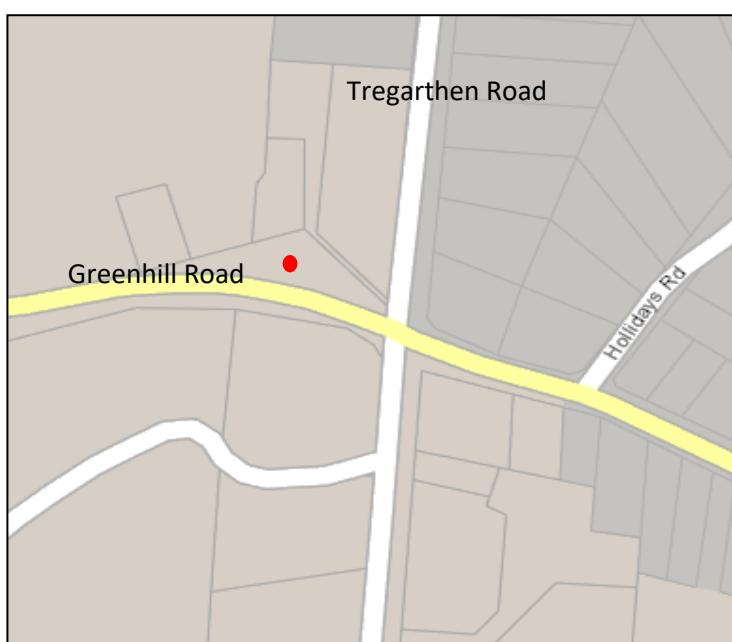
Note: Use of this site by MFVB's is subject to Council obtaining relevant approval (if required) from the Department of Planning, Transport and Infrastructure / Commissioner of Highways

Address: Corner Greenhill Road and Tregarthen Road, Summertown

Maximum Food Trucks allowed at any one time: Two

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only



● Food Truck Operating Location

□ Food Truck Operating Area

Site Conditions:

Food Trucks not to operate in the Tregarthen Reserve Operating Area if carpark is at, or approaching, capacity. Foodtrucks must cease operating under these conditions and vacate the area. Food Trucks must give priority of use to vehicles wishing to use car park for Tregarthen Reserve or Summertown Community Centre purposes.



Mobile Food Vending Businesses



Location: Centennial Park Lenswood

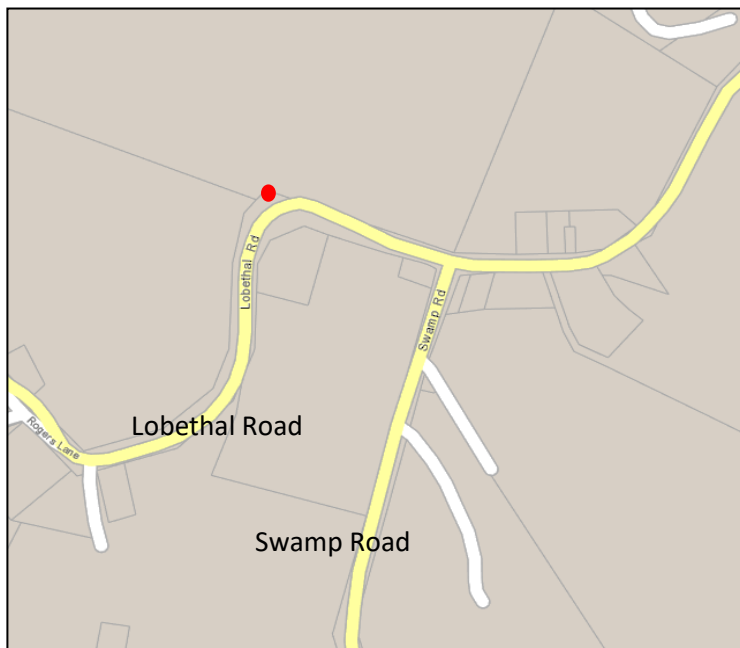
Note: Use of this site by MFVB's is subject to Council obtaining relevant approval (if required) from the Department of Planning, Transport and Infrastructure / Commissioner of Highways

Address: Lobethal Road, Lenswood (Opposite Hills Irrigation Services/Lenswood Gas Centre) Gas Centre)

Maximum Food Trucks allowed at any one time: One

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only



● Food Truck Operating Location

□ Food Truck Operating Area

Site Conditions: Nil



Mobile Food Vending Businesses

Location: Paracombe Oval



Address: Paracombe Road, Paracombe

Maximum Food Trucks allowed at any one time: One

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only



● Food Truck Operating Location

□ Food Truck Operating Area

Site Conditions:

Food Trucks not to operate when Paracombe Hall/Oval canteen is in operation.



Mobile Food Vending Businesses



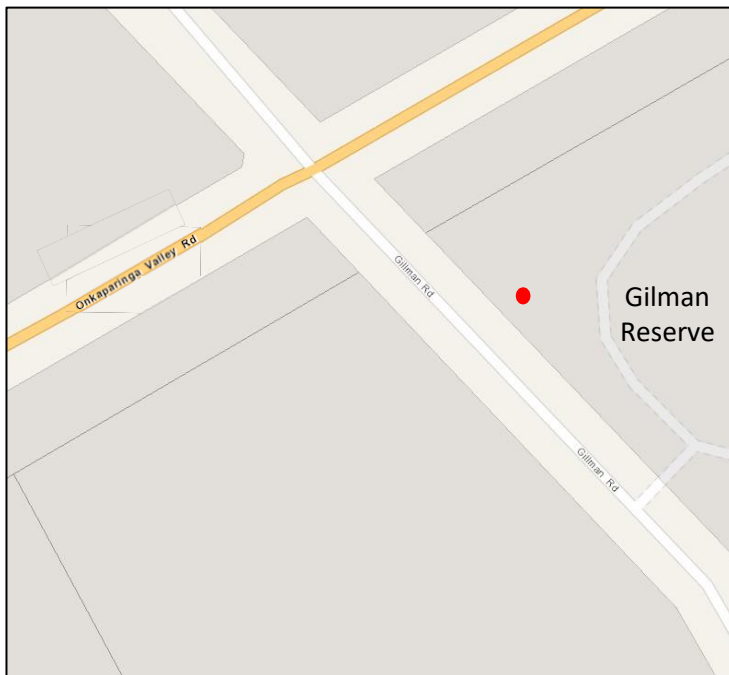
Location: Gillman Road Parking Bay

Address: Gillman Road Road, Oakbank

Maximum Food Trucks allowed at any one time: One

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only



● Food Truck Operating Location

★ Food Truck Operating Area

Site Conditions:

- ✓ No overnight stays to ensure location the following day
- ✓ No tables or chairs to be set up in the car park



Appendix 5

Mobile Food Truck Application Form

MOBILE FOOD VENDOR PERMIT APPLICATION

Are you applying as:	<input type="checkbox"/> A Current Mobile Food Vendor <input type="checkbox"/> A new Mobile Food Vendor applying for the first time <input type="checkbox"/> A fixed food business from the Adelaide Hills Council District	
APPLICANT DETAILS		
Applicant Name:		
Business Trading Name:		ABN:
Applicant Mailing Address:		
Applicant/Business Telephone Number:		
Email Address:		
Public space requested	<input type="checkbox"/> Tregarthen Reserve, Summertown <input type="checkbox"/> Centennial Park, Lenswood <input type="checkbox"/> Paracombe Oval, Paracombe <input type="checkbox"/> Gillman Road Parking Bay, Oakbank <input type="checkbox"/> Other (Please specify): _____	
Dates requested:	From _____ to _____ <i>*Please note Adelaide Hills Council requires minimum 7 working days to process your request</i>	
Times requested:		
Vehicle Type:		
Vehicle Registration:		
Description of hire activity:		
Proposed Food & Beverage for sale:		
Parent Council:		
Food Business Notification Number:		
Do you hold a Food Safety Passport?	YES / NO (If no, Adelaide Hills Council may require to inspect your food business, which will incur additional fees)	
Have you ever been prohibited from holding a permit? YES / NO	Name of Council: _____ Date of Issue: _____ Expiry: _____	
Permit Required (please circle one)	MONTHLY / ANNUAL	

Hereby make Application to Adelaide Hills Council for Mobile Food Vending to sell food and beverages to the public at any of the pre-approved trial sites contained within Council's Location Rules.

- ☐ I acknowledge and agree that the **Mobile Food Vending Business Location Rules** provide site specific rules to observe and obey at all times or fines or other penalties may apply.
- ☐ I understand and agree that if I am an approved Mobile Food Vendor I may relocate my vehicle and set-up at any time to another approved site on the **Mobile Food Vending Business Location Rules**, subject to site availability, but to ensure public safety, I must not trade between sites 'along the road' in unapproved locations, roadside or other.
- ☐ I acknowledge and agree that Council's **Mobile Food Vending Business Location Rules** is a new initiative, and is subject to change at any time, they may be added, removed or location altered dependent on the community feedback received.
- ☐ I acknowledge and agree that I am responsible for the appropriate disposal of all liquid waste and other trade waste off site.
- ☐ I acknowledge and agree that I am responsible for the removal of all rubbish and equipment from each approved side and I must not dispose of the rubbish in nearby Council bins.
- ☐ I acknowledge that a fee applies to become a registered Mobile Food Vending Business within the Adelaide Hills Council district.

PLEASE ATTACH THE FOLLOWING ITEMS:

- ☐ Copy of current Public Risk Insurance to a minimum of twenty million dollars (\$20,000,000) which notes Adelaide Hills Council as an interested party.
- ☐ Provide proof of notification of a food business with the local Council's Environmental Health section approving Mobile Food Vending
- ☐ Image showing your registered Mobile Food Vehicle and proposed set up (chairs/tables/umbrellas etc).
- ☐ Evidence of payment of Mobile Food Vendor Fee (non-refundable) for the term applied for. To arrange payment you may visit one of our Council Offices, or call 8408 0400, ask to speak with a customer service staff who can arrange payment please quote '**FOOD TRUCKS**'. Include your receipt number below as evidence.

STATEMENT OF COMPLIANCE

- ☐ I have read and understood the Adelaide Hills Council Mobile Food Truck Permit Terms and Conditions and agree to comply with the conditions, guidelines and standards set therein.

Name:	
Signature	
Date:	

OFFICE USE ONLY

<input type="checkbox"/>	INSURANCE RECEIVED:	YES	NO
<input type="checkbox"/>	FOOD BUSINESS NOTIFICATION NO:	_____	
<input type="checkbox"/>	FOOD SAFETY PASSPORT:	YES	NO
<input type="checkbox"/>	INSPECTION REQUIRED:	YES	NO
<input type="checkbox"/>	PERMIT:	APPROVED	DECLINED
<input type="checkbox"/>	FEE:	\$ _____	
<input type="checkbox"/>	INVOICED	YES	NO
<input type="checkbox"/>	PERMIT NUMBER:	_____	
<input type="checkbox"/>	Date Issued:	_____	

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 12.9

Responsible Officer: Lachlan Miller
Executive Manager Governance & Performance
Office of the Chief Executive

Subject: Attendance at National General Assembly of Local
Government, 19 to 22 June 2022

For: Decision

SUMMARY

The National General Assembly of Local Government (NGA22) is being held in Canberra from Sunday 19 to Wednesday 22 June 2022.

Consistent with the *Council Member Training & Development Policy* (the Policy), the attendance at a conference or seminar in an official (representative) capacity is not considered a developmental activity however, where projected costs exceed \$1,500, approval of the Council is required.

Mayor Jan-Claire Wisdom has advised that she wishes to attend NGA22 in a representative capacity. A development opportunity was presented to Council Members via an Expression of Interest. No Expressions of Interest were received by the response date.

The overall cost of attendance at NGA22, including registration, fares and accommodation, is approximately \$3,700 per person. An option for a Virtual Registration is available for \$689.00.

These application(s) are to be considered for approval by the Council under the provisions of the Policy given that the indicative costs exceed the \$1,500 threshold.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To approve Mayor Jan-Claire Wisdom's attendance in a representative capacity at the National General Assembly of Local Government in Canberra in June 2022 and coverage of related costs estimated at \$3,700, in accordance with the *Council Member Training and Development Policy*.
-

1. BACKGROUND

The National General Assembly of Local Government is being held in Canberra from 19 to 22 June 2019. A copy of the NGA22 Program is at **Appendix 1**.

Cr Linda Scott, the ALGA President, states:

“Our theme is Partners in Progress, recognising that we achieve more for our communities when we work collaboratively as partners in government.”

The Council Member *Training & Development Policy* states:

For the purposes of this Policy, attendance at meetings as a representative of Council (i.e. ALGA National Assembly, LGASA General Meetings) is not a Training and Development activity although it is acknowledged that there is a development element in attendance at these fora.

The cost of in-person attendance at the Conference, Regional Cooperation & Development Forum is \$1,325 plus \$150.00 for a Networking Dinner and \$175.00 for the General Assembly Dinner (if attended). Travel, accommodation, taxis and meals over 4 days are estimated to be an extra \$2,200. Total costs for in person attendance is \$3,700.

The alternative option is a Virtual Registration for \$689.00.

2. ANALYSIS

➤ Strategic Management Plan/Council Policy

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

Clause 7 of the Policy provides that attendance at conferences and seminars where the estimated costs are greater than \$1,500 must be approved by the Council.

Clause 8 of the Policy provides that the Mayor is the default representative of Council in an official capacity at events such as the NGA22. Where costs exceed \$1,500, requests to attend functions in an official capacity shall be the subject of a report to Council for consideration.

Clause 9 of the Policy further provides that Council Members who have attended an external training and development activity will provide a summary written report at the next Council meeting outlining the nature of the program/activity, the benefits gained from attendance along with feedback on ideas to enhance Council's activities.

➤ **Legal Implications**

There are no direct legal implications in regard the matters contained in this report.

Section 80A of the *Local Government Act 1999* requires that a council must prepare and adopt a training and development policy for its members. Council's current policy was adopted on 8 September 2015.

➤ **Risk Management Implications**

Council Members who attend a range of professional development activities, including Local Government assemblies and conferences, ensure they continue to be informed and improve their understanding of current issues across local government which will assist in mitigating the risk of:

Poor representation of the community by Council Members leading to formal decisions that do not appropriately take account of the community needs.

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

➤ **Financial and Resource Implications**

Sufficient funds are available in the Governance & Performance Department budget for the costs associated with the attendance of Mayor Wisdom and a Council Member approved to attend.

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

Attendance at the National General Assembly may build up to date knowledge of local government issues and improve understanding of local community requirements.

➤ **Sustainability Implications**

Not applicable

➤ **Engagement/Consultation with Committee, Regional Subsidiary, Advisory Group and Community**

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Community: Not Applicable

The National General Assembly of Local Government is a significant gathering of local government representatives and other key stakeholders from across the country. It is the peak decision making forum for local government in Australia and provides direction as well as formal and informal discussion on topical issues.

The option of a Virtual Registration for \$689.00 is available.

As the overall cost of attendance at the Assembly, including registration, fares and accommodation is in excess of \$1,500, in accordance with the Policy, any such requests from Council Members to attend the Assembly, requires approval by Council.

3. OPTIONS

Council can determine to either:

1. Approve the Mayor's physical attendance at NGA22 and payment of related costs in accordance with the *Council Member Training and Development Policy* (Recommended).
2. Approve the Mayor's virtual attendance at NGA22 and payment of related costs in accordance with the *Council Member Training and Development Policy* .
3. Not approve the Mayor's attendance at NGA22 physically or virtually (Not Recommended).

4. APPENDIX

- (1) NGA Program

Appendix 1

NGA Program 2022



AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

PARTNERS IN PROGRESS

2022

NATIONAL
GENERAL
ASSEMBLY

19 - 22 JUNE 2022

REGISTRATION BROCHURE

President Welcome

National General Assembly
19 - 22 June 2022



Friends and colleagues,

I am pleased to invite you to the 2022 National General Assembly of Local Government (NGA) at the National Convention Centre in Canberra from 19 to 22 June.

As I write, international borders are opening up, health restrictions are being eased, and the impacts of the COVID-19 pandemic are receding.

However, many of our communities in both NSW and Queensland have been devastated by flooding and are facing a long, expensive clean up and recovery.

As the closest government to communities, we have shown time and time again how resilient we are, and what we can achieve when we work together.

The theme of this year's NGA – Partners in Progress – reflects the important role we all play in building a stronger, more inclusive, and more sustainable Australia – and our willingness to work with other governments to get the job done.

This theme is particularly timely given that we are fast approaching a federal election, and this year's NGA will be an ideal opportunity to engage with either a new or re-elected Federal Government about building stronger relationships and partnerships.

We have invited the Prime Minister, the Leader of the Opposition, and key ministers to share their vision for Australia's future and how we can work together for the benefit of our communities.

By attending this year's event you can help us send a powerful message to the Australian Government that local government is ready and willing to work collaboratively to support our nation's recovery.

Throughout this event, we will look at how councils are responding to new challenges and opportunities to create jobs and drive economic growth, and how they are shaping a better future for all Australians.

This will include a series of panels where mayors and councillors will share their learnings and lived experience leading their communities through the turbulence of the past few years.

Our Regional Cooperation and Development Forum will be an opportunity to closely examine emerging trends and issues across our nation, and hear from a range of expert speakers.

And of course, the NGA is your chance to bring your council's motions to a national audience, and potentially inform our national policy positions and priorities.

I invite you to register for this year's National General Assembly in Canberra so that you can:

- Explore new ideas through keynote addresses, panels, concurrent sessions, and networking;
- Engage with our federal leaders and senior officials as they discuss Australia's recovery;
- Connect with partners and service providers in our Exhibition Space; and
- Learn more about how ALGA's policy and advocacy programs are supporting your recovery efforts in our communities.

I look forward to welcoming you to Canberra this June.

Cr Linda Scott
ALGA President



Provisional Program

SUNDAY 19 JUNE

9.00am	Registrations Open
9.30am - 5.00pm	Regional Forum (Additional registration required)
5.00pm - 7.00pm	Welcome Reception & Exhibition Opening

MONDAY 20 JUNE

8.00am	Registrations Open
9.00am	Opening Ceremony Welcome to Country
9.20am	ALGA President Opens the Assembly
9.30am	Prime Minister Address (invited)
10.00am	ALGA President's Address Cr Linda Scott, ALGA President
10.30am	MORNING TEA
11.00am	Keynote Address: Thinking Differently for a New Future of Local Government in Australia Alicia McKay, Strategic Leadership Expert, NZ
11.45am	Panel: What is Progress? Panelists TBC
12.30pm	LUNCH
1.30pm	Debate on Motions
3.30pm	AFTERNOON TEA
4.00pm	Keynote Address: Economic Recovery Jennifer Westacott AO, Business Council of Australia
4.30pm	Minister for Local Government Address (invited)
5.00pm	Closing Remarks
7.00pm - 11.00pm	Networking Dinner National Museum

TUESDAY 21 JUNE

9.00am	Panel: Building Stronger Communities Panelists TBC
9.45am	Panel: Federation Reborn Paul Tilley, Author Graham Jarvis, AEC Group Additional Panelists TBC
10.45am	MORNING TEA
11.15am	Keynote Address: Global Democracy Presenter TBC
12.00pm	LUNCH
1.00pm	Debate on Motions
2.00pm	Panel: Workforce Skills and Housing Panelists TBC
3.00pm	AFTERNOON TEA
3.30pm	Concurrent Sessions <ul style="list-style-type: none">Strategic Community Leadership with Alicia McKayDisaster Management and RecoveryClimate ChangeUpdate from Department of Infrastructure, Transport, Regional Development and Communications
5.00pm	Closing Remarks
7.00pm - 11.00pm	General Assembly Dinner Exhibition Park in Canberra (EPIC)

WEDNESDAY 22 JUNE

9.00am	Opposition Leader Address (<i>invited</i>)
9.30am	Keynote Address: The New Political Landscape Presenter TBC
10.00am	Keynote Address: Local Government - A Global View Jonathan Carr-West, CEO, Local Government Information Unit
10.30am	MORNING TEA
11.00am	Panel: Future of Local Government Mayors and Councillors TBC
12.00pm	Keynote Address Val Dempsey, 2022 Senior Australian of the Year
12.30pm	Closing Session ALGA President Closing Address
1.00pm	LUNCH

Alicia McKay Leadership Masterclass

Join Alicia McKay, our keynote and MC, for an exclusive introductory masterclass to strategic community leadership.

Get a live taste of her newly launched program designed exclusively for local government leaders and enjoy a special offer for delegate enrolments.

Spaces are limited to just 50 places so be sure to pre register online <https://engage.aliciamckay.co.nz/sci-nga>

Key Dates

**25 MARCH
2022**

2022 NGA
Call for Motions
Closes

**20 MAY
2022**

Close of
Early Bird
Registration Rate

**19 JUNE
2022**

Regional
Cooperation &
Development Forum

**20 -22 JUNE
2022**

National
General
Assembly



REGIONAL FORUM

National Convention Centre Canberra

2022

Sunday 19 June

regionalforum.com.au

PROVISIONAL PROGRAM

9.00AM	Registrations Open
9.30AM	Welcome to Country
9.40AM	ALGA President Opening Cr Linda Scott, ALGA President
9.50AM	Minister for Local Government Address (Invited)
10.15AM	Facilitated Q&A
10.30AM	Panel: Regional Tourism Post-Pandemic Coralie Bell, Australian Regional Tourism James Goodwin, Australian Airports Association Additional Panelists TBC
11.00AM	MORNING TEA
11.30AM	Keynote Address: Leadership During an Uncertain Climate Presenter TBC
12.00PM	Keynote Address and Panel: Regional Leadership Matt Linnegar, Australian Rural Leadership Foundation
1.00PM	LUNCH
2.00PM	Keynote Address: Increasing Our Resilience to Fires and Floods Adrian Turner, Minderoo Foundation Fire and Flood Resilience Initiative
2.30PM	Panel: Regional Housing and Population Challenges Liz Ritchie, Regional Australia Institute Professor Andrew Beer, University of South Australia
3.30PM	AFTERNOON TEA
4.00PM	Department of Infrastructure, Transport, Regional Development and Communications Presenter TBC
4.30PM	Shadow Minister for Local Government Address (Invited)
5.00PM	Closing Remarks

GENERAL INFORMATION

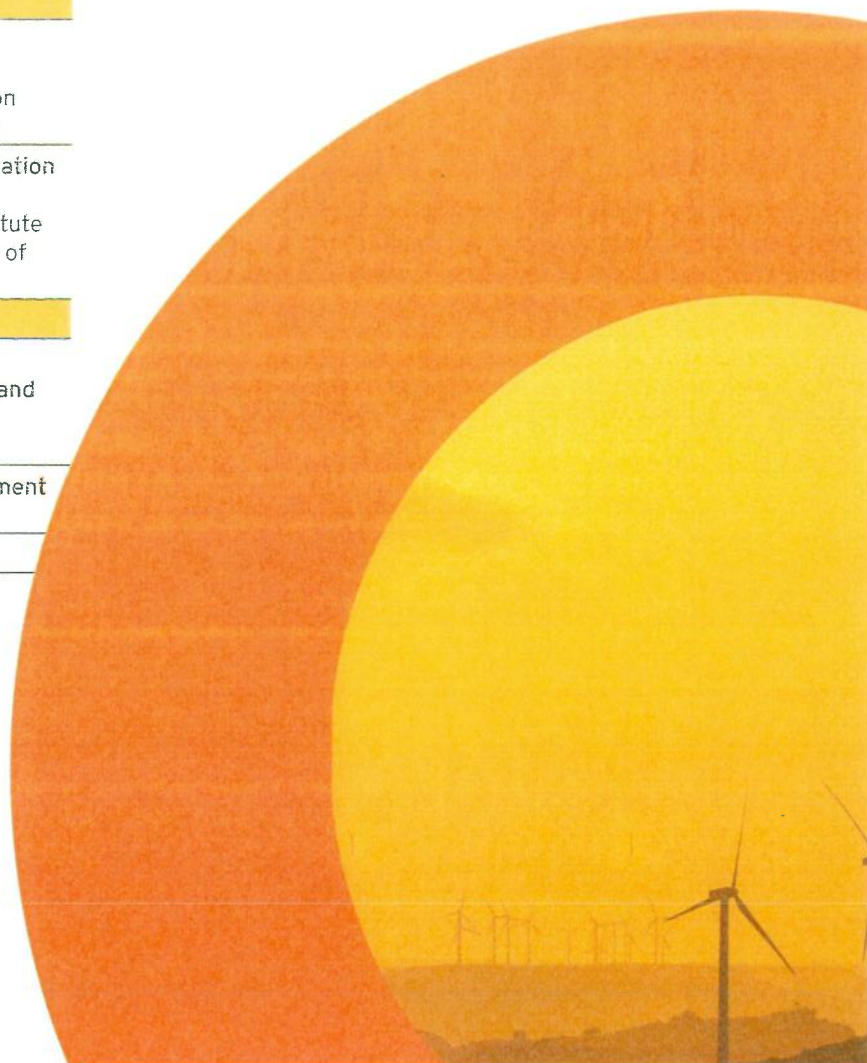
REGISTRATION FEES

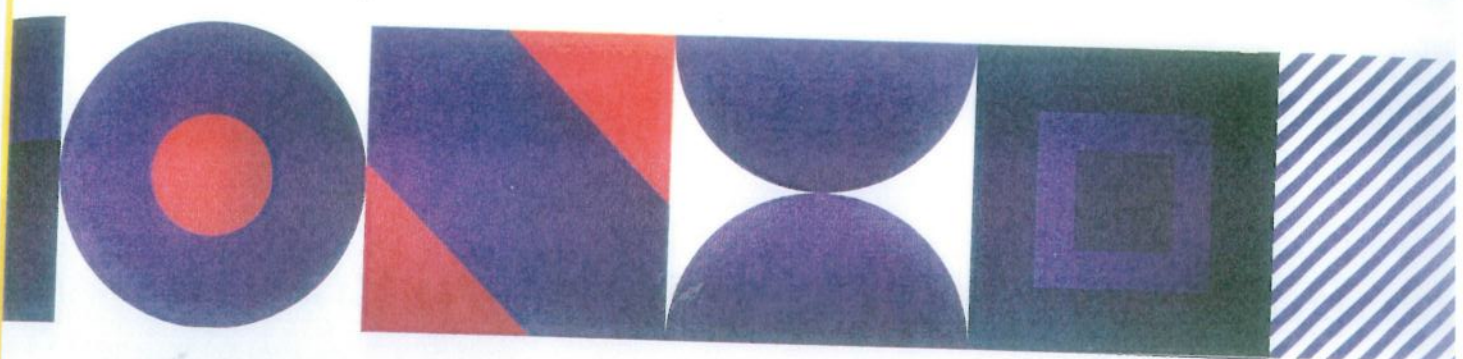
Forum Only Registration
\$425

NGA Delegate Discount
Registration
\$225

Register Online Now:
regionalforum.com.au

Dress Code: Smart Casual






NGA22 Speakers



ALICIA MCKAY (NZ)

Strategic Leadership Expert, NZ
Alicia McKay is a leading authority on organisational strategy and change, empowering senior leaders in government, business and the community to think smarter and make better decisions.

A celebrated author, speaker, facilitator, coach, and leader, she has a voice that cuts through the sea of corporate jargon to get real about what it takes to change our life, work and leadership.

Drawing on specialist accreditations in problem definition, strategy development and investment, Alicia launched Meetings that Matter in 2020, which is quickly becoming the gold standard for strategic facilitation in New Zealand and Australia.

Combining best-practice research, dynamic delivery and a cheeky grin, Alicia gets serious results in even the most challenging environments.

Alicia's latest book is titled "You Don't Need An MBA: Leadership Lessons that Cut through the Crap".



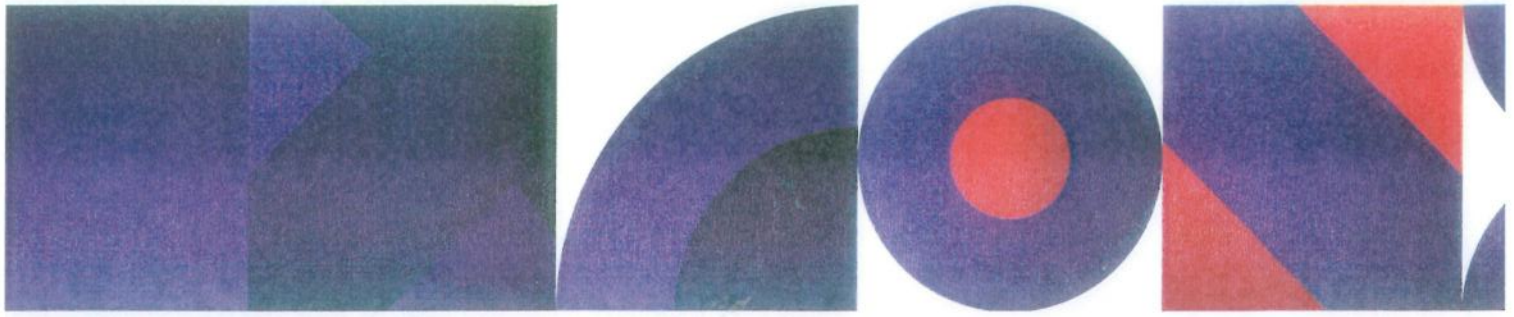
DR JONATHAN CARR-WEST (UK)

CEO, Local Government Information Unit

Dr Jonathan Carr-West has been Chief Executive of LGIU (Local Government Information Unit) since February 2013, where he leads on all aspects of the think tank's policy, membership and influencing work.

Some of his particular interests are in participative democracy, the evolving nature of public services and devolution. With extensive media profile and sector credibility, he has published on topics as diverse as localism and public service transformation, cognitive and behavioural science, and the politics of cultural memory.

Prior to being appointed as Chief Executive, Jonathan was Director of Policy at the LGIU where he led on research and consultancy, policy development and piloting, best practice dissemination, learning and development.



JENNIFER WESTACOTT AO

CEO, **Business Council of Australia**

Jennifer Westacott AO has served as Chief Executive of the Business Council of Australia since 2011, bringing a unique combination of extensive policy experience in both the public and private sectors.

She has served as the Director General of the NSW Department of Infrastructure, Planning and Natural Resources; the Secretary of the Victorian Department of Education and Training; and the Director of Housing in Victoria. She was also the Deputy Director General of the NSW Department of Community Services, and the Deputy Director General of the NSW Department of Housing.

As a senior partner at KPMG, Jennifer advised major corporations on climate change and sustainability and advised governments across Australia on significant reform priorities.



ADRIAN TURNER

CEO, **Minderoo Foundation Fire and Flood Resilience Initiative**

Adrian is an influential Australian technology entrepreneur who spent 18 years in Silicon Valley building businesses before returning to Australia in 2015.

Most recently, Adrian has been appointed Deputy Chair of Prezzee, a conditional payments company dubbed the newest \$1 billion tech 'unicorn' and is leading the Minderoo Foundation's Fire and Flood Resilience Initiative, a program changing the way we deal with systemic fire and flood risk, helping to shift our national focus from response and recovery to disaster preparedness and resilience.

Prior to this Adrian was founding CEO at CSIRO's Data 61, the team that led the development of the national AI roadmap, AI ethics framework, standards advisory work for consumer data rights and open banking and the ICT stream for the national genomics mission.



LIZ RITCHIE

CEO, **Regional Australia Institute**

Liz Ritchie is the CEO of the Regional Australia Institute, after joining in 2018 as the General Manager - Strategy and Partnerships.

For more than 20 years Liz has worked across the corporate, government and the not-for-profit sector, and she specialises in leading organisational transformation to build a sustainable future.

Liz is a change agent, a marketer, a researcher and an extremely passionate advocate for regional Australia, heralding from Deniliquin in NSW.



NGA22 Speakers



JAMES GOODWIN

Chief Executive, Australian Airports Association

James Goodwin was appointed Chief Executive of the Australian Airports Association (AAA) in May 2020. The AAA represents the interests of airports across Australia including close to 200 local-government owned aerodrome assets.

James has a background in media, corporate affairs and government relations.

He has worked as a reporter and news presenter for major network news outlets in Sydney and Canberra, including several years in the Parliamentary Press Gallery, and is currently the Chair of St John Ambulance in the ACT.



MATT LINNEGAR

Chief Executive, Australian Rural Leadership Foundation

Matt Linnegar is the Chief Executive of the Australian Rural Leadership Foundation, and has more than 25 years of experience in for-purpose, representative and commercial roles focused on leadership, agriculture, water, natural resource management, trade, marketing, and rural Australia more broadly.

Matt joined the Foundation in mid-2014 after a successful three and a half-year period as CEO of the National Farmers' Federation.

Matt is President of the Carwoola Community Association and serves on the Charles Sturt University Strategic Advisory Committee, Bush Summit Advisory Panel, and Investing in Rural Communities Reference Panel.



VAL DEMPSEY

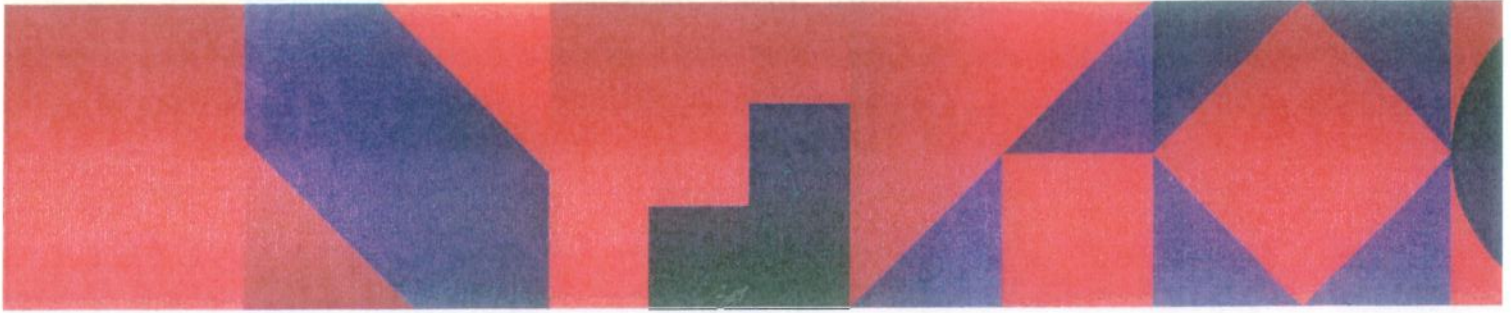
2022 Senior Australian of the Year

For more than 50 years Valmai (Val) Dempsey has dedicated her life to St John Ambulance.

In 2020, Val faced her biggest challenge yet – first with the 'Black Summer' bush fires, followed by the COVID-19 pandemic.

In response, she led 40 fellow volunteers as they supported fire-affected communities during the emergency that stretched over many weeks, and when the pandemic hit, she personally contacted every volunteer to check they were 'doing OK' in terms of welfare, mental health and morale.

It is these tireless commitments to St John that has led many in the community to know her lovingly as 'Aunty Val'.



PROF ANDREW BEER

Executive Dean, UniSA Business

Professor Andrew Beer is Executive Dean, UniSA Business. He is a former Chair of the London-based Regional Studies Association, a Fellow of the Regional Australia Institute and a member of the UK's Academy of Social Sciences.

Professor Beer has a long history of research on housing and regional issues, including work in both metropolitan and non-metropolitan Australia.

His recent work has included major publications on place based policy, a textbook on planning for economic development in a globalised economy, and work with the Regional Australia Institute on the rural housing crisis.



CORALIE BELL

Chair, Australian Regional Tourism

Having started life as a child in a front-line tourism business on the beautiful South Coast, today Coralie is the Tourism Manager for Shoalhaven City Council

Passionate about motivating teams and fostering relationships with everyone from Mum and Dad business owners to State Government organisations, Coralie is experienced in stakeholder communication and management.

Appointed to ART Chair in October 2018, Coralie is passionate about regional Australia, both as a place to live and destination to visit. She is committed to working regionally and making a real difference to the Shoalhaven and greater regional tourism sector.



PAUL TILLEY

Author

Paul Tilley was an economic policy adviser to governments for 30 years, working mainly in Treasury but also Prime Minister & Cabinet, the Treasurer's office and the Organisation for Economic Cooperation and Development.

He has since published a book on the history of the Treasury, *Changing Fortunes: A History of the Australian Treasury*, is a Visiting Fellow at the ANU's Tax and Transfer Policy Institute and a Senior Fellow at the Melbourne Law School.

Paul is currently writing a book on the history of tax reform in Australia.

Registration Information

Registration form available at nga22.com.au

GENERAL ASSEMBLY REGISTRATION FEES		INCLUSIONS
Registration Fees — Early Bird Payment received by Friday 20 May 2022	\$989.00	— Attendance at all General Assembly sessions — Morning tea, lunch and afternoon tea as per the General Assembly program
Registration Fees — Late Payment received after Friday 20 May 2022	\$1,099.00	— One ticket to the Welcome Drinks, Sunday — General Assembly satchel and materials

VIRTUAL REGISTRATION FEES		INCLUSIONS
Full Virtual Registration	\$689.00	— Virtual access to all General Assembly sessions for day(s) selected
Virtual Day Registration (Monday or Tuesday)	\$489.00	— Meeting hub to connect with other virtual attendees

DAY REGISTRATION FEES		INCLUSIONS
Monday 20 June 2022	\$529.00	— Attendance at all General Assembly sessions on the day of registration
Tuesday 21 June 2022	\$529.00	— Morning tea, lunch and afternoon tea as per the General Assembly program on that day
Wednesday 22 June 2022	\$280.00	— General Assembly satchel and materials

SUNDAY REGIONAL FORUM REGISTRATION FEES	
Forum Only Sunday 19 June 2022	\$425.00
NGA Delegate Delegates attending the Regional Forum and the NGA are entitled to this discount	\$225.00

ACCOMPANYING PARTNERS REGISTRATION FEES		INCLUSIONS
Accompanying Partners Registration Fee	\$280.00	— 1 ticket to the Welcome Reception, Sunday 19 June — Day tour Monday 20 June — Day tour Tuesday 21 June — Lunch with General Assembly Delegates on Wednesday 22 June

All amounts include GST

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 12.10

Responsible Officer: Steven Watson
Governance and Risk Coordinator
Office of the Chief Executive

Subject: Policy Review - Internal Audit

For: Decision

SUMMARY

Internal auditing is an independent (of the function being audited), objective assurance and consulting activity designed to add value and improve the Council's operations. It helps the Council accomplish objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Council has had an *Internal Audit Policy* (the "Policy") for many years and it has been revised to ensure consistency with recent legislative changes, the policy review schedule and the policy template.

New provisions in the *Local Government Act 1999* will come in effect on 30 November 2023 regarding internal audit. This is part of a broader suite of provisions affecting Audit Committees and therefore additional changes to this Policy and the Audit Committee's Terms of Reference will be required closer to that date.

Some of these policies have direct relevance to the role and specific functions of the Audit Committee in the fields of risk management, internal audit, fraud & corruption prevention and prudential management. The Council last adopted the Internal Audit Policy through its Strategic Planning and Development Policy Committee at its 13 June 2017 Committee Meeting, following a recommendation from the Audit Committee resolved at its 13 May 2017 meeting.

The Audit Committee further considered the *Risk Management Policy (draft) – April 2022* at its 20 April 2022 meeting and recommended the Policy to Council for consideration.

The purpose of the report is for Council to consider and, if satisfied, adopt the revised Policy.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. With an effective date of 07 June 2022, to revoke the 27 June 2017 Internal Audit Policy and to adopt the *Internal Audit Policy (draft) – April 2022* as per Appendix 1.
 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Internal Audit Policy (draft) – April 2022* as per Appendix 1 prior to the effective date.
-

1. BACKGROUND

The Internal Audit Policy (the “Policy”) was first adopted in 2014 although the Council had an internal audit function in place for many years prior to this. Notwithstanding that the Policy was scheduled for review in 2020, it was delayed pending the finalisation of the local government reform process (see Legal Implications section below).

Internal audit functions are quite common across the medium and large councils in South Australia.

Some of these policies have direct relevance to the role and specific functions of the Audit Committee in the fields of risk management, internal audit, fraud & corruption prevention and prudential management. The Council last adopted the Internal Audit Policy through its Strategic Planning and Development Policy Committee at its 13 June 2017 Committee Meeting, following a recommendation from the Audit Committee resolved at its 13 May 2017 meeting.

The Audit Committee further considered the Internal Audit Policy (draft) – April 2022 at its 20 April 2022 meeting and recommended the Policy to Council for consideration.

2. ANALYSIS

➤ 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 O4.7	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
Priority O5.2	Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action.

The review of Council's Policy is an important element of Council's commitment to open and transparent decision making which facilitates public accountability.

➤ **Legal Implications**

Section 125 of the *Local Government Act 1999* (the "Act") contains provisions regarding internal control. These provisions have been in place for many years and have recently been augmented (6 January 2022) with new provisions from the *Statutes Amendment (Local Government Review) Act 2021* (the "Amendment Act") with more to come into effect on 30 November 2023.

The latter date marks the commencement of a range of other reforms regarding Audit Committees (to become Audit & Risk Committees) which include the following new provisions regarding internal audit functions.

125A—Internal audit functions

- (1) The chief executive officer of a council that has an internal audit function must, before appointing a person to be primarily responsible for the internal audit function, or assigning such responsibility to an employee of the council, consult with the relevant audit and risk committee on the appointment or assignment of responsibility.
- (2) Despite any other law or instrument to the contrary, the person primarily responsible for the internal audit function—
 - (a) must ensure that any reports they prepare relating to the internal audit function are provided directly to the audit and risk committee; and
 - (b) may report any matters relating to the internal audit function directly to the audit and risk committee.

In relation to internal audit functions as per section 125A above, the Committee's role will include under s126(4):

- (g) —
 - (i) if the council has an internal audit function—
 - (A) providing oversight of planning and scoping of the internal audit work plan; and
 - (B) reviewing and commenting on reports provided by the person primarily responsible for the internal audit function at least on a quarterly basis; or
 - (ii) if the council does not have an internal audit function, reviewing and commenting on an annual report provided by the chief executive officer in relation to the policies and processes adopted by the council to evaluate and improve the effectiveness of its internal control practices and procedures; and

As the above changes are 18 months away and may still be subject to subordinate legislation, no specific changes have been made to the Policy at this stage given that the current wording accords with the incoming provisions.

Closer to the 30 November 2023 commencement date a full review of the Audit Committee's terms of Reference will be required and consequential changes to other documents such as the Internal Audit Policy and Risk management Policy will be required.

➤ **Risk Management Implications**

The implementation of the internal audit program under the Policy will assist in mitigating the risk of:

Internal control failures occur which leads to greater uncertainty in the achievement of objectives and/or negative outcomes.

Inherent Risk	Residual Risk	Target Risk
High (4C)	Low (2E)	Low (2E)

The controls tested are part of the internal control framework contributing to the current Residual Risk rating. The recommendations arising from audits and the management actions to be undertaken are mitigations which will contribute to reducing the risk rating to the Target Risk level.

➤ **Financial and Resource Implications**

There are no direct financial or resource implications from this report.

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

There is a high expectation that Council has appropriate corporate governance processes in place including an effective internal audit function.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

Council Committees: The Internal Audit Policy (draft) – April 2022 was considered by the Audit Committee at its 20 April 2022 meeting and was recommended to Council for consideration.

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

3. OPTIONS

The Council has the following options:

- I. To adopt the revised *Internal Audit Policy (draft) – April 2022* as contained in Appendix 1 (Recommended).
- II. To determine not to adopt the revised *Internal Audit Policy (draft) – April 2022* or to suggest changes are made to the Policy. Given that the majority of the Policy is legislated, any proposed changes need to be carefully considered.

Should the Council identify the need for substantial amendments to the proposed Policy, it is recommended that they be referred to staff for review, so as to allow for analysis of the implications of the amendments, prior to being brought back for consideration.

4. APPENDIX

- (1) *Internal Audit Policy (draft) – April 2022*

Appendix 1

Internal Audit Policy (draft) – April 2022

COUNCIL POLICY

	<h2>INTERNAL AUDIT</h2>
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Policy Number:	GOV-18
Responsible Department(s):	Governance & <u>Performance</u>
<u>Relevant Delegations:</u>	<u>As per the Delegations Register and as detailed in this Policy</u>
Other Relevant Policies:	<i>Risk Management Policy</i> <i>Fraud & Corruption Prevention Policy</i> <i>Whistleblower</i> <u><i>Public Interest Disclosure</i></u> <i>Policy</i> <i>WHS and IM Policy</i>
Relevant Procedure(s):	Nil
Relevant Legislation:	<i>Local Government Act 1999</i>
Policies and Procedures Superseded by this policy on its Adoption:	Internal Audit Policy, <u>13 June 2017, Item 12.2, SP21/17</u> Item 12.1, 3, 25 February 2014
Adoption Authority:	Strategic Planning & Development Policy Committee <u>Council</u>
Date of Adoption:	<u>To be updated administratively</u> 13 June 2017
Effective From:	<u>To be updated administratively</u> 27 June 2017
Minute Reference for Adoption:	<u>To be updated administratively</u> Item 12.2, SP21/17
Next Review:	No later than April 202 5 <u>0</u> or as required earlier by legislation or changed circumstances.

Version Control

<u>Version No.</u>	<u>Date of Effect</u>	<u>Description of Change(s)</u>	<u>Approval</u>
<u>1.0</u>	<u>1/3/2014</u>	<u>New Policy</u>	<u>SPDPC - Res 3/14</u>
<u>1.1</u>	<u>27/06/2017</u>	<u>Minor amendments to achieve consistency with Council policy template and updated nomenclature</u>	<u>SPDPC - Res SP21/17</u>
<u>1.2</u>	<u>TBA</u>	<u>Minor amendments to achieve consistency with nomenclature changes and with the Council policy template</u>	<u>TBA</u>

INTERNAL AUDIT POLICY

1. INTRODUCTION

- 1.1 Internal controls are essential to assist the Council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to legislation and council policies, to safeguard the Council's assets, and to secure the accuracy and reliability of council records
- 1.2 This policy includes a definition of internal audit as it applies to the Council, a set of internal audit principles and states the responsibilities for Council Members, the Audit Committee, the Leadership team and the Governance & ~~Risk Unit~~Performance Department.

~~— The policy should be read in conjunction with the Internal Audit Manual.~~

2. POLICY STATEMENT

- 2.1 The Council is committed to maintaining a robust and integrated Governance Framework that assures stakeholders that it is pursuing its objectives and fulfilling its responsibilities with due diligence and accountability.
- 2.2 A fundamental component of this Framework is the operation of an objective assurance function that evaluates the adequacy and effectiveness of the systems of internal control within the Council.
- 2.3 The purpose of this ~~p~~olicy is, through the establishment of an internal audit function, to support better decision-making through a good understanding of the adequacy and effectiveness of the systems of internal controls to mitigate Council's risks.

3. DEFINITION OF INTERNAL AUDIT

- 3.1 Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It helps the Council accomplish objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes¹.
- 3.2 The Executive Manager Governance & ~~Risk-Performance~~ (EMG~~P~~R) is responsible for the management of the internal audit function within Council. Internal audits are to be conducted by suitably qualified and experienced personnel and may be insourced, cosourced or outsourced.

¹ Institute of Internal Auditors, *International Professional Practices Framework (IPPF)*, www.iaa.org.au/technical-resources

4. POLICY PRINCIPLES

4.1 The principles of the Council's approach to internal audit are:

4.2 Independence

4.2.1 Independence is essential to the effectiveness of the internal audit function.

4.2.2 The internal audit function has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in original line processing functions or activities (except as noted below). The work of internal audit does not in any way relieve managers of their responsibilities for the development, implementation and maintenance of management control systems in their areas.

4.2.3 The EMGPR is responsible, on a day to day basis, for the internal audit function of Council. In achieving operational independence of the internal audit function the CEO has ensured that the EMGPR has dual reporting lines.

4.2.4 These reporting lines require that the EMGPR must:

- report administratively to the CEO to facilitate day to day operations of the internal audit function and
- report to the Audit Committee for strategic direction and accountability of the internal audit function.

4.2.5 The EMGPR has direct access to the Mayor, the Presiding Member of the Audit Committee and the CEO. Periodic 'in camera' meetings may be held between the EMGR and the Audit Committee.

4.2.6 Where the EMGPR has responsibility for an activity that is scheduled for review, the Audit Committee will ensure that the internal audit assignment will be managed by another employee within Council and the independence of the function is not compromised.

4.3 Authority and Confidentiality

4.3.1 Subject to compliance with Council's security policies, internal auditors are authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records, and other documentation or information that the EMGPR or the CEO considers necessary to enable the internal auditors to undertake the audit assignment.

4.3.2 All records, documentation and information accessed in the course of undertaking internal audit activities are to be used solely for the conduct of these activities. The EMGPR is responsible and accountable for maintaining the confidentiality of the information the internal auditors receive during the course of their fieldwork.

4.3.3 Where necessary, EMGPR may consult with and disclose audit matters to other local government entities, normally this will only occur where these matters affect other entities, or as directed by the Audit Committee or the CEO.

4.4 Standards

4.4.1 Internal audit activities will be conducted in accordance with intent of relevant professional standards deemed appropriate and applicable including:

- *International Professional Practices Framework (IPPF)* issued by the Institute of Internal Auditors
- Standards relevant to internal audit issued by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia
- The Statement on Information Systems Auditing Standards issued by the Information Systems and Control Association, and
- Standards issued by Standards Australian and the International Standards Organisation.

4.4.2 In the conduct of internal audit work, internal auditors will:

- comply with relevant professional standards of conduct
- possess the knowledge, skills and technical proficiency relevant to the performance of their duties
- be skilled in dealing with people and communicating audit, risk management and related issues effectively and
- exercise due professional care in performing their duties.

4.5 No Surprises

4.5.1 Council's approach to internal audit is that there should be 'no-surprises' at the conclusion of the audit assignment. To this end, on-going discussions will be held with management as findings emerge and conclusions are developed. At the mid point of the audit, a formal meeting may be sought with the audit sponsor to discuss the audit and any emerging issues. If necessary, EMGPR will communicate significant matters of concern to the CEO and/or the Audit Committee prior to the completion of the final report.

5. SCOPE

- 5.1 Internal audit reviews cover all programmes and activities of the Council together with associated entities as provided for in relevant business agreements, memorandum of understanding and contracts. Internal audit activity encompasses the review of all financial and non-financial policies and operations as required.

6. RESPONSIBILITIES

- 6.1 The **Council** has ultimate responsibility that appropriate policies, practices and procedures of internal control are implemented and maintained in accordance with s125 of the *Local Government Act 1999*.

- 6.2 The **Audit Committee** is responsible for (as per the Audit Committee Terms of Reference):

6.2.1 monitoring and reviewing the effectiveness of the internal audit function in the in the context of the Council's overall risk management system;

6.2.2 consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function;

6.2.3 review all reports on the Council's operations from the internal auditors;

6.2.4 review and monitor management's responsiveness to the findings and recommendations of the internal auditor.

- 6.3 The **Chief Executive Officer** is responsible for ensuring that an internal audit function is established, implemented and maintained in accordance with this Policy.

- 6.4 **Employees** are accountable for assisting internal auditors in the conduct of their work through the provision of accurate and timely information to audit requests, providing responses to audit reports and updates on the implementation status of actions arising from audits.

- 6.5 The **Governance & ~~Risk-Performance~~ Department** is responsible for the development and continuous improvement of the Council's internal audit systems and processes; the development of internal audit plans, the engagement and management of internal audit providers; the monitoring of the implementation status of audit actions; and reporting to the Chief Executive Officer and Audit Committee regarding the Council's internal audit function.

7. RELATIONSHIP TO RISK MANAGEMENT

- 7.1 Internal audit provides an independent appraisal of key internal controls within the organisation. These controls are key mitigators of inherent risk and therefore inform the risk management process and the calculation of residual risk.

8. DELEGATION

- 8.1 The CEO has the delegation to:
- 8.1.1 Approve, amend and review any procedures that shall be consistent with this Policy; and
 - 8.1.2 Make any legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency.~~The CEO has the delegation to approve, amend and review any procedures that shall be consistent with this Policy.~~

9. AVAILABILITY OF THE POLICY

- 9.1 This Policy will be available ~~for inspection at the Council's Offices during ordinary business hours and~~ via the Council's website www.ahc.sa.gov.au. ~~Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.~~

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 12.11

Responsible Officer: Steven Watson
Governance and Risk Coordinator
Office of the Chief Executive

Subject: Policy Review - Prudential Management

For: Decision

SUMMARY

Prudential management attempts to foresee what adverse financial and other consequences might arise from any project that the Council is contemplating, and requires managing the project in such a manner as to capture the proposed benefits, while minimising, offsetting or otherwise taking into account of the foreseeable financial and other related risks.

The *Local Government Act 1999* requires councils to prepare prudential management reports addressing specific matters when that council is contemplating a project that meets legislated thresholds.

Council has had a *Prudential Management Policy* for many years and it has been revised to ensure consistency with recent legislative changes, the policy review schedule and the policy template.

The purpose of the report is for Council to consider and, if satisfied, adopt the revised Policy.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. With an effective date of 07 June 2022, to revoke the 27 June 2017 Prudential Management Policy and to adopt the *Prudential Management Policy (draft) – April 2022* as per Appendix 1.
 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Prudential Management Policy (draft) – April 2022* as per Appendix 1 prior to the effective date.
-

1. BACKGROUND

A number of policies are required under the provisions of the *Local Government Act 1999* (see Legal Implications section below) with the *Prudential Management Policy* (the “Policy”) being one of these.

Some of these policies have direct relevance to the role and specific functions of the Audit Committee in the fields of risk management, internal audit, fraud & corruption prevention and prudential management. The Council last adopted the Prudential Management Policy through its Strategic Planning and Development Policy Committee at its 13 June 2017 Committee Meeting, following a recommendation from the Audit Committee resolved at its 13 May 2017 meeting.

The Audit Committee further considered the Policy at its 20 April 2022 meeting and recommended the Policy to Council for consideration.

The purpose of the report is for Council to consider and, if they are satisfied, adopt the revised Policy.

2. ANALYSIS

➤ 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
Priority O5.2	Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action.

The review of Council’s Policy is an important element of Council’s commitment to open and transparent decision making which facilitates public accountability.

➤ Legal Implications

Section 48 of the *Local Government Act 1999* (the “Act”) requires councils to develop and maintain prudential policies, practices and procedures for the assessment of projects to ensure that the council:

- acts with due care, diligence and foresight; and
- identifies and manages risks associated with a project; and
- makes informed decisions; and
- is accountable for the use of council and other public resource.

Section 48 underwent some minor amendments resulting from the *Statutes Amendment (Local Government Review) Act 2021* and these amendments have been incorporated into the revised draft Policy.

➤ **Risk Management Implications**

Ensuring that appropriate and legislative compliant prudential management activities are undertaken in relation to applicable projects 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 the Policy is an existing control and therefore its review does not alter the residual or target risk ratings.

➤ **Financial and Resource Implications**

While there are no direct financial or resource implications from this report however the engagement of a suitably qualified person to prepare a prudential report in accordance with Section 48(1)(b) of the Act and Clause 4 of the Policy will have separate financial and resource implications.

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

There is a high expectation that Council has appropriate corporate governance processes in place including an effective prudential management system.

➤ **Sustainability Implications**

Sustainability elements are included in the matters to be addressed in a prudential report (see Clause 4 of the Policy).

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

Consultation on the development of this report was as follows:

Council Committees: The *Prudential Management Policy (draft)* – April 2022 was considered by the Audit Committee at its 20 April 2022 meeting and was recommended to Council for consideration.

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: The LGA has produced an Information Paper which was utilised in the review of the Policy.

Community: Not Applicable

3. OPTIONS

The Council has the following options:

- I. To adopt the revised *Prudential Management Policy (draft) – April 2022* as contained in Appendix 1 (Recommended).
- II. To determine not to adopt the revised *Prudential Management Policy (draft) – April 2022* or to suggest changes are made to the Policy. Given that the majority of the Policy is legislated, any proposed changes need to be carefully considered.

Should the Council identify the need for substantial amendments to the proposed Policy, it is recommended that they be referred to staff for review, so as to allow for analysis of the implications of the amendments, prior to being brought back for consideration.


4. APPENDIX

- (1) *Prudential Management Policy (draft) – April 2022*

Appendix 1

Prudential Management Policy (draft) – April 2022

COUNCIL POLICY

	<h2>PRUDENTIAL MANAGEMENT</h2>
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Policy Number:	GOV-09
Responsible Department(s):	Corporate Services <u>Governance & Performance</u>
<u>Relevant Delegations:</u>	<u>As per the Delegations Register and as detailed in this Policy</u>
Other Relevant Policies:	Procurement Policy Risk Management Policy
Relevant Procedure(s):	Nil
Relevant Legislation:	<i>Local Government Act 1999</i>
Policies and Procedures Superseded by this policy on its Adoption:	Prudential Management Policy, <u>13 June 2017, Item 12.2, SP21/17</u> Item 12.2, 42, 8 July 2014
Adoption Authority:	Strategic Planning & Development Policy Committee <u>Council</u>
Date of Adoption:	13 June 2017 <u>To be updated administratively</u>
Effective From:	<u>To be updated administratively</u> 27 June 2017
Minute Reference for Adoption:	<u>To be updated administratively</u> Item 12.2, SP21/17
Next Review:	No later than April 202 5 <u>0</u> or as required earlier by legislation or changed circumstances.

Version Control

<u>Version No.</u>	<u>Date of Effect</u>	<u>Description of Change(s)</u>	<u>Approval</u>
<u>1.0</u>	<u>8/7/2014</u>	<u>New Policy</u>	<u>SPDPC - Res 42/14</u>
<u>1.1</u>	<u>27/06/2017</u>	<u>Minor amendments to achieve consistency with Council policy template</u>	<u>SPDPC - Res SP21/17</u>
<u>1.2</u>	<u>TBA</u>	<u>Minor amendments to achieve consistency with changes to Section 48 of the <i>Local Government Act 1999</i> and with the Council policy template</u>	<u>TBA</u>

PRUDENTIAL MANAGEMENT POLICY

1. INTRODUCTION

1.1 This document sets out the policy of the Adelaide Hills Council for meeting the prudential management requirements set out in Section 48 of the *Local Government Act 1999*.

1.2 Section 48 (aa1) prescribes that :

A council must develop and maintain prudential policies, practices and procedures for the assessment of projects to ensure that the council:

- a) acts with due care, diligence and foresight; and*
- b) identifies and manages risks associated with a project; and*
- c) makes informed decisions; and*
- d) is accountable for the use of council and other public resources*

1.3 Prudential management attempts to foresee what adverse financial and other consequences might arise from any project that the Council is contemplating, and requires managing the project in such a manner as to capture the proposed benefits, while minimising, offsetting or otherwise taking into account of the foreseeable financial and other related risks.

1.4 Prudential management can be seen as a subset of risk management in that the prudential management process is predominantly concerned with financial issues arising from a project.

2. PROJECT DEFINITION

2.1 A project may be defined as

“a new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset”

2.2 This should not be interpreted to mean that all Council activities are “projects”. Regular, ongoing deliveries of Council services are not “new and discrete” activities so therefore are not included within this definition. A project is a temporary endeavour with a defined beginning and end. The temporary nature of projects stands in contrast to business as usual (or operations) which are repetitive, ongoing functional activities to produce products or services.

3 POLICY STATEMENT

- 3.1 The Council is committed to maintaining a robust and integrated Governance Framework that assures stakeholders that it is pursuing its objectives and fulfilling its responsibilities with due diligence and accountability
- 3.2 An important element of this due diligence is the effective conduct of prudential management reviews of projects which fall within the requirements set down in Section 48 (1) of the *Local Government Act 1999*.

3. SCOPE

- 3.1. This policy covers the prudential review requirements when consideration is being given to a project that falls within the requirements of Section 48(1)(b).

These requirements are:

A council must obtain and consider a report that addresses the prudential issues (set out in clause 4 of this Policy) before the council engages in any project (whether commercial or otherwise and including through a subsidiary or participation in a joint venture, trust, partnership or other similar body):

- a) where the expected expenditure of the council over the ensuing five years is likely to exceed 20% of the council's average operating expenses over the previous five financial years (as shown in the council's financial statements); or*
 - b) where the expected capital costs of the project over the ensuing five years is likely to exceed \$4,000,000 (indexed); or*
 - c) Where the council considers that it is necessary or appropriate.*
- 3.2. In accordance with Section 48(3), a report is not required in relation to
 - 3.2.1. road construction or maintenance; or
 - 3.2.2. drainage works

4. PRUDENTIAL REPORT REQUIREMENTS

- 4.1. In accordance with Section 48(2) of the *Local Government Act 1999* , the following issues to be addressed in a report required under Clause 3 above:
 - 4.1.1. the relationship between the project and relevant strategic management plans;
 - 4.1.2. the objectives of the Development Plan in the area where the project is to occur;
 - 4.1.3. the expected contribution of the project to the economic development of the local area, the impact that the project may have on businesses carried on in the proximity and, if appropriate, how the project should be established in a way that ensures fair competition in the market place;

- 4.1.4. the level of consultation with the local community, including contact with persons who may be affected by the project and the representations that have been made by them, and the means by which the community can influence or contribute to the project or its outcomes;
- 4.1.5. if the project is intended to produce revenue, revenue projections and potential financial risks;
- 4.1.6. the recurrent and whole-of-life costs associated with the project including any costs arising out of proposed financial arrangements;
- 4.1.7. the financial viability of the project, and the short and longer term estimated net effect of the project on the financial position of the council;
- 4.1.8. any risks associated with the project, and the steps that can be taken to manage, reduce or eliminate those risks (including by the provision of periodic reports to the chief executive officer and to the council);
- 4.1.9. the most appropriate mechanisms or arrangements for carrying out the project;

~~4.1.9.~~ 4.1.10. if the project involves the sale or disposition of land, the valuation of the land by a qualified valuer under the *Land Valuers Act 1994*.

Further, Section 48 (2a) provides that the fact that a project is to be undertaken in stages does not limit the operation of subsection(1)(b) (i.e. Clause 3 above) in relation to the project as a whole.

- 4.2. The report must be prepared by a person whom the council reasonably believes to be qualified to address the prudential issues set out in clause 4.1.
- 4.3. The report must not be prepared by a person who has an interest in the relevant project (but may be prepared by a person who is an employee of the council). Sections 48(6a), (6b) and (6c) set out the tests for whether a person has an interest in a project.
- 4.4. Section 48(6) provides that a council may take steps to prevent the disclosure of specific information in a report under subsection (1) (i.e. Clause 3 above) in order to protect its commercial value or to avoid disclosing the financial affairs of a person (other than the council). A report must be available for public inspection at the principal office of the council once the council has made a decision on the relevant project (and may be available at an earlier time unless the council orders that the report be kept confidential until that time).
- 4.5. The council must give reasonable consideration to a report

5. DELEGATION

- 5.1 The CEO has the delegation to:
 - 5.1.1 Approve, amend and review any procedures that shall be consistent with this Policy; and
 - 5.1.2 Make any legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency.

6. AVAILABILITY OF THE POLICY

- 6.1. This Policy will be available ~~for inspection at the Council's Offices during ordinary business hours and~~ via the Council's website www.ahc.sa.gov.au. ~~Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.~~

DRAFT

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 12.12

Responsible Officer: Steven Watson
Governance and Risk Coordinator
Office of the Chief Executive

Subject: Policy Review - Risk Management

For: Decision

SUMMARY

Council has developed a range of policies over time that are reviewed regularly in accordance with the endorsed policy review schedule. On occasion changes to legislation or in this particular case a change to the International Standard, *ISO3000 Risk Management Guidelines*, initiates a policy review.

Some of these policies have direct relevance to the role and specific functions of the Audit Committee in the fields of risk management, internal audit, fraud & corruption prevention and prudential management. The Council last adopted the *Risk Management Policy* at its 28 May 2019 Ordinary Council Meeting, following a recommendation from the Audit Committee resolved at its 13 May 2019 meeting.

The Audit Committee further considered the *Risk Management Policy (draft) – April 2022* at its 20 April 2022 meeting and recommended the Policy to Council for consideration.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. With an effective date of 07 June 2022, to revoke the 28 May 2019 Risk Management Policy and to adopt the *Risk Management Policy (draft) – April 2022* as per Appendix 1.
 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Risk Management Policy (draft) – April 2022* as per Appendix 1 prior to the effective date.
-

1. BACKGROUND

Council adopted the revised *Risk Management Policy* at its 25 February 2014 Council meeting. The Audit Committee considered the key elements of the *Corporate Risk Management Framework* at its 19 May 2014 meeting and suggested a number of enhancements. The revised Framework was adopted by Council at its 24 June 2014 Ordinary Council meeting.

The *Risk Management Policy* was further reviewed by Council's Strategic Planning and Development Policy Committee on the 13 June 2017.

The Audit Committee at its 13 May 2019 Meeting was provided the opportunity to review the *Risk Management Policy* and make comments/changes (if appropriate) prior to the Policy being presented to Council for consideration. The Audit Committee suggested some minor amendments to the *Risk Management Policy* and Council last adopted the *Risk Management Policy* at its 28 May 2019 Ordinary Council Meeting.

The Audit Committee further considered the *Risk Management Policy (draft) – April 2022* as per **Appendix 1** at its 20 April 2022 meeting and recommended the Policy to Council for consideration.

2. ANALYSIS

➤ 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
Priority O5.2	Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action.

The review of Council's Policy is an important element of Council's commitment to open and transparent decision making which facilitates public accountability.

➤ Legal Implications

A number of sections of the *Local Government Act 1999* (the "LG Act") require councils to identify and manage the risks associated with its functions and activities.

Section 125 of the LG Act requires Council to ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to assist the council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to management policies, to safeguard the council's assets, and to secure (as far as possible) the accuracy and reliability of council records.

Section 126 of the LG Act requires Council to have an Audit Committee.

Section 132A of the LG Act requires Council to ensure that appropriate policies, practices and procedures are implemented and maintained in order to ensure compliance with statutory requirements and achieve and maintain standards of good public administration.

Similarly the *Work Health & Safety Act 2012* is structured around the protection of workers and others against harm to their health, safety and welfare through the elimination or minimisation of risk arising from work or specified substances or plant.

➤ **Risk Management Implications**

Improvements in the implementation of the risk management framework will assist in mitigating the risk of:

A lack of effective risk management occurs which leads to greater uncertainty in the achievement of objectives and/or negative outcomes.

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

Note that there are many other controls that assist in mitigating this risk.

➤ **Financial and Resource Implications**

While there are no direct financial or resource implications from this report, a number of Strategic Risk Profile and Management Plan treatments are impacted by funding limitations.

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

There is a high expectation that Council has appropriate corporate governance processes in place including an effective corporate risk management system.

➤ **Sustainability Implications**

Sustainability implications are considered within the development of the Risk Profile and Management Plan.

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

Consultation on the development of this report was as follows:

Council Committees: The *Risk Management Policy (draft)* – April 2022 was considered by the *Audit Committee* at its 20 April 2022 meeting and was recommended to Council for consideration.

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

3. OPTIONS

The Council has the following options:

- I. To adopt the revised *Risk Management Policy (draft) – April 2022* as contained in **Appendix 1** (Recommended).
- II. To determine not to adopt the *Risk Management Policy (draft) – April 2022* or to suggest changes are made to the *Risk Management Policy (draft) – April 2022* (Not Recommended).

Should the Council identify the need for substantial amendments to the proposed Policy, it is recommended that they be referred to staff for review, so as to allow for analysis of the implications of the amendments, prior to being brought back for consideration.

4. APPENDIX

- (1) *Risk Management Policy (draft) – April 2022*

Appendix 1

Risk Management Policy (draft) – April 2022

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<h2>RISK MANAGEMENT</h2>
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Policy Number:	GOV-19
Responsible Department(s):	Governance & Performance
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Internal Audit Policy Fraud & Corruption Prevention Policy Work Health and Safety and Injury Management Policy
Relevant Procedure(s):	Risk Management Framework
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Emergency Management Act 2004</i> <i>Work Health & Safety Act 2012</i> <i>Civil Liabilities Act 1936</i>
Policies and Procedures Superseded by this policy on its Adoption:	Risk Management Policy, Item 14.9, 24 June 2014, 129/14 Risk Management Policy, Item 12.2, 13 June 2017, SP21/17 Risk Management Policy, Item 12.9, 28 May 2019, 119/19
Adoption Authority:	Council
Date of Adoption:	<i>To be updated administratively</i>
Effective From:	<i>To be updated administratively</i>
Minute Reference for Adoption:	<i>To be updated administratively</i>
Next Review:	No later than April 2025 or as required earlier by legislation or changed circumstances.

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	24/06/2014	New Policy	Council - Res 129/14
2.0	13/06/2017	Policy Review	SPDPC - Res 47/17
3.0	28/05/2019	Policy Review	Council Res 119/19
4.0	TBA	Policy Review and updated to align with the corporate policy template	Council - Res TBA

RISK MANAGEMENT POLICY

1. INTRODUCTION

- 1.1. There is always a degree of uncertainty associated with the decisions and actions Council takes to achieve its objectives.
- 1.2. The effect of uncertainty on objectives is known as 'risk'. The international risk management standard ISO 31000:2018 uses this definition of risk and elaborates that:
 - 1.2.1. An effect is a deviation from the expected – it can be positive and/or negative.
 - 1.2.2. Risk is often characterised by reference to potential events and consequence or a combination of the two.
 - 1.2.3. Risk is often expressed in terms of a combination of the consequences of an event and the associated likelihood of the occurrence of the event.
 - 1.2.4. Uncertainty arises due to a deficiency of information, knowledge or understanding of an event, its consequences, or likelihood.
- 1.3. This policy provides a definition of risk as it applies to the Council, a clear risk policy statement and principles and sets down the responsibilities for Council Members, the Audit Committee, managers, employees, volunteers and contractors.
- 1.4. The policy should be read in conjunction with the risk management framework and associated guides.

2. OBJECTIVES

- 2.1. The objectives of Council's approach to managing risk are to:
 - 2.1.1. Embed systematic and effective processes to identify, prioritise and manage existing and emerging risks;
 - 2.1.2. Ensure linkages to strategic goals and objectives;
 - 2.1.3. Develop a risk management methodology that supports and defines the Council's risk appetite (the amount of risk Council is willing to accept to achieve its objectives) and risk tolerance (the acceptable deviation from Council's risk appetite);

- 2.1.4. Foster a culture that encourages employee participation in the risk management process;
- 2.1.5. Build a reporting framework that facilitates and enhances the disclosure of potential risk to appropriate levels of management;
- 2.1.6. Demonstrate that a proper level of due diligence is undertaken in decision-making;
- 2.1.7. Create an environment where all Council employees take responsibility for managing risk.

3. POLICY STATEMENT

- 3.1. The Council is committed to maintaining a robust and integrated Governance Framework that assures stakeholders that it is pursuing its objectives and fulfilling its responsibilities with due diligence and accountability.
- 3.2. A fundamental component of this Framework is the effective management of the Council's risks in order to provide greater certainty and security for all its stakeholders. In doing so, Council will be better informed, more decisive and function with increased confidence to achieve its objectives.
- 3.3. To provide consistency and confidence, Council will undertake risk management activities in accordance with ISO 31000:2018.
- 3.4. Council aims for high-quality risk management activities to be integrated with all its critical processes, so that before events occur or if there is a change in circumstances that might enhance or prevent Council achieving its objectives, the organisation is able to recognise and respond to the risk in a consistent, proactive way. Equally, when events occur, Council will use systematic processes to learn the lessons from its successes, failures and near misses. In this way Council will drive service improvement and organisational learning and growth.
- 3.5. This policy encompasses every member of the organisation, including Council Members, Chief Executive Officer, Leadership Team, employees, volunteers and contractors given that each has responsibility for the effective management of risk with their area(s) of responsibility.

4. RESPONSIBILITIES

- 4.1. **Council** has ultimate responsibility for risk management across the organisation, adopting the risk management policy and determining an acceptable level of risk (risk appetite).
- 4.2. **Audit Committee** is responsible for reviewing and evaluating the effectiveness of policies, systems and procedures established and maintained for the identification, assessment, monitoring, management and review of strategic, financial and operational risks on a regular basis. ~~monitoring strategic risk management and the adequacy of internal controls established to manage identified risks and to provide advice to the Chief Executive Officer on these and related matters as required.~~
- 4.3. **Chief Executive Officer** is responsible for ensuring that a risk management framework is established, implemented and maintained in accordance with this Policy, allocating risk management responsibilities and monitoring the overall risk profile and mitigating strategies.
- 4.4. ~~Leadership Team~~ **People Leaders** (anyone with a direct report) are accountable for the implementation, maintenance and evaluation of risk management within their areas of responsibility in accordance with the risk management framework. They are responsible for creating an environment where each staff member is responsible for and actively involved in managing risk.
- 4.5. **Employees, Volunteers and Contractors** are responsible for identifying potential risks and for the effective management of risk as part of their employment or contractual obligations with the Council.
- 4.6. **Governance & Performance** is responsible for the development and continuous improvement of the Council's risk management systems and processes; the development of information resources, training, tools and templates; the monitoring of risk registration; and reporting to the Chief Executive Officer and Audit Committee regarding the Council's risk profile and mitigation strategies.
- 4.7. **Risk Owner** (an employee to whom responsibility for the management of a specific risk has been allocated) is responsible for ensuring that they manage their designated risk in accordance with the Risk Management Framework.

5. RELATIONSHIP TO INTERNAL AND EXTERNAL AUDITS

- 5.1. One of the key determinants for the selection of activities, systems and processes to be reviewed by the ~~Internal~~ Audit functions is the level of risk they pose to the achievement of the Council's objectives.
- 5.2. Risk assessment information will be a key input in the selection of activities, systems and processes to be included in the Council's ~~Internal~~ Audit Plans. The outcomes of these audits/reviews will be entered into the Risk Register to further refine the risk information.

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 legislative, 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 via the Council's website www.ahc.sa.gov.au.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 12.13

Responsible Officer: Steven Watson
Governance and Risk Coordinator
Office of the Chief Executive

Subject: Confidential Items Review May 2022

For: Decision

SUMMARY

Section 91 of the *Local Government Act 1999* requires Council to review confidential orders at least once every year.

A review of the Register of Confidential Items has been undertaken and there is (1) item that requires a new confidentiality order. Council must determine the period of confidentiality for the item.

NB: If the meeting wishes to discuss the status of any items in a manner that will result in the disclosure of information currently under an s91(7) confidentiality order, it should first consider making a s90 order to move into confidence.

RECOMMENDATION

Council resolves:

DECISION 1

1. That the report be received and noted.
2. That the items held as confidential in the Confidential Items Register (Appendix 1) be noted.

DECISION 2 – Resolution 105/21 – Multi Year Road Rally Proposal

3. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act:
 - The Report of 22 June 2021, Item No. 18.1 Multi Year Road Rally Proposal remain confidential until 31 December 2023 and that this order be reviewed every twelve (12) months.

On the grounds that the document(s) (or part) relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which— (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and (ii) would, on balance, be contrary to the public interest.

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

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

Objective O4 We actively represent our community

Priority O4.3 Attract and develop a diverse and capable elected body that represents, promotes and reflects the composition of the community

Priority O4.3 Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

The review of Council's *Confidential Items Register* is an important element of Council's commitment to open and transparent decision making which facilitates public accountability.

➤ Legal Implications

Section 91(7) of the *Local Government Act 1999* sets out the provisions regarding the making of orders to retain documents and discussions considered at Council and Council Committees in confidence.

Section 91(9) requires that these orders must specify the duration of the order or the circumstances in which the order will cease to apply or must be reviewed. Any order that operates for a period exceeding 12 months must be reviewed at least once in every year.

To enable management of any order made under Section (90) a Confidential Orders Register is maintained.

➤ Risk Management Implications

Reviewing confidentiality orders assists with mitigating the risks of:

Confidential information is released which prejudices Council's and/or third parties' interests.

Inherent Risk	Residual Risk	Desired Risk
Extreme (3A)	Low (3E)	Low (3E)

Information scheduled for release under a confidentiality order is not duly released resulting in a breach of legislation and depriving the community of public information.

Inherent Risk	Residual Risk	Desired Risk
Extreme (3A)	Low (3E)	Low (3E)

Note: there are a number of other controls that assist with managing these risks.

➤ **Financial and Resource Implications**

Not applicable

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

Not applicable

➤ **Sustainability Implications**

Not applicable

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

Consultation on the development of this report was as follows:

Council Committees: Not applicable

Council Workshops: Not applicable

Advisory Groups: Not applicable

External Agencies: Not applicable

Community: Not applicable

2. BACKGROUND

An Extract of the Confidential Items Register is contained on Council's website and is reviewed on a monthly basis. Items that have progressed to the specified point and are no longer of a confidential nature are released in accordance with the respective council resolution. Items that remain in confidence are displayed on the Register.

For administrative and Council efficiencies, items may be included in reviews even though they may not be due for such. Processing items in this way eliminates the need for additional reports to Council whilst maintaining the confidential status of items.

3. ANALYSIS

The Register of Confidential Items has been reviewed and there is one (1) item that requires the consideration of a new confidentiality order at this time. An extract of the register is attached (**Appendix 1**) which provides a summary of all existing confidential orders highlighting the order that requires a new confidentiality provision, as follows:

- **Resolution No 105/21 – Multi Year Rally Proposal**

The Period of Confidentiality for this item concludes 25 May 2022.

It is recommended that a new confidentiality order be applied and that the item remain confidential until 31 December 2023 and that this order be reviewed every twelve (12) months.

Most of this item has been released except a small redaction in the report and the Appendices due to commercial in confidence information.

4. OPTIONS

Council has the following options:

- I. To extend the period of confidentiality as per the recommendation. (Recommended)
- II. Determine an alternative period of confidentiality. (Not Recommended)
- III. Allow the confidentiality order to expire thus releasing the information. (Not Recommended)

NB: If the meeting wishes to discuss the status of any items in a manner that will result in the disclosure of information currently under an s91(7) confidentiality order, it should first consider making a s90 order to move into confidence.

5. APPENDIX

- (1) Extract of Confidential Items Register

Appendix 1

Extract of Confidential Items Register

Extract of Confidential Items Register
12 May 2022

Register No	Date of Meeting	Council/Committee	Agenda No	Resolution Number	Officer	Responsible People Leader	Report Title	LG Act S90 Provision	Release date (no longer than 12 mths)	Original Resolution regardingPeriod of Confidentiality	Revised Period of Confidentiality	Next Review Date (3 mths less than release date)
389	26/04/2022	Council	18.2	110/22	John McArthur	Peter Bice	Appointment of AHRWMA Chair	90(3)(a)	26/07/2022	Report Upon confirmation of appointment of the AHRWMA Chair but no longer than 3 months. Related Attachments NIL Minutes Upon confirmation of appointment of the AHRWMA Chair but no longer than 3 months. Other (presentation, documents, or similar) NIL		
388	26/04/2022	Council	18.1	108/22	Deryn Atkinson	Melissa Bright	Appointment of CAP Independent Members	90(3)(a)	31/05/2022	Report Until the appointment of all members has been confirmed, but not longer than 31 May 2022 Related Attachments NIL Minutes Until the appointment of all members has been confirmed, but not longer than 31 May 2022 Other NIL		
387	26/04/2022	Council	11.1.2	87/22	Melissa Bright	Melissa Bright	Property Lobethal Road, Lenswood - Confidential	90(3)(a)	26/04/2023	Report Two year term Related Attachments Two year term Minutes NIL Other (presentation, documents, or similar) NIL		
382	26/10/2021	Council	18.1	238/21	David Collins	Peter Bice	Electricity Procurement Legal Matter	90(3)(h)	26/10/2022	that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the matter is determined, but not longer than 26 October 2022.		26/07/2022
381	26/10/2021	Council	18.2	236/21	John McArthur	Peter Bice	Ashton Landfill	90(3)(j)	26/10/2022	that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until 26 October 2024.		1/07/2022
141	27/07/2021	Council	166/21	166/21	Natalie Westover	Terry Crackett	46 Mt Barker Road Stirling - Old Stirling Police Station	90(3)(d) & (j)	27/07/2022	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		27/04/2022
140	22/06/2021	Ordinary Council	18.2.1	147/21	Jennifer Blake	David Waters	Event Opportunity - SANTOS TDU 2022	90(3)(j)	22/03/2023	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.	Resolved - 22 March 2022 1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(j) of the Act: The Report of 26 June 2021, Item No. 18.1, Event Opportunity – SANTOS TDU 2022, 147/21 remain confidential until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2023 and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to information the disclosure of which— (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and (ii) would, on balance, be contrary to the public interest. 2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	1/01/2023
379	22/06/2021	Ordinary Council	18.1.1	144/21	James Sinden	Terry Crackett	Cyber Security Plan	90(3)(e)	22/03/2023	that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the control deficiencies are mitigated but no longer than 30 June 2023.	Resolved - 22 March 2022 •Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(e) of the Act: •The Report of 26 June 2021, Item No. 18.1, Cyber Security Plan, 144/21 remain confidential until 30 July 2023 and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person. 2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	1/01/2023
377	25/05/2021	Ordinary Council	18.1.1	105/21	Jennifer Blake	David Waters	Multi-Year Road Rally Proposal	90(3)(d)	25/05/2022	that the report and related attachments of Council and the discussion and considerations of the subject matter be retained in confidence until 31 December 2023.		25/02/2022
376	24/05/2021	Audit Committee	8.1.1	AC32/21 and extended with AC24/22	James Sinden	James Sinden	Cyber Security Report	90(3)(e)	30/06/2023	that the report, related attachments and the minutes of the Audit Committee and the discussion and considerations of the subject matter be retained in confidence until the control deficiencies are mitigated but no longer than 30 June 2023.		24/03/2023
373	27/01/2021	Council	18.2	20/21	David Collins	Peter Bice	CWMS Review	90(3)(d)	22/06/2023	that the report, related attachments and the discussion and considerations of the subject matter be retained in confidence until 30 July 2021. The Report of 27 January 2021, Item No. 18.2, CWMS Review, 20/21 remain confidential until 30 July 2023 and that this order be reviewed every twelve (12) months.	Resolved - 22 March 2022 1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act: •The Report of 27 January 2021, Item No. 18.2, CWMS Review, 20/21 remain confidential until 30 July 2023 and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which— (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and (ii) would, on balance, be contrary to the public interest. 2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	1/01/2023
365	19/10/2020	Audit	7.2	AC51/20 and extended with AC25/22	Terry Crackett	James Sinden	Cyber Security Audit	90(3)(e)	30/06/2023	that the report related attachments and the minutes of the Committee and the discussion and considerations of the subject matter be retained in confidence until the control deficiencies are mitigated	AC Meeting 18 Oct 2021 - Item 7.5	24/03/2023

Extract of Confidential Items Register
12 May 2022

Register No	Date of Meeting	Council/Committee	Agenda No	Resolution Number	Officer	Responsible People Leader	Report Title	LG Act S90 Provision	Release date (no longer than 12 mths)	Original Resolution regardingPeriod of Confidentiality	Revised Period of Confidentiality	Next Review Date (3 mths less than release date)
360	23/06/2020	Council	18.1.1	122/20	Jennifer Blake	David Waters	Event Opportunity	90(3)(j)	22/03/2023	<p>That the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the event agreements are signed and the relevant event details are announced by the relevant Minister, but not longer than 31 December 2021.</p> <p>Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.</p>	<p>Resolved - 22 March 2022</p> <p>1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(i) of the Act:</p> <ul style="list-style-type: none"> •The Report of 23 June 2020 Item No. 18.1, Event Opportunity, 122/20 remain confidential until the South Australian Tourism Commission publicly releases the official race routes for 2023 and that this order be reviewed every twelve (12) months. <p>On the grounds that the document(s) (or part) relates to information the disclosure of which— (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and (ii) would, on balance, be contrary to the public interest.</p> <p>2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.</p>	1/01/2023
331	1/08/2018	Special Council	7.2.1	183/18	Terry Crackett	Andrew Atken	Retirement Village Review	90(3)(b)	22/03/2023	<p>This item has been partially released, given Council's original resolution detailed 'Until settlement with the exception of Clause 8 and Appendix 2 which shall be retained in confidence until 31 July 2023'.</p> <p>The Report of 01 August 2018, Item No. 7.1, Retirement Village Review, on the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.</p> <p>Clause 8 and Appendix 2 of the Report of 01 August 2018, Item No. 7.2.1, Retirement Village Review, 183/18 remain confidential until 31 July 2023 and that this order be reviewed every twelve (12) months.</p>	<p>Resolved - 22 March 2022</p> <p>1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(b) of the Act:</p> <ul style="list-style-type: none"> •Clause 8 and Appendix 2 of the Report of 01 August 2018, Item No. 7.2.1, Retirement Village Review, 183/18 remain confidential until 31 July 2023 and that this order be reviewed every twelve (12) months. <p>On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest.</p> <p>2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.</p>	1/01/2023
240	22/04/2014	Council	18.2.1	85/14	John McArthur	Peter Bice	AHRWMA	90(3)(b,d,j)	22/03/2023	<p>That the Report of 22 April 2014, Item No. 18.2Adelaide Hills Regional Waste Management Authority on the grounds that the document(s) (or part):</p> <p>(i) could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting or proposing to conduct business, or to prejudice the commercial position of the Council; and</p> <p>(ii) would, on balance, be contrary to the public interest.</p> <p>Commercial information of a confidential nature (not being a trade secret) the disclosure of which:</p> <p>(i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and</p> <p>(ii) would, on balance, be contrary to the public interest.</p> <p>Specifically, the present matter relates to Council considering an offer from a competitor with regard to where to take its waste stream, and to consider the long term implications and options in relation to the Regional Waste Management Authority of which it is a member, and due to the fact that the competitor has initiated legal proceedings against the aforementioned Authority where Council disposes of its waste. This order shall operate until further order of the Council and will be reviewed at least annually in accordance with the Act.</p> <p>Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.</p>	<p>Resolved - 22 March 2022</p> <p>1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(i) of the Act:</p> <p>The Report of 22 April 2014, Item No. 18.2.1, AHRWMA, 85/14 remain confidential until the matter is determined and that this order be reviewed every twelve months.</p> <p>On the grounds that the document(s) (or part) relates to 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.</p> <p>2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.</p>	1/01/2023

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 12.14

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
22/03/2016	Ordinary Council	69/16	Land Acquisition Colonial Drive Norton Summit	Nil
26/03/2019	Ordinary Council	77/19	Randell's Cottages, Beavis Court, Gumeracha	Nil
27/04/2021	Ordinary Council	70/21	Green Organic Service Options	Nil
22/02/2022	Ordinary Council	37/22	Lobethal Bushland Park	Nil
22/03/2022	Ordinary Council	62/22	Caretaker Policy Review	Nil
26/04/2022	Ordinary Council	82/22	Petition - Property at Lobethal Road Lenswood	Nil
26/04/2022	Ordinary Council	83/22	Petition - Randell's Cottages Gumeracha	Nil
26/04/2022	Ordinary Council	99/22	Policy Review - Tree Management	Nil
26/04/2022	Ordinary Council	107/22	Appointment of CAP Independent Members - Duration of Confidentiality	Nil
26/04/2022	Ordinary Council	89/22	2022-2023 Long Term Financial Plan for Adoption	Nil
26/04/2022	Ordinary Council	91/22	Free Camping Expression of Interest	Nil
17/05/2022	Special Council	112/22	SHLGA Draft 22-23 Budget and Member Contributions	Nil
17/05/2022	Special Council	113/22	AHRWMA Draft 22-23 Annual Business Plan & Budget	Nil
17/05/2022	Special Council	114/22	East Waste Draft 22-23 Annual Business Plan & Budget	Nil

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

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

The timely completion of Council resolutions assists in meeting legislative and good governance responsibilities and obligations.

➤ **Legal Implications**

Not applicable

➤ **Risk Management Implications**

Regular reporting on outstanding action items will assist in mitigating the risk of:

Actions arising from Council resolutions may not be completed in a timely manner

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

➤ **Financial and Resource Implications**

Not applicable

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

Not applicable

➤ **Sustainability Implications**

Not applicable

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

Not applicable

2. **BACKGROUND**

At its meeting of 24 March 2015 Council resolved:

That the CEO provides a report to the 28 April 2015 Council meeting in relation to outstanding resolutions passed before 31 March 2013 outlining the reasons why the resolutions have not been completed, detailing what actions have been taken and an estimated date of completion.

The contents of this report formed a workshop discussion with Council Members on 3 May 2017.

While the above resolution referred to a date, the duration was two (2) years and the intent of the Council's resolution has been carried forward as a prudent accountability mechanism.

3. ANALYSIS

The Action list has been updated to provide Council with information regarding outstanding actions. Completed resolutions are identified in the recommendation for removal from the Action List.

4. OPTIONS

Council has the following options:

- I. Note the status of the outstanding items and the proposed actions
- II. Resolve that other actions are required.

5. APPENDIX

- (1) Action List

Appendix 1
Action List

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council resorting)	Comments (for internal use)	Confidential
22/03/2016	Ordinary Council	69/16	Land Acquisition Colonial Fido Norton Summit	None declared	Negotiate with the Anglican Church and CFS regarding the proposed boundary realignment and the preparation of preliminary plans	Terry Crackett	Completed	28/04/2022	<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 Property Advisory Group and feedback provided to the State Diocese</p> <p>Jan 22 - Fee estimates are being sought to complete the survey work which will assist to finalise a position with a report expected to be presented to Council at the March meeting for consideration.</p> <p>March 22 - Additional survey quotes being sought prior to it being presented to Council for consideration</p> <p>April 22 - report presented to Council at April meeting for consideration</p>	State Diocese advised that it is not a high priority for them and they need to undertake further investigations as to what the Church want to use the funds for and if that is appropriate	TRUE
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	8/04/2022	<p>DEWNR have requested that the revocation be put on hold whilst they investigate the requirements to alter the trust affecting the land and undertake an assessment of the native vegetation on the land, this is likely to take some months.</p> <p>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).</p> <p>In the interim, consideration will be given to the granting of a right of way to ensure that the cemetery has legal access.</p> <p>DEW staff member dealing with this matter has left DEW so there may be an extended delay whilst it is reallocated and assessed.</p> <p>DEW awaiting finalisation of negotiations with Dept for Mining</p> <p>March 21 - Council staff have requested an update from DEW as to the status of this matter</p> <p>October 21 - Council staff continue to engage with DEW to seek a progression of the matter</p> <p>November 21 - no further update from DEW</p> <p>Jan 22 - contact has been made with DEW who are investigating the situation again prior to further communication with Council</p> <p>March 22 - a new contact has been established with DEW who is working proactively with Council to plan a path forward to meet both DEW and Council objectives</p>		FALSE
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves into Heritage Agreements 2018	None declared	<p>1. That the report be received and noted.</p> <p>2. That the Biodiversity Officer be authorised to enter: Doris Couls Reserve, 152 Old Mt Barker Road, Aldgate/Heathfield Waste Facility, 32 Scott Creed Road, Heathfield/Kiley Reserve, 15 Kiley Road, Aldgate/Shanks Reserve, 1 Shanks Road, Aldgate/Stock Reserve, Stock Road, Mylor/Leslie Creek Reserve, Leslie Creek Road, Mylor/Mi Mi Reserve, 125 Aldgate Valley Road, Mylor/Aldgate Valley 2 Reserve, 114 Aldgate Valley Road, Mylor/Kyle Road Nature Reserve, Kyle Road, Mylor/Carey Gully Water Reserve, Deviation Road, Carey Gully/Heathfield Stone Reserve, 215 Longwood Road, Heathfield/Mylor Parklands, Mylor</p> <p>all being of significant biodiversity value, into Heritage Agreements.</p> <p>3. That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves.</p>	Peter Bice	In Progress	9/05/2022	<p>The Heritage Applications were phased over the years in order to be accommodated within available resourcing.</p> <p>Heritage Agreement have been registered over:</p> <ul style="list-style-type: none"> Kiley Reserve Shanks Reserve Kyle Road Nature Reserve, Leslie Creek Reserve Aldgate Valley 2 Reserve Doris Couls Reserve Mylor Parklands Heathfield Waste Facility <p>Heathfield Stone Reserve successfully rededicated for conservation purposes with Lands Title Office, and will now be referred to as Heathfield Conservation Reserve.</p> <p>Heritage Agreement now in place for Reserve 26 - "Stock Rd 1"</p> <p>Heritage Applications have been lodged with the Native Vegetation Council for:</p> <ul style="list-style-type: none"> •Carey Gully Water Reserve •Heathfield Conservation Reserve •Mi Mi Reserve <p>There is a longstanding encroachment at Mi Mi, but the encroachment area has been excised from the HA proposal and Crown Lands are yet to decide how they wish to manage this.</p>	Mi Mi Reserve has a substantial encroachment due to a development that was approved by Council in the 80s. Property has lodged this finding with Crown Lands and awaiting their advice about how to manage this - Council is advocating for a site license on property owners' behalf.	FALSE
11/09/2018	Special Council	229/18	Road Exchange McBeath Drive, Skye Horsnell Gully	None declared	<p>In accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, as regards the land within the Adelaide Hills Council area, enter into an Agreement for Exchange with Boral Resources (SA) Ltd and issue a Road Process Order to open as road portions of Section 906 Hundred of Adelaide numbered "1", "2" and "3" on Preliminary Plan No. 17/0066 (Appendix 1) and in exchange to close portions of McBeath Drive marked "A", "B", "C" and "D" on Preliminary Plan No. 17/0066, subject to the following: Boral Resources (SA) Ltd agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs; Boral Resources (SA) Ltd agreeing to pay all costs associated with a Council boundary adjustment between Adelaide Hills Council and the City of Burnside to rectify the resulting Council boundary anomaly from the road exchange process</p> <p>The closed road is excluded as Community Land pursuant to the Local Government Act 1999.</p> <p>Council approves the sale of the differential between the total area of closed road and the total area of opened road of approximately 1,242m2 to Boral Resources (SA) Ltd for the amount of \$6,210 as determined by an independent valuation.</p> <p>Subject to the successful completion of the road exchange process, Council undertakes a process in conjunction with the City of Burnside to realign the local government boundary along the new location of McBeath Drive to the south side of pieces 42, 52 and 62 of the proposed residential allotments in accordance with the provisions of the Local Government (Boundary Adjustment) Amendment Act 2017 (to commence on 1 January 2019) and/or Part 2 of Chapter 3 of the Local Government Act 1999.</p>	Terry Crackett	In Progress	8/04/2022	<p>Road exchange documentation has been executed and provided to Boral for lodgement with the Surveyor-General.</p> <p>Submission has been prepared and lodged with the Boundaries Commission jointly on behalf of the City of Burnside and Adelaide Hills Council. The Boundaries Commission has agreed to investigate the proposal and that process is underway. Further feedback has been provided to the Boundaries Commission to progress. Boral are negotiating a Land Management Agreement with the State Government which has delayed the completion of the land division and road exchange</p> <p>Awaiting advice that land division has been completed so that the boundary realignment can occur</p> <p>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 April 22 - awaiting lodgement of land division plans by Boral</p>		FALSE
11/09/2018	Special Council	232/18	Revocation of Community Land – Bridgewater Retirement Village	None declared	<p>To commence a process to revoke the Community Land classification of the land located on the corner of Mt Barker Road and Second Avenue Bridgewater known as 511 Mt Barker Road Bridgewater contained in Certificate of Title Volume 5488 Folio 788 (Land) on which a portion of the Bridgewater Retirement Village is located by: Preparing a report as required under section 194(2)(a) of the Local Government Act 1999 and making it publicly available. Undertaking consultation in accordance with its Public Consultation Policy as required under section 194(2)(b) of the Local Government Act 1999.</p> <p>To commence a process to vary the charitable trust affecting the Land by investigating land parcels owned by the Adelaide Hills Council, including Carrivook Park, Candlebark Reserve and Vincent Playground Reserve, that may be suitable for the development of a landscaped garden for the benefit of the community and for the construction of a memorial to the Ash Wednesday Bushfires of 1983 as contemplated by the charitable trust over the Land and invite community suggestions and feedback in relation to any appropriate land parcels.</p> <p>To approve a budget allocation in the amount of \$10,000 for legal expenses for the preparation of an Application to the Supreme Court to vary the charitable</p>	Terry Crackett	In Progress	8/04/2022	<p>Initial consultation to identify possible locations for the establishment of a garden and memorial concluded on 28 January 2019 with only one submission received being a suggestion from the Retirement Village residents to investigate Carrivook Park as their preferred option.</p> <p>Council, at the meeting of 27 August 2019, approved Carrivook Park as the location to vary the trust to.</p> <p>The Attorney-General has provided in-principle support to the proposal so a design for the landscaped garden and bushfire memorial at Carrivook Park will be prepared for submission to the Supreme Court.</p> <p>November 21 - consultation has been undertaken and draft affidavit has been prepared for lodgement with the Supreme Court</p> <p>Jan 22 - awaiting approval from the Attorney General prior to lodgement with the Supreme Court</p> <p>April 22 - documents nearing finalisation for lodgement with Supreme Court</p>		FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council resorting)	Comments (for internal use)	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 lodged for a non-complying land division. That, if a land division is not supported, an expression of interest (EOI) process be undertaken in respect of the local heritage listed building located at 1 Beavis Court, Gumeracha known as Randell's Cottages to determine any interest in restoring the building for tourism or other purpose (other than long term residential) under a long term lease arrangement. That the CEO be delegated to prepare the necessary documentation to undertake the EOI. That a report be presented to Council following the EOI detailing the results of that process and providing further options.	Terry Crackett	Completed	28/04/2022	The land sits within the Environmental Food Protection Area and proposed use (land division) is not supported. An application will be made to DPI 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 Jan 22 - further consideration is being given to options March 22 - report to be presented to Council at the April meeting in accordance with the MON of 25.1.22 April 22 - Items 3 - 6 of this resolution rescinded at April 22 meeting		FALSE
7/05/2019	Special Council	94/19	Stonehenge Reserve Masterplan Update and Findings from Consultation	None declared	That the report be received and noted.To not proceed with any of the masterplanning options at Stonehenge Reserve at this point in time.To proceed with resurfacing works at both the Stonehenge Reserve and Heathfield sites.To delegate to the CEO to seek variations and finalise arrangements to the grant funding agreements with the Office for Recreation, Sport & Racing, and Tennis SA that allow new court construction at alternative sites. The CEO to report back to Council on those finalised arrangements.To notify those who have registered through the Stonehenge Reserve Project's engagement site of the outcome of the consultation and this report.	Terry Crackett	In Progress	14/01/2022	Works to the Heathfield High School site courts are well underway. Works to existing courts at Stonehenge Reserve are due to be completed shortly.		FALSE
23/07/2019	Ordinary Council	188/19	LED Street Lighting Upgrade	None declared	That the report be received and noted.To approve an increase of \$365k in Council's 2019/20 capital budget to commence the transition of 900 P – category public streetlights to LED with the funding source to be recommended to Council at its next budget review.That Council engage SAPN to commence the changeover of P-Category lights to LED public lighting on Council roads and that authority is given to the CEO to finalise a contract with SAPN and sign that agreement.That Council enter into a PLC tariff agreement for public lighting with SAPN until 30 June 2020 and subsequently move to the tariff set by the Australian Energy Regulator from July 2020.That Council continues to liaise with SAPN and DPI on the changeover of Council public lighting on roads under the care and control of the State Government.That a further report be provided to Council on the outcome of the continued discussions with SAPN and DPI.	Peter Bice	In Progress	11/05/2022	LED change over at Aldgate Main Street complete. Uraidla and Summertown main street quotes accepted. 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.	Cost per light will be higher than P class so return may be less depending on the final KWh savings.	FALSE
17/09/2019	Special Council	239/19	Circular Procurement Pilot Project	None declared	Council resolves:That the report be received and noted.To approve participation in the Circular Procurement Pilot Project.That the Chief Executive Officer be authorised to execute the Memorandum of Understanding as contained in Appendix 1 of this report.That the Council endorses, in principle, the following targets subject to the procurement needs and requirements of Council in 2020/21 purchasing recycled plastic products or materials equivalent to 10% of the weight of plastic collected within the Council area, which is equivalent to approximately 25 tonnes based on 2017/18 data.subject to the procurement needs and requirements of Council, commencing in 2021/22 Council will incrementally increase its purchasing of recycled plastic products or materials thereafter until it is equivalent to 50% of the weight of plastic collected within the Council area, which is equivalent to 124 tonnes based on 2017/18 data.That a report be provided to Council in early 2021/22 providing an update on the	Peter Bice	In Progress	9/05/2022	Participation in the Circular Procurement Pilot Project continues.		FALSE
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 120 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	8/04/2022	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 Jan 22 - awaiting approval from the Attorney General to lodge with the Supreme Court April 22 - documents nearing finalisation for lodgement with Supreme Court		FALSE
28/07/2020	Ordinary Council	149/20	Road Widening Netherhill Road Kenton Valley	None declared	1. That the report be received and noted 2. To purchase the areas of land totalling 315 sqm identified in red on the Land Acquisition Plan attached as Appendix 2 ("land") from Stephen Paul Cowie the land owner at 67 Nether Hill Road, Kenton Valley, for the purchase price of \$6,700 (excl GST) plus all reasonable costs to vest the Land as public road. 3. To purchase the area of land being 188 sqm identified in red on the Land Acquisition Plan attached as Appendix 2 ("land") from Paul Andrew Arnup and Danielle Marie Beatrice Helbers the land owner at 109 Nether Hill Road, Kenton Valley, for the purchase price of \$3,760 (excl GST) plus all reasonable costs to vest the Land as public road. 4. The road land being acquired to be excluded as Community Land pursuant to the Local Government Act 1999; and 5. That the Mayor and CEO be authorised to sign all necessary documentation, including affixing the common seal, to give effect to this resolution. 6. To approve an expenditure budget of \$10,460 to purchase the two areas of land on Nether Hill Road, Kenton Valley, with funding to be sourced from favourable capital revenue identified within the 2020-21 Capital Works budget.	Terry Crackett	In Progress	12/04/2022	Progress has commenced in accordance with the resolution Awaiting completion of the process by the Surveyor and Land Services Group		FALSE
22/09/2020	Ordinary Council	205/20	100 Old Mt Barker Road Stirling	Material - Cr Kirilee Boyd	1. That the report be received and noted 2. To progress the budgeted upgrade of the old school building located at 100 Old Mt Barker Road Stirling including the replacement of the roof, gutters, fascia boards, downpipes and damaged internal ceilings, with the anticipated cost to be \$155,000. 3. To apply to the Minister for Environment and Water for approval to lease the land located at 100 Old Mt Barker Road Stirling, including the old school building, to The Old School Community Garden Inc. 4. Subject to obtaining the approval specified in 3 above, offer to The Old School Community Garden a 2 year lease over the land located at 100 Old Mt Barker Road Stirling, including the old school building. The rent under the lease to be \$4 per annum (if demanded). 5. That the Mayor and Chief Executive Officer be authorised to sign all necessary	Terry Crackett	In Progress	8/04/2022	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 Jan 22 - following completion of the works, a lease will be negotiated with the OSCG March 22 - works due to be completed by end of April		FALSE
15/12/2020	Ordinary Council	300/20	Road Exchange Pomona Road Stirling	None declared	1. That the report be received and noted. 2. In accordance with sections 12 and 15 of the Roads Opening and Closing Act 1991, enter into an Agreement for Exchange with the owner of the land of 21 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 20/0038 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 20/0038 as "Public Road A", subject to the owner of the land at 21 Pomona Road Stirling agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs. 3. The closed road be excluded as Community Land pursuant to the Local Government Act 1999. The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this	Terry Crackett	In Progress	12/04/2022	Final Plans and Road Process Order documents have been executed by all parties. Awaiting on processing with the Surveyor- General and the Lands Titles Office		FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Comments (for internal use)	Confidential
27/01/2021	Ordinary Council	22/21	CWMS Review	None declared	that the report, related attachments and the discussion and considerations of the subject matter be retained in confidence until 30 July 2021.	Peter Bice	In Progress	9/05/2022		Our previous partners OCC and RCMB continue to progress open market tender process. Last spoke with them in Jan 2022 and they are still progressing the divestment and seeking report information to stay in confidence.	FALSE
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 Appendix 1 of this report and listed below: Our Lady of the Rosary Church, Aldgate - \$2,500 Old Post Office, Craters - \$1,417 Crataegus Cottage, Craters - \$2,500 Circa 1850's Cottage, Mount George - \$2,500 Shop, Stirling - \$2,500 Stone Cottage, Stirling - \$2,500 Former Aldgate Valley Church of Christ, Aldgate - \$2,500 Cudlee Creek Uniting Church, Cudlee Creek - \$2,500 3. To delegate to the Chief Executive Officer to determine whether any changes to grant recipient's proposed works maintain grant eligibility.	Melissa Bright	In Progress	14/02/2022	Round 2 update: Currently four out of the endorsed eight applications have received grant funding following successful completion of the grant application process. Two applications are still engaged in the Development Application process. One application has been withdrawn. Full completion of Round 2 (three projects) is contingent on the individual property owners completing the works and informing Council, and for this reason it is difficult to estimate a completion timeline. It is hoped that with more favourable weather in the coming months that works that had been delayed can now progress. The Third and final round of the grant was open for applications until the 31st January 2022. Staff are currently reviewing the applications and will present the shortlisted projects for endorsement in the coming months.	FALSE	
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 (Appendix 1) 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 Fulgrave Road, Craters ii. CR 5753/725, Section 1609 Illert Road, Mylor iii. CR 5753/729, Section 1657 Scott Creek Road, Scott Creek iv. CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside v. CR 5753/742, Section 547 Schaberts Road, Lobethal vi. CR 5753/744, Section 553 Pedare Park Road, Woodside vii. CR 5753/745, Section 556 Tiers Road, Woodside viii. CR 5753/746, Section 565 Old Carey Gully Road, Stirling ix. CR 5753/754, Section 511 North East Road, Inglewood x. CR 5753/758, Section 262 Reserve Road, Forreston xi. CR 5763/631, Section 1591 Silver Road, Bridgewater xii. CR 5763/634, Section 71 Magarey Road, Mount Torrens xiii. CR 5763/635, Section 72 Magarey Road, Mount Torrens xiv. CR 5763/636, Section 84 Forreston Road, Forreston xv. CR 6142/329, Lot 501 Greenhill Road, Bahamah xvi. CR 5926/487, Lot 20 Bell Springs Road Charleston (for rededication to the Department of Environment & Water) xvii. CR 5753/718, Section 1544 Reserve Terrace Aldgate (for rededication to Meals on Wheels) xviii. CR 5753/753, Section 495 off Kersbrook Road Kersbrook (for rededication to Forestry SA) 4. That a further report be presented to Council once a response from the 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 2022/23 Annual Business Plan and Budget Funding for a detailed analysis of Option 2 be included in the budget development for 2022/23.	Terry Crackett	In Progress	8/04/2022	Being progressed in accordance with resolution. November 21 - awaiting feedback from the Minister for Planning on final application for revocation Jan 22 - final application has been lodged with the Minister for Planning April 22 - awaiting response from new Minister	FALSE	
27/04/2021	Ordinary Council	70/21	Green Organic Service Options	None declared	That the report be received and noted.	Peter Bice	Completed	9/05/2022	Matter was discussed at Council Waste and Recycling workshop 15 March and Budget Workshop 1 April 2022 with general consensus to 'park' any further work on FOGO bins to all properties until high level analysis of providing a fee incentive to the kerbside bin system and weekly collection of FOGO bins has been completed in 2022/23.	FALSE	
22/06/2021	Ordinary Council	117/21	Mobile Library Replacement	None declared	That the report be received and noted. That the Administration proceed with the replacement of the mobile library with a customised van and that the amount carried forward into 2021-22 be adjusted from \$480,000 to \$200,000. That the report be received and noted. That the Administration proceed with the replacement of the mobile library with a customised van and that the amount carried forward into 2021-22 be adjusted from \$480,000 to \$200,000.	David Waters	In Progress	17/05/2022	The new van has been delivered and procurement of the fit out and customisation is in progress.	FALSE	
22/06/2021	Ordinary Council	119/21	Community & Recreation Facilities Framework & Play Space Framework - Drafts for Consultation	None declared	1. That the report be received and noted. 2. To receive and endorse the draft Community and Recreation Facilities Framework and the draft Play Space Framework and implement Stage 3 of Engagement (consultation). 3. That the results of Stage 3 Engagement and the final draft Frameworks be presented to Council for their consideration by December 2021. 4. That the CEO be authorised to: Make any formatting, nomenclature or other minor changes to the Draft Framework documents prior to being released for public consultation and determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's Public Consultation Policy.	Terry Crackett	In Progress	14/01/2022	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. Jan 22 - due to extended consultation timeframe and request by a number of clubs to meet to discuss the framework, a workshop with Council has been delayed. It is proposed to arrange a meeting of CRFWG following completion of the requested meetings with clubs	FALSE	
22/06/2021	Ordinary Council	147/21	Event Opportunity SANTOS TDJ 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	In Progress	13/04/2022	The confidentiality order may need to be extended as the details of the matter to which it applies may not be endorsed for public release by 30 June 2022. The announcement is expected to be made by SATC in August 2022 after which time details of the report would be in the public domain.	FALSE	
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 "A" in Road Plan No. 2142 ("Closed Road"), off Langer Road, Mount Torrens including consultation in accordance with Council's Public Consultation Policy and the Local Government Act 1999 with the intention of selling the Closed Road to the adjoining owners. 3. To commence a revocation of community land process for the land described as "A" and "B" in Road Plan No. 1573 ("Closed Road") adjacent to 105 Nicholls Road, Norton Summit including consultation in accordance with Council's Public Consultation Policy and the Local Government Act 1999 with the intention of selling the Closed Road to the adjoining owners. 4. That a further report be presented to Council at the completion of the consultation.	Terry Crackett	In Progress	12/04/2022	Commenced in accordance with the resolution Public Consultation has completed. NO formal responses received - follow up report to be presented at June Council meeting	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	8/04/2022	Minutes have been released from confidentiality.	Report to remain confidential until after the property has been sold, contains commercial in confidence information	FALSE
4/08/2021	Ordinary Council	169/21	MON Natural Burials	None declared	That the CEO provides a report to Council by 30 June 2022, outlining a policy and/or procedures by which Council can effectively manage natural burials in council cemeteries, such a report to include suitable locations and indicative costs.	Terry Crackett	In Progress	8/04/2022	Preliminary planning underway for return to Council with report by 30 June 2022.	FALSE	
24/08/2021	Ordinary Council	170/21	Road Exchange Aldi Development Pomona Road Stirling	None declared	That the report be received and noted in accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, enter into an Agreement for Exchange with the owner of the land of 3-5 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 21/0011 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 21/0011 as "Public Road A", subject to the owner of the land at 3-5 Pomona Road Stirling and Council agreeing to share all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs. The closed road be excluded as Community Land pursuant to the Local Government Act 1999. The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affidavit of the common seal, to give effect to this resolution.	Terry Crackett	In Progress	12/04/2022	Commenced in accordance with resolution Road Process Documents have been signed by Council. Currently awaiting process by the Surveyor-Generals Office	FALSE	

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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 Appendix 1 be adjusted in the 2021-22 financial year at Budget Review 1 3. Further detailed scoping be undertaken on the proposed renewal and energy efficiency upgrades to the Stirling Office, Heathfield Depot, Gumeracha Depot and Woodside Offices (current Development and Building Team offices) and presented to Council for consideration where appropriate within the 2021-22 Budget Review 1 and the next review of the Long Term Financial Plan 4. Subject to endorsement of the detailed scoping identified in 3 above, the Development and Building Team be relocated from Woodside to Stirling 5. To include budget provision in the draft Annual Business Plan for the 2022-23 financial year to undertake a feasibility study on the medium to long term needs for community and operational sites and where greater efficiencies may be obtained through consolidation of sites.	Terry Crackett	In Progress	8/04/2022	Commenced in accordance with resolution Fibout of Garrod Office and progression of preliminary work for Stirling transportable underway. Scoping of other components to be undertaken by June 2022.		FALSE
28/09/2021	Ordinary Council	205/21	Roadside Trading Policy for Community Consultation	Actual - Cr Kirilee Boyd	1. That the report be received and noted. 2. To approve the draft Roadside Trading (Use of Public Road Verges for Business Purposes) Policy as contained in Appendix 1 for community consultation. 3. That a further report be presented to Council for consideration following completion of the community consultation	Terry Crackett	In Progress	8/04/2022	Consultation has been completed. Consultation outcomes and proposed policy position will be presented to Council at a workshop in March prior to being presented to Council for a decision at the May Council meeting		FALSE
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, 8129. 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. 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. 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.	Terry Crackett	In Progress	8/04/2022	Commenced in accordance with the resolution. November 21 - letter seeking consent to undertake the compulsory acquisition has been sent to the Minister Jan 22 - Minister has advised they are considering their position and will advise further in due course March 22 - Minister advised that has been deferred until after the election April 22 - new Minister has confirmed receipt and will review in due course		FALSE
26/10/2021	Ordinary Council	221/21	Single Use Plastic MON Response	None declared	That the report be received and notedThat the actions outlined in this report are implemented	Peter Bice	In Progress	9/05/2022	A presentation and information will be undertaken at an upcoming Strategic Leadership Team meeting to be held on the 19 May		FALSE
26/10/2021	Ordinary Council	235/21	Ashton Landfill - Confidential Item	None declared	As per Confidential minute	Peter Bice	In Progress	9/05/2022	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	9/05/2022		HWL engaged to act on matter in conjunction with other SA Councils.	TRUE
23/11/2021	Ordinary Council	250/21	Road Acquisition - Portion of Teringe Drive Teringie	None declared	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 Teringe Drive, Teringie, for the purchase price of \$1,000 (incl 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	Terry Crackett	In Progress	12/04/2022	Commenced in accordance with Council resolution. Documents being prepared by Conveyancer to complete the boundary realignment		FALSE
14/12/2021	Ordinary Council	274/21	Woodside Recreation Ground Reuse further information	Perceived - Cr Stratford	1. The report be received and noted. 2. That a report be prepared for Council's information on the costs associated with bore water saving initiatives that could be implemented in respect to Council-owned recreational assets that are currently irrigated by bore water.	Peter Bice	In Progress	9/05/2022	Tender documents have been prepared that combine the resolution along with an irrigation audit that was going to be released as well. The tender has been released for a quotation.		FALSE
14/12/2021	Ordinary Council	276/21	Trails & Cycling Routes Framework - Draft Service Levels and Guidelines for consultation	None declared	That the report be received and notedThat the draft Trails and Cycle Routes Service Levels in Appendix 1 and Guidelines in Appendix 2 be endorsed for consultation That the results of consultation and the final draft Framework be presented to Council for their consideration by June 2022. That the CEO be authorised to: Make any formatting, nomenclature or other minor changes to the Policy prior to being released for public consultation andDetermine 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	14/01/2022	Commenced in accordance with resolution		FALSE
25/01/2022	Ordinary Council	16/22	MWN Fire Hydrants and Fire Plugs	Nil	I move that Council writes to SA Water Board Chair Mr. Andrew Fletcher, requesting the locations of Fire Hydrants and Fire Plugs be included on the South Australian Government Geographic Information System (GIS) mapping website SALocationMapViewer (https://location.sa.gov.au/viewer/77620map). I move that Council writes to SA Water Board Chair Mr. Andrew Fletcher, seeking information on the methodology used to ensure Fire Plugs and Hydrants are inspected to assess functionality, particularly in the bushfire prone areas of the Adelaide Hills. A report be presented to Council on the reply from SA Water.	Peter Bice	In Progress	9/05/2022	Information has been received from SA Water and report being prepared on fire hydrant location and maintenance for May 2022 Ordinary Council meeting		FALSE
15/02/2022	Special Council	22/22	MON - Preparation of representation submission re proposed Development at 160 Longwood Road Heathfield – Cr Mark Osterstock	Perceived - Cr John Kemp Actual - Cr Leith Mudge	1. To engage an experienced and well credentialed planning lawyer/consultant to prepare a representation submission in relation to the proposed development of a 24 hour retail fuel outlet at 160 Longwood Road Heathfield (PlanSA Ref:21031286). The scope and nature of the matters to be addressed are to include, yet are not limited to,Character and AmenityBulk and ScaleHours of Operation [Noise]Traffic Management 2. To allocate a budget of up to \$10,000 in relation to the preparation of the representation submission. 3. To conduct a workshop (information or briefing session) on 22 February 2022 to enable the Council Members to receive a briefing from the planning lawyer/ consultant in relation to the proposed development. 4. To authorise the Chief Executive Officer to finalise and lodge the submission prior to the conclusion of the public notification period.	Melissa Bright	In Progress	24/02/2022	Kelley Jones Lawyers have been engaged to prepare a representation submission in relation to the proposed development at 160 Longwood Road Heathfield. A workshop was conducted at the start of the Council meeting on 22 February 2022 and a MWN was carried unanimously to hold a Special Council meeting on 1 March 2022.		FALSE
22/02/2022	Ordinary Council	37/22	Lobethal Bushland Park	Nil	Council resolves that consideration of Item 12.12 Lobethal Bushland Park be deferred until the 26 April 2022 Ordinary meeting and the report be updated with any relevant information.	Peter Bice	Completed	10/05/2022	The report was updated and tabled at April meeting	Added to Council Meeting Planner for 26 April 2022	FALSE
22/03/2022	Ordinary Council	49/22	MON Parking Time Limit adjacent Stirling Hospital	Nil	A report be brought before Council following consultation and the development of designs for the improvement of parking on Milan Terrace adjacent to Stirling Hospital. This report be presented to Council no later than 26 July 2022.	Peter Bice	In Progress	10/05/2022	Council staff have been working to support the hospital to best understand demand.	Placed on Meeting planner for July 2022	FALSE
22/03/2022	Ordinary Council	50/22	S221 Permit 63 Waverley Ridge Road Crafters West	Nil	1. That the report be received and noted 2. To issue an Alteration of Road Permit to the land owner of 63 Waverley Ridge Road, Crafters West, for a term of twenty five (25) years, in accordance with the provisions of s221 of the Local Government Act 1999. 3. Authorise the Chief Executive to finalise and sign all necessary documentation pursuant to this resolution.	Terry Crackett	In Progress	12/04/2022	Permit has been prepared - to be signed by all parties		FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council resorting)	Comments (for internal use)	Confidential
22/03/2022	Ordinary Council	52/22	Response to MON Bore Use	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted 2. To negotiate an agreement with the Summertown Village Water Company for access to the Council bore located on Anya Crescent Reserve at Summertown for a defined period, being not more than 3 years, on terms and conditions to be agreed whereby by the end of the agreement term, the Summertown Village Water Company has established an independent water supply for its shareholders and current use of the Council bore ceases 3. To negotiate an in principle agreement with the Summertown Community Centre Inc. for a land exchange at Tregarthen Reserve Summertown that would see the public infrastructure located on land owned by the Council and the sport and recreation infrastructure on land owned by the Summertown Community Centre Inc. with the Council being responsible for the provision of water to Tregarthen Reserve 4. To negotiate an agreement with the owner of 30 Stonehenge Avenue Stirling, for access to and use of the bore located on Council land at 28 Stonehenge Avenue Stirling, for a defined reasonable period of time, say 18 – 24 months, on terms and conditions to be agreed whereby by the end of the agreement, the landowner has established an independent water supply for its land and use of the Council bore ceases 5. To undertake further investigations in relation to the Mylor bore and tanks and to which properties it supplies water 6. The CEO further reports to Council on an annual basis of progress being made 	Terry Crackett	In Progress	8/04/2022			FALSE
22/03/2022	Ordinary Council	53/22	Removal of Remoteness Sculpture, Stirling	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. That the sculpture known as The Remoteness, be removed from the area in front of the Coventry Library, Stirling. 3. That best endeavours should be made to retain suitable elements of the sculpture for placement in the surrounding landscape in a manner appropriate to the setting, such as for informal seating. 4. That the Council works with the Stirling Business Association and stakeholders from the former Adelaide Hills International Sculpture Symposium Inc to identify and implement appropriate means of recognising the sculpture and ensuring its legacy is not lost to the precinct in which it is presently situated and the overall Hills Sculpture Trail. 	David Waters	In Progress	17/05/2022	Arrangements are presently being made to remove the sculpture. A communications plan is being developed for same.		FALSE
22/03/2022	Ordinary Council	54/22	CEO Performance Review Process and Schedule	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. To undertake the 2022 CEO Performance Review and Remuneration Review using an external consultant. 3. That the 2022 CEO Performance Review Panel (CEOPRP) Meeting and Process Schedule – External (Caretaker Period) as contained in Appendix 2, be adopted and the CEOPRP Presiding Member be delegated to amend the Process Schedule meeting/workshop dates as required in consultation with the Administration. 	Terry Crackett	In Progress	12/05/2022	CEO Performance Review Meeting being held on 12/5/22. Recommendation from this meeting will be tabled at Council Special Meeting on 17/5/2022.		FALSE
22/03/2022	Ordinary Council	62/22	Caretaker Policy Review	Nil	<p>That the report be received and noted</p> <p>With an effective date of 06 April 2022, to revoke the 05 June 2018 Caretaker Policy and to approve the draft 22 March 2022 Caretaker Policy as contained in Appendix 1.</p> <p>That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the draft 22 March 2022 Caretaker Policy prior to the effective date.</p>	Andrew Aitken	Completed	12/04/2022	Policy updated and loaded to website.		FALSE
22/03/2022	Ordinary Council	77/22	MWN Letter of Congratulations to new Premier Peter Malinauskas	Nil	<p>Adelaide Hills Council congratulates the Hon. Peter Malinauskas, 47th Premier of the State of South Australia, and his team, on his election to office and looks forward to a constructive and productive working relationship with him, and his Ministers, for the betterment of the Adelaide Hills and its community, the Region and the State more broadly. That the Mayor writes to the Hon. Peter Malinauskas conveying the expression of congratulations on behalf of Council.</p>	Andrew Aitken	In Progress	23/03/2022			FALSE
22/04/2022	Ordinary Council	54/22	Libraries Strategy	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. To approve the Draft Libraries Strategy, as contained in Appendix 1 as a draft for public consultation purposes. 3. That the CEO be authorised to make any formatting, nomenclature or other minor changes to the Strategy prior to it being released for public consultation. 4. That the CEO be authorised to determine the dates and method of the public consultation. 5. That the outcomes of the consultation be reported back to the Council as part of considering the adoption of a final Libraries Strategy. 	David Waters	In Progress	17/05/2022	Consultation on the draft Libraries Strategy was undertaken from 13 April to 3 May 2022. The outcomes of the consultation will be reported back to Council at the May Council meeting along with the final Libraries Strategy for adoption.		FALSE
26/04/2022	Ordinary Council	82/22	Petition - Property at Lobethal Road Lenswood	Nil	<p>That the petition signed by 294 signatories requesting that a property on Lobethal Road Lenswood be tidied up and animals contained be received and noted. That it notes the Administration has undertaken and continues to address the petitioners concerns. That the CEO advises the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.</p>	Andrew Aitken	Completed	28/04/2022	Letter advising of 2 resolutions sent to Head Petitioner		FALSE
26/04/2022	Ordinary Council	83/22	Petition - Randell's Cottages Gumeracha	Nil	<p>That the petition signed by 59 signatories requesting Council to retain Randell's Cottages be received and noted. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.</p>	Andrew Aitken	Completed	28/04/2022	Letter sent to Head Petitioner advising of Council's resolution		FALSE
26/04/2022	Ordinary Council	94/22	Lobethal Bushland Park	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. To note that Council received a report at its meeting held 22 February 2022 (Item 12.2) where it resolved to defer consideration until the 26 April 2022 Ordinary meeting. 3. That in light of the change of government since representations were initially made by former Minister David Spier, the Mayor writes to the recently appointed Minister for Climate, Environment and Water, the Hon Susan Close MP, to ascertain whether the Minister wishes to explore the potential for Lobethal Bushland Park to be transferred to the State Government and declared as a Conservation Park. 4. That if the new Minister, Hon Susan Close, is interested in considering the matter, that the Chief Executive Officer, or delegate, have further discussions with the Department of Environment and Water to explore the various options and implications for any potential transfer, with the outcomes brought back to Council for a decision on further action. 5. That Council affirms its commitment to engagement with key stakeholders including local community, community groups and volunteer based organisations involved with Lobethal Bushland Park, as part of any subsequent processes associated with the matter. 	Peter Bice	In Progress	10/05/2022	Letter has been sent to Minister Close. We await response.		FALSE
26/04/2022	Ordinary Council	96/22	Council Assessment Panel - Terms of Reference	Nil	<ol style="list-style-type: none"> 1. To adopt the updated Council Assessment Panel Terms of Reference as contained in Appendix 2. 2. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the Council Assessment Panel Terms of Reference prior to the effective date of adoption and during the period of its currency. 	Melissa Bright	Not Started	28/04/2022			FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Comments (for internal use)	Confidential
26/04/2022	Ordinary Council	99/22	Policy Review - Tree Management	Nil	1. That the report be received and noted. 2. With an effective date of 10 May 2022, to revoke the 9 April 2019 <i>Tree Management Policy</i> and to adopt the draft April 2022 <i>Tree Management Policy</i> . 3. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the <i>Tree Management Policy</i> prior to the effective date of adoption.	Peter Bice	Completed	12/05/2022			FALSE
26/04/2022	Ordinary Council	100/22	Policy Review - Tributes for Commemorative Services	Nil	That the report be received and noted That with an effective date of 10 May 2022 to revoke the 24 July 2018 <i>Tributes for Commemorative Services Policy</i> and adopt the April 2022 <i>Tributes for Commemorative Services Policy</i> contained in <i>Appendix 1</i> .	David Waters	Not Started	28/04/2022			FALSE
26/04/2022	Ordinary Council	106/22	Appointment of CAP Independent Members	nil	Confidential Item	Melissa Bright	Not Started	28/04/2022			TRUE
26/04/2022	Ordinary Council	107/22	Appointment of CAP Independent Members - Duration of Confidentiality	Nil	Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not releasedReportUntil the appointment of all members has been confirmed, but not longer than 31 May 2022Related AttachmentsNILMinutesUntil the appointment of all members has been confirmed, but not longer than 31 May 2022Other NIL	Melissa Bright	Completed	28/04/2022	All candidates advised and appointment documentation sent	All candidates advised and appointment documentation sent so confidentiality can be lifted	TRUE
26/04/2022	Ordinary Council	109/22	Appointment of AHRWMA Chair	Nil	Confidential Minute	Andrew Aitken	Not Started	28/04/2022	Letter drafted for AHRWMA		TRUE
26/04/2022	Ordinary Council	110/22	Appointment of AHRWMA Chair - duration of confidentiality	Nil	Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not releasedReportUpon confirmation of appointment of the AHRWMA Chair but no longer than 3 months.Related AttachmentsNILMinutesUpon confirmation of appointment of the AHRWMA Chair but no longer than 3 months.Other (presentation, documents, or similar)NIL	Andrew Aitken	Not Started	28/04/2022			FALSE
26/04/2022	Ordinary Council	86/22	MON Property Lobethal Road Lenswood	Nil	1. Council notes the long history of compliance action taken by the Council under both the <i>Development Act 1993</i> , and the <i>Local Nuisance and Litter Control Act 2016</i> , in relation to: continuing unauthorised use of the land as a junkyard/scrap storage facility;builder's storage facility;the continuing unsightly condition of the land when viewed from the public realm; andongoing nuisance caused by wandering livestock and animals which issues continue to bring about adverse impacts within the locality. The Council instructs the Chief Executive Officer to take such further action/s as he may be advised to take under (including but not limited to) the <i>Local Nuisance and Litter Control Act 2016</i> , and/or the <i>Planning, Development and Infrastructure Act 2016</i> , (which action/s may involve the commencement legal proceedings and/or the exercise of step-in rights) to address the above issues on an ongoing basis. Wherever possible, such action should seek to recover the Council's costs associated with the relevant action/s.	Melissa Bright	Not Started	28/04/2022	Minute not confidential		FALSE
26/04/2022	Ordinary Council	87/22	Property Lobethal Road Lenswood - Duration of Confidentiality	Nil	Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not releasedReportTwo year termRelated AttachmentsTwo year term MinutesNILOther (presentation, documents, or similar)NIL	Melissa Bright	Not Started	28/04/2022			FALSE
26/04/2022	Ordinary Council	88/22	MON Gumeracha Soldiers Memorial Hospital Emergency Department	Nil	The Mayor writes to the Premier the Hon Peter Malinauskas outlining previous representations made by the Council in respect to reinstatement of the Emergency Department at the Gumeracha District Soldiers Memorial Hospital and requesting that his newly elected government commit to reopening the facility at the earliest opportunity.2. That copies of the representation be provided to the Member for Mayo and the Member for Schubert.	David Waters	In Progress	17/05/2022	At the time of update, the letter was in draft form, pending final review and sign off.		FALSE
26/04/2022	Ordinary Council	89/22	2022-2023 Long Term Financial Plan for Adoption	Nil	1. That the report be received and noted 2. To adopt the 2022-23 Long Term Financial Plan, as contained in <i>Appendix 1</i> to this report, in accordance with <i>Section 122 of the Local Government Act 1999</i> .	Terry Crackett	Completed	10/05/2022	2022-23 Adopted LTFP published on Council website 27 April 2022		FALSE
26/04/2022	Ordinary Council	90/22	Trails and Cycling Routes Framework	Nil	1. That the report be received and noted 2. To receive and note the <i>Recreation Trails and Cycling Routes Management Framework Community Engagement Outcomes Report</i> contained in <i>Appendix 1</i> . 3. To adopt the draft <i>Trails and Cycling Routes Framework</i> in its entirety, including the draft <i>Trails and Cycling Routes Service Levels (Rev. C)</i> contained in <i>Appendix 2</i> and the draft <i>Trails and Cycling Routes Guidelines for Maintenance and Upgrades (Rev. B)</i> contained in <i>Appendix 3</i> .	Terry Crackett	Not Started	28/04/2022			FALSE
26/04/2022	Ordinary Council	92/22	Heathfield Resource Recovery Centre Management Agreement	Nil	1. That the report be received and noted. 2. That the Heathfield Resource Recovery Centre Management Agreement with the Adelaide Hills Region Waste Management Authority be extended for a five year period pursuant with renewal provisions within the existing agreement. 3. To delegate to the Chief Executive Officer the authority to negotiate any minor amendments required to the Heathfield Resource Recovery Centre Management Agreement and to give effect to resolution 2 above.	Peter Bice	In Progress	9/05/2022	Written notice of intention has been provided to the AHRWMA to extend the Heathfield Resource Recovery Centre Management Agreement for 5 year period. Administrative review of agreement has commenced.		FALSE
26/04/2022	Ordinary Council	93/22	Options for Randell's Workmen's Cottages Gumeracha	Nil	1. That the report be received and noted. 2. To rescind parts 3 to 6 of resolution numbered 77/19 of 26 March 2019 thereby removing the requirement to pursue a land division application and Expression of Interest process for the reuse of the Randell's Workmen's Cottages for tourist accommodation or some other use. 3. That the Chief Executive Officer undertakes further scoping and costing for option 4, as outlined in the 26 April 2022 report, for undertaking minor works on the cottages to prevent further deterioration. 4. That the results of the scoping and costing exercise be considered as part of the 2023/24 budget preparation process.	Terry Crackett	Not Started	28/04/2022			FALSE
26/04/2022	Ordinary Council	94/22	GRFMA Annual Business Plan 2022-2023	Nil	That the report be received and noted To advise the Board of the Gawler River Floodplain Management Authority that it has reviewed its 2022-23 Annual Business Plan and approves the Adelaide Hills Council's contribution of \$25,167 as set out in the draft 2022-23 Budget.	Andrew Aitken	Not Started	28/04/2022			FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Comments (for internal use)	Confidential
3/05/2022	Special Council	111/22	Draft 2022-23 Annual Business Plan for Consultation	Nil	<ol style="list-style-type: none"> That the report be received and noted. To endorse the draft 2022-23 Annual Business Plan (ABP), as contained in Appendix 1 for community consultation in accordance with Section 123 of the Local Government Act 1999, adjusted to include an average rate increase of 4.9%. That, notwithstanding the terms of Council's Public Consultation Policy, Council determines that it will hold a public meeting as part of its consultation activities with respect to the draft 2022-23 Annual Business Plan. That the CEO be authorised to arrange for the holding of such a meeting provide notice to the public of the meeting in such manner and form as they see fit, and cancel entirely or defer the holding of the meeting in the event it cannot be accommodated in line with relevant State Government public health/ emergency directions, regulations or legislation related to COVID-19. That the CEO be authorised to: <ol style="list-style-type: none"> Make any formatting, nomenclature or other minor changes to the ABP prior to being released for public consultation and Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's Public Consultation Policy. 	Terry Crackett	Not Started	4/05/2022			FALSE
13/05/2022	Ordinary Council	P99/22	Confidential Item - Advice on Consultant	Nil	Refer to Minutes	Andrew Aitken	Not Started	17/05/2022			FALSE
17/05/2022	Special Council	112/22	SHLGA Draft 22-23 Budget and Member Contributions	Nil	<ol style="list-style-type: none"> That the report be received and noted That the Southern & Hills Local Government Association's draft 2022-23 Budget (including Member Contributions) be received and noted. That the Adelaide Hills Council Member contribution to the Association for 2022-23 is \$23,439 (excluding GST). 	Andrew Aitken	Completed	18/05/2022	Letter sent to SHLGA		FALSE
17/05/2022	Special Council	113/22	AHRWMA Draft 22-23 Annual Business Plan & Budget	Nil	<p>That the report be received and noted</p> <p>To advise the Adelaide Hills Region Waste Management Authority Board that Council has reviewed and approved the Adelaide Hills Region Waste Management Authority Draft Annual Business Plan and Budget 2022-23.</p>	Andrew Aitken	Completed	18/05/2022	Letter sent to AHRWMA		FALSE
17/05/2022	Special Council	114/22	East Waste Draft 22-23 Annual Business Plan & Budget	Nil	<p>That the report be received and noted</p> <p>To provide consent to the Eastern Waste Management Authority Draft Annual Plan 2022-23.</p>	Andrew Aitken	Completed	18/05/2022	Letter sent to East Waste		FALSE
17/05/2022	Special Council	116/22	Appointment of Consultant to undertake CEO Performance & Remuneration Reviews	Nil	Refer to confidential minute	Terry Crackett	Not Started	18/05/2022			FALSE
17/05/2022	Special Council	117/22	Appointment of Consultant to undertake CEO Performance & Remuneration Reviews	Nil	ItemDuration of Confidentiality Nil: Item to be reviewed every 12 months if not releasedreportUntil the consultant is appointed by Council and the consultancy contract entered intoRelated AttachmentsUntil the consultant is appointed by Council and the consultancy contract entered intoMinutesUntil the consultant is appointed by Council and the consultancy contract entered intoOtherNil	Terry Crackett	Not Started	18/05/2022			FALSE
26/04/2022	Ordinary Council	91/22	Free Camping Expression of Interest	Nil	<ol style="list-style-type: none"> That the report be received and noted. Should LRCIP funding not be available, that \$30,000 be allocated in the draft 2022-23 Capital Works Program for this project. That the Council supports, in principle, the installation of an RV Dump Point at the Johnston Memorial Park in 2022-23 with up to \$15,000 provided by the Council on the condition that funding for the RV Dump Point unit itself is provided by the Campervan & Motorhome Club of Australia, or sourced elsewhere. That the Council supports, in principle, the installation of an RV Dump Point at the Mount Torrens Hotel in 2022-23 with up to \$10,000 provided by the Council on the condition that funding for the RV Dump Point unit itself is provided by the Campervan & Motorhome Club of Australia, or sourced elsewhere. That the remaining \$5,000 (from a total allocation of \$30,000), be allocated as a contingency to spend as required across either or both sites and/or on incidental costs such as road signage to promote the new sites. That the Council is recognising its in-principle support notes that other statutory processes, such as development approval and community land use processes, may need to be undertaken and are subject to separate processes. That the Chief Executive Officer, or delegate, be authorised to work with the applicable parties to progress the matter, including seeking statutory approvals, finalising agreements and contracts etc. as required to progress the establishment of the facilities. 	David Waters	Completed	17/05/2022	The two applicants Johnston Memorial Park Balhannah and Mt Torrens Hotel have been notified that Council has supported in principle the installation of RV Dump Points at their sites. Both applicants are in the process of submitting a Development Application for change of use to allow camping at their sites.	Council have contacted the Carvan and Motorhome Club of Australia regarding funding. Applications will be made for both sites in the 2022/23 Financial year once Development Applications have been approved.	FALSE

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 May 2022
AGENDA BUSINESS ITEM**

Item: 13.1

Responsible Officer: John McArthur
Manager Sustainability, Waste and Emergency Management
Infrastructure and Operations

Subject: Fire Hydrant Location Identification and Maintenance

For: Information

SUMMARY

In response to a Motion Without Notice (MWN) endorsed at the 25 January 2022 Ordinary Council meeting the Administration wrote to SA Water seeking information on fire hydrant inspection and maintenance and that their location be added to the Location SA MapViewer website. In response to the MWN and the Council's correspondence information regarding fire hydrants has been received from SA Water.

RECOMMENDATION

Council resolves that the report be received and noted.

1. BACKGROUND

At the January 2022 Ordinary Council meeting the following MWN was carried unanimously:

15.1 Fire Hydrants and Fire Plugs

Moved Cr John Kemp
S/- Cr Chris Grant

16/22

- 1 I move that Council writes to SA Water Board Chair Mr. Andrew Fletcher, requesting the locations of Fire Hydrants and Fire Plugs be included on the South Australian Government Geographic Information System (GIS) mapping website SALocationMapView (<https://location.sa.gov.au/viewer/?%20map>).
- 2 I move that Council writes to SA Water Board Chair Mr. Andrew Fletcher, seeking information on the methodology used to ensure Fire Plugs and Hydrants are inspected to assess functionality, particularly in the bushfire prone areas of the Adelaide Hills.
- 3 A report be presented to Council on the reply from SA Water.

Carried unanimously

In summary, the purpose of the MWN was to ensure SACFS Brigades had adequate and readily available access to fire hydrant locations in times of emergencies and to ensure they were adequately inspected and maintained and therefore available for use as required. The Location SA MapViewer is a free publicly accessible website that contains information in spatial form relating to government data such as landscape and water, land management, infrastructure and utilities and emergencies and safety.

At the 22 March 2022 Ordinary Council meeting a Question on Notice (QON) was received seeking information on whether a response had been received from SA Water regarding the requested fire hydrant information and if so when a report be presented to Council. The Officer's response to the QON advised an initial response had been received from SA Water and advised further communication between the Council Administration and SA Water was required. The response also advised that a report to Council was planned to be presented at the 24 May 2022 Ordinary Council Meeting.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 2 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.

Readily identifiable fire hydrant location and functionality supports the SACFS and other emergency services during fires that occur within the Council area.

➤ Legal Implications

Not applicable.

➤ Risk Management Implications

Considering the information provided by SA Water will assist in mitigating the risk of:

Not being aware of external agency practices that may impact the community leading to potential reputational damage to Council.

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

No risk mitigation actions will be result from this report.

➤ Financial and Resource Implications

Not applicable.

➤ Customer Service and Community/Cultural Implications

Not applicable.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

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

Fire Hydrant Location

SA Water advised at the time of receiving the initial correspondence from Council that they were in the process of uploading fire hydrant location information to the Location SA MapViewer website. SA Water has since confirmed this process is continuing and is hopeful the fire hydrant location will be available on the Location SA MapViewer website in the near future. The Administration will continue to monitor the Location SA MapViewer website and if the hydrant location is not uploaded prior to the 2022/23 Fire Danger Season staff will follow up with SA Water.

Fire Hydrant Inspection and Maintenance

In regard to fire hydrant inspections and maintenance SA Water advised there is a Memorandum of Understanding (MoU) regarding fire hydrant inspections between SA Water and the SACFS. The MoU stipulates that in areas where functional fire hydrants are critical to the operations of the SACFS an inspection and maintenance program of 3 – 5 years is in place. The MoU broadly defines fire hydrants as critical to the operations of the SACFS as those being in high fire risk areas, and in particular all communities, townships and built up areas within the Mt Lofty Ranges. Other fire hydrants are maintained in accordance with SA Water operational requirements and obligations under the *Water Industry Act 2012*.

A process is in place for SACFS brigades to report unserviceable fire hydrants to SA Water that they become aware of through inspections of fire hydrants undertaken at brigade level or that are discovered during an emergency response. Unserviceable hydrants identified by SACFS brigades are notified to SA Water via a Fire Hydrant Report Form.

SA Water is currently in negotiations with the SAMFS and SACFS regarding implementation of a fire hydrant inspection app. It is intended that fire units will use the app, rather than the form, to record the condition and performance of a fireplug that they test or use in an emergency. The app, when implemented, will enable monitoring by the fire services and SA Water to more easily check when the work has been completed. This process is anticipated to be trialled in May/June 2022 with two SAMFS stations over a six month period.

3. OPTIONS

Council has the following options:

1. To receive and note the report